



MINNESOTA STATE

Adopted May 29, 2020

Revised v2 July 6, 2020

Revised v3 August 10, 2020

Revised v4 January 4, 2021

Revised v5 June 1, 2021

## Southwest Minnesota State University COVID-19 Back-to-Campus Preparedness Plan

**Southwest Minnesota State University** is committed to providing a safe and healthy environment for our students, faculty, staff, and members of our campus community. To ensure that, we have developed this Back-to-Campus Preparedness Plan in response to the COVID-19 pandemic utilizing guidance offered in Emergency Executive Orders 20-01 through 21-23. We are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our campus and that requires full cooperation among students, faculty, staff and members of our campus community. Only through a cooperative effort, can we establish and maintain the safety and health of our campuses.

Campus leaders, supervisors, employees, and students are responsible for implementing and complying with all aspects of this Plan. **Southwest Minnesota State University** leaders and supervisors have our full support in enforcing the provisions of this policy. SMSU will monitor disease trends on campus and in the local area and adjust mitigation efforts as needed based on these levels.

**This plan addresses the resumption of fall classes and related activities.**

We are serious about safety and health and keeping our student and employees safe. Your involvement is essential in developing and implementing a successful Campus COVID-19 Preparedness Plan. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- Hygiene and respiratory etiquette;
- Engineering and administrative controls for physical distancing;
- Housekeeping- cleaning, disinfecting and decontamination;
- Prompt identification and isolation of sick persons;
- Communications and training that will be provided to managers and workers; and
- Management and supervision necessary to ensure effective implementation of the plan.

The plan that follows is based upon the current understanding of COVID-19 conditions and guidance provided by the CDC, MDH, Minnesota Management and Budget (MMB), and Minnesota State system as of June 15, 2020. This plan will be reviewed, revised and updated as conditions change and/or new guidance is received and as the Governor's executive orders change and/or rescind prior orders.

## Screening and policies for those exhibiting signs and symptoms of COVID-19

Employees, students, visitor, vendors, and contractors coming to campus must self-monitor their health on a daily basis prior to entering campus buildings.

The following policies and procedures are being implemented to assess workers' health status prior to entering the campus and for employees and students to report when they are sick or experiencing symptoms.

**Employees, students, and any member of the public should NOT come to campus if they are sick and/or believe any of these conditions apply to them:**

- (1) if they have a temperature or fever greater than 100.4 degrees F or feeling feverish;
- (2) if they have a new or worsening cough;
- (3) if they are experiencing shortness of breath, chills, a new headache, a new sore throat, new muscle pain or a recent loss of taste or smell and other symptoms related to COVID 19 and/or;
- (4) if they are not fully vaccinated and they have been exposed to anyone who has tested positive for COVID-19 within the past 14 days.
- (5) Fully vaccinated individuals who have been exposed to someone with COVID-19, do not need to quarantine but they must monitor themselves for symptoms. If they experience symptoms, they should quarantine.

Employees will follow the normal process of informing supervisors if they are sick or experiencing symptoms while at home or work. Students should inform their faculty members and the Office of the Provost through the [online notice link](#). Quarantine and isolation rooms will

be available for on campus residential students.

**Southwest Minnesota State University** through Minnesota State and Minnesota Management and Budget has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented through the State of Minnesota COVID-19 Paid Leave in effect through the Peacetime Emergency declaration by the Governor and Executive Order 20- 07.

The policy of **Southwest Minnesota State University** is to follow Minnesota Department of Health and local health department guidance and direction on informing workers if they have been exposed to a person with COVID-19 on campus and requiring them to quarantine for the required amount of time. In addition, the Human Resources office will manage any confidential medical information to protect the privacy of workers' health status and health information.

If employees or students have tested positive for COVID 19, they are to isolate for the recommended time per MDH guidelines. Students should contact their professor and the Office of the Provost. Employees must contact their supervisor and Human Resources.

## Handwashing

Basic infection prevention measures are being implemented at our campus at all times. Employees and students are being instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their time on campus, prior to any mealtimes and after using the toilet. All visitors to campus facilities should wash their hands prior to or immediately upon entering the facility. Hand sanitizer dispensers with sanitizer that is greater than 60% alcohol are available at multiple campus locations.

## Respiratory etiquette: Cover your cough or sneeze

Employees and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters throughout our campus.

## Masks/ Face Coverings

Masks and face coverings are no longer required per Executive Order 21-23. Masks and face coverings are strongly encouraged for any individuals who are not vaccinated.

- There may be other federal, state, or local laws and public subdivision that require face coverings in certain settings; such as health care settings and public transportation. Businesses may set their own requirements.
- More on Face Covering Requirements and Recommendations at: [Face Covering Requirements and Recommendations - Minnesota Dept. of Health \(state.mn.us\)](#)
- Nothing precludes someone from wearing a mask, for any reason, if they so choose.
- Students and faculty in internship, clinical, and other experiential learning settings may have to take additional respiratory precautions based on the specific setting, practice, and host site guidelines and expectations.

We ask that you practice patience and kindness as we work together to make our community safe, healthy and accommodating for all.

## Physical distancing and Capacity Limitations

Physical distancing requirements and capacity limitations are rescinded by Executive Order 21-21 as of May 27, 2021 at 11:59 p.m. It is recommended if space is available that additional spacing continue for events when possible. Outdoors is a safer environment than indoors.

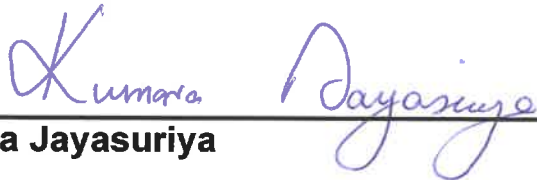
## Housekeeping

Regular housekeeping practices have been implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the campus environment, including classrooms, labs, restrooms, common areas, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Cleaning of office equipment used is a responsibility of all employees, not just general maintenance workers.

## Communications and training

This plan was communicated by email to all employees and students **on or before June 1, 2020**. Training and guidelines were given to all maintenance staff in regards to proper cleaning per the CDC. Additional communication and training will be ongoing. Leaders and supervisors are to monitor how effective the program has been implemented by ensuring all housekeeping guidelines are completed appropriately and social distancing is occurring. Employees and students are to work through this new program together and update the communication strategies and training as necessary.

This plan has been certified by Southwest Minnesota State University leadership and was shared with the campus community and posted on the University website on or before June 1, 2020. It will be updated on the University's website as necessary.



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**Kumara Jayasuriya**

**President, Southwest Minnesota State University**

## **Appendix A – Guidance for developing a COVID-19 Preparedness Plan**

### **General**

[www.cdc.gov/coronavirus/2019-nCoV](https://www.cdc.gov/coronavirus/2019-nCoV)

[www.osha.gov](https://www.osha.gov)

[www.dli.mn.gov](https://www.dli.mn.gov)

### **Handwashing**

[www.cdc.gov/handwashing/when-how-handwashing.html](https://www.cdc.gov/handwashing/when-how-handwashing.html)

[www.cdc.gov/handwashing](https://www.cdc.gov/handwashing)

<https://www.youtube.com/watch?v=d914EnpU4Fo>

### **Respiratory etiquette: Cover your cough or sneeze**

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

### **Social distancing**

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-reponse.html](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-reponse.html)

### **Housekeeping**

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

[www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

Operating Instruction on Campus Management and Cleaning to Slow the Spread of Coronavirus Disease 2019 (COVID-19) in Minnesota State, April 2, 2020

NEW - <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html> - April 28.

## Employees exhibiting signs and symptoms of COVID-19

[www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

[www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

## Training

<https://www.health.state.mn.us/diseases/coronavirus/index.html>

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

[www.osha.gov/Publications/OSHA3990.pdf](https://www.osha.gov/Publications/OSHA3990.pdf)

Revision July 6, 2020: Cloth face coverings are now required. Original version submitted on or before June 1, identified that cloth face coverings were strongly encouraged.

Revision January 2021: Worker accommodations through MMB.

Revision May 2021: Face coverings are no longer required. Physical distancing and capacity limitation are no longer required. Cleaning protocols have reverted to day to day protocols without additional cleaning required of high touch areas.