



MINNESOTA STATE

July 6, 2020 v2

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 Order 20-40, *Allowing Workers in Certain Non-Critical Sectors to Return to Safe Workplaces*, April 23, 2020. 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.

This plan addresses the resumption of prospective student visits and athletic camps and voluntary athletic workouts of ten or fewer participants as allowed by NCAA guidelines and Minnesota Governor's Executive Order 20-56. Employees that can continue to effectively work remotely should continue that practice. If on-campus work is necessary, the supervisor will develop a workplan with the employee.

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 social 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.

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

Employees and students have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. 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) they have a temperature or fever greater than 99.5 degrees F
- (2) they have a new or worsening cough
- (3) they are experiencing shortness of breath, chills, headache, sore throat, muscle pain or a recent loss of taste or smell and/or
- (4) they have been exposed to anyone who has tested positive for COVID-19 within the past 14 days.

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 immediately.

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, or the Families First Coronavirus Response Act(Federal) in effect through December 31, 2020.

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.

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 or cloth face coverings can be worn to help control infection from people who may be infected but are asymptomatic. They may provide some limited protection from being infected if exposed. Employees and students are required to wear a mask or cloth face covering on campus, inside and outside of buildings when physical distancing is not possible, to prevent the spread of COVID-19.

Here are a few important things to keep in mind:

- Masks or cloth face coverings can help with preventing **your** germs from infecting others – especially in situations where you may spread the virus without symptoms.
- Wearing a cloth mask or face covering **does not** protect you from others who may spread the virus. So, whether or not you wear a cloth mask or face coverings, you still need to wash your hands frequently, cover your cough, and practice social distancing by keeping at least 6 feet of space between people.
- People who are sick should still stay home. Wearing a mask or cloth face coverings does not mean people who are sick should go out into the community. If you are sick and need to go to the doctor, call your health care provider before going in and wear a mask or cloth face coverings to the clinic.
- Don't buy or wear N95 masks. These supplies are in high need in health care facilities to protect health care workers.
- A mask or cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask or cloth face coverings without assistance.

Physical distancing

Physical distancing is being implemented on campus through the following engineering and administrative controls:

1. Employees that can work remotely should continue to do so.
2. Employees shall be offered flexible work hours, staggered shifts, and additional shifts to reduce the number of employees in the workplace at one time.
3. If required to come to the campus consider the necessity of the visit, an appropriate time of that visit so as to limit the number of employees and students on campus at the same time.
4. Employees and students are asked to maintain six feet of distance between colleagues and visitors
5. Be aware of and avoid crowded spaces including break or lunchroom, elevators, and restrooms
6. Vehicles will only be signed out to single occupants and cleaned and disinfected after use.

7. Meetings or gatherings of greater than 10 should be done virtually and in-person meetings should be extremely limited.
8. Cloth face coverings are required for spaces where physical distancing cannot be maintained.
9. Interactions with the public will remain mostly online at this time. If employees are in an area that has contact with the public, signs and barriers will serve as a reminder for proper social distance length.
10. Students should report any concerns about social distancing in their classrooms or academic spaces to their faculty who will forward them to their supervisor. Students should report concerns regarding social distancing in other areas to the respective supervisor or director for that area or to any SMSU administrator. Employees should also report their concerns to their supervisor.

Staff and visitors are prohibited from gathering in groups and confined areas, including elevators, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

Housekeeping

Regular housekeeping practices are being 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. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, printers and copy machines, credit card readers, delivery equipment, etc. 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.

Certified by:


Kumara Jayasuriya

Southwest Minnesota State University President

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

General

www.cdc.gov/coronavirus/2019-nCoV

www.health.state.mn.us/diseases/coronavirus

www.osha.gov

www.dli.mn.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

<https://youtu.be/d914EnpU4Fo>

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.health.state.mn.us/diseases/coronavirus/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

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

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, 2020

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

www.health.state.mn.us/diseases/coronavirus/basics.html

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

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.