Inver Hills COVID-19 Back-to-Campus Preparedness Plan

Inver Hills Community College (Inver Hills) is committed to providing a safe and healthy environment for all members of our campus community. To ensure this, we have developed this Back-to-Campus Preparedness Plan following guidance from the Centers for Disease Control and Prevention (CDC), the Minnesota Department of Health (MDH), federal COVID-19 OSHA standards, and Governor Tim Walz’s executive orders, including Executive Order 20-40, Allowing Workers in Certain Non-Critical Sectors to Return to Safe Workplaces. The goal of this plan is to mitigate the potential for transmission of COVID-19 in our campus. This requires the full cooperation of students, faculty, staff, and other members of our campus community. Only through a cooperative effort can we 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. Inver Hills leaders and supervisors have our full support in enforcing the provisions of this policy.

At this time, our plan is to allow for the continuation of tele-commuting/remote work as long as the ongoing and changing business needs of the college are being met and it remains safest to do so. This plan will be revised as needed to adapt to the evolving nature of the COVID-19 pandemic.

We are serious about the need to prioritize the health and safety of students and employees. The involvement of all members of the campus community is essential in developing and implementing a successful Campus COVID-19 Preparedness Plan. Our Preparedness Plan addresses the following components:

- Prompt identification and isolation of sick persons;
- Hygiene and respiratory etiquette;
- Engineering and administrative controls for social distancing;
- Housekeeping – cleaning, disinfecting and decontamination;
- 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 the signs and symptoms of COVID-19 and are required to self-monitor prior to any return to campus. 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.

Screening Guidance for In-Person Activities

Prior to the scheduling of any on-campus meeting, event, or student service activity, the person convening the event must complete the following planning checklist and submit to their supervisor in writing:

- Is there an effective way to offer this event remotely?
• How many people will be attending the event?
• Who will be responsible for providing participants with the daily health questionnaire (see below)?
• How will physical distancing of six feet be maintained during this event?
• Will facemasks or other PPE be required to safely offer this event?
• What cleaning will be required during and after this event?

Supervisors will retain checklists for events, classes, gatherings, or student activities happening in their areas. Supervisor approval is required before the publication or promotion of any on-campus activity.

On-Site/Day-Of Screenings
Students, faculty, and staff coming to the Inver Hills campus, even for a brief duration, are strongly encouraged to wear a mask. Some employees may, due to the nature of their work, required to wear a mask and will be informed of this requirement by their supervisor. All those spending time on campus will be required to check-in at the College Center Welcome Desk and must:
• Sign-in with name, duration of visit, and locations visited on campus
• Verbally complete a health screening given by a designated college employee that asks individuals to identify if they are currently experiencing any of the following symptoms:
  o Cough: New or worsening
  o Shortness of breath: New or Worsening
  o OR two or more of the following symptoms:
    ▪ Temperature/fever of 100.4 degrees Fahrenheit or above
    ▪ Chills
    ▪ Headache
    ▪ Sore throat
    ▪ Muscle pain
    ▪ Loss of taste or smell
• Use available hand sanitizer or soap and water to clean hands prior to conducting business on campus

Individuals who are experiencing symptoms will be instructed to leave campus. These individuals should then stay home until:
• They have had no fever for at least 72 hours (without the use of fever-reducing medications); AND
• Other symptoms have improved (e.g. cough or shortness of breath has improved.); AND
• At least 10 days have passed since their symptoms first appeared.

Inver Hills follows MDH and local health department guidance on informing workers if they have been exposed to a person with COVID-19 on campus and requiring them to quarantine for the recommended amount of time.

Confirmed Case of COVID-19
If an employee or student has tested positive for COVID-19 with medical testing, they must stay home and self-quarantine for 14 days. They should follow all medical directions from their health care provider and should report their positive test to Inver Hills. Students should contact Dr. Wendy Robinson (wendy.robinson@inverhills.edu) and employees should report test results to their supervisor. If an employee reports a confirmed case of COVID-19, the supervisor should ask the employee:
• When was the last time you were on campus?
• What buildings/offices were you in (be specific as possible)?
• How was your case diagnosed? Did you get a lab test confirmed case or was your case diagnosed by a virtual/video medical consult?
• What date did you start feeling symptoms?

When a case has been confirmed, the Minnesota Department of Health is notified, and they will follow up to see who else might have been exposed and will conduct any necessary contact tracing.

Suspected Case of COVID-19
The Minnesota Department of Health has issued guidance for people who are starting to experience symptoms or who live in the same household as someone who thinks they have COVID-19:

• If you feel ill, take care of yourself, seek medical attention by calling your provider before going in and follow social distancing protocols. You are encouraged to contact your supervisor.
• Employees who experience symptoms must stay home and self-isolate for whichever time period is longer: 7 days or 3 consecutive days with no fever AND improved respiratory symptoms. Employees must be fever-free WITHOUT the use of Tylenol, aspirin or other fever-reducing medicines before returning to campus.

Isolation of Suspected Case on Campus
Any employee or student who is on campus at Inver Hills and reports that they are sick or experiencing symptoms while they are on campus, should notify their supervisor or appropriate campus official and then leave campus. Those who are not able to leave immediately will be isolated in a dedicated workplace area (e.g., nurse’s office, conference room) until they can be return home. Other employees working in nearby areas will be instructed to clean their own space with available cleaning supplies.

• Facilities will properly sanitize and clean all campus areas where a sick or symptomatic employee or student have been following CDC and MN DOH cleaning protocols.
• Facilities will provide targeted disinfection to community areas, such as point of entry, restrooms, break areas/cafeterias, etc., where the infected employee was present.
• Facilities will be responsible for sanitizing the immediate workstation of the employee who was sent home. Supervisors will alert facilities staff to the need to clean the area.
• Facilities will provide an additional cycle of disinfection to public areas where the person may have visited. This is in addition to enhanced cleanings already taking place and increased fresh air intake in building ventilation systems, which are now operating according to CDC guidelines.

Protection of Workers’ Health Information
Employee and student health information is protected under FERPA and HIPAA privacy rules. If an employee is confirmed to have COVID-19 infection, the CDC advises that employers should inform fellow employees of their possible exposure WHILE maintaining confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.
To comply with the ADA and other laws that require confidentiality of medical data, agencies may not specifically disclose the identity of the infected person or provide any information that will allow others to identify the infected person, or provide any other confidential medical information.

**Leave Policies related to COVID-19**

Inver Hills, 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.

Inver Hills rolled out the paid COVID-19 leave policy and request form on March 18, 2020 to state agency employees. Generally, all employees who can telework should. Employees who cannot telework may be reassigned or redeployed. For employees who can’t telework or be reassigned or redeployed, Paid COVID-19 Leave is available.

Additionally, the federal government emergency coronavirus relief package in effect includes paid sick leave benefits for employees who must take time off because of the spreading virus, as well as expanded Family and Medical Leave Act (FMLA) benefits for leave for school and childcare closures due to COVID-19. Minnesota State has updated the state policy to comply with the federal law. The revised policy is posted on MMB’s website and is effective April 1, 2020.

The April 1, 2020 revised Paid COVID-19 Leave policy includes addition of the following:

- Paid school care leave for kids under 18, rather than only 12 and under
  - For kids older than 12, this is another use of Family and Medical Leave Act (FMLA) leave, is limited to a total of up to 12 weeks of FMLA at 2/3 pay, and runs concurrently with employees’ existing FMLA leave balance. The remaining 1/3 can be supplemented with accrued vacation or comp time. The total amount of FMLA leave available to any employee eligible for both FMLA and this leave will not exceed 12 workweeks in the fiscal year.
  - Employees who have already exhausted their FMLA balance for the fiscal year are limited to up to 80 hours of this leave (pro-rated for part-time employees) at 2/3 pay. The remaining 1/3 can be supplemented with accrued vacation or comp time. At this time, we will not impose these caps and limitations on school leave for younger kids or children with disabilities who need care.

- Care leave for individuals other than family members
  - This is limited to 80 hours (pro-rated for part-time employees) at 2/3 pay. The remaining 1/3 can be supplemented with accrued vacation or comp time. At this time, we will not impose these caps and limitations on care for family members.
  - Inver Hills expanded some uses for the employee’s health and caring for others, but generally our prior policy already provided the benefits required by federal law, and more.

Human Resources contacts any employee who is using any of the COVID-19 codes and provides instructions on submitting a Paid COVID-19 Leave Request Form.

The policy of Inver Hills 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, a policy has been implemented to protect the privacy of workers’ health status and health information. Employee and student health information is protected under FERPA and HIPAA privacy rules. If an employee is confirmed to have COVID-19 infection, the CDC advises that employers should inform fellow employees of their possible exposure WHILE maintaining confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure.

To comply with the ADA and other laws that require confidentiality of medical data, agencies may not specifically disclose the identity of the infected person or provide any information that will allow others to identify the infected person, or provide any other confidential medical information.

**Handwashing**

Basic infection prevention measures are being implemented at our campus(es) 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 will be required to wash their hands prior to or immediately upon entering the facility. All work and classroom places have hand-sanitizer dispensers in each restroom and hand sanitizer is available through office services for anyone wishing to have it. (Sanitizers must be of greater than 60% alcohol.)

- The Inver Hills COVID-19 website at [https://www.inverhills.edu/COVID-19/index.aspx](https://www.inverhills.edu/COVID-19/index.aspx) lists resources on how employees can take action to prevent the spread of Coronavirus including-
  - Washing hands thoroughly with soap and water;
  - Cough and sneeze into your sleeve or tissue; and
  - Take precautions recommended for avoiding colds and flu.
- The Inver Hills COVID-19 website also lists additional health resources with links to the MN Department of Health, Centers for Disease Control and Prevention (CDC) and more at [https://www.inverhills.edu/COVID-19/HealthResources.aspx](https://www.inverhills.edu/COVID-19/HealthResources.aspx).
- Additional health services can be found on the Inver Hills COVID-19 website at [https://www.inverhills.edu/CampusResources/HealthService/index.aspx](https://www.inverhills.edu/CampusResources/HealthService/index.aspx).
- Facilities management will ensure that necessary handwashing and/or sanitizer facilities will be provided and maintained according to CDC and MN DOH policies.
- Employees will be allowed to perform handwashing to meet health and safety precautions.
- Common areas, such as building entrances, hallways, conference rooms, cafeteria areas have hand sanitizing stations available.
- The main Inver Hills College Center entrance has a check-in table, where visitors are required to sign in and out. Hand sanitizer is available at the check-in table and pens are separated by new and used containers.

**Respiratory Etiquette**

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 and supported by making tissues and trash receptacles available in work and classroom places.


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 encouraged to wear a mask or cloth face covering to prevent the spread of COVID-19. Masks will be required when social distancing cannot be maintained.

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 mask or cloth face coverings does not protect you from others who may spread the virus. So, whether or not you wear a mask or cloth 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 surgical or N95 masks. These supplies are in high need in health care facilities to protect health care workers.
- A mask of 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.

**Social Distancing**

Inver Hills will promote, encourage and expect all campus community members to follow the MN DOH Health and the CDC guidelines related to social distancing. Social distancing is being implemented on campus through the following engineering and administrative controls:

**Reconfiguring College Spaces**

- State vehicles will only be signed out to single occupants. Wipes will be placed in all state vehicles and the driver will be responsible for wiping the vehicle down following use and disposing of wipes properly.
- Social distancing signage, markings and instructions for employees, guests, and students are posted at the college entrances, on elevators and bathroom doors, and in campus hallways.
- Plexiglass guard barriers have been installed in workstations and public areas that serve a customer service function (e.g., Welcome Center area; Student Services, including counseling, enrollment and advising; Business Services such as financial aid).
- In those areas that provide a customer service function (e.g., Welcome Center area, Student Services and Business Services), physical workplace areas have been changed to allow for increased distance between workstations.
- Employees on-site have personal workstations and personal pens, phones, computer equipment, desks, cubicles, offices or other personal work tools and equipment that will not be shared.
**Expectation of Social Distancing for Infection Prevention**

- Employees that can work remotely should continue to do so.
- Instruction that can be delivered remotely should continue to do so.
- Employees will be offered flexible work hours, staggered shifts, and additional shifts to reduce the number of employees in the workplace at one time.
- Employees should consider the necessity of the visit. If a visit is necessary, they should select a time that limits the number of employees, students, and guests on campus at the same time.
- Employees, students, and guests are asked to maintain six feet of distance between one another.
- Employees should be aware of and avoid crowded spaces including breakrooms or lunchrooms, elevators, and restrooms. This includes the Veteran’s Student Lounge, the Student Lounge, and the Activities building gym and fitness center.
- In-person meetings should be extremely limited. Meetings or gatherings of greater than 10 should be done virtually.
- Masks or cloth face coverings are required for spaces where social distancing cannot be maintained.
- Facilities staff, campus leadership and administrators will monitor and ensure that building and athletic field occupancy requirements are managed appropriately to allow for adequate social distancing in public spaces, classrooms and common areas.
- Employees must abide by MMB health and safety hygiene practices to prevent the transmission of COVID-19.
- Personal protective equipment (PPE) like masks and gloves may be provided to employees, students, or guests on an as-needed basis depending on defined program needs and classroom requirements.
- Employees can use other personal protective measures, such as their own cloth face coverings, as appropriate.

**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.

- Facilities staff will be following the published class schedule to ensure all rooms that were occupied are cleaned and disinfected daily. Rooms used multiple times during the course of the day will be cleaned and disinfected between uses.
- Clorox wipes, bleach/water mix, gloves, masks, and electrostatic foggers will be used to disinfect large areas.
- If a worker, customer or visitor is symptomatic or is diagnosed with COVID-19, facilities will follow the same protocol for regular cleaning. All cleaning will be carried out with the assumption that someone in the room is symptomatic or diagnosed.
- Air handlers that are controlled will be set to bring in more outside air while also maintaining comfort.
- Soft seating in common areas and excess chairs in conference rooms will be removed to ensure social distancing.
Guidance for Resuming In-Person Instruction

In line with guidance from the Centers for Disease Control (CDC), Minnesota Department of Health (MDH) and Minnesota Office of Higher Education (OHE), programs that are permitted to continue instruction during the ongoing COVID-19 outbreak will follow these guidelines to provide a safe classroom and lab:

- Instructional spaces will be reconfigured to support social distancing.
- Cleaning and sanitation procedures will be enhanced and aligned with classroom usage.
- Clear expectations will be provided to students, faculty, and staff about requirements to participate in on-campus classes.

Reconfiguring Instructional Spaces for Credit Classes

Administrators and faculty from Academic Affairs and Facilities will collaborate in reconfiguring instructional spaces before on-campus instruction resumes. Their work will be guided by several considerations:

- Only groups of 10 or fewer will be allowed in a classroom at one time.
- Class configuration will be adjusted to ensure a minimum 6-foot radius around each student.
- Buildings or areas with the best ventilation systems will be prioritized for use.
- Social distancing and sanitation expectations will be posted in on-campus instructional spaces, bathrooms, and service areas (e.g., computer labs).

Cleaning and Sanitation Procedures

- Facilities will clean and sanitize instructional spaces after each class session.
- Make hand sanitizer, disinfecting wipes, and/or disinfecting spray and towels available in the instructional spaces.

Communicating with Employees and Students

- Prior to participating in on-campus instruction, students will receive communication that includes expectations for on-campus participation.
  - If students are not feeling well, they should stay home and contact their instructor.
  - Students should follow directional signs to reduce unnecessary foot traffic on campus.
  - Students should follow social distancing in class and in other campus spaces like the computer lab, maintaining at least 6 feet distance from other people as much as possible.
  - Students are required to wear cloth face coverings while on campus where social distancing cannot be maintained consistently.
  - Students should wash their hands when coming on to campus and leaving.
  - Students should share any concerns with their instructor if they feel appropriate social distancing is not being maintained.
- Prior to participating in on-campus instruction, designated college personnel will
  - Ask the pre-screening health questions provided in the Screening section of this plan.
  - Monitor students to ensure appropriate social distancing.
  - Administration will work with Facilities to ensure labs and classroom spaces are sanitized after instruction is over.
  - Students should monitor their own health and report any changes to their supervisor.
Requirements for CECT Courses and Facility Rentals
On-campus courses, training, or rental agreements provided by the Continuing Education & Customized Training (CECT) are subject to the same requirements as all other campus meetings, courses, and events. Participants for CECT events or trainings are also strongly encouraged to wear masks, and must self-screen for COVID-19 symptoms, and follow all other campus protocols related to social distancing, cleaning, and safety. CECT staff and supervisors will be responsible for communicating these expectations and policies to off-campus partners and on-campus participants.

Communications and training
To ensure the protocols outlined in this plan are followed, IHCC Human Resources will be training all supervisors in using the Employee Checklist to Return to Campus and the Employee Questionnaire. Employees who are expected to work on campus will also receive return-to-work training. Employees should bring any questions or concerns to their supervisor right away.

Expectations for maintaining appropriate handwashing, respiratory etiquette, social distancing, and housekeeping will be communicated to employees, students, and guests in multiple ways:

- Faculty, Staff and Student emails will contain a link to this Preparedness Plan on the Inver Hills COVID-19 website landing page at https://www.inverhills.edu/COVID-19/index.aspx.
- The campus communications for students, faculty, and staff will set expectations for conducting and participating in in-person, face-to-face activities on campus and at the system office, especially where social distancing measures may be difficult to implement or sustain.
- Ongoing updates will be sent via emails and to the Inver Hills COVID-19 website landing page as needed.
- Additional communication and training will be ongoing on an as-needed basis and provided to all workers who did not receive the initial training.
- Instructions will be communicated to any campus visitors via the Inver Hills COVID-19 website landing page and signs will be posted at entrances regarding social distancing guidelines, required hygiene practices, and recommendation to use face masks.
- Signs posted on campus entrances and throughout the building will advise campus employees, students and visitors not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.
- Communication will be reoccurring and will employ text messaging, e-mail, social media, website postings, information for front-line customer facing staff, campus signage, and other means as appropriate.
- Employee and student questions can be directed to the Human Resources Director or the Director of Marketing and Communications. Contact information can be found on the Inver Hills website.

This plan has been certified by Inver Hills leadership and was shared and posted throughout the campus community on June 2, 2020. It will be updated as necessary.
Certified by:

Michael Berndt
President, Inver Hills Community College