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 and updated 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 and Executive Order 20-81, Requiring Minnesotans to Wear a Face Covering in Certain Settings to Prevent the Spread of COVID-19.

The goal of this plan is to mitigate the potential for transmission of COVID-19 on our campus and among our community members. 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:

- Mandatory face masks or face covering;
- COVID Self-Assessment Health Screening Tool;
- 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.

Mandatory Face Mask or Face Covering

Pursuant to Executive Order 20-81, Requiring Minnesotans to Wear a Face Covering in Certain Settings to Prevent the Spread of COVID-19, effective on Saturday, July 25, 2020, Minnesotans must wear a face covering in indoor businesses and indoor public settings, as described in this order and the related industry guidance, available at the Stay Safe Minnesota website (staysafe.mn.gov).
Types of face coverings can include a paper or disposable mask, a cloth mask, a scarf, a bandana, or a religious face covering. The face covering must cover the nose and mouth completely. The covering should not be overly tight or restrictive and should feel comfortable to wear.

Executive Order 20-81 also identifies a number of situations where a face covering may be temporarily removed, such as when a worker is working alone (for example, when in a closed office, a cubicle with walls above face height when social distancing is maintained, or other enclosed space with no other individuals present). In addition, if a worker cannot wear a face covering due to a medical condition, mental health condition, or disability, a business must provide an accommodation to the worker if possible.

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

Employees and students have been informed via email and posted notices on campus 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.

**COVID Self-Assessment Health Screening Tool**

To protect the health and safety of students and employees from the spread of COVID-19 in the workplace to the extent reasonably possible, Inver Hills is requiring mandatory screening of all employees, students, and visitors prior to entering campus buildings for potential exposure to COVID-19 and symptoms of COVID-19.

**Deployment of Self-Assessment Health Screening Questionnaire**

Effective August 10, 2020, a new online Health Screening Questionnaire was deployed for Inver Hills employees, students, and visitors. It is recommended that the Health Screening Questionnaire be completed prior to arriving on the Inver Hills campus at minnstate.edu/CV19-IHCC or by accessing the QR Code on the Inver Hills COVID website. The QR code will also be posted at the front entrance of the College Center as well as at the Welcome Desk. Inver Hills will also have a tablet kiosk available to complete the online form, as well as paper copies, inside the main entrance to the College Center for student, employee and visitor use if needed. Additional Operating Instructions and FAQs are on the Inver Hills COVID website.

The Health Screening Questionnaire should take less than two minutes to complete. After completing the online form, you will receive an email approving your visit if you report no symptoms or exposure to COVID. Retain the email for verification purposes as you may be required to show this approval email while on campus.

If you report symptoms, have been in contact with a person with COVID, or have been contacted by the Dept. of Health, because of exposure to COVID, you will get a response on the online form that states that you are not authorized to come to campus for classes or work. You will not receive an email in this instance. Do not come to campus and follow safety protocol and health guidance.

Additional Operating Instructions, screen shots and FAQs are on the Inver Hills COVID website.
Compliance

Employees who refuse to complete the screening will not be admitted to the workplace, will be considered absent from work without approved leave during their regular assigned work time and may be subject to disciplinary action, up to and including discharge. Employees who are absent from work without approved leave in these circumstances will be placed in no-pay status. Employees who complete but do not pass the health screening are not authorized to enter the workplace and must report to their supervisor using their regular call-in procedure. Please see the COVID Self-Assessment Health Screening Operating Instructions on the Inver Hills COVID website for more information regarding telework, accrued sick leave, unpaid medical leave, and COVID-19 Leave options. Human Resources should be contacted with any leave questions.

Students will not be permitted to enter campus buildings if they do not complete and pass the screening. Students who refuse to complete the screening and persist in entering campus buildings may be subject to the Inver Hills student code of conduct and may be removed from campus. Students may be asked to verify approval to enter campus by faculty and/or staff.

Employees, students and visitors may need to show the approval email if requested by campus administration.

Tennessen Notice

The Health Screening Tool provides the required Tennessen Notice.

Confidentiality of Private Data

All health-related information gathered from the health screening will be treated as private, will be stored securely, and will not be stored or maintained in an employee’s individual personnel file, or in a student’s official academic records. Health-related information gathered from the health screening will be maintained for at least one year.

Questions

Any Health Screening questions can be directed to COVID@inverhills.edu.

On-Site/Day-Of Screenings

- Students, faculty, and staff coming to the Inver Hills campus, even for a brief duration, are required to wear a mask. All those coming to campus must show the online Health Screening Questionnaire approval email or complete the online health screening form given by a designated college employee that asks individuals to identify if they are currently experiencing any of the following symptoms:
  - Cough: New or worsening
  - Shortness of breath: New or Worsening
  - 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 24 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 10 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 MDH 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 experience symptoms, stay home and self-isolate for whichever time period is longer: 14 days or 3 consecutive days with no fever AND improved respiratory symptoms. You must be fever-free WITHOUT the use of Tylenol, aspirin or other fever-reducing medicines.
• Seek medical attention by calling your provider before going in and follow social distancing protocols. You are encouraged to contact your supervisor or instructor.

**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)
Facilities will properly sanitize and clean all campus areas where a sick or symptomatic employee or student have been following CDC and MDH 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.

**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?**
• **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.

**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**

In alignment with Minnesota State and Minnesota Management and Budget (MMB), IHCC has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a healthcare provider to isolate or quarantine themselves or a member of their household.

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. Inver Hills continues to follow the Governor’s Executive Order, and for employees who can’t telework or be reassigned or redeployed, paid COVID-19 Leave is available.
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 FMLA leave. It 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.

**REVISED COVID-19 PAID LEAVE POLICY #1440**

The revised COVID-19 Paid Leave Policy #1440 is based on the Emergency Sick Leave provision of the Families First Corona Virus Response Act (FFCRA). This new COVID-19 Paid Leave Policy provides every employee with a bank of 80 hours of paid leave that is available in the following circumstances:

i. **School Leave.** Paid leave is available to employees who must be absent from work to care for the employee’s child whose regular school or place of care has physically closed, or whose child care provider is unavailable due to reasons related to COVID-19 and there is no other suitable person available to care for the child. This leave is very similar to the existing school leave. Employees are expected to telework if possible and telework is available.

ii. **Health Leave.** Paid leave is available to employees who must be absent from work because the employee is presenting symptoms associated with COVID-19 and is seeking a medical diagnosis of the same, had been advised by health care provided to self-quarantine or is subject to a quarantine order.
iii. **Care Leave.** Paid leave is available for an employee who is providing care to an individual who depends on the employee for care and the individual has been advised by a health care provider to self-quarantine based on the healthcare provider’s belief the individual has COVID-19, may have COVID-19 due to known exposure or symptoms, is particularly vulnerable to COVID-19, or is subject to quarantine order. An individual is defined as an immediate family member, a person who regularly resides in the employee’s home, or a similar person with whom the employee has a relationship that creates the expectation that the employee would provide care if he/she were quarantined or self-quarantined.

There are some important differences in the amount of benefit available under the new COVID-19 Paid Leave Policy. Here are the benefits:

i. **School Leave** will be compensated at 2/3 the employee’s regular rate of pay with a daily cap of $200. Employees are permitted to supplement the remaining 1/3 of their regular pay with accrued vacation or compensatory time.

ii. **Health Leave** will be compensated at the employee’s regular rate of pay but limited to daily cap of $511. Employees are permitted to supplement their normal salary above the daily cap with accrued sick leave for sick leave qualifying conditions, accrued vacation time or accrued compensatory time.

iii. **Care Leave** will be compensated at 2/3 the employee’s regular rate of pay with a daily cap of $200. Employees are permitted to supplement the remaining 1/3 of their regular pay with accrued vacation or compensatory time, or with accrued sick leave if the reason for the leave qualifies for use of sick leave under Minn. Stat. §181.9413.

Total available paid leave time under the revised COVID-19 Paid Leave Policy #1440 is 80 hours for all forms of leave combined.

**EXPANDED FMLA FOR COVID-19 RELATED SCHOOL/CHILD CARE (EFMLA) #1441**

The new Expanded FMLA COVID-19 Leave Policy (EFMLA Policy) #1441 provides up to 12 weeks of Family Medical Leave Act (FMLA) protected leave for employees who must be absent from work to care for the employee’s child whose regular school or place of care has physically closed, or whose child care provider is unavailable due to reasons related to COVID-19 and there is no other suitable person available to care for the child. The EFMLA Policy provides for up to 10 weeks of partially paid leave. The first two weeks of leave under the EFMLA Policy are unpaid (but employees may be eligible for the emergency sick leave benefit under the revised COVID-19 Paid Leave Policy #1440 for this two-week period).

Compensation under the EFMLA Policy #1441 is as follows:

i. The first two weeks EFMLA leave are unpaid. (Note: employees may be eligible for the emergency sick leave benefit under the revised COVID-19 Paid Leave Policy #1440 for this two-week period).

ii. Subsequent EFMLA leave will be compensated at 2/3 the employee’s regular rate of pay with a daily cap of $200. Employees are permitted to supplement the remaining 1/3 of their regular pay with accrued vacation or compensatory time.

The use of EFMLA will run concurrently with FMLA and will be counted against the employee’s regular FMLA leave balance.

Both the revised COVID-19 Paid Leave Policy #1440 and the EFMLA COVID-19 Leave Policy #1441 expire on December 31, 2020.
RESOURCE LINKS AND ATTACHMENTS:


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 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.
- Additional health services can be found on the Inver Hills COVID-19 website at 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.
Respiratory Etiquette
In addition to wearing a mask, 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.

- A mask or cloth face covering is required (Governor’s EO 20-81) for all employees, students, and guests while on the campus including athletic fields. Social distancing and a mask/face covering is required.

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. In addition to wearing a mask, 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.

Furniture has been removed to limit seating options in common gathering spaces.

**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 lunchroom, 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 25 should be done virtually.
- Masks or cloth face coverings and social distancing is required.
- 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, limited basis depending on defined program needs and classroom requirements.

**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.
• Masks or face coverings are required.

**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 25 (including faculty) 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.
  o Mandatory completion of the COVID Self-Assessment Health Screening Questionnaire.
  o Mandatory mask or face covering requirements.
  o If students are not feeling well, they should stay home and contact their instructor.
  o Students should follow directional signs to reduce unnecessary foot traffic on campus.
  o 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.
  o Students should wash their hands when coming on to campus and leaving.
  o 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
  o Ensure that students have completed the COVID Self-Assessment Health Screening Questionnaire and have received the approval email allowing them to be on campus.
- 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 required to wear masks, and must complete the COVID Self-Assessment Screening Health Questionnaire 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.

CECT Staff must ensure that all participants have completed the self-assessment Health Screening questionnaire (recommended to complete prior to coming to campus for events) and must check that all participants have the approval email. If participants do not complete the Health Screening Questionnaire or have not passed the health screening test, they are not be allowed to participate in any training on campus. This applies to activities inside campus or outside on campus property.

**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, mandatory mask requirements, 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 August 23, 2020. It will be updated as necessary.

Certified by:

Michael Berndt
President, Inver Hills Community College