

Ridgewater College COVID-19 Back-to-Campus Preparedness Plan

Ridgewater College (Ridgewater) 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](#) 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 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. Ridgewater leaders and supervisors have the full support of the Minnesota State system office in enforcing the provisions of this policy.

! For FAQs and details on Fall Semester plans, go to *Fall Semester 2020*

As of this update on August 11, 2020, an increasing number of staff and faculty are preparing to return to working on campus to begin the Fall semester. Supervisors will work with their employees, as well as with the administrator/Vice President of that division, to ensure staffing levels are adequate to provide the best service and support possible for our students. Supervisors have the authority to require employees who are deemed necessary to return to campus, unless the employee has an approved medical condition that would prohibit them from returning to campus. Supervisors should work with their employees and administrators to determine service hours and work schedules in their areas, then forward their recommendations to the administrator for their work unit for review and approval. Vice Presidents, Academic Deans and other administrators will be mindful of having employees return to campus in a phased and strategic way to ensure that not everyone is returning at once, cleaning can still be performed in an effective way, and employees and students are returning to a safe and prepared campus.

Employees who can continue to effectively work remotely may be able to do so, with the approval of their supervisor. If the employee feels they can be more effective on campus, they should work directly with their supervisors to discuss and if appropriate, make arrangements. Supervisors have the authority to allow employees to work remotely, return to campus, and or a combination of both as deemed necessary and approved by the supervisor and administrator of that work unit.

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 COVID19 Preparedness Plan. Our Preparedness Plan addresses the following components:

- Mandatory face masks or face covering;
- Screening & 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.

See Appendix A: References & Guidance for Developing a COVID-19 Preparedness 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 neck gaiter, 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 an individual on Ridgewater College’s campus cannot wear a face covering due to a medical condition, mental health condition, or other reason, they will be allowed for wear a face shield an acceptable replacement. Full details, FAQs and other documents related to mask-wearing are located at *Fall Semester 2020*. [See also: Appendix B: Warriors – Mask Up!]

Screening and procedures 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 and self-screen 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.

Beginning August 10, 2020, students are required to complete the COVID-19 Screening survey at www.ridgewater.edu/screen, each day they are on campus, prior to or upon entering any Ridgewater College building; employees must complete the screening survey every day, within 15 minutes after arrival on campus. In the event that the electronic instrument is not available, a hard copy version of the electronic health screening instrument may be employed, or screening questions may be asked (see below). Employees and students are required to answer the screening questions truthfully and correctly to the best of their knowledge. Full information on the screening tool is available at: <https://www.ridgewater.edu/covid-19/covid-19-self-screening/>

Visitors who are on campus less than 15 minutes (such as UPS or FED EX delivery drivers) are exempted from the screening requirement.

Employees and students should NOT come to any campus location if they are sick and/or believe any of these conditions apply to them: 1) they have a temperature or fever greater than 100.4 degrees 2) they have a new or worsening cough 3) are experiencing shortness of breath and/or 4) have been exposed to anyone who has tested positive for COVID-19 within the past 14 days.

Individuals coming to campus should use available hand sanitizer or soap and water to clean hands prior to attending class or 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
- You feel better and other symptoms have improved (e.g. cough or shortness of breath has improved.); AND
- At least 10 days have passed since the symptoms first appeared.

Important Links from the Minnesota Department of Health:

- [What to Do if You Are Sick](#)
- [What to Do if You're Waiting for COVID-19 Test Results](#)
- [Minnesota Department of Health Close Contact Guide](#)

Ridgewater 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. See information available at: <https://www.ridgewater.edu/covid-19/student-resources/general-guidance/>

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 Ridgewater via the Covid-19 Reporting Form. Students should contact the campus COVID Contact/Safety Administrator at safety@ridgewater.edu or these phone numbers: 320-234-8607 or 320-583-2025. Employees should report test results to their supervisor or to the Safety Administrator. *(If the Safety Administrator cannot be reached, reports can be made to Health.HigherEd.COVID19@state.mn.us)*

When an employee or student reports a confirmed case of COVID19, the Safety Administrator shall ask the employee/student these questions:

- *When was the last time you were on campus?*
- *What buildings/offices/work locations were you in for 15 minutes during two days prior to receipt of positive test result and/or onset of symptoms (whichever occurred first)?*
- *Who was in close contact with you during that 2-day time period?*
- *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?*

Contact Tracing and Investigation

When a case has been confirmed, Minnesota Department of Health (MDH) will be notified. MDH will proceed to do additional follow up and investigation related to exposure to the positive case, and conduct any necessary contact tracing. Contact tracing and investigation will also be done at the campus level by the Safety Administrator. Campus spaces may or may not need to be closed temporarily, depending on the findings of the contact tracing/investigative process; notifications of potentially impacted individuals will take place appropriately, following guidance from the MDH, CDC and Minnesota State system office.

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 Ridgewater and reports that they are sick or experiencing symptoms while they are on campus, should notify their supervisor, instructor, Dean/Administrator or Safety Administrator and then leave campus. Those who are not able to leave immediately will be isolated in a dedicated office or workspace (to be designated by the Safety Administrator) until they can return home. Other employees working in nearby areas will be instructed to clean their own space with available cleaning supplies.

- Maintenance 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.
- Maintenance will provide targeted disinfection to community areas, such as point of entry, restrooms, break areas/cafeterias, etc. where the infected employee was present.
- Maintenance will be responsible for sanitizing the immediate workstation of the employee who was sent home. Supervisors will alert Maintenance staff to the need to clean the area.
- Maintenance 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

Ridgewater, through Minnesota State and Minnesota Management and Budget, has implemented leave policies to support 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.

Ridgewater rolled out the paid COVID-19 leave policy and request form on March 18, 2020 to state agency employees. At that time, it was expected that generally, all employees who could telework should. Employees who could not telework may have been reassigned or redeployed. For employees who were unable to telework or be reassigned or redeployed, Paid COVID-19 Leave was made available.

Additionally, the federal government emergency coronavirus relief package in effect at that time included 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 was posted on [MMB's website](#) and was effective April 1, 2020. The policy was revised on September 21, 2020.

The purpose of this updated policy is to facilitate teleworking as a means of COVID-19 risk mitigation, but also to provide a framework that encourages telework where possible to provide employees flexibility in these unprecedented times. Some policy highlights for teleworking employees include:

- Employees are typically expected to work during business hours, unless they arrange a flexible schedule with their supervisor.
- Telework hours are regular work hours and may not be used to perform personal activities. However, employees may telework even if their dependents are present in the telework location so long as the employee is actually performing their job duties and working their normal schedule or flexing their time as approved by their supervisor.
- When working from home, employees are generally responsible for their office spaces and utilities, including internet.
- Employees are expected to notify their supervisor if they experience an internet outage or other disruption and have a plan for work. Employees will generally not be eligible for emergency paid leave due to internet outages or other disruptions.
- Employees who want to telework in a location outside of Minnesota must obtain pre-approval from their supervisor as working outside of Minnesota may have payroll and tax implications.
- Generally, employees can expect some reasonable advance notice if or when they are required to transition from telework back to the workplace.

The policy of Ridgewater College 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.

◆ **For the most recent updates to the leave policy information, go to:**

<https://mn.gov/mmb/employee-relations/laws-policies-and-rules/statewide-hr-policies/>

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 buildings 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 Ridgewater COVID-19 website at <https://www.ridgewater.edu/covid-19/student-resources/general-guidance/> 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 Ridgewater COVID-19 website also lists additional health resources with links to the Minnesota Department of Health (MDH), Centers for Disease Control and Prevention (CDC) and more at <https://www.ridgewater.edu/covid-19/student-resources/general-guidance/>
- Maintenance will ensure that necessary handwashing and/or sanitizer stations will be provided and maintained according to CDC and MDH 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, as do main entrances and other high traffic areas.

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.

- Health protocols will be shared via signage throughout campus as well as on the Ridgewater COVID-19 website at <https://www.ridgewater.edu/covid-19/>
- A mask or cloth face covering is required (Governor's EO 20-81) for all employees, students, and guests while on the campus as described on page 2, 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

Ridgewater expects 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. Sanitizing spray will be placed in all state vehicles and the driver will be responsible for spraying touched surfaces with the spray. (We are using a spray that evaporates – no wiping is necessary).
- 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 public areas and workstations that serve a customer service function (e.g., student services, business services such as financial aid, bookstore and business office cashier).
- In those areas that provide a customer service function (e.g., Student Services and Business Services), physical workplace areas have been changed where possible 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.

Expectations of Social Distancing for Infection Prevention

- Employees that can work remotely may continue to do so, unless needed on campus to provide services.
- Instruction that can be delivered remotely should continue to do so.
- Employees may be offered flexible work hours, staggered shifts, and additional shifts as appropriate or necessary to reduce the number of employees in the workplace at one time.
- Employees, students, and guests are expected to maintain six feet of distance between one another whenever possible.
- Employees should be aware of and avoid crowded spaces including breakrooms or lunchroom, elevators, and restrooms when possible.

- In-person meetings should be limited; meetings or gatherings of greater than 25 should be done virtually.
- Masks or cloth face coverings and social distancing is required.
- 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.

- Maintenance staff will be following the published class schedule to ensure all rooms that were occupied are cleaned and disinfected daily. Maintenance will clean and sanitize instructional spaces daily, and additionally if determined necessary
- Disinfecting 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, Maintenance 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.

See Appendix C: Return to Campus Cleaning and Maintenance Guide

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 wherever possible.
- 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 Maintenance will collaborate in reconfiguring instructional spaces before on-campus instruction resumes. Their work will be guided by several considerations:

- Only groups of 25 or fewer students will be allowed in a classroom at one time.
- Class configuration will be adjusted to ensure a minimum 6-foot radius around each student wherever possible.
- 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

- Maintenance will clean and sanitize instructional spaces daily, and additionally if determined necessary
- Hand sanitizer, disinfecting wipes, and/or disinfecting spray and towels will be available in the instructional spaces and other key locations on campus

Communicating with Employees and Students

- Prior to participating in on-campus instruction, students will receive communication that includes expectations for on-campus participation.
 - Mandatory mask or face covering requirements.
 - 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 library and computer lab, maintaining at least 6 feet distance from other people as much as possible.
 - 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, college personnel will:
 - Remind students to complete the self-screening tool at www.ridgewater.edu/screen
 - Monitor students to ensure appropriate social distancing.
 - Administration will work with Maintenance to ensure labs and classroom spaces are sanitized
 - Students should monitor their own health and report any changes to their supervisor.

Requirements for CECT Courses and Facility Rentals

Effective June 15, 2020:

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 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

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 Ridgewater COVID-19 website at www.ridgewater.edu/covid-19. **Our COVID-19 webpage(s) will be updated frequently and shall contain the most up-to-date information regarding this plan and returning to campus.**
- 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 to this Plan will be sent via emails and posted on the Ridgewater COVID-19 webpages 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 Ridgewater 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 questions should be directed to supervisors and/or the Human Resources Office or Safety Director; student questions can be directed to 320-234-8507 or safety@ridgewater.edu or covid19@ridgewater.edu. [A complete college directory can be found at: <https://www.ridgewater.edu/contact-us/staff-directory/>

This plan has been certified by Ridgewater leadership and was first shared and posted throughout the campus community on June 15, 2020. It and our COVID website will be updated as necessary.

Certified by:

A handwritten signature in black ink, appearing to read "Craig Johnson", with a long horizontal flourish extending to the right.

Dr. Craig Johnson
President

Updated: 8-13-20

Appendix A: References & 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
<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

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

Description of Guide

This guide is a space by space description of the anticipated planned cleaning, maintenance and procedures for campus reoccupation under our interpretation of the MDH, CDC and Minnesota State System Office recommendations and guidance.

These guidelines are presented as starting point and are subject to continuous review and adjustment.

Campus Public Spaces

Maintenance Actions:

- Deploy hand sanitizer dispensers to key hallway and public seating areas
- Check hand sanitizer dispensers daily Monday-Friday and restock with sanitizer as needed.
- Rearrange public seating areas to create social distancing of 6' wherever possible;
- Label as "do not use" or remove excess seating to create social distancing of 6' wherever possible
- Provide disinfectant spray, disposable towels and/or sanitizing wipes and check for restocking once a day.
- Restrooms will be cleaned at least once a day and high touch surfaces (such as faucets, light switches, etc) will be disinfected twice a day.
- Restroom doors will be propped open where possible to reduce touch points on door surfaces.
- Install signage at elevators to limit occupants to one per elevator, to maintain social distancing.

Campus User Expectations:

- Maintain social distancing where and whenever possible
- Do not move chairs/seating arrangement once established.
- Only use disinfectant as needed/intended and leave in location it was provided.
- Staff will report shortage of hand soap and/or sanitizer in the classroom to Maintenance via text or phone call to the on duty cell phones (Willmar 320-212-1351 and Hutchinson 320-552-0167) or via email to: HMaintenance@ridgewater.edu or WMaintenance@ridgewater.edu and restocking shall occur as soon as possible.
- Restroom users are required to wash their hands.

Teaching Labs and Shops

Maintenance Actions:

- Laboratory seating and shop workstations will be reconfigured to maintain social distancing of 6' when and wherever possible
- Lab/shops may be assessed to determine if adding barriers (such as plexiglass shields) could aid in the utilization of lab stations and workshop space
- Maintenance will clean and sanitize each room once per day for use Monday – Friday.
- Deploy hand sanitizer dispensers to locations near classroom entrances (hallway side) to the extent they are available.
- Check and refill hand sanitizer and/or soap dispensers once a day.
- Provide disinfectant spray, disposable towels and/or sanitizing wipes and check for restocking once each day.

Room User Expectations:

- Faculty and students will be expected to wash/sanitize hands upon entering and leaving to keep the room as clean as possible.
- Faculty and students shall use disinfectant spray and disposable towels to clean areas they touch for personal safety needs.
- Faculty will report shortage of hand soap and/or sanitizer in the classroom to Maintenance via text or phone call to the on duty cell phones (Willmar 320-212-1351 and Hutchinson 320-552-0167) or via email to: HMaintenance@ridgewater.edu or WMaintenance@ridgewater.edu and restocking shall occur as soon as possible.
- Laboratory and shop faculty and staff will be expected to ensure that specialized lab/shop equipment and materials are sanitized as needed between labs.

General Classroom**Maintenance Actions:**

- Classroom seating will be reconfigured to maintain social distancing of 6' as much as possible.
- Maintenance will clean and sanitize each room once a day for use Monday – Friday.
- Deploy hand sanitizer dispensers to locations near classroom entrances (hallway side) to the extent they are available.
- Check and refill the sanitizer dispensers once each day.
- Provide disinfectant spray, disposable towels/rags, and/or sanitizing wipes and check for restocking once each day.

Room User Expectations:

- Faculty and students will be expected to wash/sanitize hands upon entering and leaving to keep the room as clean as possible.
- Faculty and students shall use disinfectant spray and disposable towels to clean areas they touch for personal safety needs.
- Faculty will report shortage of hand soap and/or sanitizer in the classroom to Maintenance via text or phone call to the on duty cell phones (Willmar 320-212-1351 and Hutchinson 320-552-0167) or via email to: HMaintenance@ridgewater.edu or WMaintenance@ridgewater.edu and restocking shall occur as soon as possible.

Student Services and Other Departmental Offices**Maintenance Actions:**

- Hand sanitizer dispensers will be deployed to locations near department office entrances (hallway side) to the extent they are available.
- Plexiglass (or other material) shields may be installed as necessary for those involved with regular student interaction where social distancing cannot be maintained, such as reception desk and individual offices.
- Floor stickers, tape or rope or other barriers shall be deployed where appropriate to remind visitors to maintain social distancing in open or public spaces where there is a likelihood of gathering (examples: bookstore, front counter)
- Label as “do not use” or remove excess seating to create social distancing of 6' wherever possible

Room User Expectations:

- Employees on campus shall use sanitizing wipes or disinfectant spray and towels provided by the college as needed for personal safety, to clean the areas they touch
- Where possible, workstations in shared spaces may be adjusted to provide social distancing of 6'. (Such adjustments should be approved by a supervisor and the administrator of the work unit and coordinated with Maintenance)
- Employees shall not share their assigned office equipment such as phones, computers, headsets, etc.

If there is office equipment that is shared (ie., printer or copier), employees shall be responsible to clean and disinfect their own touchpoints.

Conference Rooms**Maintenance Actions:**

- Clean and disinfect once each day.
- Remove appropriate number of chairs from use to maintain social distancing.
- Provide one bottle of disinfectant spray and towels or wipes per room as available.

Room User Expectations:

- Use disinfectant spray and towels each room use and leave the conference room clean and disinfected for next use.

Library**Maintenance Actions:**

- Clean the area and disinfect frequently-touched surfaces such as doorknobs, light switches, handrails, and countertops once each day (Monday-Friday).
- Disinfect restroom facilities at minimum once per day, and service as needed
- Deploy hand sanitizer dispensers in key locations

Space User Expectations:

- Department will purchase a supply of sanitary wipes or disinfectant spray and towels as available of use of staff within the area.
- Participate and oversee the supplementary disinfection of frequently touched and used items and surfaces during the day library activities are taking place.

Dining Center / Cafeteria Area**Maintenance Actions:**

- Disinfect restroom facilities twice a day to the extent possible.
- Deploy sanitizer dispensers in key locations for patron use.
- Provide an inventory of disinfectant spray and towels for occupant use at microwave locations.
- Assist with furniture evaluation and relocation or reduction for social distancing.

Space User Expectations:

- Food Service vendors will purchase a supply of sanitary wipes or disinfectant spray and towels for the use of staff within the area.

- Participate and oversee the supplementary disinfection of frequently touched and used items, i.e. tables, and surfaces during the day food services are taking place.

Athletic/Fitness Spaces (for Fall Semester 2020)

Note: The athletics/fitness spaces on both campuses were deep cleaned and locked in March 2020. Athletic and fitness spaces will not be open for use during Fall Semester 2020; however, limited fitness equipment may be available for use by student enrolled in PE classes.

Maintenance Actions:

- Provide disinfectant spray, disposable towels/rags, and/or sanitizing wipes near fitness equipment that will be used for class during Fall Semester.

Space User Expectations:

- Students using any fitness equipment for outdoor PE classes will be expected to clean and sanitize their own equipment and touchpoints.

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