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

Ridgewater College is committed to providing a safe and healthy environment for students, employees and members of the community that visit our campuses. To support that commitment, we have developed a Back-to-Campus Preparedness Plan in response to the COVID-19 pandemic utilizing guidance offered in the most recent Emergency Executive Orders and Minnesota Department of Health Recommendations for Mitigating COVID-19 at Higher Education Institutions, and consistent with Minnesota OSHA Standards and MDH and CDC health, safety, and operational guidelines.

Every individual who comes to our campuses is responsible for implementing this plan. Mitigating transmission of COVID-19 on our campus(es) requires full cooperation of our entire campus community.

College employees and students, as well as visitors from the community, must comply with all aspects of this Plan. Ridgewater College administration has full support of the Minnesota State Colleges and University System Office to enforce the provisions of this plan.

While this plan is designed to accommodate the return of students and employees to campus, the preferred course of action for students and employees is to continue to work and learn from home as much as possible.

If it is necessary and permissible for employees and students to be on campus, Ridgewater’s Campus COVID-19 Preparedness Plan must be followed by all programs and departments. Our plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

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

Pre-Activity Communication

Campus and system office leaders will communicate with students, faculty, staff, and other community members to inform individuals and set expectations for conducting and participating in in-person, face-to-face activities on campus, especially where social distancing measures may be difficult to implement or sustain. Communication will continue on a regular basis for the foreseeable future and take advantage of text messaging, e-mail, social media, website postings, telephone calls, campus signage, and other means. Pre-activity communication should include:

• The safety of our students, faculty, staff and others in our campus community, is critically important – and this is a shared responsibility.
• Individuals must stay at home if they are sick or not feeling well, and:
  o Contact the appropriate instructor, faculty, or supervisor to let them know and get any specific instructions.
Contact a healthcare provider should symptoms persist or worsen.

- Washing hands frequently with soap and water for at least 20 seconds.
  - If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- Cover all coughs and sneezes.
- Practice social distancing by keeping at least 6 feet of space between people.
- Wear a cloth face covering in settings where social distancing cannot be maintained.

Monitor your health by paying particular attention to the presence of a temperature or fever, new or worsening cough, and new or worsening shortness of breath.

Screening and Policies for Those Exhibiting Signs and Symptoms of COVID-19

Employees and students must self-monitor for signs and symptoms of COVID-19. The following policies and procedures are intended to assess workers’ health status prior to entering the campus and for employees and students to report when they are sick or experiencing symptoms. See Appendix A: COVID-19 Student and Employee Acknowledgement, Appendix B: Pre-Screening and Screening documents.

Employees will follow the normal process of informing supervisors if they are sick or experiencing symptoms while at home or work. Students should inform the faculty for their courses. Ridgewater College asks all faculty/staff and students to self-isolate in their home/place of residence if experiencing signs of the COVID virus. Minnesota Department of Health offers testing locations in all counties and we encourage the pursuit of testing.

Ridgewater College has implemented leave policies that encourage workers to stay 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. Contact the Ridgewater College Human Resources office for information pertinent to your specific situation.

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. Contact the Ridgewater College Human Resources office for information pertinent to your specific situation.

Ridgewater College will follow Minnesota Department of Health and local health department guidance and direction to inform employees and students if they have been exposed to a person with COVID-19 on campus and a quarantine period is necessary for the required amount of time.

Handwashing

Basic infection prevention measures are required at our campuses at all times. Employees and students are 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 spaces classroom, lab and shop areas are in close proximity to restrooms with sinks for handwashing and/or hand sanitizer. Most shops and labs have sinks for handwashing. Hand sanitizer dispensers will be deployed in key locations.

Respiratory Etiquette: Cover Your Cough or Sneeze

Employees and visitors are expected 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, classroom, lab and shop places. **Information regarding Respiratory etiquette also is available on the Ridgewater College COVID-19 webpage and as part of the program/department instructional information.**

Masks or cloth face coverings shall be worn by all faculty, staff and students when engaging in instructional activity to help control spread of the virus by people who may be infected but are not aware of their condition. Masks are not required for employees and students when they are not directly engaged in instructional activity, but masks are encouraged to prevent the spread of COVID-19.

Here are a few important things to keep in mind:

- **Masks or cloth face coverings can help prevent an individual from infecting others – especially in situations where an individual does not display symptoms.**

- **Wearing a mask or cloth face coverings does not provide protection from others who may spread the virus.** All employees and students must still wash their hands frequently, cover their cough, and practice social distancing by keeping at least 6 feet of space between people.

- **People who are sick are not allowed on campus.** Wearing a mask or cloth face coverings does not mean people who are sick can go out into the community.

- **N95 masks are not necessary.** These supplies are in high need in health care facilities to protect health care workers.

- A mask or cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask or cloth face coverings without assistance.

- Cloth face coverings are required for spaces where social distancing cannot be maintained, unless the wearing of a face mask is a safety hazard, i.e. when performing spark producing tasks such as welding or grinding, or where other respiratory personal protective equipment is required by OSHA regulations.

- Disposable facemasks are available in limited quantities at approved entrance locations. Students and employees are encouraged to use cloth masks whenever possible.

- Cloth face masks should be laundered after each use. Disposable masks are intended for single use only.

**Social Distancing**

Social distancing is required on campus according to the following guidelines:

1. Employees should continue to work remotely if possible.
2. Employees shall be offered flexible work hours, staggered shifts, and additional shifts to reduce the number of employees in the workplace at one time.
3. If work duties require an employee to come to campus, work with your supervisor to determine a schedule and plan to limit interactions with others.
4. Employees and students must maintain six feet of distance between people as much as is reasonably possible.
5. Be aware of and avoid crowded spaces including break or lunchroom, elevators, and restrooms.
6. Vehicles will only be signed out to single occupants and cleaned and disinfected after use.
7. Meetings or gatherings of greater than 25 must be done virtually; the frequency and duration of any in-person meetings should be extremely limited.
8. When participating in activities in classrooms or labs, each person is responsible to ensure social distance whenever possible. In instances where activities require being closer than six feet, facemasks must be in place. Because these situations may occur somewhat spontaneously in lab activities, all are encouraged to wear facemasks at all times.
9. Building entry/exit will be limited to the designated entry door. All students and employees will complete self-disclosure checklist daily upon entry. No persons should congregate at entrances and always must observe social distancing requirements.
10. Any concerns regarding safety should be shared with your instructors and/or with your dean.
11. Faculty/staff and visitors are prohibited from gathering in groups and confined areas, including elevators, and cannot use other workers’ personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.
12. Start and break times must be scheduled to avoid large groups circulating on congregating.
13. Seating and tables must be arranged to allow 6-foot distancing between persons in teaching, office and common areas, whenever possible.
14. The capacity and physical arrangement of classrooms will be altered to allow for appropriate social distancing. This may result in reduced seating available in instructional areas.

**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. Faculty/staff and students are asked to wipe or clean areas they touch in performing tasks required of instruction. Refer to Appendix C: Ridgewater College Return to Campus Cleaning and Maintenance Guide.

**Communications and Training**

This plan is being communicated via all Ridgewater College email and on our COVID-19 web page. Additional communication and training will be ongoing through appropriate channels.

Certified by:

[Signature]

Dr. Craig Johnson
President
Appendix A
COVID-19 Student and Employee Acknowledgement

Ridgewater College is concerned for the safety of our students and employees. In order to reduce the spread of the COVID-19 virus, any student or employee who meet the high-risk criteria below should not come to campus until 72 hours fever free without the use of fever reducing medication and/or free of all COVID virus identified symptoms. Instead, you should remain at home and inform your supervisor or instructor/s of your absence.

An individual is considered high-risk and prohibited from entry into a Ridgewater College site if any of the following conditions are present:

- Travel, either individually or by a household member, within the last 14 days, in countries or regions, subject to a Level 3 Travel Health Notice (widespread ongoing transmission) as defined by the Centers for Disease Control (CDC), including layovers.
- Close contact* with a person who has been diagnosed with COVID-19 (coronavirus) or has been requested by a medical professional or health agency to self-quarantine within the last 14 days. (*Close contact is defined as within 6 feet for a duration of 10 minutes or more.)
- Experienced a fever (greater than 38°C/100.4°F), with or without cough or congestion, within the past 72 hours.
- Exhibited any signs or symptoms of respiratory or flu-like illness within the past 14 days.

*Ridgewater College cannot guarantee that any individuals or facilities are free from COVID-19 virus.

Prior to entering the college, all individuals will be asked a series of questions. This data is classified as private under the Minnesota Government Data Practices Act. We will use this data to screen individuals seeking entrance to the college for potential health risks to try to avoid the potential of spreading contagious diseases. The data helps us to determine whether risk factors are present and whether you will be denied entrance for the protection of staff and/or the public. This is not a COVID-19 test and is not a determination of whether or not an individual is infected with or has been exposed to COVID-19. This data will be gathered and reviewed by college staff, including non-medical personnel, in deciding whether to permit you entrance to the college. You are not legally required to provide this data and providing the data is voluntary. However, if you refuse to provide the data, you will not be allowed entrance to the college. The data collected from you may be shared with college staff collecting the data, HR staff, safety administrator, administration, and other persons or entities authorized by law.

By reporting to campus, you acknowledge that you do not currently have any of the above high-risk factors. You also accept any potential health risk from being on campus, acknowledging that Ridgewater College cannot guarantee an environment that is completely sanitized and virus-free. Contact your supervisor or instructor/s with questions.

Printed Name:

Signature:

Date:  

Employee [ ]  

Student [ ]
Appendix B
Pre-Entry Screening

Screener:
Upon entry of students and employees, stand at least 6 feet away for screening.

Screening staff do not need to wear personal protective equipment (PPE) if they can maintain a distance of 6 feet.

If an individual has a positive response to the above symptoms, they cannot be on campus. Recommend that they return home and follow recommended quarantine guidelines, and recommend that they consult with their health care provider to determine if testing is needed.

Screenings:
Where practical, screening will take place at a single-entry point to the campus. Otherwise, it may occur at an entryway to the building or individual class or office settings. Prior to beginning in-person, face-to-face activities, instructors, faculty, or supervisors should screen for symptoms consistent with COVID-19:

- Ask if the student/staff has ANY of the following symptoms:
  1. COUGH (New or Worsening): YES / NO
  2. SHORTNESS of BREATH (New or Worsening): YES / NO
  3. OR, TWO (2) or more of the following symptoms: YES/NO
     - TEMPERATURE/FEVER of 100.4 degrees Fahrenheit or above
     - Chills
     - Headache
     - Sore Throat
     - Muscle Pain,
     - Loss of taste or Smell
- If ALL three of the ABOVE are NO, the individual can enter the program space. The individual must proceed to wash their hands before having any contact with other students or other staff/instructors.
- If ANY of the ABOVE are YES, the individual WILL NOT BE ALLOWED to enter or participate and will be asked to return home. They should then stay home until:
  1. They have had no fever for at least 72 hours (without the use of fever reducing medications) AND
  2. Other symptoms have improved (for example, when the cough or shortness of breath has improved) AND
  3. At least 10 days have passed since their symptoms first appeared

If an individual becomes sick during the day, ask them to go home.

NOTE: It is also important to remind students and employees that if a person feels sick for any other reason they should stay home until those symptoms subside. This is consistent with general recommendations of staying home when sick.
Follow-Up: At the conclusion of in-person, face-to-face activities instructors, faculty, or supervisors should ask all to:

- Wipe down any surfaces they may have touched
- Wash their hands with soap and water for at least 20 seconds before leaving the area or building.
- Monitor their health, report any changes particularly a temperature or fever, new or worsening cough, and new or worsening shortness of breath to their faculty or supervisor, and seek medical attention as symptoms warrant.
- Wash cloth face covering often. This is especially important after any tactical training exercises that involve direct intense contact with other students or faculty.
Appendix C
Ridgewater College Return to Campus Cleaning and Maintenance Guide

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

These guidelines presented as starting point and subject to continuous review and improvement in response to new challenges and in consultation with all parties involved.

Campus Public Spaces

Building Services Actions:
• Hand sanitizer dispensers will be deployed in key hallway and public seating areas as supplies permit.
• Dispensers will be checked daily Monday-Friday and restocked as needed.
• Public Seating areas will be redistributed to maintain social distancing of 6’.
• Excess seating will be labeled and relocated for redeployment at a future date.
• Disinfectant spray bottles and towels will be made available for public use in the area.
• Restrooms will be cleaned at least once a day – more often if heavy use occurs - and high touch surfaces disinfected twice a day.
• Restroom doors will be propped open to reduce touch points on door surfaces.
• Install signage at elevators to limit occupants to maintain social distancing.

Campus User Expectations:
• Maintain social distancing and do not move chairs/seating arrangement once established.
• Only use disinfectant as needed/intended and leave in location it was provided.
• Report restocking needs to Building Services at HMaintenance@ridgewater.edu or WMaintenance@ridgewater.edu
• Restroom users are required to wash their hands.

Teaching Laboratories and Shops

Building Services Actions:
• Laboratory seating and shop work stations will be reconfigured to maintain social distancing of 6’ as best as possible.
• We anticipated an approximate 50% reduction in occupancy for most laboratories and shops.
• Actual reduced occupancy numbers will be provided to Academic Affairs, Registers Office, and campus schedulers once the reset of rooms is ordered by Deans and completed.
• Excess lab station chairs (and tables if applicable) will be moved to the back of the rooms and stacked and taped off for future redeployment. Excess shop equipment will be taped off to prevent use until current restrictions can be loosened.
• A review of each lab/shop layout with a designated faculty or administrator can be arranged to confirm layout.
• Lab/shop rooms will be assessed to see if additional barriers could aid in increased lab station utilization.
• Building Services will clean and sanitize each room at the end of each section or a minimum of once a day for use Monday – Friday.
• Hand soap dispensers will be installed in every classroom near the sink.
• Building Services will check and refill hand soap dispensers once a day.
• Disinfectant spray bottle and disposable towels will be provided and checked for restocking once a day.
• Larger rooms with more than one entrance will be restricted to one entry point and others will be posted as EXIT ONLY.

Room User Expectations:
• Faculty and Students will be expected to wash hands when 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 in the classroom ASAP to Building Services at HMaintenance@ridgewater.edu or WMaintenance@ridgewater.edu for restocking if needed.
• Laboratory and shop faculty and staff will be expected to ensure that used lab/shop equipment and materials are sanitized as needed between labs.

General Classroom
Building Services Actions:
• Classroom seating will be reconfigured to maintain social distancing of 6’ as best as possible.
• It is anticipated an approximately 50% reduction in most general classroom setups.
• Actual reduced occupancy numbers will be provided to Academic Affairs, Registers Office and the scheduler once the reset of rooms is ordered by the deans and completed.
• Excess Chairs/Tables will be moved to the back of the rooms and stacked and taped off for future redeployment.
• Building Services will clean and sanitize each room once a day for use Monday – Friday.
• Hand sanitizer dispensers will be deployed to locations near classroom entrances (hallway side) to the extent they are available.
• Building Services will check and refilling the sanitizer dispensers once a day.
• Disinfectant spray bottle and disposable towels will be provided and checked for restocking once a day.
• Larger rooms with more than one entrance will be restricted to one entry point and others will be posted as EXIT ONLY.

Room User Expectations:
• Faculty and Students will be expected to wash/sanitize hands when entering and leaving to keep the room as clean as possible.
• Faculty and Students shall use disinfectant spray and disposable towels within the space for personal safety needs.
• Faculty will report shortage of sanitizer in the classroom ASAP to Building Services HMaintenance@ridgewater.edu or WMaintenance@ridgewater.edu for restocking if needed.

Department Offices
Building Services 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) may be installed as necessary for the primary student interaction reception counter/desk.
Room User Expectations:
- Department will purchase a supply of sanitary wipes or disinfectant spray and towels as available of use of staff within the area.
- Move or relocate workstations to maintain social distancing of 6'
- Employ telework for staff to reduce on-campus presence to minimum needed for office functions.
- Use tape on floor to maintain social distancing guides for office visitors in cooperation with Building Services.
- Sharing of office equipment such as phones and computers is discouraged.
- Clean and disinfect office equipment that must be shared.

Conference Rooms
Building Services Actions:
- Clean and disinfect once a day.
- Remove appropriate number of chairs from use to maintain social distancing.
- Provide one bottle of disinfectant spray and towels or wipes 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
Building Services Actions:
- Will clean area and disinfect frequently touched building surfaces such as: doorknobs, light switches, handrails, and countertops once a day Monday-Friday.
- Disinfect restroom facilities twice a day.
- Hand sanitizer dispensers will be deployed in key locations (# of locations coordinated with library staff and dependent on supplies).

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.

Athletic/Fitness Spaces
Building Service Actions:
- Will clean area and disinfect frequently touched building surfaces such as: doorknobs, light switches, handrails, and countertops once a day Monday-Friday.
- Will clean and disinfect locker rooms once a day Monday – Friday.
- Will provide an initial inventory of disinfectant spray bottles and disposable paper towels to strategically place in coordination with Athletic Director.
- Will provide some addition trash receptacles in anticipation of higher volume of paper towel waste.

Space User Expectations:
- Increase space between or restrict access to a portion of the equipment to maintain social distancing.
- Will establish equipment disinfection procedures for Fitness Center staff and patrons.
• Assist in monitoring the disinfection supplies and inform Building Services at HMaintenance@ridgewater.edu or WMaintenance@ridgewater.edu for restocking.
• Monitor occupancy numbers and user behavior for social distancing and adjust procedures or equipment positions as needed.

Cafeteria Area
Building Services Actions:
• Disinfect restroom facilities twice a day.
• Hand sanitizer dispensers will be deployed 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 as staff of 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.
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.health.state.mn.us/diseases/coronavirus/prevention.html
www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneeze.html

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

Housekeeping
www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

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

Employees exhibiting signs and symptoms of COVID-19
www.health.state.mn.us/diseases/coronavirus/basics.html

Training
www.health.state.mn.us/diseases/coronavirus/about.pdf
www.osha.gov/Publications/OSHA3990.pdf