



COVID-19 Back-to-Campus Preparedness Plan

Minneapolis College is committed to providing a safe and healthy environment for students, faculty, staff and all members of the campus community. This Back-to-Campus Preparedness Plan is being developed in response to the COVID-19 pandemic utilizing guidance offered in Emergency Executive Order 20-40, *Allowing Workers in Certain Non-Critical Sectors to Return to Safe Workplaces*, April 23, 2020.

Everyone across the campus is responsible for implementing this plan to help mitigate the potential for transmission of COVID-19. This requires full cooperation among students, faculty, staff and all other members of the campus community. Only through a cooperative effort, can we establish and maintain the safety and health of the Minneapolis College campus community.

Campus leaders, supervisors, employees and students are responsible for implementing and complying with all aspects of this plan. Minneapolis College leaders and supervisors are fully supported in enforcing its provisions.

The safety and health of students and employees are the guiding principles for this plan. Input from across the campus is encouraged to develop and implement the plan successfully. Please [click here](#) to provide your input. Guidelines from the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) and federal OSHA standards related to COVID-19 are being followed and will address:

- 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 for employees
- Management and supervision necessary to ensure effective implementation of the plan

Students with concerns related to campus health and safety and COVID-19-related matters should contact Becky Nordin, Dean of Students at becky.nordin@minneapolis.edu. Healthcare services are available at no charge to all Minneapolis College students at the [Student Support Center](#) and through the [Boynton Health Clinic](#). Employees with concerns related to workplace health and safety and COVID-19-related matters should contact Human Resources at human.resources@minneapolis.edu. The State of Minnesota offers Work/Life Counseling through its [Employee Assistance Program](#) (EAP) at 651-259-3840 or 1-800-657-3719 for support.

Social Distancing and Return-to-Campus Etiquette

Social distancing and wellness etiquette is being implemented on campus through the following actions:

- Administration will continually assess on-campus work needs and make determinations about continued telework options based on business needs and employees' safety. Options including

flexible work hours, staggered shifts and additional shifts will continually be evaluated to reduce the number of employees on campus at the same time. To limit the number of employees and students on campus at the same time, employees who are scheduled to work remotely should not come to campus unless it is required and approved by their supervisor.

- Employees and students must maintain six feet of distance between themselves and others whenever possible.
- Everyone on campus is encouraged to remain aware of and avoid crowded spaces including break or lunchrooms, elevators and restrooms.
- Meetings, events and gatherings of more than 10 people are prohibited unless express written consent from the President or Vice President of Finance and Operations is obtained. Face-to-face meetings of any size are to be limited as much as possible.
- The College will voluntarily comply with City of Minneapolis Emergency Regulation No. 2020-12 which states that “any individual who is over age two and able to medically tolerate a face covering shall be required to cover their nose and mouth with a mask or cloth face covering in accordance with CDC guidance when in indoor spaces of public accommodation.” As such, any person in a public or common space on campus including skyways, the cafeteria and computer labs must wear a cloth or disposable face covering even when they are not within six feet of others; employees, students and visitors to campus will be expected to have their own face coverings.
- Employees with medical conditions that prevent them from wearing a face covering should notify Human Resources at human.resources@minneapolis.edu.
- Students with medical conditions that prevent them from wearing a face covering should notify Becky Nordin, Dean of Students at becky.nordin@minneapolis.edu.
- If an employee or student does not have a face covering, the College will attempt to provide one. For availability, please contact the Public Safety Department at (612) 659-6900.
- Classrooms and labs have been arranged to accommodate appropriate social distancing. Seating and tables in common areas have been spaced six feet apart. Everyone utilizing these spaces must follow appropriate social distancing and follow guidelines for cleaning these spaces.
- Spaces on campus where face-to-face transactions are unavoidable will be set up according to CDC and MDH guidelines.

Screening practices for those exhibiting COVID-19 symptoms

The following helps inform employees and students about the need to monitor themselves for COVID-19 symptoms. These practices and protocols are being implemented to assess the health status of employees and students before they arrive on campus and establish reporting expectations when they are sick or experiencing symptoms. Employees are expected to notify their supervisor if they are sick or experiencing symptoms while at home or work. Students should inform their instructors if they are sick or experiencing symptoms while at home or on campus.

Employee Leave

Minneapolis College, through Minnesota State and Minnesota Management and Budget, has implemented employee 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. Employees who are sick with non-COVID-related illnesses should adhere to standard notification processes within their departments and utilize sick leave per their collective bargaining agreements or compensation plans. Employees who are sick with COVID-related illness may be eligible for paid COVID leave per the [MMB Paid COVID Leave Policy](#).

To utilize paid COVID leave, employees must contact Human Resources. Human Resources will determine eligibility and notify the employee and their supervisor regarding approval or denial of the leave request. Employees with underlying medical conditions or who have household members with underlying health conditions should notify Human Resources to determine appropriate leave or accommodation options. All absences that meet the definition of a qualifying condition under the Family and Medical Leave Act (FMLA), will be deemed FMLA absences for eligible employees. Human Resources will work with eligible employees to ensure appropriate documentation is in place. All private medical information will be maintained in Human Resources in accordance with the Minnesota Government Data Practices, the Family and Medical Leave Act, and the Americans with Disabilities Act.

Minneapolis College is following Minnesota Department of Health guidance regarding informing employees if they have been exposed to a person with COVID-19 on campus requiring them to quarantine.

Handwashing

Infection prevention measures on campus are being implemented and continually evaluated. Everyone on campus is 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 eating and after using restrooms. Handwashing information is posted campus-wide in restrooms and on display monitors. Hand sanitizer with a minimal of 60 percent alcohol content is being made available through supervisors, although supplies are limited.

Air Quality

The campus' Heating Ventilation and Air Conditioning (HVAC) system continually brings in outside air that is heated or cooled and then circulated downward from the ceiling forcing the existing air up and into the air return system. This constant, positive air pressure in occupied spaces prevents return air from entering other adjacent areas. There is no lateral transfer of air in occupied spaces by mechanical means.

All outside and return air passes through MERV 13 air filters. MERV stands for Minimum Efficiency Reporting Values and is an industry-created standard that evaluates the efficiency of air filters. The MERV ratings for air filters range from one to 16, with a rating of one being the least efficient and a filter rating of 16 being the most efficient. For example, a filter with a MERV 3 rating would only be able to remove a small percentage of the largest airborne particles, while a more efficient filter with a MERV 15 rating would remove even the tiniest airborne particles.

A MERV 13 rating is standard for large, complex commercial applications such as college campuses. MERV 13 is also consistent with Minnesota State Design Standards. The higher the MERV rating, the smaller the pores in the filters which restricts airflow. Therefore, MERV ratings determine both air quality and operating efficiency. If a MERV rating for a building system is too high, it becomes ineffective and blocks air intake and exhaust.

The Facilities staff continually consults and follows the American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) guidelines for operating HVAC systems to reduce COVID-19 transmission. In addition, CDC guidelines are continually monitored for recommendations. For additional information, please contact Roger Broz, Director of Facilities at roger.broz@minneapolis.edu.

Respiratory Etiquette: Cover your cough or sneeze

Anyone not wearing a face covering is instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, especially mouth, nose and eyes, with their hands. Tissues should be disposed of in the trash and then hands should be washed or sanitized immediately. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available across campus.

Face coverings can help prevent a person's germs from infecting others. This is especially effective in preventing the spread of the virus from those who are not experiencing symptoms. Wearing a face covering does not provide protection from others who have the virus. Those who wear a face covering must wash hands frequently, cover their cough and practice social distancing.

People who are sick should stay home. Wearing a face covering does not mean people who are sick should go out into the community. Before going to the doctor, call first and wear a face covering. Surgical and N95 masks are not recommended for the general public as these supplies are in need for health care and emergency workers.

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

Cleaning and Disinfecting

Cleaning and disinfecting campus spaces and surfaces helps slow the spread of COVID-19. Everyone on campus shares in the responsibility to clean and disinfect the areas they use on campus.

Additional housekeeping practices have been implemented with a focus on the following areas:

- Classrooms, labs, restrooms, common areas, break rooms, lunchrooms, meeting rooms and drop-off and pick-up locations.
- Work surfaces, equipment, tools and machinery.
- Phones, keyboards, touch screens, controls, door handles, elevator panels, railings, printers, copy machines, credit card readers, delivery equipment, etc.

CDC guidelines for cleaning and disinfecting are being adhered to whenever possible. In addition, Minneapolis College has purchased and is using Protexus Electrostatic Sprayers for disinfecting surfaces on campus. These sprayers use a powerful and versatile disinfecting and sanitizing solution called PURTABS which is safer than bleach.

Communications and Training

This plan is being communicated through various channels to all employees and students. This includes email messages, a post on the daily employee announcements, the website's COVID-19 landing page and displayed on the campus display monitors and bulletin boards. It also includes a mechanism for two-way communications allowing the campus community to provide input and share concerns. Feedback and concerns can be submitted [here](#).

Necessary training regarding safety protocols will be provided to all employees and students.

Communication strategies and training will be adjusted as needed as the situation continues to change.

This plan has been certified by Minneapolis College leadership and was shared and posted throughout the campus community. It will be updated as necessary.

Certified by:

A handwritten signature in black ink that reads "Sharon J. Pierce". The signature is written in a cursive style with a large initial 'S' and 'P'.

Sharon Pierce, Ed.D.
President

2020-06-02

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

General

www.cdc.gov/coronavirus/2019-nCoV
www.health.state.mn.us/diseases/coronavirus
www.osha.gov
www.dli.mn.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html
www.cdc.gov/handwashing
<https://youtu.be/d914EnpU4Fo>

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html
www.health.state.mn.us/diseases/coronavirus/prevention.html
www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html
www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html
www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html
Operating Instruction on Campus Management and Cleaning to Slow the Spread of Coronavirus Disease 2019 (COVID-19) in Minnesota State, April 2, 2020
NEW - <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html> - April 28, 2020

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html
www.health.state.mn.us/diseases/coronavirus/basics.html

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf
www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html
www.osha.gov/Publications/OSHA3990.pdf