

Saint Paul College COVID-19 Return-to-Campus Preparedness Plan

Saint Paul College is committed to providing a safe and healthy environment for our students, faculty, staff, and members of our campus community. To ensure that, we have developed this Back-to-Campus Preparedness Plan 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. We are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 on our campus and that requires full cooperation among students, faculty, staff and members of our campus community. Only through a cooperative effort, can we establish and 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. Saint Paul College leaders and supervisors have our full support implementing the provisions of this policy.

The initial policy is if you can continue to effectively tele-commute and work remotely then that is the best course of action.

We are serious about safety and health and keeping our student and employees safe. Your involvement is essential in developing and implementing a successful Campus COVID-19 Preparedness Plan. Our Preparedness 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 including the mandatory wearing of a cloth face covering when in any campus buildings
- 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

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

Employees and students have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess health status prior to entering the campus and for employees and students to report when they are sick or experiencing symptoms.

Your health and safety, and that of all of our students, faculty, staff and others in our campus community, is important to us. This is a shared responsibility, which is why we ask that everyone:

- Stay at home if you are sick or not feeling well,
 - Contact your instructor, faculty, or supervisor to let them know and get any specific instructions.
 - Contact a healthcare provider should symptoms persist or worsen.
 - If you had close contact with a person with COVID-19, you need to stay home and away from others (quarantine). COVID-19 can take up to 14 days to make you sick, and some people with COVID-19 never feel sick, so you need to separate yourself from others so you don't spread the virus without knowing it.
- Wash your 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 your coughs and sneezes.
- Practice social distancing by keeping at least 6 feet of space between people.
- Monitor your health paying particular attention to the presence of a temperature or fever, new or worsening cough, and new or worsening shortness of breath.

On the day of your planned visit to campus everyone will need to complete the symptom screening form on the College website at www.saintpaul.edu/screening. Completion of the form is required to be allowed access to the campus. You will need to present your Saint Paul College ID or a valid government issued ID and approval screen/email or print out of the email upon entering campus so College staff can verify you are approved to be on campus.

The questionnaire will determine if within the last 14 days a person has:

- Been within 6 feet of someone who has tested positive for coronavirus (COVID-19) for longer than 15 minutes
- Been exposed to the cough or sneeze of someone who has tested positive for COVID-19
- Tested positive for or been diagnosed with coronavirus (COVID-19)

Additionally, individuals will be asked if they have experienced ANY of the following symptoms within the last 72 hours:

- A cough (New or Worsening) that you cannot attribute to another health condition
- A new shortness of breath that you cannot attribute to another health condition
- A new headache that you cannot attribute to another health condition
- A Temperature/Fever of 100.4 degrees Fahrenheit or above (when not taking fever reducing medication), or a sense of having a fever or feeling feverish (chills, sweating)
- Chills
- Vomiting or diarrhea that you cannot attribute to another health condition
- A new sore throat that you cannot attribute to another health condition
- New muscle aches that you cannot attribute to another health condition and that are not caused by a specific activity (such as physical exercise)
- New loss of taste or smell that you cannot attribute to another health condition
- New onset of nasal congestion or runny nose, not associated with allergies or another health condition

If ALL of the ABOVE are NO, the individual can enter the program space. The individual must proceed to wash their hands or use hand sanitizer before having any contact with other students or other staff/instructors.

If ALL/ANY of the ABOVE are YES, the individual WILL NOT BE ALLOWED to enter nor participate and will be asked to return home. They should then stay home until:

- They have had no fever for at least 72 hours (without the use of fever reducing medications) AND
- Other symptoms have improved (for example, when the cough or shortness of breath has improved) AND
- At least 10 days have passed since their symptoms first appeared.

As of December 2, 2020 updated guidance from the CDC provides information on certain situations where you may consider ending your quarantine sooner. However the safest option is to stay home and away from others for 14 days if you have been exposed to a positive individual. If you end your quarantine before 14 days, you must still watch for symptoms *through day 14*, and continue to wear a mask and social distance from others.

- You may consider being around others and ending your quarantine after (10) ten days only if:
 - You do not have any symptoms.
 - No one in your home has COVID-19, and you do not live in a building with other people, where it's hard to stay away from others and easy to spread the virus to multiple people, like a long term care facility

- You may consider being around others and ending your quarantine after (7) seven days only if:
 - You do not have any symptoms.
 - No one in your home has COVID-19, and you do not live in a building with other people, where it's hard to stay away from others and easy to spread the virus to multiple people, like a long-term care facility.
 - **If you get tested for COVID-19 at least five full days after you had close contact with someone with COVID-19, and the test is negative.**
- **You cannot end your quarantine before seven days for any reason.**
- The [COVID-19 Test at Home program](#) may be your best option for getting tested, particularly if you learn about exposure early in the 14-day window.
- If you would prefer to visit a [Community Testing Site](#), make an appointment. If the site nearest you has no available appointments on the day you're looking to get tested, either look at a later date or try finding a testing location a little farther away.

Employees will follow the normal process of informing supervisors if they are sick or experiencing symptoms while at home or work. Students should inform their faculty members. Employees or students who begin experiencing symptoms after arriving to campus should depart campus in their vehicle if able upon onset of illness. If an individual does not have a personal transportation option and must wait for a ride or public transportation, they may do so in a space determined by campus Public Safety staff. This may be a room by the west entrance or another similar room or space that limits exposure to others on campus while waiting.

Saint Paul College through Minnesota State and Minnesota Management and Budget has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. The Family and Medical Leave Act (FMLA) provides up to 12 weeks of job-protected leave to eligible employees for certain family and medical reasons. Employees are entitled to up to 26 weeks of job-protected leave to care for a covered service member with a serious injury or illness. Attached is the [FMLA HR/LR #1409](#) and [COVID Leave Policy](#).

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. Per the COVID-19 Health Leave in the [COVID Leave Policy](#), an employee who must be absent from work and is unable to telework because their job responsibilities cannot be performed through telework, they are too ill to work, or they are not permitted to telework by their supervisor, may use Paid COVID-19 Leave if they must be absent from work because:

- They have a fever, dry cough, shortness of breath or any other COVID-19 symptoms identified by the U.S. Centers for Disease Control and Prevention, and are seeking a medical diagnosis of COVID-19 (Paid COVID-19 Leave under this subsection is limited to time the employee is unable to work because the employee is taking affirmative steps to obtain a medical diagnosis, such as making, waiting for, or attending an appointment for a COVID-19 test); or
- They have been exposed to a person with a confirmed case of COVID-19 and the employee is exhibiting a cough or shortness of breath/difficulty breathing and a fever; or
- A health care provider has advised the employee to self-quarantine based on the health care provider's belief that the employee has COVID-19, that the employee may have COVID-19, or that the employee is particularly vulnerable to COVID-19.

The policy of Saint Paul College is to follow Minnesota Department of Health, Minnesota State System Office 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. The following notice has been developed addressing screening and privacy.

Privacy Notice / Tennessean Warning: Your agency is requesting you, the employee, to complete this Request Form so agency staff can assess whether you qualify for Paid COVID-19 Leave. Upon the form's submission, your agency will review the data and come to a determination regarding your eligibility. You are not legally required to provide us with the data requested on this form; you may refuse to do so. However, failure to complete this form in its entirety may result in a denial of your request for Paid COVID-19 Leave. Some of the data being requested on this form will be classified as private data under Minnesota law. Parties that may gain access to private data include agency representatives with a valid work assignment to access the data, Minnesota Management and Budget, the Legislative Auditor, and any other person or entity authorized by you, or by state or federal law, rule, regulation or court order. Attached is the [Paid COVID-19 Leave Request Form](#) that employees will need to complete and return to HR.

Handwashing

Basic infection prevention measures are being implemented at our campus 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 bathroom. 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)

Respiratory etiquette: Cover your cough or sneeze

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. Posters from the Minnesota Department of Health (MDH) reminding people to wash their hands were placed outside of every campus bathroom in early March 2020. Another MDH poster on proper hand washing was placed near sinks in every campus bathroom also in early March. Both of these posters were also placed in the scroll on information monitors throughout campus. Additional Centers for Disease Control (CDC) and MDH posters regarding how to prevent the spread of coronavirus through proper respiratory practices, physical (social) distancing as well as symptoms of coronavirus were placed on tabletops across campus in early March.

Masks or cloth face coverings must be worn at all times when on-campus to help control infection from people who may be infected, but are asymptomatic. They may provide some limited protection from being infected if exposed, which is why, in accordance with [City of St. Paul Mayor Melvin Carter's Executive Order](#) effective June 1, 2020, and [Governor Walz's Executive Order 20-81](#) effective July 24, 2020, Saint Paul College will require that employees, students and guests to the College wear a mask or cloth face covering at all times when on campus.

These situations may include, but are not limited to:

- Classrooms
- Computer labs
- Direct meeting or personal interaction for over 10 minutes
- Restrooms
- Hallways and common spaces on campus
- Shared office suites without individual offices where doors can be closed

Employees, students and guests are required to wear a mask or cloth face covering at all times to help mitigate the spread of COVID-19.

Here are a few important things to keep in mind:

- Masks or cloth face coverings can help with preventing ***your*** germs from infecting others – especially in situations where you may spread the virus without symptoms.
- Wearing a mask or cloth face coverings ***does not*** protect you from others who may spread the virus. So, whether or not you wear a mask or cloth face coverings, you still need to wash your

hands frequently, cover your cough, and practice social distancing by keeping at least 6 feet of space between people.

- People who are sick should still stay home. Wearing a mask or cloth face coverings does not mean people who are sick should go out into the community. If you are sick and need to go to the doctor, call your health care provider before going in and wear a mask or cloth face coverings to the clinic.
- **Don't buy or wear surgical or N95 masks.** These supplies are in high need in health care facilities to protect health care workers.
- A mask of cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask or cloth face coverings without assistance.

In addition to the above information regarding hand washing, use of masks and hygiene, Saint Paul College has developed a Coronavirus Hygiene Policy and Procedure. This policy and procedure outlines the requirements of everyone in helping maintain a safe and healthy working and learning environment. The Coronavirus Hygiene Policy and Procedure can be found at <https://www.saintpaul.edu/covid-19>.

Social distancing

Social distancing is being implemented on campus through the following engineering and administrative controls:

1. Employees that can work remotely should continue to do so.
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 required to come to the campus consider the necessity of the visit, an appropriate time of that visit so as to limit the number of employees and students on campus at the same time.
4. Employees and students are asked to maintain six feet of distance between colleagues and visitors
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 should be done virtually and in-person meetings should be extremely limited.

8. The proper COVID-19 approved disinfectant, PPE and cleaning supplies will be supplied and adequately maintained to classrooms, labs and departmental spaces as needed and as long as proper supply levels can be maintained and received.
9. Classrooms, labs, offices and departmental spaces will be properly audited and rearranged to ensure proper social distancing guidelines and core functionality can be met.
10. Plexiglas barriers, temp walls, marked off areas and stanchions will all be used so that student, employee, and public customer interactions can be safely conducted.
11. Students and employees can reach out to the campus Public Safety staff via phone (651.846.1322) or email (psafety@saintpaul.edu).

Staff and visitors are prohibited from gathering in groups and confined areas, including elevators, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

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. Detailed cleaning will be conducted to known used spaces on campus as well as public areas daily either at the start or end of the shift depending on staffing availability and operational effectiveness. Other staff, faculty and students may be called upon to do "wipe downs" of linear surfaces, touch points and supplies/tools used between the facilities cleaning schedule and will be stocked with the proper cleaning agents, supplies and PPE needed. If an area becomes contaminated by a positive COVID-19 diagnosis, facilities staff will enter the space in full PPE and perform a full and detailed cleaning of the area with COVID-19 approved disinfectants.

Communications and training

This plan was communicated to all employees and current students via email on June 4, 2020. The plan will also be posted electronically on the College website and through physical postings on-campus. Additionally, the plan will be reviewed with current employees during a campus-wide Zoom video Town Hall meeting.

Training for employees on COVID-19 prevention measures contained in this plan will be conducted using online instructional packages recommended by the Minnesota State system office and Saint Paul College's Office of Human Resources. These training needs as well as the new screening requirements before visiting campus as contained in this plan will be updated and shared with employees and students as necessary. Additional communication and training will be ongoing, as needs arise, and provided to

all employees and students who did not receive the initial communication regarding training opportunities. Saint Paul College campus leaders and supervisors will monitor compliance with the requirements of this plan. They will also assess how effective the program has been implemented by soliciting feedback during department and division meetings. Communications strategies and trainings will be updated as necessary.

This plan has been reviewed and approved by Saint Paul College leadership. It will be shared and posted throughout the campus community and on the College website. It will be updated as necessary.

Certified by:



June 4, 2020 Interim President, Saint Paul

College Date

Appendix A – COVID-19 Preparedness Plan Resources and References

General [www.cdc.gov/coronavirus/2019-](http://www.cdc.gov/coronavirus/2019-ncov)

[ncov](http://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>

<https://www.health.state.mn.us/people/handhygiene/wash/dontforget.html>

<https://www.health.state.mn.us/people/handhygiene/food/mnhands.html>

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 <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