In keeping with Chancellor Malhotra's, July 16, 2020 directive to all institutions, Saint Paul College has a duty and is obligated to protect the health and safety of its workers. This includes implementing preventative measures to ensure that students, employees, or visitors are not exposed to conditions that could be harmful to their health and safety while on campus.

In his memorandum, the Chancellor stipulated to the following:

1. All Minnesota State employees, students, and visitors, to include contractors and vendors, are required to wear a face covering when inside college or university facilities and enclosed places such as tunnels and skyways, and leased spaces, to include the system office, when physical distancing is not possible.

2. Effective August 3, 2020 until further notice, all Minnesota State employees, students, and visitors, to include contractors and vendors, will be required to complete the screening tool (or alternative format if technology is not available) prior to entering any college, university, or system office facilities.

To meet our obligations to provide a safe workplace cloth, fabric or paper masks, covering both the nose and the mouth, must be worn upon entry to facilities and while on campus in any common areas. Any failure to comply with this policy will be regarded as a violation of the Student Code of Conduct or, for employees, a failure to follow a work directive of Saint Paul College.

Also consistent with public health guidance, we must ensure that physical (social) distancing, hand hygiene (both washing or sanitization) and proper cleaning of personal workspaces, student seating and employee workspaces as well as equipment must also occur upon entry to space, between users and upon completion of work or study for the day.

This policy is consistent with guidance from federal, state, and local authorities (including the Masking Policy for the City of St. Paul, and Chancellor Malhotra’s memorandum of July 16th). This policy and the guidance upon which it is based address how coronavirus (COVID-19) transmission can be controlled.

Issued on: (Insert date here)

Signatory
Deidra Peaslee, President

05.37.0 1 Saint Paul College Coronavirus Hygiene Procedure
1. Upon notification by your supervisor or Dean of the need to return to campus, each employee should review the safety-training module located at: https://rise.articulate.com/share/pThBZLMABy8dtQyBtlaNJuR0i0zxQvr

2. Anyone showing any signs of illness should stay home. In order to ensure that no one showing signs of illness is allowed on campus during the coronavirus pandemic, all students, employees, and visitors will be required to complete, verify and submit a screening questionnaire prior to entering the Saint Paul College building.

3. All students, employees, and visitors to campus must comply with the College’s Coronavirus Hygiene policy and its associated procedures.

4. Minor children under 16 years of age must be accompanied by a parent or guardian at all times while on campus per college policy 03.29.00.0. Minor children do not need to complete the online health screening or provide an ID when accompanied by a parent or guardian who has successfully completed the health screening and provided valid college or government issued photo identification upon entering campus.

5. When on campus, all students, employees, and visitors must maintain proper physical (social) distancing of at least 6 feet (2 meters) from others.

6. When on campus, if the 6 feet (2 meters) physical (social) distancing requirement cannot be maintained, a cloth or paper mask covering the nose and mouth must be worn. Face coverings must always be worn in entryways to the building, hallways, common areas, stairwells, and restrooms.

7. Prior to entering any office, work, or student area, students, employees, and visitors should use hand sanitizer provided by the College or proceed to a washroom to thoroughly wash their hands with soap and water for at least twenty seconds.

8. All students, employees, and visitors allowed access to the Saint Paul College building now have responsibilities for keeping their workspaces, students seating and learning areas, as well as equipment used clean and sanitized. To help reduce the spread of coronavirus, cleaning of workspaces, seating, surfaces, and equipment should occur when entering a location, between users and upon leaving an area.

9. Avoid touching your face, in particular your mouth, nose, and eyes, with your hands.

10. Cover any cough or sneeze with your elbow, sleeve, or a tissue. Dispose of tissues in the trash and wash or sanitize your hands immediately afterward.

11. Wearing a mask or cloth face coverings may minimally protect you from others who may spread the virus. Masks or cloth face coverings can help with preventing your germs from infecting others – especially in situations where you may spread the virus though you do not have symptoms.

12. Saint Paul College recognizes and supports individuals with disabilities. If you have a disability or a medical condition that may prevent you from being able to wear an appropriate face covering while on campus, please contact the following offices for possible face-covering alternatives:

Students: Access and Disability Resources, at accessresources@sainpaul.edu or 651-846-1547.
Staff and Faculty: Human Resources at humanresources@saintpaul.edu or 651-403-4237.

Persons approved to use a plastic face shield should provide verification of the approval from Human Resources or Access and Disability Resources to the Campus Security Officer or designated staff authorizing entry to the building.

It is the responsibility of each employee, student, or visitor to know, understand, and to comply with our COVID Hygiene Policy as we continue to find ways to conduct operations safely, during this pandemic.

Saint Paul College is serious about keeping our students, employees, and visitors safe. Following these guidelines and requirements is essential to assuring your safety and health as well as the safety and health of those around you.

Issued on: 04/12/2021

Signatory
Deidra Peaslee, President