August 26, 2020

Pine Technical and Community College
COVID-19 Back-to-Campus Preparedness Plan

Pine Technical and Community 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 20-74 and 20-81. We are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 on our campuses, 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. We have involved our employees in this process by involving the Pine Cabinet and Mangers groups, building from individual department plans and instructional alternate delivery plans. Open Office Sessions, email communication, and feedback from Pine employees and students have also informed this plan. Pine Technical and Community College leaders and supervisors have the full support of the Minnesota State system in enforcing the provisions of this policy.

We are serious about safety and health and keeping our students 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;
- 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.

Self-Monitoring and Health Screening Tool

Employees and students have been informed that they are required to self-monitor for signs and symptoms of COVID-19. The following information has been, and will continue to be shared with employees and students, prior to coming to campus:

Communication includes:

- Your health and safety, and that of all of our students, faculty, staff and others on campus, is important to us. This is a shared responsibility.
- Stay home if you are sick of 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.
- Wash your hands frequently with soap and water for at least 20 seconds.
  - If soap and water are not available, use 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.
- Face covers are required in all in-door settings and outdoor settings where social distancing cannot be maintained.
- Monitor your health paying particular attention to the presence of temperature or fever, new or worsening cough, and new or worsening shortness of breath.
- Monitor your own health, speak up and act to the wellbeing of yourself and others, take ethical responsibility for yourself, friends, family and our communities.

Experiencing Symptoms

Students and employees who experience symptoms while at home are to communicate their illness to their instructors/supervisors and will be informed to stay home.

If an employee or student becomes sick while on campus, they will be sent home immediately and surfaces in their workspace/study space will be cleaned and disinfected.

Pine will follow Minnesota Department of Health and local health department guidance and direction on informing others if they have been exposed to a person with COVID-19 on campus and may require them to quarantine for the required amount of time.

Health Screening Tool

The colleges and universities of Minnesota State are required to implement a COVID-19 health assessment tool that students, employees and visitors to the campus will be required to complete prior to entering campus facilities. In addition to being the right thing to do in order to keep our faculty, staff and students healthy, this screening tool is being implemented in response to Executive Order 20-74.

Every employee, student, and visitor to campus must complete the electronic health screening tool each day prior to initial entry to any college building or other designated confined campus space. Employees and students are required to answer the screening questions truthfully and correctly to the best of their knowledge.

Students who complete but do not pass the health screening, are not authorized to enter the campus buildings and must contact their instructors to discuss academic and student service options available to the student.

Employees who complete but do not pass the health screening are not authorized to enter the workplace and must report to their supervisors using their regular call-in procedure.

Employee Leave Policies
Pine Technical and Community 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. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. There are certain types of COVID leave and FMLA that may be available to you. Should you find yourself or a family member in a health situation due to COVID, please discuss with your supervisor, which paid leave you may be eligible for and contact Human Resources.

Current MMB Leave Policies:
- HR/LR Policy # 1440 Paid COVID-19 Leave
- HR/LR Policy #1441 Expanded FMLA for COVID-19 Related School/Child Care (EFMLA)

**Face coverings (Masks)**

Pine complies with [Minnesota Governor’s Executive Order 20-81](#) that requires individuals wear a face covering in indoor areas and wear face coverings outdoors when it is not possible to maintain physical distancing. As such, any person in a public or common space within the buildings of Pine campus must wear a cloth or disposable face covering, even when they are not within six feet of others. Face shields are on an exception basis and must have documented approval prior to use. The face shield must cover the forehead, extend below the chin, and wrap around the sides of the face. Individuals should wear their own face covering, but if they do not have one, disposable masks will be provided for employees. This requirement will remain in effect until further notice. Academic programs may have additional requirements or exceptions that supersede this standard.

For more information about acceptable face coverings, proper wear, and washing please visit: [https://www.health.state.mn.us/diseases/coronavirus/prevention.html#masks](https://www.health.state.mn.us/diseases/coronavirus/prevention.html#masks)

Other information regarding face coverings is as follows:

Consistent with the Governor’s Executive Order (EO) 20-81, all Pine employees, students and visitors will be required to wear a face covering. MinnState has established and aligned Face Mask Covering Protocols with EO 20-81. Exceptions to the required use of face masks include:

- Faculty when teaching where it is important for face to be seen such as in a language class or when a student in the classroom relies on lip reading. A face shield allows visibility of facial expressions and lip movements for speech perception.
- Students in classroom activities where it is important for face to be seen such as in a language class. A face shield allows for visibility of facial expressions and lip movements for speech perception.
- Where a face covering may pose a safety hazard.
- Staff or faculty providing direct student support to student and face covering impedes the service.
- Documented health condition or disability.
- Working outdoors where physical distancing can be maintained.
- When eating or drinking where physical distancing can be maintained.

**Obtaining an Exception:**

- CDC recommends face masks as the most effective method of preventing the transmission of COVID-19
- For more detailed guidance regarding specific areas, please review Minnesota State Face Covering Guide.
• Employee/Students: When requesting exceptions for reasons unrelated to health or other accommodation requests, work directly with your supervisor or faculty.
• Employees: Medical accommodation requests should be directed to the HR office.
• Students: Medical accommodation requests should be directed to the Accessibility Services office at Jen.Rancour@pine.edu
• No exceptions that permit the absence of a face covering will be granted.

Enforcement:
• Students must comply with the face mask requirement when attending face-to-face classes unless there is an approved exception for a face shield. Faculty teaching on campus will be informed when an exception is approved from the Accessibility Office.
• For Classroom management issues (ex. Showing up without a mask, several reminders to put a mask on, etc.):
  o Follow normal classroom management protocol and work with your Dean
  o If incident escalates and student is confrontational, call Administrator on campus.
• Employees and students can report incidents of non-compliance by emailing Amy.Kruse@pine.edu

The safety and health of our community is a shared responsibility. If you see someone who is not wearing a face covering or not socially distant, please say something. If you have concerns about behaviors you are observing, please share those with your instructor or supervisor or email Amy.Kruse@pine.edu

All individuals are required to wear a face covering while in Pine Technical and Community College buildings. Refusal to follow the face covering requirement is a violation of Student Conduct for students, and a violation of a work rule by employees according to their collective bargaining agreements. Visitors violating this requirement will be asked to leave the premises immediately.

Contact Tracing & Communication Protocol
The Minnesota Department of Health (MDH) is finalizing contact tracing protocols with higher education institutions. Currently, MDH handles all case and contract tracing and notifies Pine administration for situational awareness. Pine will work in collaboration with MDH on contact investigations, identification of potential clusters and notification protocols. The following are steps for notification of potential COVID-19 confirmed cases:
• Students who become aware of a possible COVID-19 infection or test positive for COVID-19 should notify their faculty. The faculty should notify Amy Kruse at Amy.Kruse@pine.edu. Once verified HR will work with the student and affected faculty to determine a plan for quarantine, sanitation, and safe return.
• Employees who become aware of possible COVID-19 infection or test positive for COVID-19 should contact their supervisor immediately who will contact HR. HR will work with the employee to determine plan for quarantine, sanitation, and safe return.
• Employees should use the COVID@pine.edu email address to submit concerns and questions related to the COVID-19 Pandemic.
• MDH provides contact tracing services for lab-tested COVID-19 positive cases, however, in cases where a campus is notified before MDH receives test results, HR will immediately make preliminary notifications to students, staff or faculty who may have been exposed.
• In cases of exposure, actions will be taken to disinfect affected areas per CDC guidelines.
• Through contact tracing, anyone who was exposed to the reported COVID-19 case will be
contacted directly by MDH after the case is confirmed. Campus-wide notification will not be sent. Rather, those who have been identified through contact tracing will be notified.

All FERPA (Family Educational Rights and Privacy Act) and HIPPA (Health Insurance Portability and Accountability Act) regulations will be followed should a case be identified on campus. Confirmed cases will be communicated according to the established protocols outlined by the Minnesota State system, but specifics that would identify the individual(s) will not be shared.

Minnesota State Colleges and Universities in cooperation with MDH has adopted a decision framework to inform response to COVID-19 cases on campus and changes to community spread. Mitigation strategies are triggered by criteria that considers rates of contact and isolation, spread in the K-12 system, levels of available PPE, campus spread, and other factors.

**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 placed throughout our campuses. Employees and students are encouraged to review the College’s [COVID-19 Website](#) for additional information and updates.

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 cloth or face covering should not be placed on your 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**

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

- Employees who have been directed to work remotely should continue to do so.
- Employees may be offered flexible work hours and staggered shifts to reduce the number of employees in the workplace at one time.
• If required to come to the campus, consider the necessity of the visit and the appropriate time of that visit so as to limit the number of employees and students on campus at the same time.
• Employees and students are asked to maintain six feet of distance between colleagues and visitors.
• Plexiglass has or will be installed in high traffic areas, such as student services, academic affairs, president’s office and customized training when a six-foot separation is not feasible.
• Be aware of and avoid crowded spaces, including break or lunchroom, elevators, and restrooms.
• Vehicles will only be signed out to single occupants and cleaned and disinfected after use.
• Meetings or gatherings of greater than 20 should be done virtually, and in-person meetings should be extremely limited.
• Room capacities and set-ups have been modified to adapt to social distancing guidelines.
• Employees, students, and visitors are discouraged from gathering in groups and confined areas, including elevators, and from using other workers’ personal protective equipment, phones, computers, desks, cubicles, workstations, offices or other personal work tools and equipment.
• Staff working on campus will be provided personal protective equipment as appropriate.
• Cloth face coverings are recommended for spaces where social distancing cannot be maintained.
• Hand sanitizer and disinfectant will be available in all labs that are open for face-to-face courses.

Housekeeping

General/Public Spaces
The Maintenance Department is responsible for disinfecting general/public spaces. Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work and study surfaces, equipment, vehicles and areas in the campus environment, including classrooms, labs, restrooms, common areas and meeting rooms. High-touch areas such as restrooms, door handles and hardware, railings, public counter tops, drinking fountains, etc. will be cleaned and disinfected more frequently.

Facilities/Maintenance and Classrooms
The College will follow the guidance of MDH, CDC and Minnesota State College and Universities. Class sizes will be limited in accordance with this guidance. To ensure physical distancing requirements are met, seating arrangements in classrooms have been modified to ensure students are spaced at intervals with social distancing. The frequency of air filter replacement and HVAC system cleaning has been increased, with fresh air exchange maximized.
Maintenance needs for classrooms should be addressed via the Dean of your area or by contacting maintenance at maintenance@pine.edu

Offices/Department Spaces
The responsibility for disinfecting individual departments and offices is the responsibility of the employees located in those areas. Special emphasis should be given to frequent contact surfaces, including but not limited to workstations, door handles, meeting spaces and equipment. Employees should pay special attention to those tools and equipment shared amongst employees, including printers, kitchen appliances, and surface areas.

Employees have been educated about washing their hands often with soap and water for 20 seconds, provided with masks, and have been instructed to clean surfaces with disinfectant.
If it is known that a student or employee using the campus has become diagnosed with COVID-19, cleaning protocols outlined by the CDC will be followed by the maintenance staff. These include, but are not limited to:

- Close off area used by person who is sick.
  - Do not need to close operations if affected area can be closed and cleaned.
- Open outside doors and windows to increase air circulation in the area when possible.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.

Once the area has been appropriately disinfected, it will be reopened for use.

Maintenance staff will work with vendors and suppliers to ensure an uninterrupted supply of cleaning supplies and necessary PPE are available.

**Computer Labs**

Hand sanitizer and wipes will be available in the computer lab to wipe down prior to and after computer use. Wipes must be disposed of in a proper trash receptacle. Masks are required in computer labs on campus per the Governor’s Executive Order 20-81. Computers will be taped off to promote social distancing in the computer labs. Computer lab staff will ensure proper distancing requirements are being met.

**Signage**

Signage has been placed throughout the campus, including designated entrances, digital screens, and casual seating areas. The signage includes health and sanitation reminders and information about social distancing while on campus. Signage has also been posted throughout the various offices/departments on campus to remind employees about social distancing and handwashing guidelines from the CDC.

**Communications and Training**

This plan was communicated by email to all employees and students and appropriate training has been provided. Additional commination and training will be ongoing as needed and provided to all employees and students who do not receive the intimal training. Managers and Supervisors are to monitor the effectiveness of the program and share their feedback with the Chief Human Resources Officer. Employees will work through this new program together and communication strategies and training will be updated as necessary.

This plan has been certified by Pine Technical and Community College leadership and was shared throughout the campus community on or before August 25, 2020. It will be updated on the colleges’ websites as necessary.

Certified by:

Joseph Mulford
Pine Technical and Community College President
Appendix A – Additional Resources

General
www.cdc.gov/coronavirus/2019-nCoV
www.health.state.mn.us/diseases/coronavirus
www.osha.gov
www.dli.mn.gov
https://www.minnesota.edu/sites/default/files/2020-03/CDC%20What%20you%20need%20to%20know%20fact%20sheet.pdf

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_sneezing.html

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

Housekeeping

Operating Instruction on Campus Management in Minnesota State

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

Ending Home Isolation