COVID-19 Preparedness Plan

Pine Technical and Community College

Pine Technical and Community College is committed to providing a safe and healthy workplace for all our employees, students and visitors. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation. Only through this cooperative effort can we establish and maintain the safety and health of our institution.

Management and employees are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Pine Technical and Community College managers and supervisors have our full support in enforcing the provisions of this policy.

Our employees and students are our most important assets. We are serious about safety and health at Pine Technical and Community College. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19, Executive Order 20-48 and Executive Order 20-52, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- customer controls and protections for drop-off, pick-up and delivery;
- housekeeping, including 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.

Critical Sector – Return to Campus Allowance

Executive Order 20-52 allows for higher education institutions to expand in-person or on-site activities and programming that are necessary for the completion of a degree, diploma, certificate, credential or licensure in a critical sector for those students that are in their final term. Students in their final term, and staff and instructors may attend in-person or on-site activities necessary for the student’s completion.

Distance learning will continue for all students not in their final term, students in courses that not in a critical sector, and when possible for students in their final term and critical sector courses. Employees who have not been notified to return to work, should remain in telework, or alternative schedule until further notice.
Health screening for employees, students, and visitors

Students and employees who are sick should remain at home and are encouraged to self-monitor for signs and symptoms of COVID-19. For those that are returning to campus, in order to assess the health status, prior to entering, designated employees will be screening all individuals upon entry to the building in compliance with the Minnesota Department of Health Guidelines. The designated employee will ensure social distancing at the entrance location and will inform department leads if there is a need to stagger arrivals to campus or if additional screeners are needed. If an individual affirmatively answers the screening question, they will not be allowed into the building and will be advised to go home, stay away from others and contact their health care provider. If an individual is unable to leave the campus immediately, they will be quarantined, until they can be sent home. Once vacated, the area will be exhaustively disinfected.

Pine Technical and Community College has implemented leave policies that promote employees 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. Pine Technical and Community College is a State of Minnesota employer and complies with Minnesota Management and Budget leave policies, bargaining contractual guidelines, and the Family Medical Leave Act (FMLA). Employees who need to be absent from work for reasons related to COVID-19 have access to leave according to HR/LR Policy 1440: Paid COVID-19 Leave. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented according to the policy listed above.

Safety of our employees and students is a priority of Pine Technical and Community College. If an exposure to COVID-19 has occurred on campus, the institution will ensure compliance with informing those that have been affected while adhering to the need to protect the privacy of an individuals’ health status and health information.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Employees, students and visitors, 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 shift, prior to any mealtimes and after using the toilet. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Hand-sanitizer dispensers will be located at each entrance, as well as in all high-traffic areas. Maintenance will monitor the supply level at each location and will replenish as necessary.

Respiratory etiquette: Cover your cough or sneeze

Employees, students, 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 to all employees, students, and visitors.

**Social distancing**

Social distancing is being implemented on campus through the following engineering and administrative controls: Employees have been asked to telework if they are able to perform the essential functions of their positions, which has resulted in the majority of employees away from campus. A small number of employees who were unable to telework have staggered or created alternative schedules which reduced the number of employees in the workplace. As we phase employees and students back on campus, we will to continue adhere to the Minnesota Department of Health six-foot distance guideline.

Signage is posted at each entrance informing employees, visitors and customers of the social distancing guidelines. Personal protective equipment (PPE) will be provided for those entering the building, but should not be used as an alternative to social distancing. Individuals are prohibited from gathering in groups. Employees, students and visitors are prohibited from gathering in 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, delivery vehicles and areas in the work environment, including restrooms, 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, copy machines, credit card readers, delivery equipment, etc. Enhanced cleaning and disinfecting procedures for shared spaces have been implemented by our maintenance staff. Employees and students will be provided with supplies to clean and disinfect their workspace and equipment daily. If an employee or student becomes ill during their time on campus, they should immediately inform the screening personal or direct supervisor in order to deploy an exhaustive disinfection process.

**Communications and training**

This Preparedness Plan was communicated via email to the affected students, faculty and staff as outlined in Executive Order 20-52, as well as posted to the Pine Technical and Community College webpage on May 12, 2020, and necessary training was provided. Additional communication and training will be ongoing and provided to all workers who did not receive the initial training at the time of their reentry to the campus. Managers and supervisors are to monitor how effective the program has been implemented by reviewing the screening materials and monitoring compliance with program guidelines. Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by Pine Technical and Community College management and was posted throughout the workplace. It will be updated as necessary.
Certified by:

[Signature]

Joe Mulford, President
Pine Technical and Community College
Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

MDH Coronavirus – www.health.state.mn.us/diseases/coronavirus

Businesses

DLI Updates related to COVID-19 – www.dli.mn.gov/updates

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

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

Employees exhibiting signs and symptoms of COVID-19

www.health.state.mn.us/diseases/coronavirus/basics.html
www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

Training

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