COVID-19

Preparedness Plan

June 7, 2021
Riverland Community College is committed to providing a safe and healthy environment for our students, faculty, staff and members of our campus community.

The primary goals of the COVID-19 Preparedness Plan are to mitigate the potential for transmission of COVID-19 in our campuses, which requires the full cooperation of 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.


Please note that the risk of COVID-19 exposure exists in all public places where people are present. While our College is taking all recommended steps to mitigate this risk, we cannot guarantee a COVID-19 free environment.

**Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated as appropriate as more information becomes available.**
Workplace Expectations & Guidelines

Campus leaders, supervisors, employees and students are responsible for implementing and complying with all aspects of this Plan. 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.

Campus Hours and Access to Buildings

Information on campus hours and access to buildings can be found by clicking this link Driving Directions and Hours.

Symptom Monitoring Requirements

All persons entering the campuses are encouraged to self-monitor for signs and symptoms of COVID-19. All persons must be free of ANY symptoms potentially related to COVID-19 to enter our campuses.

At this time, these symptoms include one or more of the following:

- Fever or chills
- Cough
- Diarrhea
- Fatigue
- Headache
- New loss of taste or smell
- Muscle or body aches
- Congestion or runny nose
- Sore throat
- Nausea or vomiting
- Shortness of breath or difficulty breathing

If you have symptoms, stay home. Students shall inform their instructor that they will be absent.

Employees are expected to self-monitor each day for COVID-19 systems, and follow the normal process of informing supervisors if they are sick or experiencing symptoms while at home or work.

The policy of Riverland is to follow Minnesota Department of Health and local health department guidance and direction on informing workers if they have been exposed to a person with COVID-19 on campus, and to follow the policy to protect the privacy of workers’ health status and health information (HIPAA).

Riverland Community College 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.

Please contact the Human Resources office if you have questions about your sick leave, accommodations, Family Medical Leave Act (FMLA) and other policies addressing these situations.
COVID-19 Reporting Requirements

To report a positive COVID case for a student, employee or visitor, please email CONCERNS@Riverland.edu. The policy of the college is to follow the Minnesota Department of Health guidance and direction on informing persons if they have been exposed on campus, and to follow the policy to protect the individual's health status and health information (HIPAA). In addition, the college follows all policies in accordance with the Clery Act.

Department/Program/Clinic Preparedness Plans

Preparedness Plans that address specific sanitation, social distancing, personal protective equipment and other safety protocols, procedures and special instructions have been created for departments, clinical and laboratory work, and academic programs, if required. These plans can be found on the Riverland Community College COVID-19 Information page.

It is very important to read, understand and follow these individual plans as supplements to this Back to Campus Preparedness Plan. If you have any questions on these plans, refer to the plan’s designated contact person.

Identification and Isolation of Sick Persons

If you become ill while on campus, notify your instructor or supervisor immediately. If needed, a quarantine room can be made available for you to await transportation home. Your instructor or supervisor will notify Facilities personnel, who will disinfect and sanitize the area per CDC guidelines.

Staffing  The College assesses staffing based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. Since many restrictions have been lifted, staffing will return as follows:

JULY 7, 2021: Supervisors will return to campus full time. Approved Summer Hours and vacation time will still be honored. Since there is no longer a need to limit class sizes because of social distancing requirement, we will begin to restore class furniture arrangement and Campus furniture to pre-COVID status. The only caveat is if local infection and vaccination rates dictate otherwise.

JULY 7 to AUGUST 9, 2021: Employees will continue to transition working their full schedules on campus. Summer hours will be honored. This will position all to prepare to welcome students and other stakeholders for 2021-2022 academic year.

AUGUST 9 TO SEPTEMBER 10, 2021: Supervisors have the discretion to work with departments on a one-day telework/4-day on campus routine as long as the schedule guarantees all services will be available in person and on campus during our regular business hours. Any proposed schedules that exceed one-day telework after August 9 will need approval by the president and will require a telework agreement to be on file with Human Resources.

AUGUST 24, 2021: The fall semester begins. All student activities on campus resume. (We will adjust if necessary).

Staffing will be controlled and coordinated to mitigate potential risks and ensure the safety of faculty, staff and students, as well as the communities we serve. These decisions, when approved, will be communicated to all. As staffing on-site increases and operations expand, the Health Care Committee will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures to mitigate it. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.
**Coughing/Sneezing Hygiene**

If you are in a private setting and do not have on a cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

All work and classroom places have hand-sanitizer dispensers in each restroom and hand sanitizer will be provided in situations when it is required and needed.

**Handwashing**  
Recommended best practice: Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

**Personal Disinfection**  
Cleaning and disinfecting supplies and corresponding Safety Data Sheets are available to the campus community for use, and any exposed work area will be disinfected prior to further use or occupancy if an individual is diagnosed with COVID-19. Additional care will be taken to wipe down commonly used surfaces.

**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. Facilities personnel follow a daily cleaning schedule utilizing EPA approved disinfectants and wipes. Please submit a work order to facilities.
All people who have not been fully vaccinated for 14 days are strongly encouraged to wear a face covering in accordance with MDH and CDC recommendations until they reach full vaccination status.

Academic programs may require personal protective equipment (PPE) if required by that industry/program or if very close contact is imminent.

Vaccinations

Vaccinations are now available to everyone 14 and older in the state of Minnesota. Riverland will not require vaccines but will continue to encourage vaccinations to all students and employees. We recognize that vaccinations are a personal choice, but most credible data indicates that all three current vaccines being distributed in Minnesota have statistically protected people from serious illness, hospitalization or death. We will continue to promote their availability to our employees and students. Explore this link for Minnesota COVID-19 Vaccine resources including where to get vaccinated.

Mental and Emotional Wellbeing:

Riverland Community College is committed to supporting your overall health and wellbeing. The State of Minnesota offers two Employee Assistance Programs (EAP): Work/Life Counseling for work and personal life matters, and Organizational Health for leadership and workplace consultation. Visit the SEGIP website (https://mn.gov/mmb/segip/covid-19.jsp) for more information and resources to offer support, manage stress, and look after your financial health. Call any time: 651-259-3840 or 1-800-657-3719. Use code stmn1 to access materials online.
Pandemic Response Plan Coordination

The Pandemic Response Coordinator (PRC) is charged with overseeing the coordination of the Pandemic Influenza Response Plan and regularly monitoring national, state, and local public health agencies’ Pandemic Influenza response guidelines. The PRC works closely with the Coordinating Committee (CC), and the Freeborn, Mower, and Steele County community teams, which are comprised of local government agency representatives. The CC reports directly to the President of Riverland Community College. The frequency of reports is dependent upon the level of emergency response.

**Pandemic Response Coordinator:** Brad Doss, Vice President of Finance & Operations  
**Assistant Coordinator:** Mike Howe, Safety Administrator

### Overall Coordinating Committee
Adenuga Atewologun, College President (Chair)  
Chelsea Anderson, Dean of Student Affairs  
Laura Beasley, Dean of Academic Affairs  
Mark Baas, VP of Technology & Learning Resources  
George Bass, Director of Business Services  
James Douglass, Exec. Dir. of Communications, Media Relations & Marketing  
Brad Doss, Vice President of Finance & Operations  
Barb Embacher, VP of Academic & Student Affairs  
Mike Howe, Safety Administrator  
Karen Irwin, VP of Employee Relations & HR  
Janelle Koepke, Dean of Institutional Advancement  
Ryan Langemeier, Dean of Academic Affairs  
Shawn O’Connor, Physical Plant Supervisor  
Alexis Persons, Director of Residential & Student Life

### Academic & Student Affairs Administration Committee (includes student housing)
Barb Embacher, VP of Academic & Student Affairs (Chair)  
Adenuga Atewologun, College President  
Chelsea Anderson, Dean of Student Affairs  
Laura Beasley, Dean of Academic Affairs  
Dani Heiny, Diversity Officer  
Ryan Langemeier, Dean of Academic Affairs  
Alexis Persons, Director of Residential & Student Life

### Communications Committee
James Douglass, Exec. Dir. of Communications, Media Relations & Marketing (Chair)  
Adenuga Atewologun, College President  
Karen Irwin, VP of Employee Relations & HR  
Janelle Koepke, Dean of Institutional Advancement

### Facilities & Security Committee
Shawn O’Connor, Physical Plant Supervisor (Chair)  
Brad Doss, Vice President of Finance & Operations  
Mike Howe, Safety Administrator  
Shawn O’Connor, Physical Plant Supervisor

### Incident Command Team
Laura Beasley, Dean of Academic Affairs (Chair)  
Adenuga Atewologun, College President  
Carrie Moore, AFSCME representative  
Mike Howe, Safety Administrator  
Karen Irwin, VP of Employee Relations & HR  
Shawn O’Connor, Physical Plant Supervisor  
Laurel Panser, MSCF representative  
Amy Wagner, MAPE representative

### Operations Committee
Brad Doss, Financial Officer (Chair)  
Adenuga Atewologun, College President  
Mark Baas, VP of Technology & Learning Resources  
George Bass, Business Manager  
Karen Irwin, VP of Employee Relations & HR

### Re-Entry Task Force
Karen Irwin, VP of Employee Relations & HR (Chair)  
Adenuga Atewologun, College President  
Chelsea Anderson, Dean of Student Affairs  
Mark Baas, VP of Technology & Learning Resources  
George Bass, Business Manager  
Laura Beasley, Dean of Academic Affairs  
Wade Detwiler, Facilities Services Supervisor  
Brad Doss, Vice President of Finance & Operations  
James Douglass, Exec. Dir. of Communications, Media Relations & Marketing  
Barb Embacher, VP of Academic & Student Affairs  
Dan Harber, Director of Technology  
Dani Heiny, Diversity Officer  
Patty Hemann, Director of Financial Aid  
Sue Jech, Registrar  
Janelle Koepke, Dean of Institutional Advancement  
Ryan Langemeier, Dean of Academic Affairs  
Amanda Mathews, Director of Advising  
Carine Omole, TRIO Director  
Shawn O’Connor, Physical Plant Supervisor  
Alexis Persons, Director of Residential & Student Life  
Penny Rosenthal, Director of Accessibility Services  
Nel Zellar, Director of Admissions
Employee Rights

EMPLOYEE RIGHTS
PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

› PAID LEAVE ENTITLEMENTS
Generally, employers covered under the Act must provide employees:
Up to two weeks (80 hours, or a part-time employee’s two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

• 100% for qualifying reasons #1-3 below, up to $511 daily and $5,110 total;
• 2/3 for qualifying reasons #4 and 6 below, up to $200 daily and $2,000 total; and
• Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 below for up to $200 daily and $12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

› ELIGIBLE EMPLOYEES
In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below).

Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

› QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19
An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

| 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; | 5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or |
| 2. has been advised by a health care provider to self-quarantine related to COVID-19; | 6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
| 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis; | |
| 4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | |

› ENFORCEMENT
The U.S. Department of Labor’s Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.

For additional information or to file a complaint: 1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

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