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Return to the Workplace

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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 Back to Campus 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 though a cooperative effort, can we establish and maintain the safety and health of our campuses.


*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.*
Campus 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 students, general public, and employees safe.

Your involvement is essential in developing and implementing a successful Campus COVID-19 Preparedness Plan.

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, CDC 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

Prior to entering the campus, students, guests and visitors are required to complete a COVID-19 Symptom Screening form.

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, per CDC guidelines and follow the normal attendance policy and procedures.

The policy of our college 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). In addition, the college follows all policies in accordance with the Clery Act.

Our college 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.
Phased Staffing

Riverland Community College will phase in a return of staff over time in a coordinated process to ensure appropriate social distancing, availability of PPE (personal protective equipment) and testing capabilities for COVID-19. The College assesses expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources.

Expanded 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.

Department and Program Re-Entry Plans

Re-Entry Plans that address specific sanitation, social distancing, personal protective equipment and other safety protocols, procedures and special instructions have been created for each department and academic program, if required. These plans can be found on the Riverland Community College COVID site: https://www.riverland.edu/about-riverland/covid-19-information/.

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.

Campus Building Access Doors—How to Enter and Exit

Entry to buildings will be regulated and monitored.

Please use the designated building access doors to enter and exit the campus facilities safely.

Violation of these guidelines may result in the immediate revocation of building access privileges, as well as corrective action.

Prior to entering the campus, students, guests and visitors are required to complete a COVID-19 Symptom Screening form. If you have symptoms, stay home. Students shall inform their instructor of their absence.
In-Person / Paper Screening Process

Students and General Public

Employees follow the Self Screening Guidelines in the Employee Return to Campus Checklist.

For question on Enter/Exit Control, please contact Safety Administrator, Mike Howe.
On-Line Screening Process

Students and General Public

Employees follow the Self Screening Guidelines in the Employee Return to Campus Checklist.

For question on Enter/Exit Control, please contact Safety Administrator, Mike Howe.
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, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Respiratory etiquette is demonstrated on posters and supported by making tissues and trash receptacles available in work and classroom places.

Social Distancing

Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Please follow these social distancing practices:

• Stay at least 6 feet (about 2 arms’ length) from other people at all times.
• Do not gather in groups.
• Stay out of crowded places and avoid mass gatherings.
• Meetings or gatherings of greater than 25 shall be done virtually and in-person meetings shall be extremely limited.

The College will remove chairs from tables, and work stations, to increase seating spaces to 6 feet apart as well as rearrange classrooms, labs, offices and common areas as needed to provide safe spacing. Signs and markers will be used to designate appropriate spacing. Please do not change or tamper with the social distancing measures put into place.

Company vehicles will only be signed out to single occupants and cleaned and disinfected after use.

Any concerns regarding safety should be shared with your supervisor, instructor or Mike Howe, Safety Administrator.

Handwashing All visitors to campus facilities will be required to wash their hands prior to or immediately upon entering the facility.

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.

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.
**Housekeeping**  Regular housekeeping practices have been 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.

**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. Before starting work and before you leave any room in which you have been working, wipe down all work areas with the supplied Hillard #24 disinfecting products along with Clorox disinfecting wipes. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.). Staff and faculty shall display and post the “Room Disinfected Occupied” signs on the door to their office/cubicle/classroom upon finishing work, to notify facilities that the space needs to be disinfected. The sign has two sides: “Room is disinfected and ready for use” or flip over to indicate “this room needs to be cleaned.” For facilities and maintenance requests, please complete the Maintenance & Facilities - Work Order Request.

**Personal Protective Equipment (PPE)** Cloth face coverings are recommended for spaces where social distancing cannot be maintained. Masks or cloth face coverings can be worn to help control infection from people who may be infected but are asymptomatic. They may provide some limited protection from being infected if exposed. Employees and students are encouraged to wear a mask or cloth face covering to prevent the spread of COVID-19.

Specific requirements in addition to this recommendation, making masks required, wearing gloves, or sanitizing shields, surfaces, or tools may also be required in some areas or classrooms, and are specified in the Re-Entry plan.

Important information 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 or cloth face covering should not be placed on young children under two years of age, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask or cloth face coverings without assistance.
Personal Protective Equipment (PPE)- Continued

Use and care of face coverings

Putting on the face covering/disposable mask:
- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face-covering/disposable mask fits over the nose and under the chin.
- Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/disposable mask.

Taking off the face covering/disposable mask:
- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop your finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands immediately after removing.

Care, storage and laundering:
- Keep face coverings/disposable mask stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

Gloves

Healthcare workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment), but according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

Goggles/Face Shields

Goggles or face shields are not needed as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.
Public Transportation: If you take public transportation, it is encouraged to wear a mask before entering the vehicle. Avoid touching surfaces with your hands. Upon disembarking, wash your hands or use hand sanitizer with at least 60% alcohol as soon as possible and before removing your mask.

Using Restrooms: Use of restrooms shall be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

Working in Office Environments: If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible, have at least one workspace separating you from another co-worker. It is recommended to wear a face mask or face covering at all times while in a shared workspace/room.

Departments have assessed open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and customers, such as:

- Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.
- Place one-way directional signage for large open workspaces with multiple through-ways to increase distance between employees moving through the space.
- Eliminate magazines, pens, candy dishes, and other shared items in common spaces to decrease spread of virus.

Masks/face coverings are recommended to be worn by any staff in a reception/receiving area. Masks/face coverings are recommended to be used when inside any room where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.

Classrooms: Program instructors have assessed classrooms to institute measures to physically separate and increase distance between instructors and students. Administrative controls shall include occupancy signage, visual floor decals, maintaining 6 feet of distance between individuals, and determining the types of sanitation and PPE needed, if required.

Clinic and Laboratory Work: Specific criteria have been developed for faculty, staff and students working in clinical and laboratory environments. Please refer to the specific program return to work plans, located on our Riverland website at https://www.riverland.edu/about-riverland/covid-19-information/.

Using Elevators in Austin East and Albert Lea: No more than one person may enter the elevator at a time, so please use the stairs whenever possible. If you are using the elevator, it is recommended to wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use hand sanitizer with at least 60% alcohol upon departing the elevator.
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.

Meetings: Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, telephone, etc.).

In person meetings are limited to the restrictions of local, state and federal orders and should not exceed 50 percent of a room’s capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements. Departments shall remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees.

During your time on-site, you are encouraged to communicate as needed by email, instant message, telephone or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams, etc.).

Meals: Before and after eating, wash your hands thoroughly to reduce the potential transmission of the virus.

If dining on campus, it is recommended to wear your mask or face covering until you are ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

You are encouraged to take food back to an office area or eat outside, if this is reasonable for your situation.

Communication and Training: Specific department/program training will be provided by the supervisor or instructor based on the department or program return to work plan.

A Manager Checklist has been implemented to ensure training has been provided. Employees are required to follow and electronically acknowledge the Return to work checklist, which includes completing a COVID-19 Return to Campus Preparedness Training course in ELM. Supplemental trainings and education are also provided on Sharepoint.

It is expected that all individuals understand and follow these important safety procedures, so we can remain safe and healthy. Leaders and supervisors shall monitor program effectiveness and make changes, as needed. For safety suggestions, questions, or guidance, please refer to your instructor or supervisor.
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.

Resources: Please bookmark https://www.riverland.edu/about-riverland/covid-19-information/ to access updated resource information.

General
www.cdc.gov/coronavirus/2019-ncov
www.health.state.mn.us/diseases/coronavirus
www.osha.gov
www.dli.mn.gov

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

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


Handwashing
www.cdc.gov/handwashing/when-how-handwashing.html
www.cdc.gov/handwashing

Operating Instruction on Campus Management and Cleaning to Slow the Spread of Coronavirus Disease 2019 (COVID-19)

Social distancing
www.health.state.mn.us/diseases/coronavirus/businesses.html
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, Financial Officer
**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, Financial Officer
Barb Embacher, VP of Academic & Student Affairs
Mike Howe, Safety Administrator
Karen Irwin, Human Resources Officer
Janelle Koepke, Dean of Institutional Advancement
Ryan Langemeier, Dean of Academic Affairs
Kelly McCalla, 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, Dir of Strat. Partnerships
Ryan Langemeier, Dean of Academic Affairs
Kelly McCalla, 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, Human Resources Officer
Janelle Koepke, Dean of Institutional Advancement

**Facilities & Security Committee:**
Shawn O’Connor, Physical Plant Supervisor (Chair)
Brad Doss, Financial Officer
Mike Howe, Safety Administrator

**Healthcare Committee:**
Laura Beasley, Dean of Academic Affairs (Chair)
Adenuga Atewologun, College President
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 Braaten, AFSCME representative
Mike Howe, Safety Administrator
Karen Irwin, Human Resources Officer
Shawn O’Connor, Physical Plant Supervisor
Laurel Panser, MSCP 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, Human Resources Officer

**Re-Entry Task Force**
Karen Irwin, Human Resources Officer (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, Financial Officer
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, Dir of Strat. Partnerships
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
Kelly McCalla, Dean of Academic Affairs
Shawn O’Connor, Physical Plant Supervisor
Alexis Persons, Director of Residential & Student Life
Penny Rosenthal, Director of Trio SSS
Nel Zellar, Director of Admissions
Appendix A—COVID-19 Screening Form—Example

COVID-19, “On-Site/Day-Of,” Screening Form

**Purpose:**
Screening helps slow the spread of COVID-19 in our community while enabling a safe and effective delivery of academic programs, support services, and management activities. All individuals are required to complete “On-Site/Day-Of” screening. The following questions must be answered.

1. COUGH (New or Worsening): Circle Response
   - YES / NO
2. SHORTNESS of BREATH or Difficulty Breathing (New or Worsening): YES / NO
3. OR, TWO (2) or more of the following symptoms:
   a. TEMPERATURE/FEVER of 100.4 degrees Fahrenheit or above,
   b. Chills,
   c. Fatigue,
   d. Muscle or Body Aches,
   e. Headache,
   f. New Loss of Taste or Smell,
   g. Sore Throat,
   h. Congestion or Runny Nose,
   i. Nausea or Vomiting, and
   j. Diarrhea

If ALL ABOVE QUESTIONS are answered NO, you may enter and participate. You must wash your hands before having any contact with other persons. Follow all building access rules and CDC guidelines while on campus. Please go home if you later feel sick.

If ANY ABOVE QUESTION is answered YES, you WILL NOT BE ALLOWED to enter or participate. You will be asked to leave and stay home until:

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

Date: ________________

Name (Printed): ___________________________ Signature: ___________________________

STAR ID: __________________________

**Tennessen Notice:** Prior to entering the college, all individuals will be asked a series of questions. This data is classified as private under the Minnesota Government Data Practices Act. We will use this data to screen individuals seeking admission to the college for potential health risks to try to avoid the potential of spreading contagious diseases. The data helps us to determine whether risk factors are present and whether you will be denied admission for the protection of agency students, staff, and/or the public. This is not a COVID-19 test and is not a determination of whether or not an individual is infected with or has been exposed to COVID-19. This data will be gathered and reviewed by agency staff, including non-medical personnel, in deciding whether to permit you admission to the campus. You are not legally required to provide this data and providing the data is voluntary. However, if you refuse to provide the data, you will not be admitted to the college campus. The data collected from you may be shared with Minnesota State Colleges and Universities staff collecting the data, HR staff, the campus safety administrator, administration, and other persons or entities authorized by law.

Revision 06-11-20
Appendix B– Return to Work Checklists

RETURN TO ON-CAMPUS WORK AFTER SHELTER-IN-PLACE
CHECKLIST FOR ALL MANAGERS

PRIOR TO RETURN

- Consider your area’s workspace, workflow, customer flow, and work priorities to determine if there is adequate spacing to maintain social distancing. If not, determine what changes need to be made, including which jobs can telework, which roles are absolutely needed in the office, and if flexible hours and staggered schedules may be used for social distancing.

- Assess other common spaces, i.e. conference rooms, break rooms. Document and communicate what the common area procedures are upon returning to the workplace on your Department/Program Re-Entry Plan.

- Order sanitation and social distancing controls using https://mnsu.sharepoint.com/sites/RIVER/Facilities

- Identify the need for signage and social distancing in the workplace. Ensure it is posted in visible areas in the workspace.

- Reach out to your employees to determine their ability to return to on-campus work according to the established timeline.

- **Don’t** attempt to identify and target high-risk category employees but communicate to all employees about these categories and the support provided if someone wishes to voluntarily disclose. In accordance with Americans with Disability Act (ADA) protections, employees are not required to disclose if they are in a high-risk category based upon a preexisting medical disability.

- If an employee voluntarily self-identifies as being high-risk for COVID-19, is living with someone considered high-risk based on the CDC guidelines, or are following self-quarantine protocol, consult with Human Resources regarding possible employee accommodations, options for telework, or leave support for the employee. If an employee voluntarily discloses, this information will be kept confidential in accordance with personnel policies.

- Develop a plan and schedule for who returns and when based on the College’s return to work timeline, the return to on-campus dates established by your department, and employees’ ability to return.

- Review the Riverland Preparedness Plan, and communicate the Re-Entry plan for your department to your employees and ensure they understand the expectations, training and safety/social distancing protocols.

- Ensure all employees have completed the COVID-19 Return to Campus Preparedness Plan training course in ELM.

- Ensure all employees complete the on-line Employee Checklist.

- Remind employees to pack all IT equipment used to telework, including cables and accessories, to bring back to campus. Employees should be prepared to reinstall computer equipment themselves. TLR resources for reinstalling equipment will be limited.

- Encourage employees to self-screen daily before leaving home for any of the following new or worsening symptoms of possible COVID-19. Below is a list of symptoms currently reported. Check the [CDC website](https://www.cdc.gov/coronavirus/2019-ncov/index.html) or your healthcare provider for the most current information. Employees with any of the symptoms below **SHOULD STAY HOME** until they have contacted their healthcare provider for further guidance and may be required to return with a fitness for duty release.

- Advise employees to follow these guidelines if ill: [https://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf](https://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf)
Appendix B—Return to Work Checklist

WHILE AT WORK

• Encourage employees to rigorously practice hand hygiene, cough etiquette, cleanliness, and sanitation.

• Provide tissues, hand sanitizer and disposable wipes for commonly touched surfaces (copiers, printers, workstations).

• Ensure the workspace adheres to social distance guidelines and have employees maintain at least 6 feet of separation from other individuals. If distancing is not feasible, Mike Howe, Safety Administrator for guidance.

• Keep meetings to 25 people or less and utilize Microsoft Teams or Zoom for meetings to maintain social distancing.

• If an employee shows any symptoms as listed above, they should leave work immediately. Limit the employee’s contact with other individuals in the office and on campus. The employee should contact their healthcare provider for further guidance.

• Report any known or potential employee absence due to COVID-19 immediately to Human Resources for determining next steps and appropriate follow up.

• Allow employees to utilize leave time to consult with their healthcare provider, monitor symptoms, self-quarantine or self-isolate due to a possible or confirmed COVID-19 diagnosis.

• Advise employees to follow these guidelines if ill: https://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf

• If food or drink is provided, provide individually packaged meals and utensils for each employee.

• Encourage employees to maintain office cleanliness through removal of unnecessary debris, clean counter spaces, and support of cleaning efforts on common surfaces. If additional cleaning is needed, please contact Facilities Management.

• Conduct check-ins regularly with employees to discuss their challenges, concerns or questions. Offer support during this transition and contact Human Resources for any additional assistance needed addressing concerns or answering questions.
Appendix B– Return to Work Checklists

RETURN TO ON-CAMPUS WORK AFTER STAY-AT HOME
CHECKLIST FOR ALL EMPLOYEES

PRIOR TO RETURN

- Complete COVID-19 Return to Campus Preparedness Plan training course in ELM.
- Pack all Information Technology equipment used to telework, including cables and accessories, to bring back to campus. Take note of the setup of your computer and any other technology in order to be prepared to reinstall computer equipment yourself. TLR resources for reinstalling equipment will be limited.
- Self-screen daily before going into work for any of the following new or worsening symptoms of possible COVID-19. Below is a list of symptoms currently reported. Check the CDC website for the most current information.

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

If experiencing any symptoms listed above, DO NOT come to work. Contact your healthcare provider for guidance and notify your supervisor of the needed absence.

WHILE AT WORK

- Rigorously practice hand hygiene, cough etiquette, cleanliness, and sanitation.
- Maintain at least 6 feet separation from other individuals. If such distancing is not feasible, other measures such as wearing a cloth face covering (over the nose and mouth) is highly recommended for your protection as well as theirs.
- Continuously self-screen for the symptoms listed above. If you begin to show symptoms, notify your supervisor and leave work immediately. Limit contact with other individuals on campus and contact your healthcare provider for further guidance.
- Keep meetings to 25 people or less and spread out as much as possible or utilize Microsoft Teams or Zoom for meetings when needed to maintain social distancing.
- Wash or disinfect hands while at work and after any interaction with other employees, other constituents, or items in the workplace.
- Maintain office cleanliness through removal of unnecessary personal items and debris to create clean counter spaces and support of cleaning efforts on common surfaces. If additional cleaning is needed, please contact Facilities Management.
Facilities Sanitation Plan

Campus Public Spaces

- Hand sanitizer dispensers are deployed in key hallway and public seating areas.
- Dispensers will be checked and restocked as needed.
- Public Seating areas will be redistributed to maintain social distancing of 6’.
- Excess seating will be labeled for redeployment at a future date.
- Restrooms will be cleaned at least once a day – more often if heavy use occurs - and high touch surfaces disinfected once a day.
- Restroom doors will be propped open to reduce touch points on door surfaces.
- Install signage at elevators to limit occupants to maintain social distancing.

Campus User Expectations:

- Maintain social distancing and do not move chairs/seating arrangement once established.
- Only use disinfectant as needed/intended and leave in location it was provided.
- Report restocking needs to Building Services
- Restroom users are required to wash their hands.

Teaching Laboratories and Shops Building Services

- Laboratory seating and shop work stations will be reconfigured to maintain social distancing of 6’ as best as possible.
- We anticipate an approximate 50% reduction in occupancy for most laboratories and shops.
- Actual reduced occupancy numbers will be provided to Academic Affairs, Registers Office, and campus schedulers once the reset of rooms is ordered by Deans and completed.
- Excess lab station chairs (and tables if applicable) will be moved to the back of the rooms and stacked for future redeployment. Excess shop equipment will be taped off to prevent use until current restrictions can be loosened.
- A review of each lab/shop layout with a designated faculty or administrator can be arranged to confirm layout.
- Lab/shop rooms will be assessed to see if additional barriers could aid in increased lab station utilization.
- Building Services will clean and sanitize each room a minimum of once a day for use Monday – Friday.
- Hand soap dispensers are installed in every classroom that has a sink.
- Building Services will check and refill hand soap dispensers.

Room User Expectations:

- Faculty and Students will be expected to wash hands when entering and leaving to keep the room as clean as possible.
- Faculty will report shortage of hand sanitizer in the classroom ASAP to Building Services on the work order request form for restocking as needed.
- Laboratory and shop faculty and staff will be expected to ensure that used lab/shop equipment and materials are sanitized as needed between labs.
General Classroom
• Classroom seating will be reconfigured to maintain social distancing of 6’ as best as possible.
• It is anticipated an approximately 50% reduction in most general classroom setups.
• Actual reduced occupancy numbers will be provided to Academic Affairs, Registers Office and the scheduler once the reset of rooms is ordered by the deans and completed.
• Excess Chairs/Tables will be moved to the back of the rooms and stacked for future redeployment.
• Building Services will **clean and sanitize** each room **once a day** for use Monday – Friday.
• Hand sanitizer dispensers are deployed to locations near classroom entrances (hallway side) to the extent they are available.
• Building Services will check and refilling the sanitizer dispensers.

Room User Expectations:
• Faculty and Students will be expected to wash/sanitize hands when entering and leaving to keep the room as clean as possible.
• Faculty will report shortage of hand sanitizer in the classroom ASAP to Building Services on the work order request form for restocking as needed.

Department Offices
• Hand sanitizer dispensers are deployed to locations near department office entrances (hallway side) to the extent they are available.
• Plexi-glass (or other material) may be installed as necessary.

Room User Expectations:
• Move or relocate workstations to maintain social distancing of 6’
• Use tape on floor to maintain social distancing guides for office visitors in cooperation with Building Services.
• Sharing of office equipment such as phones and computers is discouraged, unless designated as “shared space.”
• Clean and disinfect office equipment that must be shared.

Conference Rooms
• Clean and disinfect once a day.
• Remove appropriate number of chairs from use to maintain social distancing.

Library
• Clean area and disinfect frequently touched building surfaces such as: doorknobs, light switches, handrails, and countertops once a day Monday-Friday.
• Disinfect restroom facilities once a day.
• Hand sanitizer dispensers are deployed in key locations.

Space User Expectations:
• Department will purchase a supply of sanitary wipes or disinfectant spray and towels as available of use of staff within the area.
• Participate and oversee the supplementary disinfection of frequently touched and used items and surfaces during the day library activities are taking place.
Athletic/Fitness Spaces

- Clean area and disinfect frequently touched building surfaces such as: doorknobs, light switches, handrails, and countertops once a day Monday-Friday.
- Clean and disinfect locker rooms once a day Monday – Friday as used.

Space User Expectations:

- Increase space between or restrict access to a portion of the equipment to maintain social distancing.
- Athletics will establish equipment disinfection procedures for Fitness Center staff and patrons. Assist in monitoring the disinfection supplies and inform Building Services on work order request for restocking needs.
- Monitor occupancy numbers and user behavior for social distancing and adjust procedures or equipment positions as needed.

Cafeteria Area

- Disinfect restroom facilities once a day.
- Hand sanitizer dispensers are deployed in key locations for patron use.
- Assist with furniture evaluation and relocation or reduction for social distancing.

Space User Expectations:

- Participate and oversee the supplementary disinfection of frequently touched and used items, i.e. tables, and surfaces during the day food services are taking place.

**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;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
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);
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
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

▶ **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**

[Visit the DOL website](https://www.dol.gov/agencies/whd)