Riverland Community College

COVID-19 Back-to-Campus Preparedness Plan

Riverland 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 20-40, *Allowing Workers in Certain Non-Critical Sectors to Return to Safe Workplaces*, April 23, 2020. We are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our campus(es) 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. Riverland leaders and supervisors have our full support in enforcing the provisions of this policy.

The initial policy is if you can continue to effectively tele-commute/work remotely then that is the best course of action.

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. 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.

**Screening and policies for those exhibiting signs and symptoms of COVID-19**

Employees and students have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers’ health status prior to entering
the campus and for employees and students to report when they are sick or experiencing symptoms. We will require a self-disclosure screening process each day students or employees enter campus facilities, using a COVID-19 Screening form (written or eform version, which gets submitted to our Director of Safety). Employees will follow the normal process of informing supervisors if they are sick or experiencing symptoms while at home or work. Students should inform their faculty members and head home immediately.

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

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 requiring them to quarantine for the required amount of time.

In addition, a policy has been implemented to protect the privacy of workers’ health status and health information.

Handwashing

Basic infection prevention measures are being implemented at our campus(es) at all times. Employees and students are being 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 time on campus, prior to any mealtimes and after using the toilet. All visitors to campus facilities will be required to wash their hands prior to or immediately upon entering the facility. All work and classroom places have hand-sanitizer dispensers in each restroom and hand sanitizer is available through office services for anyone wishing to have it. (Sanitizers must be of greater than 60% alcohol)

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 and supported by making tissues and trash receptacles available in work and classroom places. This information will be sent to all employees and students via email, on the Riverland website, and agreed upon in the Building Access Agreement Form required by all.

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.

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 of cloth face coverings should not be placed on young 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:

1. Employees that can work remotely should continue to do so.
2. Employees shall be offered flexible work hours, staggered shifts, and additional shifts to reduce the number of employees in the workplace at one time.
3. If required to come to the campus consider the necessity of the visit, an appropriate time of that visit so as to limit the number of employees and students on campus at the same time.
4. Employees and students are asked to maintain six feet of distance between colleagues and visitors
5. Be aware of and avoid crowded spaces including break or lunchroom, elevators, and restrooms
6. Vehicles will only be signed out to single occupants and cleaned and disinfected after use.
7. Meetings or gatherings of greater than 10 should be done virtually and in-person meetings should be extremely limited.
8. Cloth face coverings are recommended for spaces where social distancing cannot be maintained.
9. We will recommend that students bring their own cloth masks and wear them whenever they are on campus. 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.
10. Riverland 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.
11. Currently, students will have access to a “Virtual Help Desk” to access student services, including library, tutoring, advising, registration, etc. Book orders and tuition payments will be done online and book rental drop-offs will be done through a drive-up drop box outside the Austin Campus. The public is not allowed on campus at this time, but they can access information through our Call Center and website. Employees are teleworking, and accessing the building when they get prior approval from their supervisor and complete the, “COVID-19, Permission to be on Campus Form.”
12. Employees seeking support about present concerns can go to their supervisor or Human Resources. Students can submit a complaint form online, or contact their advisor, faculty or Dean of Students by phone or email.

Staff and visitors are prohibited from gathering in groups and 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, 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. Facilities personnel will wait 30 minutes prior to entering areas that were occupied to clean and disinfect. Cleaning and disinfecting supplies will also be 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.

**Communications and training**

This plan was communicated directly by phone, zoom, and/or email to all employees and students prior to them coming onto campus and necessary training was provided. Additional communication and training will be ongoing through supervisors and our Safety Director and provided to all employees and students who did not receive the initial training. Leaders and supervisors are to monitor how effective the program has been implemented by reviewing at weekly Pandemic Team Committee meetings. Employees and students are to work through this new program together and update the communication strategies and training as necessary.

This plan has been certified by Riverland College leadership and was shared and posted throughout the campus community 5/13/2020. It will be updated as necessary.

Certified by:

[Signature]

President, Riverland Community College
Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

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

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html
www.cdc.gov/handwashing
https://youtu.be/d914EnpU4F0

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

Operating Instruction on Campus Management and Cleaning to Slow the Spread of Coronavirus Disease 2019 (COVID-19) in Minnesota State, April 2, 2020

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