

## **MINNESOTA STATE UNIVERSITY, MANKATO RETURN TO LEARN COVID-19 PREPAREDNESS PLAN**

Our goal is to mitigate the potential for transmission of COVID-19 within our campus and additional locations. Achieving this goal requires 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 University. Campus leaders, supervisors, employees, and students are responsible for implementing and complying with this Plan.

We are serious about the safety and health of our students and employees. Our COVID-19 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;
- Custodial services – 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.

The plan that follows is based upon the current understanding of COVID-19 conditions and guidance provided by the CDC, MDH, Minnesota Management and Budget (MMB), and Minnesota State system as of June 15, 2020. This plan will be reviewed, revised and updated as conditions change and/or new guidance is received.

### **Screening and Policies for Those Exhibiting Signs and Symptoms of COVID-19**

Employees and students will be informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess health status prior to entering the campus and for employees and students to report when they are sick or experiencing symptoms.

#### Screening Protocols

Students, employees and visitors are expected to self-screen for signs and symptoms of COVID-19 daily. Self-screening signage will be placed at building entrances, as well as at classroom and instructional lab entrances. An electronic self-screening checklist will be available via the MavLIFE app and mnsu.edu website. The electronic version of the self-screening checklist will not collect or store data about individuals or symptoms. Proof of screening will not be available. If determined that an individual should not attend work or class due to symptoms or exposure, he or she will follow previously established processes for informing supervisors or faculty that he or she will not be in attendance.

#### Screening Response

Employees or students who are feeling ill and/or are exhibiting COVID-19 symptoms are required to not report to work or attend class. If symptoms develop while on campus, individuals are to immediately leave campus/return to their place of residence. These individuals should contact their healthcare provider and follow the instructions given to them by their healthcare provider.

## COVID-19 Notification Processes

Minnesota State University, Mankato values the health and safety its students, faculty, staff, and visitors. To assist with maintaining a healthy campus community, the University asks students and employees to follow these notification procedures to assist with any response to positive COVID-19 cases.

### *Students Notification Processes:*

1. Before coming to campus each day, a student will complete a self-screening.
  - a. If the student answers yes to any of the questions, the student should quarantine and seek medical advice. A COVID Hotline is available at Student Health Services at 507-389-5591. Additional community resources are available.
  - b. If the medical advice is to get tested, the student should isolate until test results are received.
  - c. If the test result is positive for COVID-19, then the student should call the Campus Reporting Hotline at 507-389-2030.
  - d. If the medical advice is to quarantine due to symptoms or exposure, the student will quarantine for 14 days according to MDH guidelines.
2. In the event of a positive lab-confirmed COVID-19 case, the following process will be followed:
  - a. A positive COVID-19 case is reported to Minnesota Department of Health (MDH) by a healthcare provider or laboratory.
  - b. Once MDH identifies the person as a student, MDH will call the Campus Reporting Hotline at 507-389-2030 to notify the University.
  - c. The Campus Reporting Hotline Staff will record the information and maintain an inventory of reported cases.
  - d. The Campus Reporting Hotline Staff will provide a daily report of new cases to David Jones, Vice President for Student Affairs & Enrollment Management; Wendy Schuh, Director of Student Health Services; and Chandler Holland, Director of Environmental Health, Safety, & Risk Management.
  - e. MDH may begin contact tracing, which may include contacting Wendy Schuh or any Instructors or Supervisors of record.
3. In the event of a positive COVID-19 case reported to the University by the student or someone else, the following process will be followed:
  - a. The person should call the Campus Reporting Hotline at 507-389-2030 to share they (or someone) are COVID-19 positive.
  - b. The Campus Reporting Hotline Staff will provide a daily report of new cases to David Jones, Vice President for Student Affairs & Enrollment Management; Wendy Schuh, Director of Student Health Services; and Chandler Holland, Director of Environmental Health, Safety, & Risk Management.
  - c. Wendy Schuh will communicate with MDH to confirm the case.

### *Employee Notification Processes:*

1. Before coming to campus each day, an employee will complete a self-screening.

- a. If the employee answers yes to any of the questions, the employee should isolate and seek medical advice.
  - b. If the medical advice is to get tested, the employee should isolate and wait the 2-4 days for the test result.
  - c. If the test result is positive for COVID-19, then the employee should notify their supervisor and call the Campus Reporting Hotline at 507-389-2030.
  - d. If the medical advice is to quarantine due to symptoms or exposure, the employee will quarantine for 14 days according to MDH guidelines.
2. In the event of a positive lab-confirmed COVID-19 case, the following process will be followed:
- a. A positive COVID-19 case is reported to Minnesota Department of Health (MDH) by a healthcare provider or laboratory.
  - b. Once MDH identifies the individual as an employee AND MDH believes that it is important to report this to the University due to exposure, MDH will call the Campus Reporting Hotline at 507-389-2030 to notify the University.
  - c. The Campus Reporting Hotline Staff will record the information and maintain an inventory of reported cases.
  - d. The Campus Reporting Hotline Staff will provide a daily report of new cases to David Jones, Vice President for Student Affairs & Enrollment Management, Wendy Schuh, Director of Student Health Services, Chandler Holland, Director of Environmental Health, Safety, & Risk Management, and Brian Breck, Assistant Director for Human Resources.
  - e. MDH will conduct contact tracing, which may include contacting Human Resources and/or Chandler Holland, Director of Environmental Health, Safety, & Risk Management to assist.
3. In the event of a positive COVID-19 case reported to the University by the employee or someone else, the following process will be followed:
- a. The employee should notify his or her supervisor and should call the Campus Reporting Hotline at 507-389-2030 to share they (or someone) are COVID-19 positive.
  - b. Supervisors, once notified of a positive COVID-19 case, should notify the Campus Reporting Hotline at 507-389-2030.
    - i. The Supervisor should then take these steps:
      1. Supervisor should ask employee(s) to leave work and follow any medical advice they have received.
      2. If the Supervisor knows that the positive COVID-19 case had exposure to any employees longer than 15 minutes or more with close contact of 6 feet or less, please notify those employees that they have been exposed to a COVID-19 positive person. According to MDH, these exposed employees should stay home for 14 days from the last day they were exposed to the person with COVID-19.
      3. Track the number of days that exposed employees stay home to make sure they do not come back to work too soon.
  - c. Campus Reporting Hotline Staff will provide a daily report of new cases to David Jones, Vice President for Student Affairs & Enrollment Management, Wendy Schuh, Director of

Student Health Services, Chandler Holland, Director of Environmental Health, Safety, & Risk Management, and Brian Breck, Assistant Director for Human Resources.

- d. Human Resources may contact Wendy Schuh to notify MDH of the positive COVID-19 case.

*Visitor/Vendor/Contractor Notification Processes:*

1. Before coming to campus each day, a visitor will complete a self-screening.
  - a. If the visitor answers yes to any of the questions, the visitor should not come to campus and seek medical advice.
  - b. If the medical advice is to get tested, the visitor should not come to campus until there is a test result.
  - c. If the test result is positive for COVID-19, then the visitor should notify their campus contact and call the Campus Reporting Hotline at 507-389-2030.
  - e. The Campus Reporting Hotline Staff will provide a daily report of new visitor cases to David Jones, Vice President for Student Affairs & Enrollment Management, Wendy Schuh, Director of Student Health Services, and Chandler Holland, Director of Environmental Health, Safety, & Risk Management.
  - d. Wendy Schuh will communicate with MDH on positive COVID-19 cases.
2. In the event of a positive COVID-19 case reported to MDH, and the person identifies as having recently visited campus, the following process will be followed:
  - a. A positive COVID-19 case is reported to MDH by a healthcare provider or laboratory.
  - b. Once MDH determines the person had campus exposure and MDH believes it is important to report this to the University, MDH will call the Campus Reporting Hotline at 507-389-2030 to notify the University.
  - c. The Campus Reporting Hotline Staff will record the information and maintain an inventory of reported cases.
  - d. The Campus Reporting Hotline Staff will provide a daily report of new cases to David Jones, Vice President for Student Affairs & Enrollment Management, Wendy Schuh, Director of Student Health Services, and Chandler Holland, Director of Environmental Health, Safety, & Risk Management.
  - e. MDH may begin contact tracing, which may include contacting Human Resources and/or Chandler Holland, Director of Environmental Health, Safety, & Risk Management to assist.

*Other Important Reminders:*

A suspected case or notice of a positive COVID-19 is serious and calls for the action identified above. At the same time there are some additional reminders that are important to keep in mind. Below is a list of do's and don'ts.

1. Each individual, with a positive COVID-19 case, has the option to notify the University of their positive test result. This is not a requirement, and no one will be compelled to notify us. However, it is our hope that the individual will notify us, so we can take appropriate steps because of this communicable virus. However, because COVID is a public health issue, information can be shared on a need-to-know basis. In the event others need to be notified of a

suspected or positive COVID-19 test result, MDH and University administration will provide guidance on how to do that.

2. Each individual's health status is a private matter, and no one should publicly declare someone as sick. This includes NOT notifying classes, office colleagues, student clubs, teams, etc. unless with specific guidance. Supervisors and instructors do have the right to ask an employee or student to go home if COVID symptoms are present.
3. Current MDH recommendations include self-quarantining, if you have contact with a COVID-19 positive person. With the fluidity of the health of our community and the demands on healthcare providers, students and employees may not have "doctor's notes" to share with you. For the Fall 2020 semester, please extend some grace to students and colleagues who report being COVID-19 test positive. This is also true if someone has contact with someone who has COVID-19.
4. MDH will be the lead agency for contact tracing. We may be asked to assist but should not conduct our own contact tracing efforts without MDH's request.
5. It is currently not allowed to require a negative COVID-19 test prior to returning to work or prior to beginning a job.

Employees should report their work status to their supervisor as soon as possible and/or prior to the start of their next work shift. Employees that need assistance with any applicable leave policies or benefits should contact Human Resources at [hr@mnsu.edu](mailto:hr@mnsu.edu) or 507-389-2015.

Students that need assistance with any applicable attendance policies or services should contact the Student Affairs Office at [student-affairs@mnsu.edu](mailto:student-affairs@mnsu.edu) or 507-389-2121.

Students living in university housing should contact Residential Life to arrange accommodations for isolation and/or quarantine. Isolation rooms will be available for students who have tested positive for COVID-19 and have been told by a health care provider to release this information to Residential Life. Quarantine rooms will be available for students who have been notified by Department of Health that they were in contact with a COVID-19 positive person or the student's health care provider notified Residential Life that the student needs to quarantine.

### Leave and Privacy Policies

Minnesota State Mankato, through Minnesota State and Minnesota Management and Budget (MMB), 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.

MMB has initiated a paid COVID-19 administrative leave benefit for the duration of the state emergency as declared by Governor Walz. This benefit provides paid leave to University employees who must be absent from work for reasons related to COVID-19. Information about this leave can be found at <https://mn.gov/mmb-stat/policies/1440-covid-19-leave-policy.pdf>

Sick leave policies are governed by collective bargaining agreements and personnel plans for all University employees. In general, employees should use sick leave in cases of personal illness, exposure to a contagious disease, or illness in the immediate family. Sick leave rules vary by contract, so employees should consult their agreements for the rules that apply to their position. Collective

bargaining agreements can be accessed on the Human Resources website at <http://www.mnsu.edu/hr/bargaining.html>

The MMB policy on Family and Medical Leave can be found at [https://mn.gov/mmb/assets/1409-fmlapolconsolidatedpdf\\_tcm1059-321994.pdf](https://mn.gov/mmb/assets/1409-fmlapolconsolidatedpdf_tcm1059-321994.pdf). In general, eligible employees are entitled for up to twelve (12) weeks of leave each fiscal year for certain family and medical reasons pursuant to the Family and Medical Leave Act (FMLA), relevant state law, and collective bargaining agreements and plans. Employees should contact Human Resources with any questions about FMLA.

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. Please consult the paid COVID-19 administrative leave policy referenced above, or the sick leave and FMLA policies described above for more information. Specific questions should be directed to Human Resources.

The policy of Minnesota State Mankato 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. Employee health data is governed under the Minnesota Data Practices Act. Health data is considered confidential.

## **Hygiene and Respiratory Etiquette**

### Handwashing and Sanitizer

Basic infection prevention measures are being implemented at the Minnesota State Mankato campus and additional locations. 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 time on campus, prior to eating and after using the toilet. All visitors to campus facilities will be strongly encouraged to wash their hands prior to or immediately upon entering a facility. All work and classroom facilities have hand-sanitizer dispensers located in each restroom. Hand sanitizer will also be available through office services (sanitizers must be of greater than 60% alcohol).

### Respiratory Etiquette

Employees, students and visitors will be 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. Employees, students and visitors 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.

### Face Covering and Masks

Beginning July 20, 2020, all Minnesota State University, Mankato faculty, staff, students, and visitors will be required to wear a face covering over both the nose and mouth at all times when indoors on campus or in other university facilities, with the following exceptions:

- When alone in a private office.
- When working in an office setting, cubicle, or workstation where physical distancing can be maintained.
- When in an assigned residence hall room or apartment.
- When eating or drinking.
- When alone in a motor vehicle.
- Individuals exercising, training, or practicing in Campus Recreation and Intercollegiate Athletic facilities (both indoor and outdoor) may remove the cloth face covering while under physical exertion or in other situations where wearing a mask compromises their safety and welfare.
- Children 12 and under or anyone unable to remove a face covering without assistance.
- When another accommodation is necessary as indicated by a medical expert and granted written permission of the university.
- When an exception for a non-medical reason has been granted by university administration.

Face coverings are also required outdoors on campus if social distancing practices cannot be maintained.

#### *Appropriate Face Coverings*

- A cloth or disposable mask that fits snugly but comfortably and covers the mouth and nose and allows for unrestricted breathing
- Other face coverings expressly approved by the university

#### *Face Shields*

- Face coverings are preferred over face shields
- Face shields can be used in conjunction with a mask any time the user wishes. Use of both may be necessary for higher risk activities
- Face shields may be used by faculty while conducting lecture in a classroom provided 6-foot distancing can be maintained with students.
- Masks should be worn going to and from the classroom or if the faculty member cannot maintain the 6-foot social distancing.
- Other uses of a face shield in lieu of masks should be for medical reasons only.

#### *Caring for Face Coverings*

- Cloth masks like those provided to members of the university community must be washed regularly.

#### *Compliance*

Members of the university community are expected to behave responsibly and show respect for the health and safety of others. Any employee, student, or visitor who fails to abide by this directive without an approved accommodation may be asked or directed to leave the campus. Faculty and staff who are so directed but fail to comply may be subject to university discipline. Students who are so directed but fail to comply may be subject to student discipline.

### *Practicing Kindness*

Avoid stigmatization of the wearing or not wearing of face coverings. Some members of the campus community may have an approved accommodation and are thus not subject to this requirement. We encourage patience, kindness, and compassion for others in our community who may be unable to wear a face covering.

### *Requesting an Accommodation*

- Students who believe they should be considered for an exception to this requirement should contact Accessibility Resources at (507) 389-2825, [julie.snow@mnsu.edu](mailto:julie.snow@mnsu.edu)
- Faculty and staff who believe they should be considered for an exception to this requirement should contact Human Resources at (507) 389-2015, [hr@mnsu.edu](mailto:hr@mnsu.edu).

### Communication of Expectations

Information about and expectations regarding hygiene and respiratory etiquette will be regularly communicated to the campus community using a variety of channels, including but not limited to:

- Social media
- Website
- Posters (including the large frames in every building on campus, hand-washing posters in restrooms and other specific messages in relevant locations)
- Videos
- Email
- MavLife app
- Print piece to be distributed with masks
- Campus newsletters
- Digital monitors throughout campus
- Ads in The Reporter
- Signage/stickers that promote social distancing on floors, in classrooms, etc.

### **Social Distancing**

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

- Employees, students, and visitors are asked to maintain the MDH and CDC recommended physical distancing guidelines between all individuals.
- Employees, students, and visitors should avoid gathering in groups and confined areas, including elevators.
- Employees, students, and visitors should avoid using others' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.
- University vehicles will only be signed-out to single occupants and cleaned and disinfected after use.
- Sharing of items is discouraged and individuals are asked to use good hygiene practices and regularly disinfect items that must be shared.

- Classroom, lab and office furniture layouts will be reviewed and modified to increased distance between seating and lab and workstations. The use of barriers may be employed when spacing cannot be increased by other means.

Students who wish to report concerns or issues about hygiene and respiratory etiquette can contact the Student Affairs Office at [student-affairs@mnsu.edu](mailto:student-affairs@mnsu.edu) or 507-389-2121. Employees who wish to report concerns or issues may do so by contacting the Provost's Office at [provost@mnsu.edu](mailto:provost@mnsu.edu).

## **Custodial Services**

Custodial services 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.

### Cleaning

Building Services will clean and disinfect campus spaces once per day and restrooms twice per day in accordance with MDH and CDC guidelines. Staffing levels will be adjusted to meet this commitment and include a contingency plan to cover absenteeism due to illness. CDC approved quaternary disinfectant will be applied when sanitizing.

Faculty, staff, students and visitors will be responsible for disinfecting personal workspaces such as computer keyboards, phones, desks, tables and other high touch surfaces. Building Services will provide an initial startup supply of disinfectant wipes, sanitizing spray and paper towels. Once initial supplies are exhausted, departments will have the option to purchase additional supplies through campus stores to be delivered or arranged to be picked-up.

### COVID-19 Confirmed Diagnosis Cleaning Response

The following custodial services protocol will be followed when a COVID-19 positive individual has utilized a facility:

- Close-off affected areas used by a COVID-19 positive individual.
- Open outside doors and windows to increase air circulation in the area impacted where feasible.
- Wait 24 hours prior to cleaning or disinfecting. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person, such as offices, bathrooms, common areas, and shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- Vacuum the space when vacated or empty as needed with a vacuum that is equipped with a high-efficiency particulate air (HEPA) filter, if available.
- Once area has been appropriately disinfected, it can be opened for use.
- If more than 7 days since the person who is COVID-19 positive visited or used the facility, additional cleaning and disinfection is not necessary.

## **Communications and Training**

This plan will be communicated via weekly email updates as well as posted on the University's Return to Learn website and shared through social media channels to all employees and students upon completion and necessary training will be provided. Additional communication will be ongoing and provided to all employees and students. Leaders and supervisors are to monitor how effective the program has been implemented by reporting observations and concerns to the Vice President who oversees their department.

In addition, students may contact the campus designated student COVID-19 contact for further questions and information. The student COVID-19 contact is the Student Affairs Office at [student-affairs@mnsu.edu](mailto:student-affairs@mnsu.edu) or 507-389-2121. Employees may contact the campus designated employee COVID-19 contact for further questions and information. The designated employee COVID-19 contact person is the Director of Environmental Health, Safety and Risk Management at 507-389-5568.