Alexandria Technical & Community College
COVID-19 Back-to-Campus Preparedness Plan

Alexandria Technical & Community College, herein called “College”, 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. Managers and employees are responsible for implementing this Plan. Our goal is to mitigate the potential for transmission of COVID-19 on our campus 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 employees and workplaces.

Minnesota Executive Order 20-40 requires employers to certify appropriate safety measures are in place before allowing employees who are not exempt from the stay at home order to return to their workplaces. Prior to implementing a phased return of these employees to the workplace under Executive Order 20-40, agencies must have an established and implemented COVID-19 preparedness plan.

Campus administrators, supervisors, employees, and students are responsible for implementing and complying with all aspects of this Plan. Alexandria Technical & Community College administrators, supervisors and employees have our full support in enforcing the provisions of this policy. This Plan anticipates that employees will return to campus and resume academic programs for on-campus learning. Campus leadership will continue to revise this Plan and communicate updates to the campus community as the COVID-19 pandemic evolves.

Alexandria Technical & Community College holds as paramount the health, safety and welfare of every member of its community. The College however, cannot guarantee a COVID-19-free environment. Unfortunately, the risk of COVID-19 exposure exists in all public places where people are present. Our College is taking all recommended steps to mitigate this risk, but we cannot categorically guarantee you will not get sick. Minimizing the risk of COVID-19 infections (or any other spread of disease) at Alexandria Technical & Community College is a shared responsibility. As outlined below, every member of our community – including you – must do their part. Understand that if you return to the physical campus of the College there is a risk you may contract COVID-19 and that illness, injury or death is a possible result.

Allowing employees to continue to effectively tele-commute/work remotely will be a decision made by the employee’s supervisor and the Human Resources Department.
Assumptions

The safety of College employees and the Minnesotans they serve is the highest priority.

- State and federal public health and other guidance and decrees will dictate the pace and scope of returning employees to the workplace. Agencies must comply with applicable Governor’s Executive Orders, Minnesota Department of Health, MMB, CDC, and OSHA guidance, and other appropriate directives.
- Employees may become ill with COVID-19 after they return to the workplace.
- Returning employees to the workplace may be incremental.
- All efforts must be flexible and have the ability to stop and return to telework or other service provision methods as necessary.
- The College has services and employee traffic patterns based on facility layout. Social distancing measures must be implemented in areas like elevators, meeting rooms, and other common spaces.
- College leadership identify and prioritize return to the workplace on an operation-by-operation basis.
- Successful return of employees to the workplace will require the College to be mindful of employee morale.
- There may be expenses to modify the workplace to provide a safe work environment.
- Decisions about which employees are returning to the workplace and which employees are continuing to work at home must be made based on legitimate business reasons.

Limitations/Considerations

Analysis of risks to employees and to services may impact return to workplace options and may limit strategies. At a minimum, the College must consider the following risk considerations prior to returning employees to the workplace:

- Until a vaccine and antibody tests are readily accessible, the College must continually review employee health and safety impacts and the readiness of employees to return to work.
- Social distancing protocols are expected to remain in effect for the short and intermediate term. Employees, students and visitors must abide by the appropriate social distancing guidance.
- Employees and students must abide by hygiene practices to prevent the transmission of COVID-19, and can use other personal protective measures, such as their own cloth face coverings, as appropriate.
- Processes that typically require employees to work within close contact with other individuals must be redesigned to include social distancing measures. Online tools used during telework can continue to be used in the office.
Alexandria Technical & Community College will establish a Return Task Force (RTF), which operates under the direction of the College Cabinet leadership. The RTF is comprised of Administrators, Deans and Supervisors.

**ATCC COVID-19 Preparedness Plan**

Prior to implementing a phased return of employees to the workplace under Executive Order 20-40, the College must have an established and implemented COVID-19 preparedness plan.

Per this Executive Order, the key activities related to a preparedness plan include:

- Plan must be signed and certified by senior management
- Plan must be posted in workplaces and be available to employees (online, etc.)
- Provide and document necessary training about the plan
- Supervise workers and ensure adherence to precautions
- Employees and administrators must work together to ensure compliance
- Plan must be made available upon request by regulatory authorities

**Assessing Priority Services**

The College will review priority services and determine the services that can be conducted in a workplace using risk control strategies, including social distancing. Considerations include but are not limited to the following:

- Services that best serve the campus community by being conducted in-person, using risk control methods or other social distancing strategies.
- Services that can be provided from facilities that can accommodate social distancing strategies.
- Splitting service delivery between a minimum number of employees necessary to conduct the service from a workplace, while other employees continue to telework.
- Splitting service delivery by work shift to increase social distancing between employees and to increase the length of service hours to better serve the public.
- Services that contribute to the economic stability of the College or state.

**Assessing Employee Status and Providing Education**

Before returning employees to the workplace, the College needs to have a preparedness plan and messaging to provide clear communications. Non-exempt College employees who have work that cannot be performed remotely and employees that can perform their work remotely may be
directed to return to their worksite under this Plan. Employees may discuss their situation with their supervisor before returning back to campus. Employees can receive support through the State Employee Assistance Program.

Employee and student welfare are an important component for campus safety for Alexandria Technical & Community College. Employee concerns, suggestions and feedback is encouraged, providing important information for developing a safe work environment. Employee concerns are addressed with College, local, county, state and federal resources to ensure campus compliance with safety standards. Established programs and agencies to identify worker concerns and issues include, but not limited to:

- **ATCC Employee Resource Handbook**
- **ATCC Employee Assistance Program (EAP)**
  - Designed to assist in identification and resolution of personal, family, and worksite problems faced by employees free of charge.
- **ATCC Policies and Procedures**
- **ATCC Safety Committee**
- **ATCC Bargaining Units/Unions**
- **Horizon Public Health**
- **Minnesota Department of Health**
- **Minnesota Department of Education**
- **Minnesota Department of Labor and Industry**
- **Minnesota State – System Office**
- **Executive Orders from Governor Walz**
- **Federal: Occupational Safety and Health Administration (OSHA)**
- **Federal: U.S. Department of Health & Human Services**
- **Federal: Centers for Disease Control (CDC)**

The College has established plans to address High Consequence Infectious Disease (HCID) incidents that conforms with the Centers for Disease Control (CDC) prevention and management. Campus input and feedback is sought to enhance and improve College plans with annual reviews based on best practices and procedures learned. College plan improvements and implementation is constantly evolving and changing based on information and best practices learned.

We are serious about guarding the safety and health of our students and employees. Your involvement is essential in developing and implementing a successful College 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**

The Equal Employment Opportunity Commission (EEOC) recently reissued its guidance, "Pandemic Preparedness in the Workplace and the Americans with Disabilities Act," to specifically address the COVID-19 pandemic. In its reissued guidance, the EEOC confirmed the COVID-19 pandemic permits employers to ask COVID-19-related health questions and, in some situations, measure employees' body temperatures before allowing them to enter the worksite, so long as such screenings are implemented on a nondiscriminatory basis, and all information gathered is treated as confidential medical information under the Americans with Disabilities Act (ADA). Additionally, the U.S. Centers for Disease Control and Prevention (CDC) issued guidance recommending workplaces located in communities with minimal to moderate COVID-19 risk implement regular health checks, including temperature screening.

Employees, working on campus, who refuse to complete the required daily health check-in screening will not be admitted to the workplace, will be considered absent from work without approved leave during their regular assigned work time and may be subject to disciplinary action, up to and including discharge. Employees who are absent from work without approved leave in these circumstances will be placed in no-pay status.

Students will not be permitted to enter campus buildings if they do not complete and pass the daily health check in screening tool. Students who refuse to complete the screening and persist in entering the campus building may be subject to ATCC’s Student Code of Conduct and may be removed from campus.

Minnesota’s Department of Management and Budget requires all State agencies, including the College, to provide the following Tennessen notice, in writing or orally, prior to conducting any health or temperature screenings of any individuals. Signatures are not necessary, and the notice requirement can be satisfied by displaying it in the screening area, so long as it is displayed prominently and proximate to the actual screening location to ensure individuals see it, every time they are to be screened.
Tennessen Notice

Prior to entering offices, classrooms and shops, all student and employees will be asked a series of questions and some may be required to submit to temperature screening. 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 office 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 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 College. 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. The data collected from you may be shared with agency staff collecting the data, agency HR staff, the agency safety administrator, agency management, and other persons or entities authorized by law.

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.

College students and employees will be required to complete a COVID health-screening questionnaire online utilizing the following COVID health screening questions from the Minnesota Department of Health.

Have you been in close and prolonged physical contact (within less than six feet for at least fifteen minutes) with an individual who has tested positive for or been diagnosed with COVID-19, or exposed to their cough or sneeze, within the last 14 calendar days; or have you tested positive for or been diagnosed with COVID-19 within the last 14 calendar days?

☐ Yes  ☐ No

If yes, you will not be admitted to the College and must leave the office, classroom or shop.

Have you had any of the following symptoms within the last 72 hours that you cannot attribute to another health condition?

Please answer “Yes” or “No” to each question. Do you have:

☐ Yes  ☐ No  Fever (100.4°F or higher), or feeling feverish?
☐ Yes  ☐ No  Chills?
☐ Yes  ☐ No  A new or worsening cough?
☐ Yes  ☐ No  New or worsening shortness of breath?
☐ Yes  ☐ No  New or worsening sore throat?
☐ Yes  ☐ No  New muscle aches?
☐ Yes  ☐ No  New severe headache?
☐ Yes  ☐ No  New loss of smell or taste?
If an employee, student or faculty member answers “Yes” to any of the above questions, they will be required to immediately leave their office, classroom or shop and return to their residence. They will be required to notify their instructor or supervisor. They will be required to:

- Contact their personal healthcare provider for an evaluation. They may also visit [alomerehealth.zipnosis.com](mailto:alomerehealth.zipnosis.com) for a free COVID-19 eVisit Screening OR to call Alexandria Clinic at (320) 763-5123 to have their symptoms assessed. Sanford Clinic may be reached at (320) 762-0399 or they may sign in to their website for an e-visit at [https://www.sanfordhealth.org/locations/sanford-health-broadway-clinic](https://www.sanfordhealth.org/locations/sanford-health-broadway-clinic).
- Have not had a fever for at least 72 hours (without the use of fever-reducing medications), AND
- Other symptoms have improved (for example, when the cough or shortness of breath has improved).
- Their supervisor or faculty member should contact Human Resources for employees, or the program Dean for students, to notify them that they have referred an individual from our College to a healthcare provider for further COVID-19 assessment.

Testing may result in a self-quarantine for a period defined by their healthcare professional, and in such cases, notification to the ATCC Safety Coordinator of the testing results and the healthcare professional’s recommended self-quarantine period.

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 or advisor.

Employees or students requiring COVID-19 testing must either request testing through their primary healthcare provider or may coordinate testing through ATCC, if they qualify, by contacting ATCC’s Safety Coordinator at (320) 762-4415. All COVID-19 concerns and questions can be directed to the program’s Dean, or by contacting ATCC’s Safety Coordinator at (320) 762-4415, or via email to ATCC-COVID19@alextech.edu.

**Alexandria Technical & Community College** 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. Applicable collective bargaining agreement/plan language and Family Medical Leave Act (FMLA) and Paid COVID-19 Leave policies will be followed.

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. There are certain types of COVID leave and FMLA that may be available. Should the employee find themselves or a family member in a health situation due to COVID, the employee should work with their supervisor and Human Resources.

The practice of the Alexandria Technical and Community College is to follow Minnesota Department of Health and local health department guidance and direction on informing students and employees if they have been in close contact with a person with COVID-19 on campus and requiring them to quarantine for the required amount of time. Close contact is defined as being within six feet of a COVID-positive individual for fifteen minutes or longer.
In addition, the Human Resources office will manage any confidential medical information to protect the privacy of workers’ health status and health information. Employees and students will be provided with a copy of the Tennessen Notice so they understand how this information could be shared.

**Handwashing**

Basic infection prevention measures have been implemented at our campus. Employees and students 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 any mealtimes and after using the toilet. All visitors to campus facilities will be required to wash/sanitize their hands prior to or immediately upon entering the facility. The College has hand-sanitizer dispensers placed strategically throughout the campus buildings. (Sanitizers must have an alcohol content of greater than 60% ethanol or greater than 70% isopropanol.)

**Respiratory etiquette: Cover your cough or sneeze**

Employees, students and visitors are 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 and/or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making trash receptacles available in work and classroom places.

**Face Coverings**

Employees, students, visitors and contractors must wear a face covering to prevent the spread of COVID-19 while on campus in strict compliance with Minnesota Governor Walz’s Executive Order 20-81. Face coverings must be worn upon entering any campus building, in hallways, occupied restrooms, occupied classrooms, occupied shops, occupied auditoriums, occupied gymnasiums, occupied office suites, in common areas and in areas where social distancing cannot be maintained.

In accordance with Governor Walz’s Executive Order 20-81, beginning on Friday, July 24, 2020 at 11:59 p.m., Minnesotans must wear a face covering in indoor businesses and indoor public settings, as described in this order and the related industry guidance, available at the Stay Safe Minnesota website (https://staysafe.mn.gov), as well as any other guidance referenced in this order. Workers must also wear face coverings outdoors when it is not possible to maintain social distancing.

Nothing in Governor Walz’s Executive Order 20-81 or previous Executive Orders should be construed as to prohibit or prevent political subdivisions from implementing, within their jurisdictions and pursuant to applicable law and authority, requirements beyond those contained in this Executive Order, as long as the additional requirements have a real or substantial relation to the public health crisis caused by COVID-19. Pursuant to Minnesota Statutes 2019, section 12.32, political subdivisions may not relax or reduce this Executive Order’s requirements. In other words, to the extent that they have authority to do so, cities and other political subdivisions may take actions that are more protective of the public health, consistent with applicable law, but may not take actions that are less protective of the public health.
Consistent with Executive Order 20-81, colleges, universities, and the system office will require all employees, students and visitors to wear face masks or face coverings in all buildings as well as other designated confined spaces, except in locations or circumstances exempted under EO 20-81. Additionally, face masks or face coverings are required in outdoor areas where social distancing is not possible to maintain. The required face masks/face coverings must cover both the mouth and nasal passages. Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are not sufficient face coverings because they allow exhaled droplets to be released into the air.

Face coverings are required to be worn on campus to help control infection from people who may be infected but are asymptomatic. They may provide some limited protection from being infected, if exposed.

Exceptions to the Required Use of Face Masks or Face Coverings; Consequences for Failure or Refusal to Comply

Employees who are unable to wear a face mask or face covering in a required area due to the employee’s disability, as defined in the Americans with Disabilities Act, should contact the human resources office or such other office that is designated by the college or university to request an accommodation. Employees who refuse to wear a face mask or face covering in a required area, and who are not excused from the requirement, are subject to disciplinary action consistent with the procedures established in the applicable collective bargaining agreement or compensation plan.

Students who are unable to wear a face mask or face covering in a required area due to the student’s disability, as defined in the Americans with Disabilities Act, should contact an office designated by the college or university to request an accommodation. Students who are unwilling to wear a face mask or face covering in a required area and who are not excused from the requirement may be subject to disciplinary action under the student code of conduct and may be removed from campus.

Students in internships, clinical and other experiential learning settings may have to take additional respiratory precautions based on the specific setting, practice, and host site guidelines and expectations. Failure to follow host-site expectations may impact student eligibility for those internship, clinical, and experiential learning opportunities and may have other program, academic and/or student conduct consequences. Each employee and student will be issued one ATCC fabric face covering. Paper face coverings will be available for all visitors and contractors. Employees, students, visitors and contractors may wear their own fabric face coverings. Additional ATCC fabric face coverings are available for purchase in the Campus Store.

Students and faculty may wear a face shield instead of a face mask when:

- Faculty when teaching where it is important for face to be seen;
- Students in classroom activities where it is important for face to be seen;
- Where face covering may pose a hazard; and
- Staff or faculty providing direct support to student and face covering impedes the service.

Face coverings must be worn when entering offices and office suites. Face coverings are required to be worn in each office suite even when social distancing can be maintained.
Authorization to Temporarily Remove Face Coverings

Employees and students may temporarily remove face coverings in the following situations:

- Face coverings may be temporarily removed when alone in an office, room or certain cubicles.
- When participating in certain indoor sports and exercise activities;
- Certain indoor speaking or performance activities;
- While instructing classes, in the classroom, if social distancing of six feet is maintained at all times.
- Indoor eating and drinking, but face covering must be replaced immediately after consumption has ended.
- Communicating with those with hearing impairments.
- When alone in a vehicle or cab of heavy machinery.

Employees are not required to wear a face covering when they are in contained areas on the campus where they are working alone. Contained areas are defined as shops, garages, warehouses, offices, closets, conference rooms and classrooms. Hallways are not considered contained areas. Employees are not required to wear a face covering when they are eating in break rooms if they maintain social distancing. Employees are not required to wear a face covering outside, but they must maintain social distancing. Employees must wear face coverings outdoors when it is not possible to maintain social distancing of at least six feet or more.

Contractors must adhere to this face covering policy even when they are working in an area on campus that they have sole control over and entrance to that controlled area is restricted from access by employees, students and visitors. Contractors must comply by the above face covering requirement when they are in areas on the campus that is not in their sole control or have restricted access.

Important Points about the Use of Face Coverings

- Face coverings can help with preventing your germs from infecting others – especially in situations where you may spread the virus without symptoms.
- Wearing a face covering does not protect you from others who may spread the virus. So, whether or not you wear a face covering, 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.
- Face shields cannot be worn in place of face coverings, but may only be used while instructing in a classroom setting, or while assisting an individual with a disability in Student Support Services and where a social distance of at least six feet can be maintained at all times.
- The references to face coverings in this Plan cannot be transferred over to the use of face shields.
- People who are sick should still stay home. Wearing a face covering 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 face covering to the clinic.
- Don’t buy or wear surgical or N95 face coverings. These supplies are in high need in health care facilities to protect health care workers.
- A face covering 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 face covering without assistance.
- The sanitary care and cleaning of fabric face coverings is the responsibility of the student and employee.
• The College has posted one or more signs that are visible to all persons—including workers, customers, and visitors—instructing them to wear face coverings as required by this Executive Order.

**Compliance**

Colleges, universities and the system office are required to ensure compliance with the face mask—face covering requirements established in this operating instruction by adopting the following procedures:

• ATCC directs faculty to ensure compliance with the face mask requirement by all students attending their classes in-person. No faculty member is permitted to alter any of the requirements of Governor Walz’s Executive Order 20-81 without written authorization by their program Dean. Students who fail to comply with the face covering requirements will be directed to immediately leave the campus and call or email their program Dean before they will be permitted to return back to campus.

• The system office will publish a contact number for employees or students to report incidents of noncompliance. Each college and university will ensure that reports of non-compliance that provide credible evidence will be reviewed and initial action taken within one business day of the report.

• Incidents of non-compliance may be reported to Cindy Haarstad, Director of Student Activities, at 320-762-4926 or via email at cindy.haarstad@alextech.edu.

• The system office may choose to consider establishing screening points or check-desks to enforce the face mask/face covering requirement. Minnesota State Administrators are required to assist in achieving compliance with these face mask/face covering requirements.

**Social distancing**

Social distancing is being implemented on campus through the following engineering and administrative controls. Aspects to reopen an office that should be emphasized include: workplace configuration, conference rooms, lobby and common areas, kitchens, ventilations, and enhanced cleaning practices. Prior to re-occupancy, supervisors should perform a detailed review of the configuration of their workspaces. College programs and departments will be required to submit a return to campus plan for their area.

• Employees that can work remotely should continue to do so.

• Employees requiring office modifications shall be offered flexible work hours, staggered shifts, and additional shifts, if required to maintain social distancing or to reduce the number of employees in the workplace at one time.

• Employees and students are asked to maintain six feet of distance between employees, students, contractors and visitors.

• Face coverings must be worn for spaces in hallways, restrooms, common areas, mailrooms, kitchenettes when not eating, and when in office suites.

• Meetings or gatherings of greater than 25 should be done virtually and in-person meetings should be extremely limited to 50% of the room capacity with six foot social distancing.

• Points of contact on campus that require face-to-face interaction can have Plexiglas installed at that point of contact. A SchoolDude must be submitted to review this request.
• Students, visitors and customers will be encouraged to make appointments to meet with instructors and staff where in-person meetings may be required. One-on-one meetings may be conducted in person with social distancing, or on the phone, or virtually using mediums such as Zoom or Microsoft Teams.
• Employees should be encouraged to use virtual meeting tools, including phone and virtual teleconference, in lieu of in-person meetings whenever possible.
• If in-person meetings are essential, consider limitations based on CDC guidelines, and/or local, state, and federal guidelines from Department of Health.
• Lingering and socializing before and after meetings should be discouraged.
• Office spaces, classrooms, labs and shops must maintain six feet of social distancing and may not exceed the capacity limits established by Minnesota Department of Health. Deans and supervisors should contact Facilities Maintenance in advance of occupancy to conduct room surveys to develop a plan to maintain these distancing requirements.
• Vehicles will only be signed out to single occupants and cleaned and disinfected by each user with the disinfectant provided in each vehicle. No food containers, pens, phone cables or personal items can be left in the vehicle at any time.
• Employees, students and visitors are prohibited from gathering in groups and confined areas, including elevators, and from using other employees’ personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment unless authorized.
• Students and employees are asked to request support and/or to present any COVID-19 related concerns to their instructor or supervisor.

Spaces and Workflow
Work and classroom spaces have been evaluated by conducting a physical assessment of College spaces and the workflows within. The resources below provide detailed specifics about understanding the risk to employees, students and customers in your space and provide guidance on the appropriate control measures to mitigate the spread of COVID-19.
• Common areas have been evaluated and reconfigured to maintain at least six feet of social distancing. Visitors, guest and contractors must sign in at one of the main entry points to the college. Plexiglas partitions have been installed at first points of campus person-to-person contact.
• Classroom floor plans have been reviewed and seating, furniture and workstations have either been removed or reconfigured to preserve recommended physical distancing in accordance with CDC guidelines.
• Classroom occupancies have been calculated and posted at the entrance to each classroom, computer lab and gymnasium.
• Workstations have been reconfigured so that employees do not face each other. Partitions and Plexiglas panels have been installed if facing each other cannot be avoided.
• Amenities that are handled with high contact frequency, such as water coolers, drinking fountains, coffee makers, bulk dispensing candy machines, etc., have been temporarily removed from service.
• No food or drink is allowed in any classrooms or shops until further notice.

Spaces and Workflow Resources
• OSHA Guidance on Preparing Workplaces for COVID-19
• Minnesota Department of Labor and Industry safety and health guidelines for the employers and employees of critical work operations
• American Society of Heating and Air-Conditioning Engineers (ASHAE) technical resources for COVID-19 Preparedness
• Center for Disease Control and Prevention, Environmental Infection and Control Guidelines for Air Handling
• Minnesota Department of Health Airborne Infection Disease Management guidelines

ATCC Return to Campus Cleaning and Maintenance Guide

This guide is a space by space description of the anticipated Facilities Maintenance planned cleaning, maintenance and procedures for campus reoccupation under our interpretation of the MDH, CDC and Minnesota State System Office recommendations and guidance.

These guidelines presented as starting point and subject to continuous review and improvement in response to new challenges and in consultation with all parties involved.

Campus Public Spaces

Facilities Maintenance Actions:

• Hand sanitizer dispensers will be deployed in key hallway and public seating areas as supplies permit.
• Dispensers will be checked daily Monday-Friday and restocked as needed.
• Public Seating areas has been redistributed to maintain social distancing of 6’.
• Restrooms will be cleaned more than once a day and high touch surfaces disinfected on rotating basis throughout the day.

Campus User Expectations:

• Maintain social distancing and do not move chairs/seating arrangement.
• Report restocking needs via SchoolDude in MyATCC.
• Restroom users are expected to wash their hands.

Teaching Laboratory

Facilities Maintenance Actions:

• Laboratory seating will be managed by faculty to maintain social distancing of 6’ as best as possible.
• It is anticipated an approximately 50% reduction in most laboratory setups.
• Actual reduced occupancy numbers will be provided to Academic Affairs and Registers Office once the reset of rooms is completed.
• A review of each lab layout with a designated faculty or administrator can be arranged to confirm layout.
• Students will clean and sanitize each room once a day for use Monday – Friday.
• Facilities Maintenance will check and refill the sanitizer dispensers once a day.
• Disinfectant spray bottle and disposable paper towels will be provided and checked for restocking once a day, if placed in designated area within the lab.
Room User Expectations:

- Faculty and Students will be expected to sanitize hands when entering and leaving to keep the room as clean as possible.
- Faculty and Students may use disinfectant spray and disposable towels as they feel appropriate for personal safety needs.
- Faculty will report shortage of sanitizer in the classroom ASAP via SchoolDude in MyATCC for restocking if needed.
- Laboratory prep staff will be expected to sanitize used lab equipment and materials as needed between labs.

General Classroom

Facilities Maintenance Actions:

- Classroom seating will be labeled 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 and Registers Office once the reset of rooms is completed.
- Building Services will clean and sanitize each room once a day for use Monday – Friday.
- Disinfectant spray bottle and disposable towels will be provided and checked for restocking once a day, if placed in designated area within the classroom.

Room User Expectations:

- Faculty and Students will be expected to sanitize hands when entering and leaving to keep the room as clean as possible.
- Faculty and Students may use disinfectant spray and disposable towels within the space for personal safety needs.
- Faculty will report shortage of sanitizer in the classroom ASAP via SchoolDude in MyATCC for restocking if needed.

Nursing Labs

Facilities Maintenance Actions:

- Laboratory seating will be managed by faculty to maintain social distancing of 6’ as best as possible.
- It is anticipated an approximately 50% reduction in most laboratory setups.
- Actual reduced occupancy numbers will be provided to Academic Affairs and Registers Office once the reset of rooms is completed.
- A review of each lab layout with a designated faculty or administrator can be arranged to confirm layout.
- Facilities Maintenance will check and refill the sanitizer dispensers once a day.
• Disinfectant spray bottle and disposable paper towels will be provided and checked for restocking once a day, if placed in designated area within the lab.

Space User Expectations:

• Faculty and Students will be expected to sanitize hands when entering and leaving to keep the room as clean as possible.
• Faculty and Students may use disinfectant spray and disposable towels as they feel appropriate for personal safety needs.
• Faculty will report shortage of sanitizer in the classroom ASAP via SchoolDude in MyATCC for restocking if needed.
• Laboratory prep staff will be expected to sanitize used lab equipment and materials as needed between labs.

Manufacturing and Transportation Shops and Classrooms

Facilities Maintenance Actions:

• Classroom seating will be labeled to maintain social distancing of 6’ as best as possible.
• It is anticipated an approximately 50% reduction in most classroom and shop setups.
• Actual reduced occupancy numbers will be provided to Academic Affairs and Registers Office once a shop and classroom assessment has been completed.
• A review of each classroom/shop layout with a designated faculty or administrator can be arranged to confirm layout.
• Shops will be assessed to see if additional barriers could aid in increased shop station utilization.
• Hand sanitizer bottles will be placed in every classroom and shop near the door.
• Disinfecting spray bottles and paper towels will be provided in each shop in a designated area/cart/table. These must be returned to that designated location at the end of each class.
• Facilities Services will check and refill the disinfecting spray and paper towels as needed, if they are placed in their designated area within each shop or classroom. Disinfecting spray will be refilled when the bottles are one-third full. Disinfecting spray bottles not placed in the designated area will not be refilled.

Room User Expectations:

• Faculty and Students will be expected to sanitize hands when entering and leaving to keep the room as clean as possible.
• Faculty and Students must use disinfectant spray and disposable towels to disinfect all of their touch points on tools, equipment and materials that they will be in contact with prior to using them.
• Faculty will report shortage of hand sanitizer in the classroom to Facilities Maintenance via a SchoolDude in MyATCC for restocking if needed.
• Shop prep staff will be expected to sanitize used lab equipment and materials as needed between labs.
• Computers, keyboards and electronic equipment must be disinfected prior to use by the user. Electronic equipment is disinfected by spraying Re-Juv-Nal on to paper towels and then wiping the equipment with the paper towel and letting the solution dry before using.

• Coffee makers, microwaves and popcorn machines are considered to be “shared appliances” for communal use and a source for possible cross contamination of the virus. These are prohibited for use in any classroom or shop during the Covid-19 management period.

• Sharing of pens, calculators, tools, keyboards and phones is strictly prohibited without disinfecting all of the touchable surfaces of each item.

Department Offices

Facilities Maintenance Actions:

• Hand sanitizer dispensers have been deployed in hallways near department office entrances to the extent they are available.

• Plexiglas (or other material) has been provided for the primary student interaction reception counter/desk according to office interface evaluation by Administration.

Room User Expectations:

• Departments will purchase from the Campus Store a supply of sanitary wipes or disinfectant spray and towels as available of use of staff within the office area.

• Move or relocate workstations to maintain social distancing of 6’

• Employ telework for staff to reduce on-campus presence to minimum needed for office functions.

• Use tape on floor or signs on the wall to maintain social distancing guides for office visitors.

• Sharing of office equipment such as phones and computers is discouraged.

• Clean and disinfect office equipment that must be shared.

• Community coffee pots are prohibited.

Conference Rooms

Facilities Maintenance Actions:

• Clean and disinfect once a day.

• Label seating locations to maintain social distancing.

Room User Expectations:

• Leave the conference room clean for next use.

Library

Facilities Maintenance Actions:

• Clean library and disinfect frequently touched surfaces once a day Monday – Friday.
• Hand sanitizer dispensers will be deployed in the hallway outside of the Library.
• Provide an inventory of disinfectant spray and towels for occupant use.

Space Occupants Expectations

• Participate and oversee the supplementary disinfection of frequently touched and used items and surfaces during the day library activities are taking place.

Gymnasium Spaces

Facilities Maintenance Actions:

• Will clean area and disinfect frequently touched building surfaces such as doorknobs, light switches and handrails once a day Monday-Friday.
• Will clean and disinfect locker rooms once a day Monday – Friday.
• Provide an initial inventory of hand sanitizer dispensers in strategic locations in the gym.
• Will provide an initial inventory of disinfectant spray bottles and disposable paper towels to strategically place in coordination with Campus Recreation

Space User Expectations:

• Increase space between or restrict access to a portion of the equipment to maintain social distancing.
• Disinfecting spray and paper towels will be provided in each gymnasium for users to disinfect the equipment before use.
• Will establish equipment disinfection procedures for Law Enforcement faculty.
• Assist in monitoring the disinfection supplies and inform Facilities Maintenance via a SchoolDude in MyATCC for restocking.
• Monitor occupancy numbers and user behavior for social distancing and adjust procedures or equipment positions as needed.

Campus Cafe Dining Area

Facilities Maintenance Actions:

• Clean dining area once a day, and disinfect frequently touched surfaces once a day Monday – Friday.
• Hand sanitizer dispensers are deployed in the hallway outside of the café.
• Reconfigure furniture for social distancing.

Space User Expectations:

• Respect social distancing and do not move or add chairs to the approved seating configuration.
• Pick up and dispose of all waste when leaving this area.
Communications and training

The Plan will be communicated via online training in Bright Space to all employees and students on June 1, 2020, and necessary training was provided. Additional communication and training will be ongoing by signage, College website, instructional emails and public information releases by the media and provided to all employees and students who did not receive the initial training. Managers and supervisors are to monitor how effective the program has been implemented by supervising personnel and work areas for compliance of safe work practices and standards. Administrators, supervisors and employees are to work through this new plan together and update training as necessary.

This COVID-19 Back-to-Campus Preparedness Plan has been certified by Alexandria Technical & Community College’s Cabinet and will be posted through the College website using media relations standard operating procedures for notifying the campus community. This Plan, protocol, recommendations, training and communications will be updated as necessary.

Certified by:

Alexandria Technical & Community College President