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 in 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 a percentage of employees may need to 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.

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

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 must abide by the appropriate social distancing guidance.
• Employees 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
- 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 safety and health and keeping our student and employees safe. 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 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 and students will not be admitted to the office, classrooms or shops and will be sent home if they do not pass or refuse to complete COVID-19 Awareness Training, submit to the screening questions and/or temperature screening. Employees and students should stay home if they are sick.

Minnesota’s Department of Management and Budget requires all State agencies, including the College, to provide the following Tennesen 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.

Tennesen 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 weekly 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 ten 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 two 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 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.
☐ Or, they will be required to remain off campus until they:

- 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.

All COVID-19 concerns and questions can be directed to the program’s Dean or ATCC’s Safety Coordinator at (320) 762-4415.

**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 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, 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 sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making trash receptacles available in work and classroom places.

Masks and Cloth Face Coverings

Masks or cloth face coverings will 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, students, visitors and contractors must wear a mask or cloth face covering to prevent the spread of COVID-19 while on campus. Masks or cloth 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.

An employee who cannot wear a face mask/covering due to medical or other reasons should contact Human Resources for possible accommodation measures.

Each employee and student will be issued one ATCC fabric mask. Paper masks will be available for all visitors and contractors. Employees, students, visitors and contractors may wear their own fabric masks. Additional ATCC fabric masks are available for purchase in the Campus Store.

Masks must be worn when entering offices and office suites where their office is not located in. Employees in each office suite must determine, by consensus, if their suite members will wear masks while in the common areas of their own office suite or if they will manage exposure between suite members by maintaining social distance.

Employees are not required to wear a mask when they are in areas on the campus where they are working alone or that have restricted access. Employees are not required to wear a mask when they are eating in break rooms if they maintain social distancing. Employees are not required to wear a mask outside, but they must maintain social distancing.

Instructors must evaluate their classroom environment as an area where they have sole control. It is the instructor’s responsibility to determine whether they can maintain social distancing, without wearing a mask, while they instruct students within their classroom.

Contractors may adhere to their company’s mask policy if 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 mask requirement when they are in areas on the campus that is not in their sole control or have restricted access.

Here are a few important points about the use of masks:

- 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 covering 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.

• The sanitary care and cleaning of fabric masks is the responsibility of the student and employee.

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.

• Cloth face coverings must be worn for spaces in hallways, restrooms, common areas and when in office suites where social distancing cannot be maintained.

• Meetings or gatherings of greater than 10 should be done virtually and in-person meetings should be extremely limited.

• 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 will be 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.

- Consider eliminating reception seating areas and request guests phone ahead or install a plastic partitions at first points of campus person-to-person contact.
- Review floor plans and remove or reconfigure seats, furniture, and workstations as needed to preserve recommended physical distancing in accordance with CDC guidelines.
- Reconfigure workstations so that employees do not face each other, or establish partitions if facing each other cannot be avoided.
- Temporarily remove amenities that are handled with high contact frequency, such as water coolers, drinking fountains, coffee makers, etc.

**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](#)

**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, and meeting rooms daily. Self-care or personal employee responsibility may be utilized for frequent cleaning and disinfecting practices; conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc. as needed for personal safety.
Facilities will do an extensive daily cleaning of campus facilities. The College encourages employees and students to self-care clean and disinfect their personal space and work areas. Cleaning and disinfecting supplies will be available for people to self-care their workspace upon arrival at work, and as needed throughout the work shift. Common areas frequently used will have cleaning and disinfection supplies available to clean prior to and after each use if needed. Employee are encouraged to disinfect equipment and supplies as needed to make their work environment safe.

- Each office suite and classroom will be issued a bottle of appropriate disinfectant based on CDC guidelines and paper towels. This bottle will be refilled by Facilities Maintenance when the bottle is one-third full. The bottle must be placed in a designated spot in order to be refilled by Facilities Maintenance.
- Review product labels and Safety Data Sheets and follow manufacturer specifications.
- Establish a disinfection routine, both facilities employees and self-care.
- All contact surfaces should be disinfected regularly.
- Consider using a checklist or audit system to track when and how cleaning is conducted.

**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