



COVID-19 Back to Campus Preparedness Plan

2020

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NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

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COVID-19 Back-to-Campus Preparedness Plan

Northland Community and Technical College (Northland) 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. We are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our campus(es) and that requires full cooperation among students, faculty, staff and members of our campus community. Only through a cooperative effort, can we establish and maintain the safety and health of our campuses.

Campus leaders, supervisors, employees, and students are responsible for implementing and complying with all aspects of this Plan. Northland leaders and supervisors have our full support in enforcing the provisions of this 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 administrators, supervisors, and employees;
- Management and supervision necessary to ensure effective implementation of the plan.

Policies for those exhibiting signs and symptoms of COVID-19

Employees and students have been informed of and are encouraged to self-monitor for signs and symptoms of COVID-19. For the safety and well-being throughout the college community, it is important that employees and students stay home if symptoms are present or to go home if symptoms develop throughout the day.

The College will follow the guidance from the System Office, MDH and the CDC. For each positive event related to COVID-19, the CDC guidelines will be followed for tracking purposes and to ensure protocol is adhered to for each unique circumstance. It is important to note that if there is an exposure that warrants disclosure to the college community, it will be done so via email in a manner to maintain confidentiality of a student or employee as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act. In addition, it is the policy of Northland to follow Minnesota Department of Health and local health department guidance and direction on informing employees and students if they have been exposed to a person with COVID-19 on campus and requiring them to quarantine for the required amount of time.

To the extent possible, administrators and supervisors will work with employees with underlying medical conditions or who have household members with underlying health conditions to provide employees may have the opportunity to include additional safety protocols.

COVID-19 Notification Process

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

Students Notification Processes

1. If the test result is positive (detected) for COVID-19, then the student should send an email to covid@northlandcollege.edu.
 - a. If the medical advice is to quarantine due to symptoms or exposure, the student will quarantine for 14 days.
2. In the event of a positive (detected) lab-confirmed COVID-19 case, the following process will be followed:
 - a. A positive (detected) 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 COVID contact to notify the College.
 - c. The Campus COVID contact will record the information and maintain an inventory of reported cases.
 - d. MDH may begin contact tracing.
3. In the event of a positive (detected) COVID-19 case reported to the College by the student or someone else, the following process will be followed:
 - a. The person should call the Campus COVID email to share they (or someone) are COVID-19 positive.
 - b. Campus COVID contact will communicate with MDH to confirm the case.

Employee Notification Processes

1. If the test result is positive (detected) for COVID-19, then the employee should notify their supervisor and send an email to covid@northlandcollege.edu.
 - a. 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 (detected) lab-confirmed COVID-19 case, the following process will be followed:
 - a. A positive (detected) 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 College due to exposure, MDH will call the Campus COVID contact for notification of a positive (detected) lab-confirmed COVID-19 case.
 - c. The Campus COVID contact will record the information and maintain an inventory of reported cases.
 - d. MDH will conduct contact tracing, which may include contacting Director of Human Resources and/or the Campus COVID contact.
3. In the event of a positive (detected) COVID-19 case reported to the College 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 COVID contact to share they (or someone) are COVID-19 positive.
 - b. Supervisors, once notified of a positive (detected) COVID-19 case, should notify the Director of Human Resources.
 - 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 (detected) 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. 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. Human Resources may contact MDH of the positive (detected) COVID-19 case.

Visitor/Vendor/Contractor Notification Processes

1. In the event of a positive COVID-19 case reported to college or 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 College, MDH will contact the Campus COVID contact.
 - c. The Campus COVID contact will record the information and maintain an inventory of reported cases.
 - d. MDH may begin contact tracing, which may include contacting the Director of Human Resources and/or the campus COVID contact to assist.

Leasing Agency Notification Processes

1. Leasing agencies will follow Northland's protocol or similar approved protocol. The college and the leasing agency will communicate de-identified data in the event of a positive (detected) COVID-19 case on campus.

Other Important Reminders:

A suspected case or notice of a positive (detected) 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 dos and don'ts.

1. Each individual, with a positive (detected) COVID-19 case, has the option to notify the College 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 (detected) COVID-19 test result, MDH and the College 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. 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 contract tracing. We may be asked to assist but should not conduct our own contract tracing efforts without MDH's request.

Masks/Face Coverings

Masks/face coverings are required to be worn indoors while on campus. This is for both vaccinated and unvaccinated people.

Northland has developed a mask/face covering plan following recommendations from the [CDC](#) and MDH, Northland's Preparedness Plan only allows for the use of face shields in very limited circumstances as outlined below. **The State minimum does not supersede a higher protocol required by the institution.**

- Types of face coverings can include a paper or disposable mask, a cloth mask, a neck gaiter, a scarf, a bandanna, or a religious face covering.
- Face Shields are not an acceptable form of a mask except in the situations described below:
 - *Individuals with a medical condition, mental health condition, or disability that makes it unreasonable for the individual to maintain a face covering. This includes, but is not limited to, individuals who have a medical condition that compromises their ability to breathe, and individuals who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.*

Process for requesting exceptions:

- Employees: A form is available through the Human Resources Department to request an exception for an alternate covering. Non-compliance may result in disciplinary action.
[Employee exception form](#)
- Students: A form is available through the Academic Success Center. Non-compliance may result in disciplinary action.

Handwashing

Basic infection prevention measures are being implemented at our campus(es) at all times. Employees and students are being instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day. Hand-sanitizer dispensers are located throughout the campus and hand sanitizer is available through the EGF and TRF Bookstores for anyone wishing to have it.

Respiratory etiquette: Cover your cough or sneeze

Employees and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.

Here are a few important things to keep in mind:

- Masks or cloth face coverings can help with preventing **your** germs from infecting others – especially in situations where you may spread the virus without symptoms.
- Wearing a mask or cloth face covering **does not** protect you from others who may spread the virus. You will still need to wash your hands frequently, cover your cough, and practice social distancing by keeping at least 6 feet of space between people, when possible. It's also important for the wearer to avoid touching their masks, and if they do, to sanitize or wash their hands after. Additionally, if a cloth or fabric mask becomes wet or dirty, it's important to switch to a clean one. These masks should not be shared.
- Wearing a mask or cloth face covering is required in the building.

- People who are sick should still stay home. Wearing a mask or cloth 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 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 or cloth face covering should not be placed on young children under age 2, per recommendation of the CDC, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask or cloth face covering without assistance.

Social Distancing

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

- Employees and students, who are unvaccinated are asked to maintain six feet of distance between colleagues and visitors, when possible.
- Masks or face coverings required on campus with limited approved exceptions.
 Employees: A form is available through the Human Resources Department to request an exception for an alternate covering. Non-compliance may result in disciplinary action.
 Students: A form is available through the Academic Success Center. Non-compliance may result in disciplinary action.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the campus environment, including classrooms, labs, restrooms, common areas, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. 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, printers and copy machines, credit card readers, delivery equipment, etc.

Facilities will be using approved cleaning and disinfecting and sanitizing products. Facilities staff will be assigned to clean and disinfect all areas that have been used daily.

Facilities departments will sanitize utilized areas throughout the college at the conclusion of the business day. It is also recommended to practice good hand hygiene and wash your hands frequently.

TRF and Aerospace campuses: clinton.castle@Northlandcollege.edu

EGF campus: bob.gooden@northlandcollege.edu

Ventilation on Campus

To ensure our ventilation systems operate properly and increase circulation of outdoor air as much as possible we have:

Increased Ventilation –We have changed from a minimum of 10% to a minimum of 15% outside mixed air (note...the higher percent of fresh air added develops more cost in conditioning the air and longer a period of time for equipment to recover). We have changed from 1 hour to 2 hours recovery time before space can be occupied, allowing for better exchange of the air within the space before it is occupied.

Improved Filtration – we have changed from replacing filters every 6 months to replacing filters every three months.

Appendix A Guidance for developing a COVID-19 Preparedness Plan

General

www.cdc.gov/coronavirus/2019-nCoV

www.health.state.mn.us/diseases/coronavirus

www.osha.gov

www.dli.mn.gov

<https://mn.gov/governor/news/executiveorders.jsp>

Handwashing

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

www.cdc.gov/handwashing

<https://youtu.be/d914EnpU4Fo>

Respiratory etiquette: Cover your cough or sneeze

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.health.state.mn.us/diseases/coronavirus/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

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

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html> - April 28, 2020

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

www.health.state.mn.us/diseases/coronavirus/basics.html

APPENDIX B Communicating Routing Protocols for Positive Tests and/or Quarantine Requirements

SCENARIO 1:

Employee Tests Positive for COVID-19

Stage	Action	Who will notify	Who will they notify?	External Actions to Take
Stage 1	Employee is notified they tested positive	Minnesota Department of Health or County Health Department	<ul style="list-style-type: none"> ➤ Employee ➤ All close contacts identified by the employee ➤ Human Resources 	Employee and identified close contacts will need to follow the return to work guideline per MDH/CDC. Employee will need to be cleared to return to work by Human Resources
Stage 2	College COVID contact will begin internal process	Human Resources	<ul style="list-style-type: none"> ➤ Employee's Supervisor ➤ Others with a business need to know 	
Stage 3	CHRO will contact employee to determine recent campus activities. Email sent to all individuals identified as in the general area of the positive individual but not determined to be a close contact. (i.e – work in the same department or office suite)	Human Resources to determine on recent campus activities	<ul style="list-style-type: none"> ➤ Human Resources will provide names to Safety Officer for reporting purposes 	Based on MDH guidance, notified individuals do not need to quarantine, but should remain aware of the onset of symptoms and follow any advice from their medical professionals.
Stage 4	If employee is a faculty, strategy for continuation of class will be determined	Academic Dean	<ul style="list-style-type: none"> ➤ Faculty ➤ Student within the courses for curriculum delivery purposes only 	Continue how and if continued curriculum delivery will/can happen.

Note: If an employee notifies us that they tested positive prior to receiving any communication from public health, this protocol will be initiated starting with stage 2.

Scenario 2:

Communication Protocol – Employee is a “Close Contact” with a positive test for COVID-19 whether or not they have come on campus

Stage	Action	Who will notify	Who will they notify?	External Actions to Take
Stage 1	Employee is a close contact of a positive test	Minnesota Department of Health or County Health Department or employee self -reports.	➤ COVID contact or Human Resources	Employee will need to quarantine for 14 days since the contact took place
Stage 2	College COVID contact will begin internal process	Human Resources	<ul style="list-style-type: none"> ➤ Employee’s Supervisor ➤ Human Resources 	
Stage 3	If employee is a faculty member and delivering face to face instruction, develop strategy for continuation of class	Academic Dean	<ul style="list-style-type: none"> ➤ Faculty ➤ Student within the courses for curriculum delivery purposes only 	Determine how and if continued curriculum deliver will/can happen

Note: If employee tests positive during quarantine, then the communication protocol for an employee with a positive test will be implemented.

SCENARIO 3:
Communication Protocol – Employee exhibits symptoms

Stage	Action	Who will notify	Who will they notify?	External Actions to Take
Stage 1	Employee exhibits symptoms	Employee	<ul style="list-style-type: none"> ➤ Supervisor ➤ Human Resources 	Employee will need to monitor symptoms and contact medical provider for further direction if appropriate.
Stage 2	Human Resources will begin internal process <ul style="list-style-type: none"> ➤ Employee has symptoms or been in close contact 	Human Resources	<ul style="list-style-type: none"> ➤ Employee’s Supervisor ➤ Employee 	Employee and identified close contacts will need to follow the protocol quarantine/isolate and return to work per MDH/CDC guidelines. Employee will communicate with Human Resources
Stage 3	If employee is a faculty member, develop strategy for continuation of class	Academic Dean	<ul style="list-style-type: none"> ➤ Faculty ➤ Student within the courses for curriculum delivery purposes only 	Determine how and if continued curriculum deliver will/can happen

Note: If employee tests positive, then the communication protocol for an employee with a positive test will be implemented

SCENARIO 1:
Communication Protocol – Student Tests Positive for COVID-19

Stage	Action	Who will notify	Who will they notify?	External Actions to Take
Stage 1	Student is notified they tested positive	Minnesota Department of Health or County Health Department	<ul style="list-style-type: none"> ➤ Student ➤ Campus COVID contact ➤ covid@northlandcollege.edu ➤ Safety Officer 	Student and identified close contacts will need to follow the return to campus guideline per MDH/CDC. Student will need to be cleared to return to campus by the Campus COVID contact
Stage 2	Student COVID Liaison will determine if the student is in a face to face class and/or was on campus recently and if so, where	Minnesota Department of Health or County Health Department	<ul style="list-style-type: none"> ➤ All close contacts identified 	Identified close contacts will need to quarantine/isolate
Stage 3	Strategy for delivering curriculum to the student is enrolled in a face to face course will be determined	Academic Dean	<ul style="list-style-type: none"> ➤ Faculty ➤ Student 	Determine how the curriculum will be delivered

covid@northlandcollege.edu

SCENARIO 2:**Communication Protocol – Student contacts faculty and informs them they are a positive test or are a “close contact” of a positive test**

Stage	Action	Who will notify	Who will they notify?	External Actions to Take
Stage 1	Student is notified they tested positive or are considered a close contact to a positive test	Student	<ul style="list-style-type: none"> ➤ Faculty member ➤ Campus COVID contact ➤ covid@northlandcollege.edu 	
Stage 2	Faculty notifies student COVID Liaison	Faculty member	<ul style="list-style-type: none"> ➤ Campus COVID contact ➤ covid@northlandcollege.edu ➤ Safety Officer 	
Stage 3	Student COVID Liaison will determine if the student is in a face to face class and/or was on campus recently and if so, where	Minnesota Department of Health or County Health Department	<ul style="list-style-type: none"> ➤ All close contacts identified 	Identified close contacts will need to quarantine/isolate
Stage 4	Strategy for delivering curriculum to the student is enrolled in a face to face course will be determined	Academic Dean	<ul style="list-style-type: none"> ➤ Faculty ➤ Student 	Determine how the curriculum will be delivered

SCENARIO 3:**Communication Protocol – Student exhibits symptoms**

Stage	Action	Who will notify	Who will they notify?	External Actions to Take
Stage 1	Student is exhibiting symptoms	Student	<ul style="list-style-type: none"> ➤ Faculty/staff ➤ Faculty/staff must contact the campus COVID contact 	Student will need to monitor symptoms and contact medical provider for further direction if appropriate. Student will need to be cleared to return to campus by the Campus COVID contact

References

- CDC: "[Interim Recommendations for US Households with Disinfected/Confirmed Coronavirus Disease 2019](#)"
- CNET: "[Help keep coronavirus off your phone: How to effectively clean and disinfect your device](#)"
- CNET: "[Your keyboard and mouse are filthy. Here's how to clean them](#)"
- HP: "[How to clean your laptop screen](#)"
- HP: "[HP PCs – Cleaning and Disinfecting your Computer](#)"
- Service Master Clean: "[How to implement best practices to disinfect hospital computer workstations and nurse workstations](#)"

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

- Avoid close contact with people who are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Wash your hands often with soap and water for at least 20 seconds.
- Stay home when you are sick, except to get medical care.
- Avoid touching your eyes, nose, and mouth.
- When in public, wear a cloth face covering over your nose and mouth.

cdc.gov/coronavirus

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