



# Metropolitan State University COVID-19 Campus Preparedness Plan

Updated Dec 2020

Metropolitan State University is committed to providing a safe and healthy environment for our students, faculty, staff, and members of our campus community. To ensure that, we have developed this Back-to-Campus Preparedness Plan in response to the COVID-19 pandemic utilizing guidance offered in Emergency Executive Order 20-40, *Allowing Workers in Certain Non-Critical Sectors to Return to Safe Workplaces*, April 23, 2020. We are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our campus(es) and that requires full cooperation among students, faculty, staff and members of our campus community. Only through a cooperative effort, can we establish and maintain the safety and health of our campuses.

Campus leaders, supervisors, employees, and students are responsible for implementing and complying with all aspects of this Plan. Metropolitan State University leaders and supervisors have our full support in enforcing the provisions of this policy.

**The policy is if you can continue to effectively tele-commute/work remotely then that is the best course of action. Determinations of whether continued work from home or on-campus work will best serve the needs of the university's students will be made by supervisors and vice presidents, in consultation with each employee, considering factors affecting the employee's ability to work from campus, the needs of students and the ability to shift work assignments.**

We are serious about safety and health and keeping our student and employees safe. Your involvement is essential in developing and implementing a successful Campus COVID-19 Preparedness Plan. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- Health screening for access to facilities and events;
- Hygiene and respiratory etiquette;
- Engineering and administrative controls for physical 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 following policies and procedures are being used to assess workers' health status prior to entering the campus.

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

Your health and safety, and that of all of our students, faculty, staff and others in our campus community, is important to us. This is a shared responsibility, which is why we ask that everyone:

- Stay at home if you are sick or not feeling well
- Be aware of symptoms of COVID-19
- Contact your faculty member or supervisor to let them know and get any specific instructions.
- Contact a healthcare provider should symptoms persist or worsen.
- Wash your hands frequently with soap and water for at least 20 seconds.
- If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- Cover your coughs and sneezes.
- Practice physical distancing by keeping at least 6 feet of space between people.
- Monitor your health, paying attention to the presence of a temperature or fever, new or worsening cough, and new or worsening shortness of breath.

### Health Screening Assessment

A health assessment screening is required to be completed by all students, employees and visitors each day they plan to visit a Metropolitan State University campus or location. This includes the St. Paul-Dayton's Bluff campus, Midway location, Minneapolis College Management Education Center, Hennepin Technical College (LECJEC), and the Dental Clinic in Maplewood, MN. The health screening is required at all university sponsored events held at other venues.

The health screening survey should be completed prior to your arrival at campus. The survey can be accessed at the [Metropolitan State web site](#) and completed on a mobile device or computer. All students, faculty, staff, visitors, contractors and vendors should complete the self-assessment before they arrive each day on campus. If you are clear to come to a Metropolitan State campus or location that day you will receive an email message with a green screen. Individuals completing the health screening at home on a computer should print out their results and bring that verification to a campus access point. You will be required to show either the green email on your mobile device or the printed verification.

The health assessment tool screens individuals for symptoms associated with COVID-19 or for contact with anyone with a confirmed case of COVID-19 within the past 14 days. The screening application

informs individuals who indicate the presence of symptoms or who have had known exposure within the previous 14 days that they will not be allowed to enter Metropolitan State campus, locations or offsite venues. They should not come to campus or the workplace.

Employees should notify their supervisor and students should notify their course instructors that they will not be allowed to come to any Metropolitan State location because of the results from the screening tool.

Signage and information on how to complete the health screening survey will be posted on the university web site and at campus access points. The health screening tool does not collect or store health data on individuals or symptoms.

### **Campus Access Points and Health Screening**

#### St. Paul Campus

The following access locations will be used at the Dayton's Bluff campus – the Library (Parking lot entrance only), Founder's Hall (center courtyard entrance near the auditorium), and the Student Center. Instructions for contractors and visitor access will be posted at these locations. All individuals entering the campus access points will be asked to show verification of clearance to enter campus from the health screening tool to Metropolitan State staff member or contracted security personnel.

#### Midway - 1450 Energy Park Drive

Employee should use the East Entrance at the 1450 Energy Park Drive location. A health screening site will be located near the Security Desk. Students at the Midway location will have health screening verification checked either by security at the classroom or by Metropolitan State faculty.

#### Management Education Center at Minneapolis College

The health screening verification for employees and students will occur at the Security desk inside the first-floor entryway.

#### Law Enforcement & Criminal Justice Education Center at Hennepin Technical College

The health screening verification for employees and students at LECJEC will be completed at the front entrance.

#### Dental Clinic

The health screening verification for students at the Dental Clinic will be checked by staff or faculty on site. Employees need to email their supervisor before coming into work the message showing a successful health screening was completed for the dental clinic.

Anyone waiting to enter a Metropolitan State location at an access point should maintain 6' of physical distancing.

## COVID Preparedness

This plan will be communicated via weekly email updates from the MetroSafe email address to employees and students. The plan will be posted at University's COVID-19 website and shared through social media channels to all employees and students.

Additional communication will be ongoing and provided to all employees and students. Leaders and supervisors are to monitor how effective the program has been implemented by reporting observations and concerns to the Vice President who oversees their department.

### New COVID guidance for Higher Education Institutions

Executive order 20-103 issued on Dec 18, 2020, required all higher education institutions to move to a higher COVID Scenario due to the level of community spread of COVID in the state. The university has implemented the recommended measures to address this in our campus operations and to mitigate and reduce the spread of COVID.

These recommendations include:

- Moved as much programming online or to remote delivery as possible at the start of the Spring term.
- Limiting courses that require in-person instruction to labs and clinical course work, continuing the stringent mitigation measures that have been in place for PPE and safety. Maintaining physical distancing of 6' between all students and employees in classrooms and limiting traffic in common areas and hallways by staggering class breaks and start times.
- For health care worker students in labs or classes that cannot adhere to social distancing requirements, those classes will use face shields and standard masks for personal protective equipment (PPE).
- Reduced on campus staffing levels and continue our practice of allowing employees who can work remotely to continue to do so.

### COVID Preparedness Training

Employees are expected to complete training on return to campus and university locations by completing the Minnesota State COVID-19 Return to Campus/Work Preparedness Plan training in ELM.

### Accessing the Training

All courses are available through Employee Self Service/ELM.

1. Log in to the State of Minnesota Self <https://hub.selfservice.systems.state.mn.us/psp/hubss/SELFSERVICE/?cmd=login&languageCd=ENG&> site using your eight digit **State ID Number** and password. (The one you use for paycheck and insurance information.)
2. Click on the ELM tile.
3. Choose **Find Learning** under Quick Links and then search for the course title.
4. Choose the "Enroll" button and then use the blue "Launch" link to start the course.

Students will receive an email in the first week of the semester with a copy of the current plan and web site link for current information.

**Minnesota State COVID-19 Return to Campus/Work Preparedness Plan** (30 min.) – Details on returning to campus safely, with links to individual campus plans.

### **COVID-19 Notification Process**

Metropolitan State University through Minnesota State and Minnesota Management and Budget has implemented COVID-19 leave options for employees should they become ill or someone they care for becomes ill.

Accommodations for workers and students with underlying medical conditions or those who have household members with underlying medical conditions have and will be implemented and those employees are working from home. Metropolitan State University is following Minnesota Department of Health (MDH) and local health department guidance and direction on informing workers and students if they have been exposed to a person with COVID-19 in the workplace or at university-sponsored events held in other locations and requiring them to self-isolate for the required amount of time. An exposure occurs when, during the past 14 days you have been within 6 feet of a person with a pending or lab confirmed case of COVID-19 for at least 15 minutes or had direct contact with that person's mucus or saliva, or been contacted by public health and told you were in close contact with someone known to have COVID-19. In the case of an exposure health authorities recommend isolation.

In addition, provisions are in place to protect the privacy of workers' health status and health data.

**Employees** should report to their supervisor as soon as possible a COVID-19 exposure, symptoms of COVID-19 or a test confirmed diagnosis of COVID-19. Supervisors should report an employee's COVID-19 exposure or confirmed test diagnosis to HR. We strongly encourage employees to submit this information on the employee form on the university COVID-19 web site.

Employees needing assistance with use of any applicable leave policies or benefits should contact Human Resources at [Human.Resources@metrostate.edu](mailto:Human.Resources@metrostate.edu) or 651-793-1275.

**Students** are expected to report a COVID-19 exposure, symptoms of COVID-19 or a test confirmed diagnosis of COVID-19 as soon as possible, using [the form](#) on the website. Additionally, they should notify their instructors of their inability to attend class or required events at Metropolitan State locations.

**Students** that need assistance with any applicable attendance policies or services related should email: [covid-19@metrostate.edu](mailto:covid-19@metrostate.edu)

### **Contact Tracing**

The university has staff that have completed training in contact tracing. These individuals work with the Minnesota Department of Health to provide support and send notifications to university students and employees if an individual has had close contact with others on campus. For questions concerning

contact tracing and notifications, please contact Robert Anderson, Associate Provost for Student Success at the COVID-19 email address.

We recognize that the pandemic, illness and its impact on personal, work and academic life may be causing stress and anxiety for employees and students. Employees received information on how to access support through [EAP resources](#) and in the case of students through online resources for student counseling services. Metropolitan State students can call **651-793-1568** any time, 24 hours a day, 7 days a week to speak to a licensed counselor.

All employees and students can access [COVID-19 resources](#) on the university web site.

## **Handwashing**

Basic infection prevention measures are being implemented at our campus and all university locations at all times. Employees and students are being instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their time on campus, prior to any mealtimes and after using the toilet.

Hand sanitizer dispensers are available throughout campus.

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

Employees, students, 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.

Regular communications that inform employees and students of COVID-19 symptoms are being sent out. Information and safety posters from the Center for Disease Control on COVID-19 safety practices are being placed in campus facilities on department bulletin boards, at campus access points and in classrooms.

All Metropolitan State University faculty, staff, students, and visitors are required to wear a face covering over both the nose and mouth at all times when indoors on campus or in other university facilities.

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

Metropolitan State will provide employees a cloth face covering if requested. If the employee comes to campus without their face covering they will be issued a paper mask one time. Subsequently they will be sent home to retrieve a face covering and the time in transit will not be considered work time.

Metropolitan State will provide students a cloth face covering if requested.

Three ply masks will be available for students if they do not have a cloth face covering of their own.

## Appropriate Face Coverings

- A cloth or disposable mask that fits snugly but comfortably, covers the mouth and nose, and allows for unrestricted breathing. Instructors and students in labs and clinicals courses will wear both a face covering and face shield while the university is operating in scenario 4 (high risk of COVID transmission.)
- Cloth masks should be washed regularly.

## Exceptions

Faculty, staff, students, and visitors are exempt from the requirement of wearing a face covering:

- When alone in a private office;
- When working in an office setting, cubicle, or workstation where physical distancing can be maintained;
- When eating or drinking;
- When alone in a motor vehicle;
- Children, age five (5) and under or anyone unable to remove a face covering without assistance;
- When communicating with individuals that need to be able to see lips and/or facial expressions use of a clear face covering such as a face shield or clear mask is necessary. Clear masks/face shields will be available from the University.
- A face shield may be worn in place of a face covering when it is important to be seen or a cloth face covering poses a safety hazard. Faculty and students may wear a face shield instead of a mask in the classroom when 1) it is important for the face to be seen such as during classroom activities, 2) where a face covering may pose a hazard 3) when staff or faculty providing direct support to student and the face covering impedes the service.

## Physical distancing

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

1. Employees who can work remotely, after consultation with their supervisor about student and university needs, will continue to do so.
2. Employees will be offered flexible work hours, staggered shifts, and additional shifts to reduce the number of employees in the workplace at one time. These strategies will be used as long as practical for the type of work and the delivery of student services.
3. Employees, students and visitors are asked to maintain six feet of distance between themselves and others.
4. Reminding everyone on campus or at our locations to be aware of and avoid congregating in common spaces including breakrooms, lunchrooms, elevators, and restrooms.

5. Vehicles will only be signed out to single occupants, if practicable and cleaned and disinfected after use. If more than one occupant is in a vehicle, than face coverings must be worn when in the vehicle.
6. In-person meetings and events involving more than ten (10) individuals are not allowed unless approved in advance by the divisional vice president of the meeting organizer or the president, if the request comes from a divisional vice president. In approving such meetings, the divisional vice president or president must assure that meeting attendees are aware of the safety plan and will comply with its terms. In person events are being limited.
7. Increased physical distancing will be used throughout campus. Placement of equipment and furnishings will be spaced to provide appropriate distancing. Customer service desks will have plexiglass barriers and floor signage to provide physical distancing.
8. Classroom capacities have been reduced to approximately one third of normal to limit potential COVID-19 exposure. While operating in scenario 4, classroom capacities require six foot distancing between all persons in the classroom. Classes with larger enrollment are being split into smaller groups to meet either sequentially during a single class period or on alternate weeks. Students should check e-Services, their course syllabus or with their instructor to make sure they understand any requirements for in-person attendance.
9. Hallways and other confined spaces are being monitored for the capacity to maintain appropriate physical distances during periods of arrival to or departure from class sessions. The university reserves the right to modify in-person class meeting start and end times or to adjust entry points to maintain appropriate physical distances among individuals.
10. Classroom and laboratory furniture will be set and should not be moved. In classroom settings, where possible, student seating is spaced with 6' distancing to minimize exposure.
11. Staff will not congregate in confined spaces including private offices, avoid working in groups and confined areas, including elevators, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

## Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools, vehicles and areas in the campus environment, including classrooms, labs, restrooms, common areas, break rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as touch screens, controls, door handles, elevator panels, railings, customer service areas, credit card readers, etc.

### Daily Cleaning Office Spaces



Janitorial staff will clean and disinfect campus spaces once per day and restrooms twice per day in accordance with MDH and CDC guidelines. Staffing levels will be adjusted to meet this commitment and include a contingency plan to cover absenteeism due to illness.

Faculty, staff, students and visitors will be responsible for disinfecting personal workspaces such as computer keyboards, mice, phones, desks, department copier screens at regular intervals or after each use in the case of shared equipment such as copiers.

In class settings faculty and students are expected to use provided cleaning supplies to clean their desk/table or other work surfaces before class starts and before they leave the room at the end of the class to minimize exposure of subsequent users.

Classrooms are cleaned at the end of each class day.

**Campus** Operations will provide an initial startup supply of disinfectant sanitizing spray, paper towels and hand sanitizer. Once initial supplies are exhausted, departments can request additional supplies using the service portal for building services. Staff will be notified to pick up cleaning supplies from the mail center.

#### **COVID-19 Confirmed Diagnosis Cleaning Response**

The following custodial services protocol will be followed when a person who has a confirmed case of COVID-19 and has been infectious within two day of using a campus facility:

- Close-off affected areas used by the individual.
- Wait 24 hours prior to cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible before entering.
- Clean and disinfect all areas used by the person, including offices, bathrooms, common areas, and shared electronic equipment like tablets, touch screens, keyboards, remote controls, conference tables, and kitchenette area surfaces. CDC approved quaternary disinfectant will be used when sanitizing.
- Once area has been appropriately disinfected, it will be opened for use.

## **Communications and training**

This plan is being communicated by email to all employees and students each semester and is posted on the COVID-19 webpage on the University web site.

Additional communication and training for employees and students will be ongoing using the University website for COVID-19 information, digital monitors on campus, through regular email communications from University administration, and during university meetings such as leadership assembly, Town Halls, and safety meetings. COVID-19 safety information will also be distributed in posters placed on University bulletin boards, in classrooms, restrooms, common areas, and exterior doors.

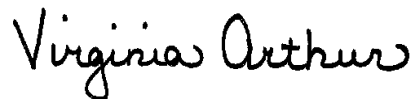
Signage/stickers promoting physical distancing will be placed on the floor in areas where people are likely to queue and at campus access points.

Employees, faculty and students will receive training on return to campus COVID preparedness by completing the training in ELM [See the COVID Preparedness Training section of this plan, found on p 4.

Leaders and supervisors will monitor how effectively the program is being implemented by surveying supervisors and employees periodically and adjusting based on feedback.

This plan has been certified by Metropolitan State University leadership and was shared and posted throughout the campus community on August 14, 2020. It will be updated as necessary.

Certified by:

A handwritten signature in black ink that reads "Virginia Arthur". The signature is written in a cursive, flowing style.

**Metropolitan State University President**