Lake Superior College COVID-19 Back-to-Campus Preparedness Plan

Lake Superior 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 utilizing guidance offered in Emergency Executive Order 20-40, Allowing Workers in Certain Non-Critical Sectors to Return to Safe Workplaces. We are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 on our campuses, 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.

This plan addresses the resumption of face-to-face classes in response to Executive Order 20-52. That order allows the resumption of courses where students in their last semester need on-campus instruction in order to meet graduation requirements. The plan will need additional modification if face-to-face courses are needed for summer session 2020. Support services that are currently operating online will remain in that mode.

Campus leaders, supervisors, employees, and students are responsible for implementing and complying with all aspects of this Plan. Lake Superior College leaders and supervisors have the full support of the Minnesota State system in enforcing the provisions of this policy.

Employees that can continue to effectively work remotely should continue that practice. If the employee feels they must be on campus, they must receive approval from their supervisor.

We are serious about safety and health and keeping our students 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:
• 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

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

Employees and students should **NOT** come to any campus location if they are sick and/or believe any of these conditions apply to them: 1) they have a temperature or fever greater than 100.4 degrees 2) they have a new or worsening cough 3) are experiencing shortness of breath and/or 4) have been exposed to anyone who has tested positive for COVID-19 within the past 14 days.

**For students/faculty in the classroom and/or lab setting:**
Before a student enters a classroom or lab, the faculty should ask the following questions to confirm:

1. Do you have a temperature or fever greater than 100.4 degrees?
2. Do you have a new or worsening cough?
3. Are you experiencing shortness of breath?
4. Within the last 14 days, have you been exposed to anyone who has tested positive for COVID-19?

If they answer no to all questions, the student may enter/remain in the program space. If they answer yes, the student must leave the premises immediately. If they need to wait for a ride, they should be directed to the designated waiting area on that campus (i.e. the Disabilities Services office area on main campus). Faculty should report such an incident to HR immediately.

**For employees:**
Employees must follow the normal process of informing supervisors if they are sick or experiencing symptoms while at home or on campus. If an employee feels sick and/or feel that any of the four criteria outlined above apply to them, they must notify their supervisor immediately and contact HR. They may be required to complete COVID-19 related leave paperwork. If the employee is on campus when he/she feels sick and/or feels any of the above criteria applies to them, they must contact HR and will then be escorted to a designated waiting area (i.e. the Disabilities Services office area on main campus.) The employee and/or supervisor should report such an incident to HR immediately.
Lake Superior 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. Any employee with questions about these policies should contact Human Resources.

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions should contact Human Resources to discuss the proper course of actions.

The policy of Lake Superior 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.

**Handwashing**

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. All visitors to campus facilities should wash their hands prior to or immediately upon entering the facility. All classrooms, labs, and restrooms have hand-sanitizer dispensers with sanitizer than is greater than 60% alcohol.

**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. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available in work and classroom places. Signs have been placed throughout the college as reminders of this practice.

Masks or cloth face coverings can 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, when in public spaces, and students are encouraged to wear a mask or cloth face covering to prevent the spread of COVID-19. Employees do not need to wear a mask if working in an office, storage, or mechanical room.

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 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 coverings 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.

Lake Superior College has purchased enough masks for employees that must be on campus. The masks need to reused daily unless they become damaged or dirty to ensure that we have an adequate supply.

Social distancing

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

1. Employees that can work remotely should continue to do so.
2. Employees shall be offered flexible work hours, staggered shifts, and additional shifts to reduce the number of employees in the workplace at one time.
3. If required to come to the campus consider the necessity of the visit, an appropriate time of that visit so as to limit the number of employees and students on campus at the same time.
4. Employees and students are asked to maintain six feet of distance between colleagues and visitors.
5. Be aware of and avoid crowded spaces including break or lunchroom, elevators, and restrooms.
6. Vehicles will only be signed out to single occupants and cleaned and disinfected after use.
7. Meetings or gatherings of greater than 10 should be done virtually and in-person meetings should be extremely limited.
8. Cloth face coverings are recommended for spaces where social distancing cannot be maintained.
9. Maintenance staff will deliver masks, hand sanitizer, and disinfectant to faculty in all labs that are open for face-to-face courses.
10. The typical classroom table is 5 feet and contains two chairs. The seating is being modified to only have one chair per table.

11. Interactions with the public will remain mostly online at this time. If employees are in an area that has contact with the public, signs and barriers will serve as a reminder for proper social distance length. Sneeze guards can also be set-up if necessary.

12. Students should report any concerns to their faculty who will forward them to the Health and Safety Officer. Employees should report concerns to their supervisor.

Staff and visitors are prohibited from gathering 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 but require the efforts of faculty and staff that are on campus. Faculty are responsible for cleaning equipment in their labs and maintenance is responsible for classrooms and common areas. 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, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, printers and copy machines, credit card readers, delivery equipment, etc. The entire plan used by the maintenance staff is shown in Attachment B.

**Communications and training**

This plan was communicated through zoom meetings, website, all-campus email, and other forms of official college communication to all employees and students beginning May 13, 2020. Training was provided to staff performing cleaning duties on March 16, 2020. Subsequent training sessions were held for staff that were not present for the initial session. The supervisor reviews areas to ensure they are cleaned to the standards. Employees seeking additional training regarding any area of this plan should contact the Health and Safety Officer.

This plan has been certified by Lake Superior College leadership and was shared and posted throughout the campus community on May 13, 2020. It will be updated on the website, lsc.edu/coronavirus, as necessary.

Certified by:
Patricia L. Rogers, Ph.D.

Lake Superior College President
Appendix A – Guidance for developing a COVID-19 Preparedness Plan

**General**


[www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)

[www.osha.gov](http://www.osha.gov)

[www.dli.mn.gov](http://www.dli.mn.gov)

**Handwashing**

[www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)

[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

[https://youtu.be/d914EnpU4Fo](https://youtu.be/d914EnpU4Fo)

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


[www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

[www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

**Social distancing**


[www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

**Housekeeping**


[www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)


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

Employees exhibiting signs and symptoms of COVID-19


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

Training

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


www.osha.gov/Publications/OSHA3990.pdf
JANITORIAL AND TRASH REMOVAL SERVICE PLAN
Main Campus, ERTC and Aviation Center

JANITORIAL SERVICE

Maintenance will provide janitorial services according to the following schedule:

**DAILY**
- Empty wastebaskets. Replace liners if needed (torn, food or liquid spills)
- Sweep and mop hard surfaced floors – at a minimum, floors are to be dry mopped but may require wet mopping (all hallways and common areas)
- Clean bathrooms
  - wash and sterilize washbowls, toilet seats, toilet bowls and urinals
  - restock toilet tissue, towel dispensers and soap dispensers
  - clean mirrors
  - sweep/wet mop and disinfect floors
- Clean classroom and conference room tables
- Clean and disinfect water fountains
- Clean glass on entrance doors
- Vacuum entry ways
- Clean elevators – wipe down stainless steel, sweep/wet mop as needed
- Spot vacuum classrooms/offices as needed
- Daytime bathroom checks

**WEEKLY**
- Empty recycling containers – (may require to be emptied more than once per week)
- Vacuum all carpeted areas

**BI-WEEKLY**
- Dust all furniture, ledges, molding and exposed surfaces (desks and credenzas will not be dusted if not cleared off)
- Dust window blinds

**ANNUAL OR BI-ANNUAL**
- Wash interior/exterior windows
- Clean carpet
- Strip and reseal floors
AS NEEDED

- Spot clean the carpets and floors
- Replace light bulbs
- Clean desktops

TRASH AND RECYCLING

Maintenance will provide trash and recycling service for the offices and classrooms. The following individual programs will be responsible for the recycling of all scrap material used in the shops (Art, Auto Body, Auto Service, Aviation, Aviation Mechanics, Carpentry, Commercial & Residential, Fire Tech and Truck Driving).

*Alterations to this outline may be needed due to unforeseen circumstances (weather, employee absences, etc.)