Lake Superior College is committed to providing a safe and healthy environment for our students, faculty, staff, and members of our campus community. With respect to that commitment, 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 Orders 20-40, 20-52 and 20-74.

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.

As we begin fall semester 2020, an increasing number of staff and faculty are required to return to campus to provide the best service and support to new and returning students. Supervisors will work with their employees, as well as with the administrator/Vice President of that division, to ensure staffing levels are adequate to provide the best service and support possible for our students. Supervisors have the authority to require employees who are deemed necessary to return to campus, unless the employee has an approved medical condition that would prohibit them from returning to campus. Supervisors should work with their employees and administrators to set service hours and work schedules in their areas. Vice Presidents, Academic Deans and other administrators will be mindful of having employees return to campus in a phased and strategic way to ensure that not everyone is returning at once, cleaning can still be performed in an effective way, and employees and students are returning to a safe and prepared campus.

Employees who can continue to effectively work remotely are able to do so, with the approval of their supervisor. If the employee feels they can be more effective on campus, they should work directly with their supervisors to make arrangements. Supervisors have the authority to allow employees to work remotely, return to campus, and or a combination of both as deemed necessary and approved by the supervisor and administrator of that area.

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:

1. Screening and Policies for Employees and Students;
1. Masks/Face Coverings
2. Hygiene and Respiratory Etiquette;
3. Engineering and Administrative Controls for Social Distancing;
4. Housekeeping – cleaning, disinfecting and decontamination;
5. Communications and Training;
6. Compliance.

1 Screening and Policies for Employees and Students

Beginning August 10, 2020, employees, visitors, and students are required to complete the COVID-19 Screening survey at: lsc.edu/covid19selfassessment before coming to the main campus or any Lake Superior College location. Every employee, student, and visitor to campus or the system office must complete the electronic health screening instrument adopted by Minnesota State each day prior to the initial entry to any college or university building or other designated confined campus space, including the system office. In the event that the electronic instrument is not available, a hard copy version of the electronic health screening instrument may be employed, or screening questions may be asked (see below). Employees and students are required to answer the screening questions truthfully and correctly to the best of their knowledge.

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 if the students have completed the screening assessment, and if not, students should complete the assessment. In all other cases, at minimum, the following screening questions should be asked:

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, or if they are approved by the screening assessment tool, 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 the Dean of Students or their Dean/supervisor immediately (email, text, phone, in-person).

For all 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 LSC 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 LSC 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 LSC 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 LSC Human Resources.

**Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions** should contact LSC 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.

If an employee tests positive for COVID-19 and has been on campus at any time 48 hours prior to the onset of symptoms, please notify your supervisor, department chair, Dean or VP immediately. If a student tests positive, we ask that they contact the Dean of Students.

When the College is notified of a person with confirmed COVID-19, we will take the following steps to maintain the health and safety of the campus community.

**Notification and COVID-19 response/support teams**

Lake Superior College has identified individuals who serve as the internal case investigation and contact tracing support team (specific to LSC): The campus COVID-19 contact person is Daniel Fanning. For all employee reported cases: Jestina Vichorek. For all student reported cases: Wade Gordon. Lake Superior College has also identified our official case/contact tracing investigation support team for Minnesota Department of Health (MDH): Dr. Linda Kingston, Jestina Vichorek, and LeAnn Ulvi. These individuals, working with campus facilities and HR staff communicate directly with the system office, determine the next steps, and if needed, contact and work with MDH.

- Obtain details about the person’s locations on campus and close contacts.
- Notify the school, department and/or work group (as appropriate).
- Notify individuals or groups who were in close contact, and provide them with public health recommendations that may include staying home and monitoring their health.

**Enhanced cleaning and disinfection**

The College will carry out the enhanced cleaning and disinfection of areas where a person with COVID-19 spent time in campus spaces. It is applied from 48 hours prior to the onset of symptoms until seven days have passed since the person was present in a campus space.
The College will:

- Evaluate the specific locations where the person spent time on campus for cleaning and disinfection in accordance with guidance from the MDH and Centers for Disease Control and Prevention.
- Alan Finlayson and the internal and/or official support teams will coordinate cleaning and disinfection. They will conduct the following:
  - Buildings and/or specific rooms and areas where a COVID-19 positive person spent time will be assessed on a case-by-case basis.
  - The cleaning scope will be implemented based on the risk of potential contamination.
  - Identify areas that require restricted access during and immediately following enhanced cleaning.
  - Communicate with impacted department(s).
  - Coordinate with building supervisors/coordinators/managers.

2 Masks/Face Coverings

Effective July 13, 2020: Employees, students, and visitors must wear masks/face coverings on campus when social distancing measures are difficult to maintain. Specific classrooms or programs may require face coverings due to the nature of their class or program. A link to the CDC website has been provided for more information.

www.cdc.gov/coronavirus/2019-nCoV

Mask/Face Covering Guidelines are as follows:

- All employees and students must have a cloth face mask readily available when on campus. Face shields that are open at the bottom are not effective without the addition of a cloth mask. Special face shields with openings at the top and do not require a cloth mask are acceptable.
- Masks are required for all employees and students on campus regardless of situation.
- **Specifically, masks are required when:**
  - Employees, visitors, contractors, or students are on campus to access or provide a service in-person/face-to-face such as:
    - In classrooms*
    - Employee Services
    - Student Services
    - Construction or remodeling
  - Most campus spaces (indoor and outdoor) do not provide adequate space and physical distancing is difficult to maintain (i.e. within six (6) feet of another person).
  - Traveling in a vehicle with other individuals present.
  - **If in doubt, wear a mask.**
* Exceptions may be learning spaces such as the airport hangar, which allows students to be more than eight feet apart, special welding bays, etc. Deans, faculty, and the VPASA will identify and document these few learning space exceptions. IF IN DOUBT, WEAR A MASK.
Other mask/face covering considerations:

- Masks/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/face covering does not protect you from others who may spread the virus. So, whether you wear a mask/face covering, you still need to wash your hands frequently, cover your cough, and practice social distancing by keeping at least 6 feet of space between people.
- Wearing a mask/face covering does not mean people who are sick should go out into the community or be on campus. 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 unless you have a medical condition. These supplies are in high need in health care facilities to protect health care workers.
- A mask/face covering should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask or cloth face coverings without assistance.
  - Employees who require ADA accommodations, please contact LSC Human Resources.
  - Employees performing heavy physical work may need special masks or other accommodations. Please contact LSC Human Resources for guidance.

3 Hygiene and Respiratory Etiquette

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 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.

Employees 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 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.
Lake Superior College has purchased masks for employees that must be on campus. The masks need to be reused daily unless they become damaged or dirty to ensure that we have an adequate supply. Employees may use their own cloth mask or face coverings. Disposable masks are available if staff or students forget to bring a mask.

4 Engineering and Administrative Controls for Social Distancing

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

- Employees that can work remotely should continue to do so. Supervisors will work with their employees, as well as with the administrator/Vice President of the division, to ensure staffing levels are adequate in order to provide the best service and support possible for our students.
- Employees shall be offered flexible work hours, staggered shifts, and additional shifts to reduce the number of employees in the workplace at one time. Supervisors have the authority to require employees who are deemed necessary to return to campus, unless the employee has an approved medical condition that would prohibit them from returning to campus. Employees and supervisors will work with LSC HR for appropriate documentation.
- Employees and students are asked to maintain six feet of distance between colleagues and visitors.
- Be aware of and avoid crowded spaces including break or lunchroom, elevators, and restrooms.
- Vehicles will only be signed out to single occupants and cleaned and disinfected after use.
- Meetings or gatherings of greater than 25 should be done virtually and in-person meetings should be limited.
- Cloth face coverings are required for spaces where social distancing cannot be maintained.
- Maintenance staff will deliver masks, hand sanitizer, and disinfectant to faculty in all labs that are open for face-to-face courses.
- The typical classroom table is 5 feet and contains two chairs. The seating is being modified to only have one chair per table.
- Interactions with the public will remain mostly online at this time, though some tours and other face-to-face interactions are allowed with safe practices. 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. Sneezing guards can also be set-up if necessary.
- 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.

5 Housekeeping

Regular housekeeping practices are in place but also require the efforts of faculty and staff who 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 is 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. See Appendix A. Resources used to develop the plan used by the maintenance staff is shown in Appendix B.

6 Communications and Training

Updates to this plan are communicated through zoom meetings, website, all-campus email, and other forms of official college communication to all employees and students, with the initial communications beginning May 13, 2020. Initial 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 or information regarding any area of this plan should contact the LSC Health and Safety Officer.

7 Compliance

Lake Superior College expects our faculty, staff, students, and visitors to behave responsibly and with respect for the health and safety of others. Any employee, student, or visitor who is unwilling or unable to comply with this plan will be asked to leave the campus space or campus location.

- Employees who are, for medical reasons, unable to comply, are required to meet with LSC HR for further information on obtaining an ADA exception. Students who are, for medical reasons, unable to comply, are required to meet with the Dean of Students and Disabilities Services for further information on obtaining an ADA exception.
- Employees and students who are unwilling to comply may be subject to the appropriate disciplinary process. Employees and students should report any concerns of suspected violations to their immediate supervisor or appropriate school official.
This plan has been certified by Lake Superior College leadership and was shared and initially posted throughout the campus community on May 13, 2020 (see Appendix C for COVID-19 Planning Guide). The Plan is updated when necessary, and is available on the website: lsc.edu/coronavirus.

Certified by:

Patricia L. Rogers, Ph.D.
Lake Superior College President
Appendix A - 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.)*

[View a printable version of this document (PDF)](#) This PDF link should match the above current plan posted on the site.
Appendix B – 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

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.health.state.mn.us/diseases/coronavirus/prevention.html
www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

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

Housekeeping

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