Rainy River Community College
COVID-19 Campus Return to Work Preparedness Plan

Rainy River Community College is committed to providing a safe and healthy environment for students, employees, and members of our campus community. To support that commitment, we have developed a Campus Preparedness Plan in response to the COVID-19 pandemic, utilizing guidance provided by the Minnesota Department of Health (MDH) and consistent with Minnesota OSHA Standards and the Centers for Disease Control and Prevention (CDC) health, safety, and operational guidelines.

Every individual who comes to our campus is responsible for implementing this plan. Mitigating transmission of COVID-19 on our campus requires full cooperation of our entire campus community.

College employees and students, as well as visitors from the community, must comply with all aspects of this plan. RRCC employees have the full support of college administration and the Minnesota State System Office to enforce the provisions of this plan.

If it is necessary and permissible for employees and students to be on campus, Rainy River’s Campus COVID-19 Preparedness Plan must be followed by all programs and departments. This plan includes the following:

- Communication
- Screening Policies
- Handwashing and Respiratory Etiquette
- Face Masks/Coverings
- Social Distancing
- Housekeeping
- Training
- Appendix A: COVID-19 Notice
- Appendix B: Pre-Entry Screening
- Appendix C: Campus Cleaning and Maintenance Guide
- Appendix D: Resources
Communication

Campus and System Office leaders will communicate with students, faculty, staff, and other community members to inform about the parameters and set expectations for in-person, face-to-face activities on campus. Communication related to COVID-19 will continue for the foreseeable future, utilizing text messaging, e-mail, social media, website postings, telephone calls, campus signs, and other means.

Communication prior to a new in-person activity on campus should include RRCC’s COVID-19 Notice (see Appendix A).

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.

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) they are experiencing shortness of breath and/or (4) they have been exposed to anyone who has tested positive for COVID-19 within the past 14 days.

All Faculty, Staff, Students, Visitors, contractors etc. Are required to use the online screening tool.

https://minnstate.edu/CV19-RRCC

For students/faculty in the classroom and/or lab setting:
The screening tool will ask:
1. Do you have a new or worsening cough?
2. Do you have new or worsening shortness of breath?
3. Do you have two or more of the following symptoms?
   • Temperature/Fever of 100.4 degrees Fahrenheit or above
   • Chills
   • Headache
   • Sore throat
   • Muscle pain
   • Loss of taste or smell
   Have you been exposed to anyone who has tested positive for COVID-19 within the past 14 days?

If ALL four of the ABOVE are NO, the individual will receive a “Green Screen” on their electronic device and can enter campus. The individual must show proof of this green screen when requested by a campus official. Even though they were given the approval to come on campus everyone must proceed to wash their hands and/or use hand sanitizer before having any contact with other students or other staff/instructors.

If ANY of the ABOVE are YES, the individual WILL NOT BE ALLOWED to enter or nor participate and will be required to return home. They should then stay home until:
They have had no fever for at least 24 hours (without the use of fever reducing medications) AND
Other symptoms have improved (for example, when cough or shortness of breath has improved) AND
At least 10 days have passed since their symptoms first appeared AND
It has been 14 days since they have been exposed to someone who has tested positive for COVID-19

If an individual becomes sick during the day, they should go home. If a student is asked to go home, faculty should report the incident to their supervisor 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 criteria outlined above apply to them, they must notify their supervisor immediately.

Northeast Higher Education District 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. 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 to you. Should you find yourself or a family member in a health situation due to COVID, please discuss with your supervisor, which paid leave you may be eligible for.

The practice of the Northeast Higher Education District 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.

Handwashing and Respiratory Etiquette

Basic infection prevention measures are required on our campus at all times. Masks are worn to help cover an individual’s mouth and nose when talking, breathing, coughing or sneezing and everyone is advised to avoid touching their face, their mouth, nose and eyes, with their hands. 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 a restroom. All visitors to campus facilities will be required to either sanitize or wash their hands prior to or immediately upon entering the facility. All workspaces, classrooms, and labs are in close proximity to restrooms with sinks for handwashing and/or hand sanitizer. Additionally, most labs have sinks for handwashing. Hand sanitizer dispensers will be deployed in high-traffic locations. Most classrooms are also equipped with hand sanitizer stations.
Face Masks/Coverings

The Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) advise the use of simple cloth face coverings to slow the spread of COVID-19 and to help people who are unaware they have the virus from spreading it to others. Face coverings are intended to prevent wearers who have COVID-19 without knowing it (those who are asymptomatic or pre-symptomatic) from spreading potentially infectious respiratory droplets to others. When you wear a face covering, you demonstrate care about the health and safety of those in our campus community.

The following face covering guidelines must be observed on our campus:

- Face masks/coverings must be worn at all times on campus in public settings (e.g., common workspaces, public spaces, hallways, stairwells, meeting rooms, classrooms, labs, break rooms, restrooms, etc.). Face coverings are also required in outdoor settings on campus if social distancing cannot be observed.
- Face masks/coverings are NOT required in the following situations:
  - When eating or drinking (social distancing must still be observed).
  - When alone in an office, study area, or other space or where permitted by an official notice posted in a space.
  - When in one’s assigned apartment or residence hall room.
  - When alone in a vehicle.
  - When unable to wear a face covering while exercising in a campus recreation facility as long as all other facility policies, rules, and guidelines are followed.
  - When an accommodation is necessary as indicated by a medical or similar subject matter expert and granted by express written permission of the college.
- Faculty who are delivering on-campus instruction may remove their face mask to teach, provided they are located within a delineated teaching area that is no less than 10 feet from students.
- Employees and students should provide their own masks if at all possible.
- If an employee or student comes to campus without a mask, one will be provided by the college.
- An employee who cannot wear a face mask/covering due to medical or other reasons should contact Human Resources for possible accommodation measures. Students should contact Accessibility Services for possible accommodation measures.

Recommendations for Face Masks/Coverings

A multi-ply tightly woven cotton cloth or multi-ply disposable face covering is recommended. When worn, the covering must extend from the bridge of the nose to below the chin. Reusable cloth face coverings are acceptable, as are disposable paper masks.

Cloth face coverings should:
- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine-dried without damage or change to shape
Care and Use of Face Masks/Coverings
Each individual is responsible to care for their own face covering. Disposable face coverings are to be discarded as ordinary refuse after a single day’s use unless a workplace requirement requires a different disposal method. Reusable cloth face coverings should be washed regularly. Face coverings that are visibly soiled, in poor condition, or that make it difficult to breathe should not be used.

When using a face mask/covering:
- Wash or use sanitizer on hands before and after touching covering
- Avoid touching front of face covering (e.g., if equipped with ear loops, only touch ear loops)
- Do not touch the face covering except to adjust it to nose and face
- At all times, the covering should cover the nose and mouth, wrap under the chin, and limit gaps
- Do not share your face covering with others

Practice Kindness and Patience
In implementing this directive, we must ensure a sense of wellbeing for all members of our community. We recognize that a directive to wear face coverings may exacerbate implicit biases and existing stereotypes. Avoid any stigmatization of the wearing or not wearing of face coverings. Recognize that some members of our community may be exempted from the requirements of this directive. Patience and kindness should be paramount in all our interactions as we work together to make our campus community safe and healthy and accommodating for all.

Requesting Accommodation
Individuals whose unique and individual circumstances require an exception to this directive, as indicated by a medical or similar subject matter professional, may request one. To request an exception, students should contact accessibility services amy.amundsen@rainyriver.edu 218-285-2226; faculty and staff should contact human resources.

Social Distancing
Social distancing is required on campus according to the following guidelines:
- Employees will be offered flexible work hours and staggered shifts to reduce the number of employees in the workplace at one time.
- Employees and students must maintain six feet of distance between people as much as is reasonably possible.
- Virtual meetings are strongly encouraged; the frequency and duration of any in-person meetings should be extremely limited.
- Campus will have limited, designated entrance/exit doors. All students and employees must utilize the online self-screen tool prior to entry (see Appendix B: Pre-Entry Screening). No persons should congregate at entrances and always must observe social distancing requirements.
- Any concerns regarding safety should be shared with your instructor or supervisor.
- Employees should not use other workers’ personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices, or other personal work tools and equipment.
- The capacity and physical arrangement of classrooms will be altered to allow for appropriate social distancing. This may result in reduced seating available in instructional
areas.

- Seating and tables in common areas will be arranged to allow 6-foot distancing between persons.

### 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. 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. There is an expectation to disinfect workspaces employees and students come in contact with on-campus. (see Appendix C: Campus Cleaning and Maintenance Guide).

### Training

This plan is being communicated via email to all Rainy River Community College students and employees and is posted on RRCC’s COVID-19 webpage. Additional communication and training will be ongoing through appropriate channels. Training and guidelines were given to all maintenance staff in regards to proper cleaning per the CDC. Appendix D of this plan contains resources to further guidelines on handwashing, respiratory etiquette, social distancing, and housekeeping. This information will also be posted throughout campus. Leaders and supervisors are to monitor how effective their program/department has been in implementing this plan, including ensuring that social distancing, housekeeping, and face masks/coverings expectations are being met. Safety on our campus is a shared responsibility—we thank you for your cooperation in adhering to these guidelines.

This plan has been approved by Rainy River Community College’s Shared Governance Council on August 4, 2020. The plan will be revised and updated as necessary.
Appendix A

COVID-19 Notice

COVID-19 Notice
Rainy River Community College holds as paramount the health, safety and welfare of every member of its community. Rainy River Community College, however, cannot guarantee a COVID-19-free environment. Unfortunately, the risk of COVID-19 exposure exists in all public places where people are present. Rainy River Community College is taking all recommended steps to mitigate this risk, but we cannot categorically guarantee you will not get sick. Minimizing the risk of COVID-19 infections (or any other spread of disease) at Rainy River Community College is a shared responsibility. As outlined below, every member of our community—including you—must do their part. Understand that if you return to the physical campus of Rainy River Community College, there is a risk you may contract COVID-19 and that illness, injury or death is a possible result.

Screening
Before entering campus, individuals must use the online self-screen tool, when using the tool the following questions will be asked:

(1) Do you have a new or worsening cough?
(2) Do you have new or worsening shortness of breath?
(3) Do you have a Temperature/Fever of 100 degrees Fahrenheit or above?
(4) Do you have two or more of the following symptoms?
   • Chills
   • Headache
   • Sore throat
   • Muscle pain
   • Loss of taste or smell
(5) Have you been exposed to anyone who has tested positive for COVID-19 within the past 14 days?

If ALL five of the ABOVE are NO, a green indicator will be given and the individual can be on campus.

If ANY of the ABOVE are YES, the individual WILL NOT BE ALLOWED to be on campus. They should stay home until ALL of the following conditions have been met:
   • They have had no fever for at least 24 hours (without the use of fever reducing medications)
   • At least 10 days have passed since their symptoms first appeared
   • It has been 14 days since they have been exposed to someone who has tested positive for COVID-19

If an individual becomes sick during the day, they should go home and monitor their symptoms. They should contact a healthcare provider should symptoms persist or worsen.

Face Masks/Coverings
- Face masks/coverings must be worn at all times on campus in public settings (e.g., common workspaces, public spaces, hallways, stairwells, meeting rooms, classrooms, labs,
break rooms, restrooms, etc.). Face coverings are also required in outdoor settings on campus if social distancing cannot be observed.

- **Face masks/coverings are NOT required in the following situations:**
  - When eating or drinking (social distancing must still be observed).
  - When alone in an office, study area, or other space or where permitted by an official notice posted in a space.
  - When in one’s assigned apartment or residence hall room.
  - When alone in a vehicle.
  - When unable to wear a face covering while exercising in a campus recreation facility as long as all other facility policies, rules, and guidelines are followed.
  - When an accommodation is necessary as indicated by a medical or similar subject matter expert and granted by express written permission of the college.

- Faculty who are delivering on-campus instruction may remove their face mask to teach, provided they are located within a delineated teaching area that is no less than 10 feet from students.
- Employees and students should provide their own masks.
- If an employee or student comes to campus without a mask, one will be provided by the college.
- An employee who cannot wear a face mask/covering due to medical or other reasons should contact Human Resources for possible accommodation measures. Students should contact Accessibility Services for possible accommodation measures.

**Campus Expectations**

Individuals should practice the following while on campus:

- Practice social distancing by keeping at least 6 feet of space between people.
- Wash 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 all coughs and sneezes.
- Monitor health by paying particular attention to the presence of a temperature or fever, new or worsening cough, and new or worsening shortness of breath.
Appendix B

Pre-Entry Screening

Before entering campus, individuals must utilize the online self-screen tool. Additionally, individuals may be asked to show that day’s “Green Screen” by an instructor or supervisor prior to entering campus, designated classrooms, labs, office areas, etc.

COVID-19 Screening Questions:

(1) Do you have a new or worsening cough?
(2) Do you have new or worsening shortness of breath?
(3) Do you have a Temperature/Fever of 100 degrees Fahrenheit or above?
(4) Do you have two or more of the following symptoms?
   - Chills
   - Headache
   - Sore throat
   - Muscle pain
   - Loss of taste or smell
(5) Have you been exposed to anyone who has tested positive for COVID-19 within the past 14 days?

If **ALL five of the ABOVE are NO**, the individual can be on campus.

If **ANY of the ABOVE are YES**, the individual **WILL NOT BE ALLOWED** to be on campus. They should stay home until ALL of the following conditions have been met:
   - They have had no fever for at least 24 hours (without the use of fever reducing medications)
   - At least 10 days have passed since their symptoms first appeared
   - It has been 14 days since they have been exposed to someone who has tested positive for COVID-19

If you learn that a student or employee has tested positive for COVID-19, contact your supervisor immediately. In such an event, the college will coordinate with the Minnesota Department of Health on implementing disinfecting, notification, and tracing protocols.

If an individual becomes sick during the day, they should go home and monitor their symptoms. They should contact a healthcare provider should symptoms persist or worsen.

NOTE: It is also important to remember that if a person feels sick for any other reason they should stay home until those symptoms subside. This is consistent with general recommendations of staying home when sick.
Appendix C

Campus Cleaning and Maintenance Guide

This guide is a space-by-space description of Rainy River Community College’s campus cleaning and maintenance plan, informed by MDH, CDC, and Minnesota State System Office recommendations and guidance.

These guidelines serve as a starting point and are subject to continuous review and improvement in response to new challenges/updated guidance.

Public Spaces

College Actions:

- Hand sanitizer dispensers will be deployed in key hallway and public seating areas as supplies permit.
- Dispensers will be checked daily Monday through Friday and restocked as needed.
- Public seating areas will be redistributed to maintain social distancing of 6 feet.
- Excess seating will be labeled and relocated for redeployment at a future date.
- Disinfectant wipes will be made available for public use in certain areas.
- Restrooms will be cleaned at least once a day, more often if heavy use occurs, and high-touch surfaces disinfected twice a day.
- Restroom doors will be propped open to reduce touch points on door surfaces as feasible.
- Occupation limit signs will be installed.

Campus User Expectations:

- Maintain social distancing and do not move chairs/seating arrangement once established.
- Only use disinfectant as needed/intended and leave in location it was provided.
- Monitor and report restocking needs by sending an email to maintenance request@rainyriver.edu
- Restroom users are required to wash their hands.

Labs

College Actions:

- Faculty, administration, and maintenance staff will conduct a walkthrough of each lab facility to plan optimal configuration for social distancing.
- Laboratory seating will be reconfigured to maintain social distancing of 6 feet.
- Lab rooms will be assessed to see if additional barriers could aid in increased lab station utilization.
- Maintenance staff will clean and sanitize each room once a day after the final class session, Monday through Friday.
- Maintenance staff will check and refill hand soap dispensers once a day.
- Disinfectant wipes will be provided and checked for restocking once a day.
Room User Expectations:

- Faculty and students will be expected to wash hands when entering and leaving to keep the room as clean as possible.
- Faculty and students will use disinfectant spray and disposable towels to clean areas they touch for personal safety needs.
- Faculty will report shortage of hand soap in the classroom by sending an email to maintenancerequest@rainyriver.edu
- Faculty and staff will ensure that used lab equipment and materials are sanitized as needed between labs.

General Classrooms

College Actions:

- Classroom seating will be reconfigured to maintain social distancing of 6 feet.
- Maintenance staff will clean and sanitize each room once a day after the final class session, Monday through Friday.
- Hand sanitizer dispensers will be deployed to locations near classroom entrances to the extent they are available.
- Maintenance staff will check and refill sanitizer dispensers once a day.
- Disinfectant wipes will be provided and checked for restocking once a day.

Room User Expectations:

- Faculty and students will be expected to wash hands when entering and leaving to keep the room as clean as possible.
- Faculty and students will use disinfectant wipes to clean areas they touch for personal safety needs.
- Faculty will report shortage of sanitizer in the classroom by sending an email to maintenancerequest@rainyriver.edu

Department Offices

College Actions:

- Hand sanitizer dispensers and disinfectant wipes will be deployed to locations near department office entrances to the extent they are available.

Room User Expectations:

- Ensure workstations are arranged to maintain social distancing of 6 feet.
- Sharing of office equipment such as phones and computers is discouraged.
- Clean and disinfect frequently used surfaces.

Conference Rooms

College Actions:

- Maintenance staff will clean the room and disinfect frequently touched surfaces once a day, Monday through Friday.
• Remove appropriate number of chairs from use to maintain social distancing.
• Provide one container of disinfectant wipes as available.

Room User Expectations:
• Use disinfectant wipes to clean surfaces after each use of the room.
• Monitor and report restocking needs by sending an email to maintenancerequest@rainyriver.edu

Library

College Actions:
• Seating will be reconfigured to maintain social distancing of 6 feet.
• Maintenance staff will clean the area and disinfect frequently touched surfaces once a day, Monday through Friday.
• A hand sanitizer dispenser and disinfectant wipes will be installed at the entrance.
• Plexiglass will be installed at the circulation desk.
• Occupation limit signs will be installed.

Space User Expectations:
• Clean frequently touched and used items and surfaces throughout the day.
• Monitor and report restocking needs by sending an email to maintenancerequest@rainyriver.edu

Athletic/Fitness Spaces

Building Service Actions:
• Equipment will be restricted to ensure social distancing.
• Maintenance staff will clean the area and disinfect frequently touched surfaces once a day, Monday through Friday.
• Maintenance staff will provide an initial inventory of disinfectant spray bottles and disposable paper towels to strategically place in coordination with the Athletic Director.
• Occupation limit signs will be installed.

Space User Expectations:
• Monitor and report restocking needs by sending an email to maintenancerequest@rainyriver.edu
• Monitor occupancy numbers and user behavior for social distancing and adjust procedures or equipment positions as needed.
  o Weight Room Capacity 2 individuals plus a work-study student.
  o Fitness Center Capacity will be 4 individuals plus work-study student.
  o Gym capacity 12 plus instructor/coach.
Cafeteria Area

College Actions:

- Seating will be reconfigured to maintain social distancing of 6 feet.
- Hand sanitizer and disinfectant wipes will be deployed in key locations for patron use.
- Maintenance staff will clean the area and disinfect frequently touched surfaces once a day, Monday through Friday.

Space User Expectations:

- Maintain social distancing and do not move chairs/seating arrangement once established.
Appendix D

Resources

General
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
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

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.cdc.gov/coronavirus/2019-
ncov/community/guidance-small-business.html
www.osha.gov/Publications/OSHA3990.pdf