

COVID-19 Back-to-Campus Preparedness Plan
Effective July 23, 2020

Carleton College is committed to providing a safe and healthy workplace for faculty and staff. To that end, the college has developed the following Preparedness Plan for returning to campus in response to the COVID-19 pandemic. The plan is meant to help all employees transition back to working on campus while being mindful of health and safety. We are all responsible for implementing COVID-19 best practices. Our goal is to mitigate the potential for transmission of COVID-19 on campus, and that requires full cooperation among our community. Only through this cooperative effort can we establish and maintain the safety and health of our community.

All Carleton faculty and staff are responsible for implementing and complying with all aspects of this Preparedness Plan. Our employees are our most important resource. We are serious about safety and health and keeping our employees, students, and visitors safe. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan.

It is important to note that this Plan will evolve as necessary in response to the public health conditions in Minnesota and guidance from Governor Tim Walz, the Minnesota Department of Health (MDH), the Centers for Disease Control and Prevention (CDC), and the Occupational Safety and Health Administration (OSHA). We anticipate that, over time, the Plan will allow more faculty and staff to return to campus and the gradual opening of other College facilities/services until we achieve full, in-person operations at a date in the future. College leaders will continue to revise this Plan and communicate updates to all faculty and staff campus-wide as the COVID-19 pandemic evolves.

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:

- Physical Distancing
- Employee Screening for Signs & Symptoms of COVID-19
- Notification of COVID-19 Related Absence or Exposure Protocol
- Face Coverings
- Respiratory Etiquette
- Custodial Responsibilities for Cleaning & Disinfecting
- Employee Responsibilities for Hygiene Practices & Disinfecting
- Campus Visitors and Contractors
- Communication & Training

PHYSICAL DISTANCING

Physical distancing (minimum of six feet) must be maintained whenever possible in the workplace through engineering and administrative controls. The following controls will be reassessed, modified, and expanded as needed:

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Remote Work:

- Employees who are able to perform duties remotely should continue to do so until they are officially invited to return to campus by Human Resources.

Behavioral Methods:

- Maintain at least six feet of distance between employees.
 - Do not gather in groups.
 - Do not share elevator rides and avoid sharing other small or poorly ventilated spaces.
 - Increase distances between desks and workstations if necessary.
 - Reduce the number of employees in an office/area if proper spacing is not feasible.
 - Supervisors may recommend staggered shifts, breaks, or lunches to reduce the number of employees in an area at one time.
 - Allow 30-minute buffers between shifts, if possible, to reduce employee contact.
 - If a task requires two or more employees working in close contact with each other, coordinate the activity with your supervisor or Environmental Health and Safety. Such tasks may need to be postponed until further notice.
- Avoid face-to-face meetings. If a face-to-face meeting is unavoidable:
 - Hold the meeting in a large space or meeting room to ensure that participants remain at least six feet from each other. If a six-foot distance cannot be maintained, then strive to conclude the meeting in fewer than 10 minutes.
 - Limit the number of attendees to 6 or fewer individuals.
 - Conclude the meeting in the shortest amount of time possible.
- Restrict movement between departments and/or functions.
- Do not gather during breaks or lunch.
 - Eat outside, at your desk, in your vehicle, or away from others.
 - Strive to bring meals that do not require the use of shared microwaves or refrigerators.
 - A maximum of two persons may be in a break room at one time while being mindful of social distancing.
- Limit the occupancy in College vehicles.
 - Only one occupant is allowed at a time (exception: if a Security Services Officer must transport a student to/from the hospital).
 - The user of a shared-use vehicle must disinfect the vehicle when finished using the vehicle.

Physical Methods:

- Face masks are required. See below for more information.
- Some positions may choose to use additional safety supplies, including gloves.
- Place marks on the floor, spaced six feet apart, to indicate proper distance for individuals who may need to wait in a line.
- Limit identification card building access for restricted timeframes.
- If allowed by fire code, prop doors open to decrease the touching of door handles.
- If the required six-foot distance cannot be maintained, departments should report the issue to Human Resources and explore alternative solutions to create the six-foot distancing requirement.

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SCREENING EMPLOYEES FOR SIGNS & SYMPTOMS OF COVID-19

Faculty and staff should [self-monitor](#) for signs and symptoms of COVID-19. If an employee falls in any of the following categories, they should report their absence using the [Employee Notification of COVID-19 Related Absences](#) on the Human Resources website.

- Employee has been or is scheduled to be tested for COVID-19
- Employee has a fever, cough, difficulty breathing or other COVID-19 related symptom
- Employee was notified by local or state department of health of a known or potential exposure to COVID-19
- Employee or someone in their household had direct contact with someone who has tested positive for COVID-19

Employees must stay home from work if they do not feel healthy. Carleton College has generous leave policies that promote employees staying at home when they are sick, when household members are sick, or when required by a healthcare provider to isolate or quarantine themselves or a member of their household.

Employees who experience the onset of COVID-19 symptoms while at work should leave the work site immediately. Once away from the work site (i.e. in personal vehicle), contact your supervisor to inform them of your immediate absence. Once home, use the [Employee Notification of COVID-19 Related Absences](#) or contact Human Resources at 507-222-4830.

While maintaining confidentiality to [protect the privacy of employees' health status and health information](#) as much as possible, Carleton will follow up with employees who are quarantining to perform contact tracing and collect other pertinent information to inform individuals of any potential exposure. Human Resources will also report the areas frequented by the employee to Custodial Services so the areas can be disinfected.

Accommodations for employees with underlying medical conditions or who have household members with underlying health conditions have been implemented. To request an accommodation, employees should contact Human Resources or use the [Accommodation Request for COVID-19 form](#).

NOTIFICATION OF COVID-19 RELATED ABSENCE OR EXPOSURE PROTOCOL

Upon receipt of an Employee Notification of COVID-19 Related Absence or expected exposure, the Office of Human Resources will proceed as follows:

- 1) Human Resources will communicate with the employee regarding their symptoms and test results.
- 2) Human Resources will send a communication to the employee and their supervisor, acknowledging that the employee will not be reporting to work on campus and provide instructions on how to report time missed.

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- 3) Human Resources will notify Custodial Services regarding the need to clean affected areas according to MDH and/or CDC guidelines.
- 4) If Human Resources is notified that an employee **who has recently been on campus** has been officially diagnosed with COVID-19, the Office of Human Resources will communicate to the employee's supervisor and divisional vice president that an employee in their area has a confirmed case of COVID-19.
- 5) Human Resources will work with the employee, Minnesota Department of Health, Rice County Public Health, and others as applicable to conduct contact tracing. Human Resources will inform those impacted and communicate any necessary precautionary measures in addition to the employee requirement to conduct daily self-monitoring of health and stay at home if symptoms arise.
- 6) If an area has been exposed to an employee with a confirmed case of COVID-19, Human Resources will work with Custodial Services and/or a selected COVID-19 certified cleaning contractor to clean the affected area according to MDH and/or CDC guidelines.
- 7) The College will follow further guidance and recommendations of Minnesota Department of Health and Rice County Public Health in instances of confirmed cases in on-campus employees.

This protocol will remain in accordance with MDH and CDC guidelines and may be updated to maintain alignment with these guidelines.

FACE MASKS

All students, faculty, staff, and visitors are required to wear a face mask that covers both their nose and mouth at all times while in the presence of others or while in public spaces (e.g., common workspaces, restrooms, public spaces, hallways, stairwells, elevators, meeting rooms, classrooms, laboratories, break-rooms, campus outdoor spaces, etc.).

When physical distancing of greater than ten feet can be maintained, individuals in private spaces (offices, dorm rooms, etc.) or spending time outdoors may remove their face masks while in such spaces. Individuals should have a face mask with them at all times, and when they come into close contact (less than six feet) with other people and prior to entering any building they should put on the face mask.

Wearing a face mask reduces the chance of unknowingly spreading COVID-19 to someone else. A face mask is not considered personal protective equipment (PPE) and does not protect the wearer from the COVID-19 virus. A face mask is just one protective measure and is not a substitute for physical distancing, regular hand washing and hand sanitizing, and additional cleaning protocols.

Face masks are available for employees in the Office of Human Resources. Employees may also use a face mask made from [common household materials](#).

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RESPIRATORY ETIQUETTE

Employees, students 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 widely available to all employees, students and visitors.

RESPONSIBILITIES FOR CLEANING & DISINFECTING

Custodial staff will provide daily cleaning and disinfecting services to high-touch objects such as door handles, elevator panels, and railings; and common areas in high-traffic areas including break rooms, lounges, kitchens, utility rooms, laundry rooms, learning spaces, and meeting rooms. Priority spaces and objects have been identified that will be cleaned and disinfected more frequently due to their location in high-traffic areas. Custodial Services has also developed enhanced disinfection procedures should a college employee, student, or visitor be diagnosed with COVID-19.

EMPLOYEE RESPONSIBILITIES FOR HANDWASHING & DISINFECTING

All employees are responsible for taking the necessary steps to ensure the safety of themselves and others to help mitigate the spread of COVID-19. Faculty and staff are instructed, via [posters](#) hung in the restrooms throughout campus, to frequently wash their hands for at least 20 seconds with soap and water. Employees are also reminded, via the College's COVID-19 website, of the importance of handwashing especially at the beginning and end of their shift, prior to any mealtimes, after using the toilet, and before/after removing gloves. The College maintains restrooms in all campus facilities, making it convenient for individuals to wash their hands. When available, dispensers containing hand sanitizer with greater than 60% alcohol are provided throughout campus to be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Employees are encouraged to avoid unnecessary touching of objects such as door handles, counter tops, vending machine buttons, etc., and to avoid touching their mouth, nose, and eyes with their hands.

Employees should clean/disinfect their personal spaces and work areas including phones, keyboards, touch screens, controls, copy machines, equipment, tools, vehicles and machinery, classroom supplies, and others regularly. Employees should also disinfect meeting spaces before and after each meeting and other common areas as appropriate. For each building, Custodial Services will set up supply stations that contain "cleaning kits" (with appropriate instructions and safety supplies) for use by employees. Questions regarding COVID-19 safety supplies should be directed to your supervisor or Environmental Health and Safety (EHS).

CAMPUS VISITORS AND CONTRACTORS

Until further notice, Carleton will not allow employees to have visitors (e.g., vendors, peers, friends, family, etc.) on campus in shared spaces (offices, classrooms, dining areas, studios, common areas, etc.).

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Where business-critical, in-person visits must occur on campus, such as construction workers, equipment repair, etc., employees who oversee these entities will need to ensure the visitors follow all Carleton COVID policies.

Visitors and contractors who have had known exposure to persons with COVID-19 within the past 14 days or who are exhibiting symptoms of illness consistent with COVID-19 are prohibited from coming to campus.

COMMUNICATIONS AND TRAINING

This Preparedness Plan is available on the Human Resources COVID-19 website and will be communicated via email to employees as they return to work on campus.

Employees working on-campus will be required to complete a Return to Campus training by mid-August. Additional information will be provided soon and completion of the training course will be tracked.

This COVID-19 Return-to-Campus Preparedness Plan for will be updated as necessary.

Anti-Retaliation: Employees should report any concerns regarding this Plan or the implementation of and adherence to this Plan to the Office of Human Resources or their supervisor. The College encourages its employees to make grievance reports of College-related misconduct. Retaliation as a response to such a report will not be tolerated. Retaliation, whether actual or threatened, destroys a sense of community and trust that is central to a quality work environment.

Compliance with Applicable Law: The guidance on COVID-19 is likely to evolve. In the event there is any conflict with the above Plan and any applicable local, state or federal law or order, the Plan will be administered in accordance with such applicable law or order.

This *COVID-19 Back-to Campus Preparedness Plan* replaces the *COVID-19 Best Practices Guide for On-Campus Work* dated May 4, 2020 and revised on June 19 and 25, 2020

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Appendix A –COVID-19 Preparedness Plan Additional Resources

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.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

Physical distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html
www.health.state.mn.us/diseases/coronavirus/businesses.html

Cleaning & Disinfecting

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

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