

COVID-19 Back-to-Campus Preparedness Plan

Effective July 23, 2020

Edited August 10, 2020

Edited August 20, 2020 (links added)

Edited September 12, 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:

- Campus Covenant
- Employee Screening for Signs & Symptoms of COVID-19
- Employee Testing for COVID-19
- COVID-19 Contact Tracing
- Employee Quarantine or Isolation
- Notification of COVID-19 Related Absence or Exposure Protocol
- Reporting missed work due to COVID-19
- Seasonal Flu Vaccine Requirement
- Physical Distancing
- Face Masks
- Respiratory Etiquette
- Custodial Responsibilities for Cleaning & Disinfecting
- Employee Responsibilities for Hygiene Practices & Disinfecting
- Campus Visitors and Contractors
- Communication & Training
- Temporary Accommodations due to COVID-19

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CAMPUS COVENANT

Carleton's culture of shared accountability and respect will become ever more important this fall. We have an obligation to protect one another and the members of the Northfield community, and we all must take that responsibility seriously. Therefore, all on-campus students, faculty, and staff will be required to sign a [covenant](#) that sets expectations on how we will abide by the College's heightened health and safety standards. All students, faculty, staff, contractors, and visitors will be required to know and follow best practices related to physical distancing, face coverings, and frequent hand washing. These are the most important individual public health actions we can take to help prevent the spread of COVID-19 and keep everyone safe.

SCREENING EMPLOYEES FOR SIGNS & SYMPTOMS OF COVID-19

All members of our community who are living or working on campus are required to self-monitor daily for symptoms of COVID-19 and [complete a new system tracking form](#) daily to update their COVID-19 status. 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 form](#).

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EMPLOYEE TESTING FOR COVID-19

All employees who will be spending any time on campus this fall are required to be tested for COVID-19 through Carleton's testing clinic before the start of the fall term. Carleton will provide the testing at no cost to the employee. Most employees will be tested during work hours. Bi-weekly employees should record the time they spend testing as time worked.

[Homeland Health](#) has been contracted to perform Carleton's COVID-19 testing using qualified and trained nurses to collect the samples. Currently, they are using a PCR test that is collected via a nasal swab. We are exploring other testing options as well.

If an employee tests positive: A medical professional will contact the employee, usually within 72 hours, with information regarding the next steps. Homeland Health will provide this information to the state and local health departments as mandated by local government policy and procedure. Homeland Health will also notify Carleton's contact tracing team in order to begin a contact tracing investigation.

Employees are expected to participate in a contact tracing interview and self-isolate until they are released to return to work.

If an employee tests negative: The test results will be posted on a secure online portal or phone call-in system. Employees will receive information on how to access their results at the time of testing.

Our employee testing plan may be modified to include spot-testing, symptomatic testing, and additional baseline testing for future academic terms.

COVID-19 CONTACT TRACING

Contact tracing is a key strategy for the prevention of further spread of COVID-19. While the Minnesota Department of Health (MDH) is the primary source of contact tracing for the state, Carleton will conduct case investigation and contact tracing within the College community (students, faculty, and staff) in collaboration with MDH. We will have a team of trained Carleton staff members whose top priority will be to work with those who test positive to identify potential close contacts while maintaining confidentiality. Once contacts have been identified, Carleton staff will reach out to them and guide them through the process of quarantine. Following through with quarantine is one of the primary tools for containing the potential spread of COVID-19 on campus and is a critical factor in our ability to deliver a quality residential experience.

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EMPLOYEE QUARANTINE OR ISOLATION

Quarantine is for those who have been exposed and may get sick or test positive in the near future. Because individuals can spread the virus before they show symptoms—or can be asymptomatic while infected—quarantine is crucial to stopping the spread of COVID-19.

Employees should self-quarantine if they have spent 15 minutes or more within 6 feet of someone who is COVID-19 positive. During the self-quarantine period, employees should stay home, take their temperature twice daily, and closely monitor for signs of a respiratory illness. Employees should stay home for 14 days after their last contact with a person who has COVID-19. Employees who are able to work remotely may do so during the self-quarantine period.

Isolation is specifically for those who test positive or have symptoms and a plausible exposure. It separates people who are positive from people who are not in order to prevent the spread of the disease.

Employees who are experiencing symptoms of COVID-19 or have been confirmed to have the virus. During self-isolation, employees should stay home, avoid contact with others, and closely monitor their health. Employees who are able to work remotely may do so during the self-isolation period. However, employees should not work if they are feeling ill.

Employees who have been sick with respiratory symptoms or fever, should self-isolate for 10 days after the onset of symptoms. Self-isolating can end after that 10-day period as long they have been fever free for 24 hours (without the use of medication) and symptoms have improved.

NOTIFICATION OF COVID-19 RELATED ABSENCE OR EXPOSURE PROTOCOL

Employees who are experiencing symptoms or who have been instructed to self-quarantine or self-isolate by a medical provider should complete the Employee Notification of COVID-19 Related Absence Form on the Human Resources website.

- 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.
- 3) Human Resources will notify Custodial Services regarding the need to clean affected areas according to MDH and/or CDC guidelines.

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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 this information to the Carleton College Contract Tracing team.

5) The Carleton College Contract Tracing team will work with the employee, Minnesota Department of Health, Rice County Public Health, and others as applicable to conduct contact tracing. The Contract Tracing team 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) 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.

REPORTING MISSED WORK DUE TO COVID-19

Employees should follow regular leave reporting protocol for work missed due to COVID-19.

Employees who are out due to quarantine or isolation requirements may use sick leave even if they aren't experiencing any symptoms. Where possible, employees may work choose remotely while in quarantine or isolation as long as they do not have severe symptoms. No employee should feel pressured to work while ill.

If an employee misses work time due to childcare or schooling issues, they may work with Human Resources and their supervisor to make up missed hours during the same work week. If that isn't possible, employees can use vacation or floating holiday time to cover time missed. Employees can also request a temporary furlough or FTE reduction if desired.

SEASONAL FLU VACCINE REQUIREMENT

All students, staff and faculty who will be on campus this fall are required to receive a flu vaccine. Staff and Faculty can receive their vaccine free of charge on campus. We will have vaccination appointments available during the month of September. Employees should use [Employer Notification of the Influenza Vaccination](#) form to record a vaccination received outside of Carleton.

The symptoms of the seasonal flu are similar to those of COVID-19 and make it difficult to screen potential COVID-19 cases. Compounding the COVID-19 pandemic with an influenza outbreak would place the health of our campus community at risk and decrease the likelihood that fall term is completed in person.

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Employees who would like to request a medical or religious exemption should use the [Accommodation Request Form](#).

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:

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.
 - Avoid sharing small or poorly ventilated spaces.
 - Follow COVID capacity limits for elevators.
 - 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.
- Limit gathering during breaks or lunch.
 - Eat outside, at your desk, in your vehicle, or away from others.
 - Do not share utensils.
 - Follow COVID capacity limits in break rooms, being mindful of social distancing.
- Limit the occupancy in College vehicles.
 - Follow the COVID capacity limits for vehicles.
 - The user of a shared-use vehicle must disinfect the vehicle when finished using the vehicle.

Physical Methods:

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- 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.

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 six 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](#).

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

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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. Disinfectant supplies can be ordered by using the [Facilities Work Order Request Form](#). 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.).

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.

COMMUNICATION 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.

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Employees currently working on-campus will be required to complete a [Return to Campus training](#) by September 1, 2020. All employees will be required to complete the training before they return to campus. Completion of the training course will be tracked.

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

TEMPORARY ACCOMMODATIONS DUE TO COVID-19

We recognize that some employees may require reasonable temporary accommodations as a result of COVID-19. Employees should use [this form](#) to begin a temporary COVID-19 related accommodation request.

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

Influenza Vaccination

[CDC- Flu Shot](#)

[Mayo- Flu Shot](#)

[CDC- Additional Information](#)