Winona State University (WSU) is committed to providing safe and healthy environments for our students, faculty, staff, and members of our campus communities (Winona, Rochester and other areas of physical instruction). 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 Orders 20-40 and 20-52. We are all responsible for implementing this plan and WSU Managers/Supervisors have our full support in enforcing the provisions of this plan. Our goal is to mitigate the potential for transmission of COVID-19 on our various locations and that requires full cooperation among students, faculty, staff and members of all of our campus communities. Only through a cooperative effort, can we establish and maintain the safety and health of our environments.

We are serious about safety and health and keeping our student and employees safe. Your involvement is essential in developing and implementing a successful Campus COVID-19 Preparedness Plan. Our 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 for employees and students
2. Masks/Face coverings
3. Handwashing and respiratory etiquette
4. Social distancing
5. Housekeeping
6. In the workplace
7. Communications and training

The University will continue to have employees telework as much as possible over the summer, with plans to expand the re-opening of departments/offices on-campus incrementally with employees/departments rotating coverage, where feasible. These plans will continually be reassessed as new guidance and information are made available to the University.

Summary

- Social distancing must be practiced
- Masks/Face Coverings must be worn when social distancing is difficult to maintain
- Health screening will be self-reported daily through an app
- Wash your hands frequently
- Cover your mouth and nose when coughing or sneezing
- Stay at home if you are sick or not feeling well

Expectations

Everyone is expected to abide by the protocols and guidelines outlined in this Plan. Failure to do so may place yourself and others at risk.
1. Screening for Employees and Students

WSU will adhere to all of the policies and procedures outlined by Minnesota Management and Budget (MMB) and Minnesota State and may implement other practices outlined under the Guidance for Screening Students and Employees document (Appendix A). Our screening plans include the use of a Health Screening App (Appendix C) as a standard, and specific academic programs may expand on the standard as they deem necessary. Temperatures will not be taken, but the standard practice will be reassessed as new guidance/directions are received from the MDH and system office.

   a. Employees and students have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19.
   b. Employees have been informed they should pay special attention to the guidance of the Minnesota Department of Health, and to stay home when sick, cover their cough, and practice good hand hygiene.

Regarding face-to-face instruction, WSU will follow the guidance provided by Minnesota State and the Office of Higher Education (OHE) as it relates to resuming in-person instruction. (See Appendix B). Students and Employees who experience symptoms while at home are to communicate their illness to their instructors/supervisors and will be informed to stay home. If an employee or student becomes sick while on campus, they will be sent home immediately and surfaces in their workspace/study space will be cleaned and disinfected. WSU will follow Minnesota Department of Health and local health department guidance and direction on informing others if they have been exposed to a person with COVID-19 on campus and may require them to quarantine for the required amount of time.

2. Masks / Face Coverings

Employees, students, and visitors must wear masks/face coverings on campus when social distancing measures are difficult to maintain. In classes/programs, face coverings are required to complete the instructional components of the class if social distancing cannot be maintained. A link to the CDC website has been provided for more information.

Mask/Face Covering guidelines are as follows:

   a. Masks are required:
      a. In the classroom when you are not speaking
      b. In campus spaces (indoor and outdoor) where physical distancing is difficult to maintain (i.e. within six (6) feet of another person)
   b. Masks are highly encouraged:
      a. When you are inside a building (even when physical distancing is possible)
   c. Masks are optional:
      a. When you are outdoors and physical distancing is easy to maintain
      b. In a private office/motor vehicle with no other individuals present
   d. Please always have a mask on your person. You may wish to have more than one mask to allow for adequate laundering.
   e. Students and faculty in internships, clinical, and other experiential learning settings may have to take
additional respiratory precautions based on the specific setting, practice, and host site guidelines and expectations.

Other important mask/face coverings things to keep in mind:

- **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. 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/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.

3. **Handwashing and Respiratory Etiquette**

Basic infection prevention measures have been implemented at our campus. 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 restroom. All visitors to campus facilities will be encouraged to wash their hands prior to or immediately upon entering the facility. All work and classroom places have hand-sanitizer dispensers in them and hand sanitizer is available through office services for anyone wishing to have it. (Sanitizers must be of greater than 60% alcohol.)

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 (their mouth, nose and eyes in particular) 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. Employees and students are encouraged to review the University’s COVID-19 website for additional information and updates.

4. **Social Distancing**

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

- a. Employees who have been directed to work remotely should continue to do so.
- b. Employees may be offered flexible work hours and staggered shifts to reduce the number of employees in the workplace at one time.
- c. Employees and students are asked to maintain six feet of distance between colleagues and visitors.
- d. Be aware of and avoid crowded spaces including breakrooms, elevators, and restrooms.
- e. Meetings or gatherings of greater than 10 should be done virtually.
f. Employees, students, and visitors are discouraged 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.

g. When multiple employees are working in the same area, either staggered shifts or additional barriers maybe installed when social distancing cannot be practiced.

h. Employees working on campus will be provided face coverings and other personal protective equipment as appropriate.

i. Common spaces such as break rooms, study spaces, and conference rooms will have furniture rearranged or restacked to promote social distancing. Break rooms / lunchrooms will be limited to food preparation only. When possible, employees are encouraged to bring meals that do not require refrigeration or heating.

5. Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work and study surfaces, equipment, tools and machinery, vehicles and areas in the campus environment, including classrooms, labs, restrooms, common areas, breakrooms, lunchrooms, 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.

a. In areas where hoteling workspace is in use, sanitizing kits will be made available. (sanitizing kits can be ordered from Facilities Services). Employees are expected to wipe down a hoteling workspace prior to and after using it.

b. All custodial staff and their supervisors have been provided refresher training on proper cleaning techniques, as well as background information on COVID-19. All cleaning products meet U.S. Environmental Protection Agency (EPA) requirements.

c. Facilities Services teams will clean public spaces such as building lobbies, restrooms, door handles, handrails, and elevator buttons at least once daily, and more frequently if deemed necessary.

d. Departments will be responsible for periodic cleaning of reception areas, service counters, conference rooms, work rooms and other spaces shared by multiple people. High-touch and commonly touched surfaces and furnishings should be cleaned periodically during the workday based on intensity of use. Facilities Services will assist in determining cleaning frequency and provide cleaning supplies and training.

e. For shared departmental equipment, such as phones, keyboards, and copiers, individual users will be responsible to clean these surfaces prior to individual use. Departments can order the necessary cleaning supplies from Facilities Services.

f. General Maintenance Workers have been educated about washing their hands often with soap and water for 20 seconds, are provided disposable gloves and masks, and have been instructed to clean surfaces. More frequent cleaning and disinfecting may be required based on the level of use.

g. If it is known that a student or employee using the campus has become diagnosed with COVID-19, cleaning protocols outlined by the CDC will be followed. These include, but are not limited to:

   a. Immediately closing the area(s) used by the individual who is sick
   b. Opening outside doors and windows if possible
   c. Waiting 24 hours before cleaning or disinfecting the area

Once the area has been appropriately disinfected, it will be reopened for use.
6. In the Workplace

Guidelines and protocols for working in your department and workplace are listed below. A department survey has been developed to gather input into department modifications and supplies that maybe needed (Appendix E).

a. Staff members must be at least six feet away from each other.
b. Employees will wear cloth masks in public settings and where other social distancing measures are difficult to maintain.
c. Conduct meetings via virtual means whenever possible. If a meeting must be in-person to accomplish the purpose of the meeting, it must be in a large room that allows attendees to be six feet away from each other and cloth facemasks must be worn. Chairs and other surfaces touched during the meeting shall be wiped down using the supplied sanitizing kits.
d. Break rooms / lunchrooms and gathering areas are closed for gathering. They may still be utilized for food preparation (one at a time, or multiple people if 6-foot social distancing can be maintained). Shared coffee makers, food serving items, etc. will not be allowed. Employees are to wash hands with soap and water for at least 20 seconds prior to entering and after exiting the room. If a handwash sink is not available, thoroughly sanitize hands with hand sanitizer.
e. Visitors who are not directly related to the individual's or unit's work are not allowed.
f. Sick employees must stay home.
g. Modifications to individual offices or workstations should be assessed and altered to promote a safe work environment. As with other expectations in this Plan, individual preference is not a sufficient justification for approval. Approved modifications will be completed by facilities services or vendors under approved university contracts.
h. WSU will follow MMB and Minnesota State leave policies. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions will be followed as outlined by MMB and Minnesota State. In addition, WSU will follow the worker protection rules outlined by the Minnesota Department of Labor.
i. WSU acknowledges that it is a community of individuals with different abilities and circumstances. If an individual who has been instructed to return to work on site has concerns about doing so due to a medical condition or other factors that place them at a higher risk, or if individuals wish to seek ADA reasonable accommodations related to returning to the workplace, they should contact Human Resources who will work with them to determine any appropriate accommodation(s).

7. Communications and Training

This plan was communicated via e-mail to all employees and students on June 15th, 2020. This plan will also be posted on the WSU Keep Working website. Additional communication and training will be ongoing as needed and provided to all employees and students. Directors, Managers and Supervisors are to monitor how effective the program has been implemented and share their feedback with their Cabinet member. Employees and students are to work through this new program together and update the communication strategies and training as necessary.

This plan has been certified by Winona State University leadership and was shared and posted throughout the campus community on June 15th, 2020. It will be updated as necessary.
Additional Resources

Additional resources available in Appendix D.

Certified by:

Scott Olson
Winona State University President
Appendix A – Guidance for Screening Students and Employees for COVID-19 to Participate in In-Person Campus Activities

Purpose: This document provides a framework for screening students, faculty, staff, and others for symptoms of COVID-19 before they participate in in-person, face-to-face activities on campus and at the system office where social distancing measures may be difficult to implement or sustain. These activities may include academic instruction in classrooms and labs; service and support to students, employees and other community members; and meetings.

General: Screening students, faculty, staff, and other community members is to help slow the spread of COVID-19 in the community while enabling the safe and effective delivery of academic programs, support services, and management activities. The screening includes three elements: Pre-Activity Communication, On-Site/Day-Of Screening, and Follow-Up. These activities have been coordinated in consultation with the Minnesota Department of Health.

Pre-Activity Communication: Campus and system office leaders should communicate with students, faculty, staff, and other community members to inform individuals and set expectations for conducting and participating in in-person, face-to-face activities on campus and at the system office, especially where social distancing measures may be difficult to implement or sustain. Communication should be recurring for the foreseeable future and take advantage of text messaging, e-mail, social media, website postings, telephone calls, campus signage, and other means. Pre-activity communication should include:

- Your health and safety, and that of all our students, faculty, staff and others in our campus community, is important to us. This is a shared responsibility.
- Stay at home if you are sick or not feeling well,
  - Contact your instructor, faculty, or supervisor to let them know and get any specific instructions.
  - Contact a healthcare provider should symptoms persist or worsen.
- Wash your 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 your coughs and sneezes.
- Practice social distancing by keeping at least 6 feet of space between people.
- Wear a cloth face covering in settings where social distancing cannot be maintained.
- Monitor your health by paying attention to the presence of a temperature or fever, new or worsening cough, and new or worsening shortness of breath.

On-Site/Day-Of Screenings: Everyone will be asked to self-report through an application that is being developed. (Appendix C)

Follow-Up: At the conclusion of in-person, face-to-face activities instructors, faculty, or supervisors should ask all to:

- Wipe down any surfaces they may have touched.
- Wash their hands with soap and water for at least 20 seconds before leaving the area or building.
- Monitor their health, report any changes particularly a temperature or fever, new or worsening cough, and new or worsening shortness of breath to their faculty or supervisor, and seek medical attention as symptoms warrant.
- Wash cloth face covering often. This is especially important after any tactical training exercises that involve direct intense contact with other students or faculty.

For more information: Continue to monitor the following resources for the latest in responding to COVID-19 and working to slow its spread:
Minnesota Department of Health - Coronavirus Disease 2019 (COVID-19):
https://www.health.state.mn.us/diseases/coronavirus/index.html

COVID-19 Hotline: 651-297-1304 or 1-800-657-3504

Educational Materials:
Hand Hygiene: https://www.health.state.mn.us/people/handhygiene/index.html

CDC Print Resources: CLICK HERE


Masking Resources:
The difference Between Alternative Masks and Surgical:
https://www.health.state.mn.us/diseases/coronavirus/hcp/masks.pdf
How to sew a simple Fabric Mask:
https://www.youtube.com/watch?v=sOJ_sm137fQ&feature=youtu.be
Appendix B – Guidance for Resuming In-Person Instruction During Ongoing COVID-19 Outbreak

In line with guidance from the Centers for Disease Control (CDC), Minnesota Department of Health (MDH), and Minnesota Office of Higher Education (OHE), programs that are permitted to continue instruction during the ongoing COVID-19 outbreak should continue to practice social distancing, implement or continue cleaning protocols, and provide clear communication to students, faculty, and staff about what will be required to participate in any in-person instruction.

The guidelines below provide general information for instruction.

**In general, all students, faculty, staff and others in the campus community are expected to:**
- Stay at home if you are sick or not feeling well,
- Wash your 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 your coughs and sneezes,
- Practice social distancing by keeping at least 6 feet of space between people,
- Clean and disinfect frequently touched surfaces,
- Wear cloth face covering where:
  - Social distancing (6-foot separation) cannot be maintained,
  - Activities require interactions within 6 feet for an extended period,
  - It does not interfere with wearer’s vision.
- Know the common symptoms of COVID-19: fever, cough, and shortness of breath,
- Monitor their health, speak up and act to the wellbeing of yourself and others, and
- Take ethical responsibility for yourself, friends, family and our communities.
- When not on campus, everyone should adhere to Stay Safe MN orders, practice social distancing when out in public, and wear masks.
  - For students, do not cluster beyond study needs outside of class and if in those groups, keep the groups small.

**For in-person instruction:**
- Designate a primary COVID-19 contact for your program/department to answer questions and make determinations about any symptoms that may prevent a student from attending in-person.
- Communicate clearly to students and faculty about the necessity of following the identified protocols to ensure individual and class health and safety.
- Follow MDH guidelines for screening students and faculty for COVID-19 symptoms (attached).
- Keep class sizes as small as possible, and generally no more than 5-10 students.
- Explore hosting smaller classes in larger rooms.
- Explore classroom arrangements that allow for more space between students; spread out desks, tables, equipment and chairs.
- If students need to work in pairs or in small groups, make the pairings consistent for the duration of the in-person coursework to minimize contact with multiple individuals.
- Have multiple time slots for a class; split up and stagger sessions.
- Have multiple venues for one class.
- Explore hosting classes outdoors, when possible.
- Instruct all involved, students, faculty, staff and others, to wash their hands, cover their coughs and practice social distancing.
- Make hand sanitizer, disinfecting wipes, and/or disinfecting spray and towels available.
Instruct all involved, students, faculty, staff and others, to wipe down frequently touched surfaces including but not limited to doorknobs, handrails, light switches, tables, desks, workstations, chairs and stools, countertops, equipment, tools, handles, telephones, keyboards, sinks, faucets, etc.

Direct all to wash hands after session.

Personal Protective Equipment (PPE):

- Utilize PPE normally required for the performance of the duty or task.
  - Typically documented in the Job Hazard Analysis of the specific task, position and job responsibilities.
  - Questions on these should be directed to individual supervisors.

- There is no recommendation by the Centers for Disease Control and Prevention (CDC) and the Minnesota Department of Health (MDH) for the use of PPE (surgical or N95 masks) by the public to include a classroom setting. These should be reserved for healthcare providers and first responders.

- Both the CDC and MDH recommend wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores, pharmacies).
  - Students, faculty, staff and others in the campus community may choose to do this if doing so does not interfere with doing your work safely.
  - The CDC and MDH remind all that wearing cloth face coverings does not protect you from others who may spread the virus. Whether or not you wear a cloth face covering, you should still stay at home if you are sick, wash your hands frequently, cover your cough, and practice social distancing by keeping at least 6 feet of space between people.

- Colleges and universities may allow and/or encourage the wearing of cloth face coverings where other social distancing measures are difficult to maintain.
  - A college and university may make cloth face coverings available to students, faculty, staff and others in the campus community.
  - Students, faculty, staff, and others in the campus community may wear cloth face covering in non-campus related activities like shopping.
Appendix C – Health Screening Checklist

If anyone entering the facilities has a measured temperature above 100.4°F or answers “Yes” to any of the screening questions below, they should go home, isolate themselves, and contact their health care provider.

Student, Employee, and Visitor Health Screening Checklist

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Please answer “Yes” or “No” to each question. Do you have:

- [ ] Fever (100.4 F or higher), or feeling feverish?
- [ ] Chills?
- [ ] A new cough?
- [ ] Shortness of breath?
- [ ] A new sore throat?
- [ ] New muscle aches?
- [ ] New headache?
- [ ] New loss of smell or taste?
Appendix D – 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.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.osha.gov/Publications/OSHA3990.pdf
Appendix E – Workplace Modification and Supply Questionnaire

Workplace Modification and Supply Needs Questionnaire

WSU Facilities Services will be assisting employees to safely return to on-site work by modifying workspaces, installing signs and messaging, and purchasing supplies. Each Department and workgroup will be required to assess their work processes and work area based on the WSU Back-to-Work Plan guidance and complete this questionnaire. Facilities Services and the WSU Back-to-Work team will utilize the questionnaires to develop a schedule for returning employees to campus.

Department or Workgroup: ________________________________
Prepared by: ____________________________________________
Email: _________________________________________________
Phone: ________________________________________________

Approvals
Chair/Director/Supervisor: _______________________________
Dean/Vice President: ____________________________________

How severely is the function of your work group impacted by not being on-site?

<table>
<thead>
<tr>
<th>High Negative Impact</th>
<th>Minimal Negative Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2 3 4 5 6</td>
<td></td>
</tr>
</tbody>
</table>

Circle one number

If selecting 1, 2 or 3, describe the impact.

____________________________________________________________________________________

List Employees Returning (indicate if full-time or part time on-site):

____________________________________________________________________________________

How many employees will require a WSU supplied cloth facemask? __________

Individual Workstations:
Each workstation will be provided with hand sanitizer, sanitizing wipes and facial tissues.

How many individual workstations are in your department or workgroup? __________

All workstations shall be spaced at least six feet apart.

Are your workstations adequately separated? ________________________________

Will your workgroup need assistance rearranging furniture? ______________________

Will Plexiglas or other barriers be required in lieu of the six-foot spacing? __________

Common Spaces:
Departments will be responsible for periodic cleaning of reception areas, service counters, conference rooms, work rooms and other spaces shared by multiple people. Cleaning/sanitizing kits, hand sanitizer, and signage will be provided.

List common workspaces in your work area (note if shared with other departments or workgroups):

__________________________________________________________________________

Are there existing hand washing sinks in your work area? _________________________

Are there existing hand sanitizer stations in your work area? ______________________

A six-foot social distance shall be maintained between all employees and customers/visitors:

Can a six-foot distance be maintained in all common spaces? _______________________

How will the six-foot distance be communicated? floor markings, roped stanchions, furniture arrangements, other? ________________________________

Will your workgroup need assistance rearranging furniture? ______________________

Will Plexiglas or other barriers be required in lieu of the six-foot spacing? __________

Faculty, staff, and visitors will avoid using anyone else’s personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices, or other personal work tools and equipment. There are some situations where work tools must be shared. In those situations, employees should take precautions to sanitize them between use, as well as wash their hands before and after use.

List shared equipment in your work area (note if shared with other departments or workgroups):

__________________________________________________________________________

How will equipment be cleaned between uses? _________________________________

__________________________________________________________________________

What supplies are needed to clean the equipment? ______________________________

__________________________________________________________________________

Special Considerations:

Describe any activities or interactions in your work group that will need unique solutions to occur safely within the WSU Back-to-Work Plan guidance? _____________________________________________

__________________________________________________________________________

Please attach any additional back-to-work planning documents prepared by your department.