

COVID-19 Back-to-Campus Preparedness Plan – August 17, 2020

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 are required on campus
- 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

Governor Walz issued executive Order 20-81(EO20-81) pertaining to masks and face coverings. Effective Friday, July 24, 2020 at 11:59PM, Minnesotans must wear a face covering in indoor businesses and indoor public settings and workers must also wear face coverings outdoors when it is not possible to maintain social distancing. Governor Walz strongly encourages everyone to have a face covering with them at all times. Appendix F from the Minnesota State System Office provides further explanation.

Exceptions include:

- When outdoors, provided appropriate physical distancing can be observed.
- When eating or drinking, provided appropriate physical distancing can be observed.
- When in one's assigned apartment or residence hall room.
- When alone in an office, study area, or other private space where it is unlikely you will encounter others.
- When alone in a motor vehicle or utility vehicle used for university business.
- When an accommodation is necessary as indicated by a medical or similar subject matter expert and granted by express written permission of the University. To request an accommodation, please contact [Access Services](#) (students) or [Human Resources](#) (employees).

**Students and faculty in internship, 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.*

This directive will remain in effect until further notice and applies to all University campuses and properties in both

Winona and Rochester, including leased facilities, transit shelters and university shuttles. It may be subject to change on short notice. Any updates will be shared directly with students and employees as well as posted to the [WSU COVID-19 webpage](#).

All students, employees and visitors are expected to have a mask on their person any time they are on WSU property. Please note that WSU students and employees on the Rochester Community and Technical College (RCTC) campus are expected to follow WSU's guidance on masks, which may differ from [RCTC's current standards](#). Face coverings are also strongly encouraged when conducting any university business regardless of location (e.g., off-site travel or training), and may be required by local ordinance, depending on the destination. (Both the [City of Winona](#) and the [City of Rochester](#) have recently implemented mask ordinances.)

One university-branded cloth face covering will be provided to each WSU student and employee. More information on mask distribution and availability on campus will be provided in the coming weeks. If a university group or department is interested in ordering additional WSU-branded masks, please work with University Marketing and Communications on trademark approval.

This face covering guidance has been established to maintain the health and safety of the WSU community, which may be at a higher risk for spread of COVID-19 due to the university setting, larger population, shared living environments, etc. Students and employees are expected to behave responsibly and with respect for themselves and for others. Any student, employee or visitor who fails to follow this guidance may be asked or directed to leave university property. However, please also recognize that, as noted above, some members of our community may be exempted from the parameters of this guidance. We ask that you practice patience and kindness as we work together to make our community safe, healthy and accommodating for all.

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.

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](#)

CDC Stay at Home Poster: https://www.cdc.gov/coronavirus/2019-ncov/downloads/316129-B-StayHomeFromWork_Poster.pdf

Masking Resources:

The difference Between Alternative Masks and Surgical:

<https://www.health.state.mn.us/diseases/coronavirus/hcp/masks.pdf>

Use of Cloth Face Coverings: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

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, and
 - 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 you 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 Tool Operating Instructions – August 5, 2020

Objective

To the extent reasonably possible, provide guidance for Minnesota State colleges, universities, and system office on balancing the risks for all students, employees and other visitors regarding entering campus- enclosed facilities, including classrooms, offices and other building areas during the COVID-19 pandemic.

Policy Statement

The COVID-19 pandemic presents an unprecedented challenge to the State of Minnesota in general and Minnesota State. The virus is highly contagious and potentially deadly. To safeguard the learning environment and the workplace, to the extent reasonably possible, students and employees are required to self-monitor for signs and symptoms of COVID-19, and stay home if sick or experiencing symptoms.

Employees are required to report to their supervisor if they are sick. Students who are unable to attend class because they are sick or experiencing symptoms should contact the designated campus individual.

In addition, screening all Minnesota State employees, students and visitors for potential exposure to COVID-19 and symptoms of COVID-19 is a critical tool for minimizing potential exposure in the campus environment COVID-19. Accordingly, all colleges, universities and the system office are required to establish health screening procedures consistent with this operating instruction.

Colleges, universities and the system office will communicate and post the following advisory in a manner designed to reach all current students and employees, as well as visitors to the campus and system office facilities (please see communication plan guidelines for suggestions):

To protect the health and safety of students and employees from the direct threat resulting from the spread of COVID-19 in the workplace to the extent reasonably possible, [college/university/system office] is requiring mandatory screening of all employees, students, contractors, and visitors prior to entering campus buildings for potential exposure to COVID-19 and symptoms of COVID-19.

Employees who refuse to complete the screening will not be admitted to the workplace, will be considered absent from work without approved leave during their regular assigned work time and may be subject to disciplinary action, up to and including discharge. Employees who are absent from work without approved leave in these circumstances will be placed in no-pay status.

Students will not be permitted to enter campus buildings if they do not complete and pass the screening. Students who refuse to complete the screening and persist in entering campus buildings may be subject to the [college/university] student code of conduct and may be removed from campus.

Consistent with the Governor's Executive Order 20-81, all employees, students, and visitors are required to wear face covering in all buildings as well as other designated spaces, except in locations or circumstances exempted under EO 20-81.

These operating instructions are subject to change.

Scope

These operating instructions apply to all employees, students and other visitors to campus, including vendors and contractors, who wish to enter campus buildings and other designated confined spaces on campus.

Health Screening Protocol and Requirements for Employees and Students

Every employee, student, and visitor to campus or the system office must complete the electronic health screening instrument adopted by Minnesota State each day prior to the initial entry to any college or university building or other designated confined campus space, including the system office. In the event that the electronic instrument is not available, a hard copy version of the electronic health screening instrument may be employed. Employees and students are required to answer the screening questions truthfully and correctly to the best of their knowledge.

Students who complete but do not pass the health screening are not authorized to enter campus buildings, and must contact the office designated by the college or university to discuss academic and student service options available to the student. Students who complete but do not pass the health screening and who reside in college or university residential facilities may be required to contact additional offices or individuals as directed by the college or university.

Employees who complete but do not pass the health screening are not authorized to enter the workplace, and must report to their supervisor using their regular call-in procedure. In addition, if the employee is not able to telework:

1. The employee is expected to take affirmative steps to obtain a medical diagnosis as to whether they have, or still have, COVID-19.
2. If Paid COVID-19 Leave is available and the employee is otherwise eligible, the employee may use Paid COVID-19 Health Leave as provided in the Paid COVID-19 Leave policy, while they are taking affirmative steps to obtain a medical diagnosis.
3. If the employee is advised by a health care provider to self-quarantine based on the provider's belief that the employee has COVID-19 or may have COVID-19, if Paid COVID-19 Leave is available and the employee is otherwise eligible, the employee may use Paid COVID-19 Health Leave as provided in the Paid COVID-19 Leave policy.
3. If Paid COVID-19 Leave is unavailable or the employee is not otherwise eligible, the employee may use their accrued sick leave or unpaid medical leave while the employee is taking affirmative steps to obtain a medical diagnosis or while the employee has been advised by a health care provider to self-quarantine.
4. If the employee obtains a medical diagnosis that they do not have COVID-19 (i.e., they tested negative for COVID-19 or a medical doctor or certified nurse practitioner determined that the employee does not have COVID-19 and may return to work), they are expected to provide evidence to Human Resources of the negative diagnosis, and return to work.
5. If the employee obtains a medical diagnosis that they have COVID-19, they are expected to return to work under the following guidance (or as directed using current MDH or CDC guidelines):

If the employee had symptoms, they are expected to return to work after:

- Their cough, shortness of breath, and other symptoms are better, and
- It has been 10 days since they first became ill, and
- They have not had a fever for the last 3 days, without using fever-reducing medications.

Employees who refuse to complete the screening are not authorized to enter the workplace. Employees who refuse to complete the screening and who are assigned to work on campus will be considered absent from work without approved leave and may be deemed as refusing a work directive. Such employees:

3. Must report to their supervisor using their regular call-in procedure or an alternative procedure established by the college or university and explain the circumstances of the employee's refusal to complete the health screening.
4. May be subject to disciplinary action, up to and including discharge.
5. If the employee is not assigned by their supervisor to telework, the employee will be deemed absent from work without approved leave and may be placed in no-pay status until the employee returns to work after completing a health screening as required by this operating instruction or their job responsibilities no longer require screening under this operating instruction.
6. Upon the first instance of refusing to complete the health screening, an employee may request a meeting with [college/university/system office – name of office] for an explanation of the health screening requirement and to present the employee's side of the story and/or explain the employee's reasons for refusing to comply. Employees will be placed in pay status for the period of the meeting. The employee may have union representation at the meeting.

Students, Faculty, or Staff in Clinical Settings

Students and employees who participate in or facilitate i) the delivery of an education program that involves working with COVID patients in a clinical setting or ii) the delivery of college or university sponsored medical services to such patients, are required to complete the screening tool, but are allowed to come to campus, provided that i) these individuals wear appropriate personal protective equipment during all such contacts with COVID patients, ii) these individuals have not been in close contact with a positive or pending COVID case outside the clinical setting, and iii) they are not exhibiting symptoms. In these cases, individuals can answer "no" to the screening question related to being in close contact with COVID case.

Tennessee Notice

Each college, university and system office is required to provide each individual completing the screening instrument with the following Tennessee Notice or its functional equivalent:

[College/university/system office] using the using a health screening instrument as a conditions of entering campus buildings:

The data collected about you in this screening process is classified as private under the Minnesota Government Data Practices Act.

We will use this data to screen individuals before they enter campus buildings for potential COVID-19 related health risks to try to avoid the potential of spreading COVID-19. The data helps us to determine whether risk factors are present and whether you will be denied admission to campus buildings for the

protection of [college/university/system office] employees, students and/or other members of the public.

This is not a COVID-19 test and is not a determination of whether or not an individual is infected with, or has been exposed to, COVID-19.

This data will be gathered to determine whether to permit you to enter campus buildings. You are not legally required to provide this data. However, if you refuse to provide the data, you will not be admitted to the any campus buildings. If you are an employee, your refusal to provide the data may also result in employment consequences, as determined by the [college/university/system office] and as set forth in the [college/university/system office's] Health Screening Policy. If you are a student, your refusal to provide the data may result in academic or student conduct consequences, as determined by the [college/university/system office]. The data collected from you may be shared with the [college/university/system office] HR staff, safety administrator, and supervisors and managers, authorized individuals at Minnesota State and other persons or entities authorized by law.

Confidentiality of Private Data

All health-related information gathered from the health screening will be treated as private, will be stored securely, and will not be stored or maintained in an employee's individual personnel file, or in a student's official academic records. Health-related information gathered from the health screening will be maintained for at least one year.

Compliance

Colleges, universities and the system office are required to ensure compliance with the health screening criteria established in this operating instruction. Possible deployment strategies are listed below. The following are required expectations:

1. The specific strategies and plan to deploy the screening tool must be added to the college/university/system office *COVID-19 Pandemic Preparedness Plan* and posted publicly as outlined in [Executive Order 20-74](#). Consultation with local bargaining units and student associations must be completed prior to finalization. As plans and strategies evolve, the *COVID-19 Pandemic Preparedness Plan* should continue to be updated.
2. Each college, university, and system office will publish a contact number for employees and students to report incidents of non-compliance. Each college and university will ensure that reports of non-compliance that provide credible evidence will be reviewed and initial action taken within two business days of the report.

Possible Deployment Strategies

1. Colleges and universities that are able to effectively limit the number of access points to campus buildings could establish check-desks at such access points during regular business hours to check for compliance with the screening requirement before being allowed to enter.
2. Additional screening points or check-desks could be established at various campus locations.
3. Discuss with faculty, student affairs staff, student senate on strategies to communicate the importance of completing the tool with students through a variety of communication channels.
4. Identify communications (electronic or written) where a screening tool notice should be added to make visitors aware of the expectation.

Appendix D – Additional Resources

General

[www.cdc.gov/coronavirus/2019-](http://www.cdc.gov/coronavirus/2019-ncov)

[nCoV](http://www.cdc.gov/coronavirus/2019-ncov)

[www.health.state.mn.us/diseases/c](http://www.health.state.mn.us/diseases/coronavirus)

[oronavirus](http://www.health.state.mn.us/diseases/coronavirus) www.osha.gov

www.dli.mn.gov

Handwashing

[www.cdc.gov/handwashing/when-how-](http://www.cdc.gov/handwashing/when-how-handwashing.html)

[handwashing.html](http://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-](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

[sick/prevention.html](http://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_sneez-](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

[ing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html) **Social distancing**

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

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

Housekeeping

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

[facility.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html) [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

[sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html) [www.epa.gov/pesticide-registration/list-n-](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

[disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) [www.cdc.gov/coronavirus/2019-](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

[ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

Employees exhibiting signs and symptoms of COVID-

19 [www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

[when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

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-](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

[business.html www.osha.gov/Publications/OSHA3990.pdf](http://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?

High Negative Impact							Minimal Negative Impact
1	2	3	4	5	6		
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.

Appendix F – Mask and Face Covering FAQ from the Minnesota State System Office – July 24, 2020

General EO Provisions	Standard	EO Reference
Buildings and indoor spaces	Wear a face covering in compliance with EO 20-81	Page 11, para. 12., c.
Exemptions – higher education	<p>Student and Faculty may wear a face shield instead of mask when:</p> <p>4. Faculty when teaching where it is important for face to be seen</p> <p>5. Students in classroom activities where it is</p>	<p>1. Page 11, para. 12., c., i.</p> <p>2. Page 11, para. 12., c., i.</p>

	<p>important for face to be seen</p> <p>6. Where face covering may pose a hazard</p> <p>7. Staff or faculty providing direct support to student and face covering impedes the service</p>	<p>7. Page 11, para. 12., c., ii.</p> <p>8. Page 11, para. 12., c., iii.</p>
Exemptions – general	<p>3. Health condition or disability</p> <p>4. Children 5 years old and younger</p> <p>5. Where wear creates a job hazard</p> <p>6. Living unit, meaning home, dormitory room, apartments</p> <p>7. Private vehicle for private purposes</p> <p>8. Working outdoors where physical, social distancing can be maintained</p>	<p>1. Page 4, para. 8., a.</p> <p>2. Page 5, para. 8., b.</p> <p>3. Page 5, para. 8., c.</p> <p>4. Page 5, para. 9., a., i.</p> <p>5. Page 5, para. 9., a., ii.</p> <p>6. Page 5, para. 9., d.</p>
Temporary removal authorized	<p>1. Certain indoor sports and exercise activities</p> <p>2. Certain indoor speaking or performance activities</p> <p>3. Indoor musical (wind) instrument practice or performance</p> <p>4. Indoor eating and drinking</p> <p>5. Communicating with hearing impair and other</p>	<p>1. Page 6, para. 10., a., and b.</p> <p>2. Page 6, para. 10., c.</p> <p>3. Page 6, para. 10., d.</p> <p>4. Page 6, para. 10., f.</p> <p>5. Page 6, para. 10., h.</p>

	<p>health conditions</p> <p>6. Receiving certain dental, medical or personal care services</p> <p>7. When alone in an office, room, or certain cubicles</p> <p>8. When alone vehicle or heavy machinery cab</p>	<p>6. Page 6, para. 10., i.</p> <p>7. Page 7, para. 10., j.</p> <p>8. Page 7, para. 10., k.</p>
Face mask – alternatives	Clear face shield	<p>1. Page 4, para. 8., a.</p> <p>2. Page 5, para. 9., e.</p> <p>3. Page 6, para. 10., c.</p> <p>4. Page 7, para. 12.</p>
COVID-19 Preparedness Planning	<p>1. Update COVID-19 Preparedness Plan</p> <p>2. Notify and post signs</p>	<p>1. Page 12, para. 13.</p> <p>2. Page 12, para. 14.</p>

July 24, 2020 - Page 2

	3. More protective polices than EO permitted	3. Page 12, para. 16., page and page 13., para. 18.
Demonstrating compliance with EO 20-81	<p>1. Students and employees wearing face coverings as required by the EO</p> <p>2. Updated COVID-19 Preparedness Plan to address the face covering requirements</p> <p>3. Posted signs instructing wear of face coverings</p> <p>4. Making reasonable efforts of enforcement</p>	Page 13, para. 20., b., i.

Campus Setting	Standard	Reference
Classrooms and Labs – Faculty	<p>1. May wear face shield instead of mask</p> <p>2. May temporarily remove face covering when speaking in lecture</p>	<p>1. Page 11, para. 12., c., i., ii., and iii.</p> <p>2. Page 6, para. 10., c.,</p>
Classrooms and Labs – Students	<p>May wear face shield instead of mask when</p> <p>1. Facial expression is needed</p> <p>2. Mask poses a hazard</p>	<p>1. Page 11, para. 12., c., i.</p> <p>2. Page 11, para. 12., c., ii.</p>
Student Services – Staff	<p>May wear a face shield instead of mask when:</p> <p>1. Providing direct support to student and face covering impedes the service</p>	1. Page 11, para. 12., c., iii.

Offices	Temporary removal of mask is authorized when alone in an office, room, or certain cubicles	Page 7, para. 10., j.
Residence Halls	<ol style="list-style-type: none"> 1. Residents in their rooms are not required to wear masks 2. Workers and visitors required to wear a mask 3. Residents may temporarily remove mask when showering 	<ol style="list-style-type: none"> 1. Page 5., para. 9., a., i. 2. Page 5., para. 9., a., i. 3. Page 6., para. 10., e.
Transportation: public transportation, taxis, ridesharing and work vehicles used for business purposes	<ol style="list-style-type: none"> 1. Wear a face covering 2. May temporarily remove mask or face covering if alone in a vehicle or cab of heavy machinery 	<ol style="list-style-type: none"> 1. Page 5, para. 9., b. 2. Page 7, para. 10., j.
Indoor music and theater programs	<ol style="list-style-type: none"> 1. May temporarily remove face covering 	<ol style="list-style-type: none"> 1. Page 6, para. 10., c. and d.

Gyms, fitness and wellness centers	<ol style="list-style-type: none"> 1. Trainers and staff should wear a mask 2. Masks may be temporarily removed during times of heavy exertion 	<ol style="list-style-type: none"> 1. Page 5, para. 9. 2. Page 6, para. 10., a., and b.
Dining, coffee shops and food court amenities	<p>Masks may be temporarily removed while eating and drinking</p> <p>All workers must wear face coverings as required by EO. Additionally:</p> <ol style="list-style-type: none"> 1. Workers to wear a face covering when working outdoors in situations where social distancing cannot be maintained. 2. Allows workers to wear face shields when a cloth face covering cannot be worn—such as when working in hot kitchens. 3. Requires workers who have face-to-face interactions with customers to wear both a face covering and face shield when the customer is not wearing a face covering and it is not possible to maintain a physical distance of at least 6 feet from the customer. 4. Customers must wear face coverings in indoor public settings and indoor businesses—including restaurants and bars—although individuals are permitted to remove their face coverings temporarily when eating or drinking provided that at least 6 feet of physical distance can be maintained between parties. 	<p>Page 6, para. 10., f</p> <p>See Industry specific guidance below for Restaurants and Bars</p>