

Fond du Lac Tribal and Community College

COVID-19 Preparedness Plan

For On-Campus or Off-Campus College Activities

(July 2, 2021)

Fond du Lac Tribal and Community College is committed to providing a safe and healthy environment for our students, faculty, staff, and members of our campus community. To ensure that, we have developed a Preparedness Plan for Students On-Campus or Off-Campus College Activities in response to the COVID-19 pandemic. This plan utilizes the abundance of guidance offered by the Minnesota Department of Health, Center for Disease Control, and local public health offices.

Our goal is to mitigate the potential for transmission of COVID-19 in our campus. This will require full cooperation among students, faculty, staff, visitors, and other members of our campus community. *We are all responsible for implementing this plan.* Only through a cooperative effort, can we establish and maintain the safety and health of our campus community. All campus community members are responsible for implementing and complying with all aspects of this plan. Fond du Lac Tribal and Community College leaders and supervisors have our full support in enforcing the provisions of this policy.

COVID-19 Notice

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

Your involvement is essential in developing and implementing a successful Campus COVID-19 Preparedness Plan. 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:

- Hygiene and respiratory etiquette;
- Engineering and administrative controls for social distancing;
- Housekeeping – cleaning, disinfecting and decontamination;
- Prompt identification and isolation of sick persons;
- Communications and training that will be provided to the campus community; and
- Management and supervision necessary to ensure effective implementation of the plan.

COVID-19 Vaccination

Employees, students, and community members are encouraged to get vaccinated for COVID-19. Vaccination is one of the best mitigation efforts for preventing the spread of COVID-19. Higher rates of vaccinated community members protect those who cannot be vaccinated by reducing the incidence of illness within the community. Vaccination rates within the college community will be monitored and mitigation efforts may be put in place if vaccination rates, and community incidence become concerning by local public health. Vaccination clinics will be offered on campus and other vaccination opportunities within the community will be promoted.

Screening and policies for those exhibiting signs and symptoms of COVID-19

Employees and students will be informed of and encouraged to self-monitor for signs and symptoms of COVID-19 before coming into the building for courses or testing. The following policies and procedures are put in place to ensure the health and wellbeing of the campus community.

The following operating procedures will be implemented for students, faculty, staff, and visitors to return to the campus facility or when participate in college sanctioned activities off campus:

Information for Students and Visitors:

- A self-screening tool is available on the [CDC website](#), printed screening tools are posted at campus entrances, employee workstations, and in all classrooms.
- Employees and students are encouraged to self-screen prior to coming to campus for the day. If they identify symptoms of COVID-19 or close contact exposure they should not come to campus or attend campus activities.
- Any student or visitor presenting with symptoms or who develops symptoms during class will be asked to return home.
- Students should inform their instructor if they become ill or experience symptoms while on campus or when attending a campus sanctioned activity.

Information for Employees:

- Employees will be required to self-monitor for known Covid-19 symptoms or close contact exposure.
- Employees will continue to follow standard operating procedure of notifying supervisor if they are sick or experiencing symptoms while at home or work.
- Employees will refrain from physically reporting to work on campus if any symptoms are present.
- If an employee develops any symptoms while they are at work they will notify their supervisor and immediately leave the campus or college sanctioned activity.
- Employees are encouraged to contact HR with any questions regarding leave policies that promote workers staying at home when they are sick, when household members are sick,

or when required by a health care provider to isolate or quarantine themselves or a member of their household as implemented by the Minnesota State and Minnesota Management and Budget.

- Employees should continue to work directly with their supervisor regarding plans to complete necessary work assignments using all available options if accommodations are needed for workers with underlying medical conditions or who have household members with underlying health conditions.
- The policy of Fond du Lac Tribal and Community College is to follow Minnesota Department of Health and local health department guidance and direction on informing workers if they have been exposed to a person with COVID-19 on campus and requiring them to quarantine for the required amount of time.
- The protection of the privacy of workers' health status and health information is of utmost importance. No data collected on daily health screenings will be stored or recorded in any employee files.

Safety Procedures

Handwashing

Basic infection prevention measures are being implemented at our campus(es) at all times. Employees and students are being instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day or use alcohol-based hand sanitizer (containing at least 60% alcohol). This is especially important at the beginning and end of their time on campus, prior to any mealtimes and after using the toilet. All visitors to campus facilities will be required to wash their hands prior to or immediately upon entering the classroom. All work, classroom, screening, and common spaces will have hand-sanitizer dispensers available for all.

Respiratory etiquette: Cover your cough or sneeze

Employees, students, 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, 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 available in work and classroom places. **Signage regarding CDC and Public Health recommendations to prevent the spread of respiratory illness have been posted throughout campus, near restrooms and at all entrances.**

Masks or cloth face coverings are strongly encouraged for those not vaccinated for COVID-19. Federal, state, and local laws may require face coverings in some settings. In the incident of increasing COVID-19 infections on campus, within the local community, or where vaccination rates are concerning by public

health standards a mask may be required to participate in on campus activities. If a face covering is required to participate in or attend a college event or activity students and employees will be notified and appropriate signage will be posted.

Here are a few important things to keep in mind:

- Masks or cloth face coverings can help with preventing **your** germs from infecting others – especially in situations where *you may spread the virus without symptoms*.
- People who are sick should still stay home. Wearing a mask or cloth face coverings 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.
- A mask or cloth face coverings 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.

Physical distancing recommendation

Physical distancing by community members while on campus is recommended. Unvaccinated community members are strongly encouraged to maintain 6 ft of physical distance and wear a face covering while on campus. Support for physical distancing recommendations is being implemented on campus through the following engineering and administrative controls:

1. Classes may be offered in an alternate format.
2. Employees are encouraged to work with their supervisor regarding telework schedules.
3. Employees and students are encouraged to maintain six feet of distance between colleagues and visitors.
4. Be aware of and avoid crowded spaces including break or lunchroom, elevators, and restrooms.
5. Classes, meetings or gatherings are encouraged to use rooms on campus that allow for physical distancing of 3-6ft between participants.
6. Classes, meetings or gatherings will be limited to the social distancing room capacity assigned to classrooms and meeting spaces.
7. Any concerns regarding student, staff, or faculty safety should be reported to the COVID Response Coordinator or the Vice President of Academic Affairs.
8. Employees and visitors are discouraged from gathering in groups and confined areas such as hallways and are not allowed to wear others PPE.

Housekeeping

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

Cleaning schedule will be on a daily basis by maintenance staff. This includes restrooms, classrooms, offices and common areas. Students are responsible for wiping down their personal work areas or any equipment that was used after they have completed their daily instruction.

Maintenance will be using several different products to disinfect areas around the college. Disinfecting wipes will be available to all staff and students in classroom, computer lab, labs, and common areas.

Communications and training

This plan will be communicated via email to all employees and students. Communication and training will be ongoing and provided to all employees and students through various communication venues including, but not limited to, new student orientation, D2L Bright Space, posters on campus, digital announcement board, and social media.

This plan has been certified by Fond du Lac Tribal and Community College COVID Response Team. This plan is subject to change at any time and will be updated as necessary.

Residential Housing

Policies and procedures regarding residential housing capacity, quarantine and isolation guidelines have been put in place. More information can be found here: <https://fdltcc.edu/campus-life/campus-housing/>

Certified by:

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Dean of Nursing and Health Science

COVID Response Team Coordinator

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

www.health.state.mn.us/diseases/coronavirus/basics.html
www.cdc.gov/coronavirus/2019-nCoV
www.health.state.mn.us/diseases/coronavirus
www.osha.gov
www.dli.mn.gov

Screening

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html#>

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

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-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

What to do if you are sick

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

Facilities

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