



Metropolitan State Return to Campus COVID-19 Work Plan

Fall 2021

Effective August 2, 2021, updated 8.18.21

Introduction

Metropolitan State University 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 this Return to-Campus COVID-19 Work Plan.

In response to the COVID-19 pandemic this plan uses guidance from the Center for Disease Control (CDC), the Minnesota Department of Health (MDH), and federal Occupational Health & Safety (OSHA) standards. We are all responsible for implementing this plan. Our goal is to continue to mitigate the potential for transmission of COVID-19 on our campuses and maintain safe practices throughout campus.

Campus leaders, supervisors, employees, and students are responsible for implementing and using safe practices in a cooperative way. The COVID-19 pandemic continues to evolve, and this global public health emergency is not over. It is still important that employees and students continue to maintain 3'- 6' distancing protocols, practice good hand hygiene and monitor themselves for symptoms of COVID-19 and stay home and get tested if you experience symptoms of COVID.

Be prepared as we may need to adapt our plans to ensure ongoing safety with new variants of COVID-19 that are emerging in communities. Failure to comply may result in disciplinary actions for employees or code of conduct violations for students.

All campus services will be open and provide in person service as of August 2, 2021. Some departments will continue to offer both remote and in person services. Supervisors will make decisions regarding telework based on legitimate business need and communicate department and MMB telework policies and practices with employees.

Campus Access

Access to Metropolitan State campus buildings will be with card access for students and employees. The campus is not open to the general public at this time.

Exterior door entrance ways will have the security contact phone number 651-793-1717 for visitors to use to access St Paul campus buildings.

The Midway location, Minneapolis College and the Law Enforcement & Criminal Justice Education Center (LECJEC) have open access during posted business hours.

Vaccination

Metropolitan State strongly encourages all students and employees to get vaccinated. Getting vaccinated against COVID-19 is one of the most important steps you can take to protect yourself and your community. Risk for severe illness increases with age, and people of any age who have underlying medical conditions may have a risk of getting very sick from COVID-19.

Vaccination helps prevent the spread of new COVID-19 variants which are more transmissible than the earlier virus. Please visit the Minnesota Department of Health web site for more information on vaccination and how to protect yourself. <https://www.health.state.mn.us/diseases/coronavirus/prevention.html>

Effective September 8, 2021, all state agency employees, including employees of Minnesota State, are required to show proof of full COVID-19 vaccination or be tested at least weekly. This vaccination policy

includes those assigned to work on campus, those who telework who wish to access the workplace for more than 10 minutes or provide services outside the home, contractors and student workers. Specific details about the vaccination policy will be communicated to employees as they become available.

We strongly encourage all to get vaccinated against COVID-19. Vaccines are the way to end the pandemic. They are safe and protect those who are medically unable or ineligible to get vaccinated, our families and our economy. Vaccine appointments are available at [VaccineConnector.mn.gov](https://vaccineconnector.mn.gov).

Guidelines for those who have COVID-19 symptoms or have been exposed to COVID-19 symptoms

The following policies and procedures are being used to assess workers' health status prior to entering the campus.

Employees and students are encouraged to self-monitor for signs and symptoms of COVID-19. Please use the following guidelines to report when you are sick or experiencing symptoms.

Your health and safety, and that of all of our students, faculty, staff and others in our campus community, is important to us. This is a shared responsibility, which is why we ask that everyone:

- Be aware of symptoms of COVID-19 and stay at home if you are sick or not feeling well.
- **Metropolitan State employees should notify your supervisor. If you think you have symptom of COVID, get tested.**
- **Metropolitan State students should remain home if sick and report and symptoms of COVID-19 or a positive COVID test at the Metropolitan State COVID-19 email box. Additional support services will be available to assist you in completing course work, counseling and other services to help you.**
- Contact your faculty member or supervisor to let them know if you have symptoms and get any specific instructions.
- Contact a healthcare provider should symptoms persist or worsen.
- Practice good hand hygiene by frequent washing of hands or use of hand sanitizer is recommended.
- Cover your coughs and sneezes.
- Practice physical distancing by keeping at least 6 feet of space between people.

Employees

Employees should report to their supervisor as soon as possible a COVID-19 exposure, symptoms of COVID-19 or a test confirmed diagnosis of COVID-19. Supervisors should report an employee's COVID-19 exposure or confirmed test diagnosis to HR. We strongly encourage employees to submit this information on the employee form on the university COVID-19 web site.

Employees needing assistance with use of any applicable leave policies or benefits should contact Human Resources at Human.Resources@metrostate.edu or 651-793-1275.

If an [employee tests positive for COVID-19](#) or if an [employee lives with someone who tests positive for COVID-19](#), the employee should inform their supervisor, and follow MDH isolation guidelines, including staying home if they are not fully vaccinated. If someone is fully vaccinated and is exposed, they do not need to quarantine if **ALL** of the following are true:

- The COVID-19 exposure was at least 14 days after their vaccination series was fully completed.

- They do not currently have any symptoms of COVID-19.

Students

Students are expected to report a COVID-19 exposure, symptoms of COVID-19 or a test confirmed diagnosis of COVID-19 as soon as possible, using [the form](#) on the website. Additionally, they should notify their instructors of their inability to attend class or required events at Metropolitan State locations.

Students that need assistance with any applicable attendance policies or services related should email: covid-19@metrostate.edu

Testing Positive for COVID-19

Students and employees who are unvaccinated and have tested positive for COVID-19, should remain home and not come to campus. Students who test positive will need to self-quarantine for 10 days.

Students will be contacted by a response team member who will provide instructions for self-isolating and parameters for returning to campus. The response team will also offer assistance in connecting with instructors, academic support, campus and community resources, and mental health support. We will follow all FERPA regulations regarding student data privacy.

Exposed to COVID-19 Students

Metropolitan State University will follow MDH and local health department guidance on informing students or employees if they have exposed to person with COVID-19 on campus.

If approaching a student regarding symptoms, this will be conducted in a respectful, culturally responsive manner, and in accordance with any applicable federal or state privacy and confidentiality laws. An employee cannot ask the vaccine status of a student, refuse service, and/or ask the student to leave a classroom.

Contact Tracing

The university has staff that have completed training in contact tracing. These individuals work with the Minnesota Department of Health to provide support and send notifications to university students and employees if an individual has had close contact with others on campus. For questions concerning contact tracing and notifications, please contact Robert Anderson, Associate Provost for Student Success at the COVID-19 email address.

We recognize that the pandemic, illness and its impact on personal, work and academic life may be causing stress and anxiety for employees and students. Employees received information on how to access support through [EAP resources](#) and in the case of students through online resources for student counseling services. Metropolitan State students can call **651-793-1568** any time, 24 hours a day, 7 days a week to speak to a licensed counselor.

All employees and students can access [COVID-19 resources](#) on the university web site.

Masks/Face Coverings

In accordance with CDC guidelines, face masks are required to be worn indoors at the Dayton's Bluff- Saint Paul campus, Midway, Minneapolis College and Hennepin Technical College locations. This requirement

applies to both vaccinated and unvaccinated employees, students, visitors, contractors or vendors. A person in a private office or workspace may remove their mask while they are alone in that space.

Hygiene

Hand Washing

Basic infection prevention measures are always being 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 toilet.

Everyone entering campus facilities is encouraged to wash or sanitize their hands prior to or immediately upon entering the facility.

Hand-sanitizer dispensers are available throughout campus at numerous locations.

Physical Distancing & Space Modifications

Classrooms

Classrooms spaces used for in person instruction are setup and seating modified to promote six foot physical distancing. When possible, instructors are encouraged to ask students to sit in the same seat throughout the Fall 2021 term to assist in contact tracing if the need arises.

Classroom spaces for in person instruction will have sanitation stations that include hand sanitizer, disinfectant spray, and wipes (for electronic equipment).

Barriers Screens, signage and floor markers

Acrylic barrier screens have been installed in customer service areas.

Floor signs and markings are in place in locations to identify spaces that have directional traffic flow and assist in maintaining physical distancing.

Ventilation

The St. Paul campus buildings are using recommended levels of filtration and maintain these systems through preventative maintenance.

The air ventilation system is operating extended hours and providing fresh air supply and exchange as recommended by ASHRAE. Facilities staff continuously monitor building control systems to maintain proper operations of the HVAC equipment.

The following steps have been implemented to improve and provide fresh air supply and filtration in campus buildings.

- Fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained.
- Extending HVAC run times before and after building hours.
- MERV 13 filtration is being used in all spaces where mechanically possible.

- Use of portable high efficiency filtration in stand-alone buildings and specialized areas (digital media lab and the dental clinic.)

Drinking Fountains

Drinking fountains are available to use and water flow being regularly checked. We recommend that the use of the fountains be for refilling bottles. Please don't touch your mouth to fixture. Drinking fountains are cleaned once a day by janitorial staff.

Meetings & Gatherings/Events

Digital meetings are still encouraged over in person meetings.

If an in-person department meeting is planned, an appropriate meeting space should be used to allow physical distancing. All meetings, regardless of size, are encouraged to have options setup for remote attendees. If you need assistance with setting up equipment for hybrid meetings please contact IT services in the service portal.

Appointments are highly encouraged for 1:1 meetings. When meeting face-to-face, all parties should wear face coverings, follow 6' physical distancing, and use acrylic barriers when distancing cannot be maintained. If an office is too small for a meeting, use the reservation system to reserve a space for the meeting.

Events/Large Group Meetings

Process for getting events/large group meetings (greater than 25 people) approved

Employees and student organization leaders and will need to develop plans for events and meetings that comply with university safety protocols. Virtual programming and meetings are still being encouraged with larger groups.

- 1) Department meetings and events planned for 25 or more people should prepare a written safety plan to Campus Operations four weeks prior to the meeting.
- 2) Submit a room reservation request to Building Services in the Service Portal.

Outside group events will be reviewed on a case by case basis while we adjust to in person classes and more activity on campus.

Attendance at larger events should be tracked and managed through some form of ticketing such as Brightspace or an RSVP process to assist with contact tracing if necessary and ensure capacities are not exceeded. Publicity for events such as posters, and social media should include information on the program delivery format(s), including in-person options, remote options, registration information, and advanced ticketing information as needed.

Proper Distancing and Spacing

Employees and students are recommended to maintain 6 feet of distance between people when possible. Floor stickers where students and customers are commonly serviced (e.g. Gateway Services, Library Service Desks, Financial Management Window, etc.) Furnishings in common spaces throughout campus have been spaced to provide 6 feet physical distancing.

Shared Equipment -Employees and students are discouraged from using others' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices, or other personal work tools and equipment unless they have been appropriately sanitized.

Cleaning Protocols

Janitorial staff will clean and disinfect campus spaces once per day per day in accordance with MDH and CDC guidelines. Staffing levels will be adjusted to meet this commitment and include a contingency plan to cover absenteeism due to illness.

Faculty, staff, students and visitors will be responsible for cleaning personal workspaces such desk surfaces, computer keyboards, mice, phones, acrylic barrier screens and department copier screens at regular intervals or after each use in the case of shared equipment such as copiers. Some specific location cleaning practices for fall are listed below.

St Paul and Midway campus

In class settings cleaning sanitation stations will be provided for faculty and students to use on desks or tables if needed. Classrooms are cleaned at the end of each class day.

Campus Operations will provide supplies of disinfectant sanitizing spray, paper towels, hand sanitizer and gloves. Departments can request additional supplies using the service portal in building services by completing the COVID-19 supply form. Staff will be notified to pick up cleaning supplies from the mail center.

Minneapolis College

Hand sanitizer will be provided in classrooms. It will be a wall mount dispenser. Normal cleaning will be in place based on CDC guidelines and transmission data.

Hennepin Technical College

High touch point cleaning will be used on door handles, elevator button, desktops, tables and conference room. Disinfectant and towels will be available in common areas. Office spaces and classrooms will be cleaned nightly.