



## Essentials of Reopening

Contact Public Safety with questions

[COVID19.Health@anokatech.edu](mailto:COVID19.Health@anokatech.edu)

Date: V5 December 17, 2020

**When on campus, even for a short duration, the online health screening tool must be completed prior to coming to campus.** All individuals entering campus must complete the online screening tool prior to entry and sign-in at the point of entry. HR and Public Safety will provide guidance on administering health screening and adherence to data practices and procedures. At entry, there will be directives to not enter the building if you are sick, or have symptoms of COVID-19.

If an individual becomes sick during the day, they should leave campus immediately, or stay in the isolation room until they are able to exit campus.

**Completion of work and follow-up after classes/labs:** At the conclusion of in-person, face-to-face activities students and employees must:

- 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.

**Cloth face coverings or masks must be worn on campus. All individuals on campus are required to wear a face covering or mask** while inside campus buildings, and outside when social distancing cannot be maintained. However, face coverings are not a substitute for social distancing, and efforts should be made to maintain social distance whenever possible. Contact Public Safety for any issues of non-compliance or refusal to abide by social distancing.

**Handwashing/Etiquette.** Individuals should wash their hands or use sanitizer at the access point. Individuals are 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. Individuals are also 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.

## Social distancing

- Employees who can work remotely should continue to do so. Employees shall be offered flexible work hours, staggered shifts, and additional shifts to reduce the number of employees in the workplace at one time.
- If required to come to the campus, consider the necessity of the visit, and appropriate time of that visit so as to limit the number of employees and students on campus at the same time.
- Employees and students will be reminded on access control measures, for safety and security.
- Employees and students are asked to maintain six feet of distance between colleagues and visitors.

- Flow plans will include signage for foot traffic to **stay to the right** in hallways and corridors.
- Be aware of and avoid crowded spaces including break or lunchroom, elevators, and restroom areas. Restrooms are limited to one individual at a time.
- Seating arrangements will be made to adhere to the social distancing protocol. Where a six foot distance cannot be maintained at all times in class settings, assigned seats and/or assigned partners must be used to aid in contact tracing, if necessary.
- Class sessions of greater than 50 per area/room are prohibited. Meetings should be done virtually where possible. In all scenarios of on-campus classes, social distancing must be maintained for safety.
- Masks or cloth face coverings must be worn on campus. Students are reminded to bring their own mask or cloth face coverings. Public Safety will provide masks to all faculty and staff as available.
- Disinfectant and sanitizer will be made available as needed. Contact Facilities or Public Safety for more information regarding cleaning/disinfectant supplies.
- Supervisors/instructors will be responsible for providing information on the safe use and disposal of PPE when required. This includes how to wear PPE and where to obtain needed supplies in the workcenter or classroom/lab.
- Remind team members and students to honor posted signage for closed-off areas on campus.
- Review safety information including mask wearing, social distancing and PPE
- Provide teams/students with key contact numbers in the event of an emergency or for questions regarding protocols in place for the COVID-19 pandemic environment.
- Fleet vehicles will only be signed out to single occupants and cleaned and disinfected after use.

#### **CLASSROOM/LAB SHARED RESPONSIBILITY**

- Cleaning supplies for wipe downs will be provided as needed in classrooms for faculty and student use, and PPE will be used as appropriate.
- Only use campus-provided cleaning supplies/sanitizer; if you have questions contact Facilities. Facilities will complete cleaning during their routine cleaning schedule.

**CONFIRMED CASE OF COVID-19 CONFIRMED CASE PROTOCOLS** MDH will provide guidance and direction on informing individuals if they have been exposed to a person with COVID-19 on campus (generally in close contact with someone for an aggregate 15 minutes or more), requiring them to quarantine for the required amount of time. MDH is the lead agency for confirmed cases of COVID-19. They will enact contact tracing and our campus will assist in their investigation of a confirmed case. Reports of a confirmed case of COVID-19 should be made to supervisors and to Public Safety at [COVID19.Health@anokatech.edu](mailto:COVID19.Health@anokatech.edu).

**Training.** Additional communication and training will be ongoing using email and website postings.

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**Minnesota COVID-19 helpline: 651-297-1304 or 1-800-657-3504**