July 13, 2020

Mesabi Range College
COVID-19 Campus Preparedness Plan

Mesabi Range College is committed to providing a safe and healthy environment for students, employees, and members of our campus community. To support that commitment, we have developed a Campus Preparedness Plan in response to the COVID-19 pandemic, utilizing guidance provided by the Minnesota Department of Health (MDH) and consistent with Minnesota OSHA Standards and the Centers for Disease Control and Prevention (CDC) health, safety, and operational guidelines.

The goal of this institution and this plan is to reduce the potential for transmission of COVID-19 on our campuses. To that end, every individual who comes to our campus is responsible for implementing this plan. Only by working together can we establish and maintain the safety and health of our campuses.

In order to provide the safest possible environment for employees and students, campus leaders, supervisors, employees, and students must comply with all aspects of this plan. MRC supervisors and instructors have the full support of college administration and the Minnesota State System Office to enforce the provisions of this plan, which includes the following:

- Communication
- Screening Policies
- Handwashing and Respiratory Etiquette
- Face Mask/Coverings
- Social Distancing
- Housekeeping
- Training
- Appendix A: COVID-19 Notice
- Appendix B: Pre-Entry Screening
- Appendix C: Campus Cleaning and Maintenance Guide
- Appendix D: Resources
Communication

Mesabi Range College and Minnesota State System Office leaders will communicate with students, faculty, staff, and other community members to provide safe-return guidance and set expectations for in-person, face-to-face activities on campus. Communication related to COVID-19 will continue for the foreseeable future, utilizing text messaging, e-mail, social media, website postings, telephone calls, campus signs, and other means.

Communication prior to face-to-face activity on campus should include MRC’s COVID-19 Notice (see Appendix A).

Employees should follow their usual process of informing supervisors if they are sick or experiencing symptoms while at home or work.

Students should inform faculty for their courses.

Mesabi Range College requests that all faculty, staff, and students self-isolate in their home/place of residence if experiencing signs or symptoms of the COVID-19 virus.

Mesabi Range College will follow Minnesota Department of Health (MDH) and local health department guidance and direction on informing employees and students when they have been exposed to someone with COVID-19 on campus and requiring them to quarantine for the required amount of time. NHED Human Resources will manage any confidential medical information to protect the privacy of workers’ health status and health information.

Screening Protocols

Employees and students must self-monitor for signs and symptoms of COVID-19.

Before entering campus, individuals must self-screen using the following questions:

1) Do you have a new or worsening cough?
2) Do you have new or worsening shortness of breath?
3) Do you have a fever or a temperature of 100 degrees Fahrenheit or above?
4) Do you have two or more of the following symptoms:
   - Chills
   - Headache
   - Sore throat
   - Muscle pain
   - Loss of taste or smell
5) Have you been exposed to anyone who has tested positive for COVID-19 within the past 14 days?

If ALL FIVE of the above are NO, the individual is welcome to come to campus.
If ANY OF THE FIVE above are YES, the individual should go home and stay home until ALL of the following conditions have been met:

- The individual has no fever for at least 72 hours (without the use of fever-reducing medications)
- At least ten (10) days have passed since symptoms first appeared.
- Fourteen (14) days have passed since exposure to someone who has tested positive for COVID-19.

Northeast Higher Education District (NHED) through Minnesota State and Minnesota Management and Budget has implemented leave policies that provide for employees who must stay 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.

Accommodations for employees with underlying medical conditions or who have household members with underlying health conditions have been implemented by NHED Human Resources (HR). There are certain types of COVID leave and FMLA that may be available to employees depending upon the individual circumstances. Employees are encouraged to discuss their individual situation with their Human Resources to determine which paid leaves may be available.

If you are sick and need to go to a doctor, call your health care provider before going in, and wear a mask or cloth covering into the clinic.

**Handwashing and Respiratory Etiquette**

MRC employees and students should get into the habit of washing their hands for at least 20 seconds with soap and water when they first arrive on campus, throughout their time on campus, and before they leave campus. This practice not only reduces the potential spread of the virus but it also protects the individual from exposure to the virus. In addition, individuals should also become accustomed to washing their hands for at least 20 minutes with soap and water prior to any mealtimes on campus and after using the toilet.

Visitors to campus, especially, will be encouraged to wash their hands or use hand sanitizer available at all outside entrances and throughout the campus. Hand sanitizer provided will be greater than 60% alcohol.

All work spaces, classrooms, labs, and shop areas are either close to facilities for handwashing or supplied with hand sanitizer. Anyone who notices the sanitizer supply running low (or empty) should notify Keith Perrault, any maintenance staff, or Student Services.

MRC employees and students should get into the habit of covering their mouth and nose with their sleeve or a tissue when coughing or sneezing. In addition, individuals should refrain from touching their face, especially their mouth, nose, and eyes with their hands, since COVID-19 is most easily...
transmitted through mucous membranes. Individuals using a tissue should be directed to dispose of the tissue in the trash and wash or sanitize their hands immediately afterward.

**Face Masks/Coverings**

The Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) advise the use of simple cloth face coverings to slow the spread of COVID-19. Face coverings are intended to prevent wearers who have COVID-19 without knowing it (those who are asymptomatic or pre-symptomatic) from spreading potentially infectious respiratory droplets to others.

Beginning August 1, 2020, Mesabi Range College will implement universal masking on both campuses. Employees, and eventually students and invited visitors, will be required to wear a face mask/covering whenever they are on campus and physical social distancing cannot be maintained.

Wearing a mask or cloth face covering does not protect you from others who may spread the virus. Employees and students still need to be conscious of washing or sanitizing their hands and disinfecting any work station they are about to use. Individuals should continue to cover their cough or sneeze, practice social distancing, and stay home if they are sick.

**Recommendations for Face Masks/Coverings**

A multi-ply tightly woven cotton cloth or multi-ply disposable face covering is recommended. When worn, the covering must extend from the bridge of the nose to below the chin. Reusable cloth face coverings are acceptable, as are disposable paper masks. Reusable cloth covering should be washed regularly to keep them sanitary.

Cloth face coverings should:

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine-dried without damage or change to shape

**Face Mask/Covering Protocols**

- Face masks/coverings **must be worn at all times on campus in public settings** (e.g., common workspaces, public spaces, hallways, stairwells, elevators, meeting rooms, classrooms, labs, break rooms, restrooms, etc.). Face coverings are also required in outdoor settings on campus if social distancing cannot be observed.
- Face masks/coverings are **NOT required in the following situations:**
  - When eating or drinking (social distancing must still be observed)
  - When alone in an office, study area, or other space or where permitted by an official notice posted in a space
  - When in one’s assigned apartment or residence hall room
  - When alone in a vehicle
  - When unable to wear a face covering while exercising in a campus recreation facility as long as all other facility policies, rules, and guidelines are followed
• When an accommodation is necessary as indicated by a medical or similar subject matter expert and granted by express written permission of the college.

• Faculty who are delivering on-campus instruction may remove their face mask to teach, provided they are located within a delineated teaching area that is no less than 10 feet from students.

• Employees and students should provide their own masks.

• If an employee or student comes to campus without a mask, one will be provided by the college.

• An employee who cannot wear a face mask/covering due to medical or other reasons should contact Human Resources for possible accommodation measures. Students should contact Disability Services for possible accommodation measures.

Care and Use of Face Masks/Coverings

Employees and students will be responsible to care for their own face covering. Disposable face coverings are to be discarded as ordinary refuse after a single day’s use unless a workplace requirement requires a different disposal method. Reusable cloth face coverings should be washed regularly. Face coverings that are visibly soiled, in poor condition, or that make it difficult to breathe should not be used.

Sanitary Face Mask/Covering Recommendations:

• Wash or use sanitizer on hands before and after touching mask/covering
• Avoid touching front of face covering (e.g., if mask/covering has ear loops, only touch ear loops)
• Do not touch the face covering except to adjust it to nose and face
• At all times, the covering should cover the nose and mouth, wrap under the chin. Limit gaps.
• Do not share your face covering with others.

Requesting Accommodation

Individuals whose unique circumstances require an exception to universal masking – as directed by a medical or health care professional – may request one. To request an exception, faculty and staff should contact Human Resources. Students should contact Disability Services.

Shared Responsibility

Mesabi Range College is instituting universal masking in response to guidance from the CDC and MDH and in an effort to provide employees, students, and essential campus visitors the safest possible working and learning environment. The degree of safety we are able to provide is determined, in part, by the level of cooperation provided by employees, students, and essential campus visitors. The safety of our campus is a shared responsibility.

By requiring universal masking, we recognize that a directive to wear face coverings may intensify implicit biases and existing stereotypes. We urge that individuals avoid any stigmatization of those not wearing face masks/coverings. Recognize that some members of our community may be
exempted from the requirements of this directive. Patience and kindness should be paramount in all our interactions as we work together to make our campus community safe and healthy and accommodating for all.

**Social Distancing**

In order to mitigate the transmission of the COVID-19 virus, MRS is requiring social distancing on campus. These are the guidelines:

- Employee and students must maintain a distance of 6 feet between people as much as is reasonably possible.
- Virtual meets are strongly encouraged.
- Employees and students are encouraged to limit the frequency and duration of any in-person meetings.
- Individuals should refrain from congregating in doorways or hallways and should be conscious of their social distancing.
- Employees should not use other workers’ PPE, phones, computer equipment, desks, cubicles, workstations, offices, or other personal work tools and equipment.
- Classroom capacity and physical arrangement will be altered to allow for appropriate social distancing. This may result in reduced seating available in instructional areas.
- Seating and tables in common areas will be arranged to allow 6-foot distancing between persons.
- Students should report any concerns to their faculty who will forward them to their supervisor. Employees should report their concerns to their supervisor.

**Housekeeping**

Maintenance staff at MRC is implementing enhanced cleaning and disinfecting practices, including special attention to disinfecting work surfaces, equipment, tools and machinery, vehicles and areas in the campus environment, including classrooms, labs, restrooms, common areas, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations.

Frequent cleaning and disinfecting will occur through the day as needed on high-touch surfaces such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, printers and copy machines, credit card readers, delivery equipment, etc.

Employees and students will be directed and encouraged to disinfect shared spaces they touch in performing task required of teaching, learning, and supporting students. (See Appendix C: Campus Cleaning and Maintenance Guide)
### Training

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