COVID-19 Preparedness Plan for Return to the Workplace

Gustavus Adolphus College

Gustavus Adolphus College is committed to providing a safe and healthy workplace for all employees, students, and visitors. To help promote that, the President’s Cabinet has approved the following Preparedness Plan in response to the COVID-19 pandemic. The College’s goal is to mitigate the potential transmission of COVID-19 in our workplaces, and that requires full cooperation among all employees. Only through this cooperative effort can we establish and maintain the safety and health of our community.

All Gustavus faculty and staff are responsible for implementing and complying with all aspects of this Preparedness Plan. Our employees are our most important resource. We are serious about safety and health and keeping our employees, students, and visitors safe. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan.

This Plan is designed in two phases. The first phase (Phase 1) began when the State of Minnesota eased its Stay At Home order effective May 18, 2020, at which point the President’s Cabinet felt comfortable welcoming some employees, beyond those already approved and working on campus, back to campus. The second phase (Phase 2) will be implemented when the College is prepared for a more substantial percentage of employees to return to work on campus.

The Phase 1 plan gathered employee input by utilizing supervisors to design individual office/department return to work plans as well as consultations with key employees on the Infectious Disease Committee (IDC) who have been listening to and responding to employee concerns since before the Stay At Home order was placed on Minnesotans and Minnesota workplaces. For Phase 2, we will be involving a broader group of employees by formulating action teams that will design strategies, processes, and procedures. The Action Teams will seek to ascertain and address employee concerns and integrate them into Phase 2 planning.

It is important to note that this Plan will evolve as necessary in response to the public health conditions in Minnesota and guidance from Governor Tim Walz, the Minnesota Department of Health (MDH), the Centers for Disease Control and Prevention (CDC), and the Occupational Safety and Health Administration (OSHA). We anticipate that, over time, the Plan will allow more faculty and staff to return to campus and the gradual opening of other College facilities/services until we achieve full, in-person operations at a date in the future. College leaders will continue to revise this Plan and communicate updates to all faculty and staff campus-wide as the COVID-19 pandemic evolves.

Our Preparedness Plan follows CDC and MDH guidelines and federal and state OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- housekeeping – cleaning, disinfection and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to employees and students living on campus; and
- management and supervision necessary to ensure effective implementation of the plan.

Until further notice, the College expects that any faculty or staff who have not already been given permission to work on campus and who can work from home will continue to work from home. This Plan anticipates that some number of employees may need to return to campus, not because of personal preference, but to effectively complete their work. Employees who were already approved to work on campus prior to implementation of this Plan will continue to work on campus.
No member of the College community may return to work on campus until: (1) they have received the appropriate written approval from their supervisor and; (2) have acknowledged to their supervisor their personal responsibility to comply with this Plan in writing. Failure to complete (1) or (2) above before returning to work on campus will result in immediate on-site work stoppage.

**Training Video Regarding the Practices Presented Within This Plan**

All employees who are working on-campus will be required to watch a training video prior to returning to work or on their first day back at work during Phase 1. This video will contain information on this Plan as described below. Employees will be sent these videos in a personalized email via Qualtrics once they receive permission to return to on-campus work.

**Screening and Policies for Employees to Monitor for Signs and Symptoms of COVID-19**

Gustavus employees who are working on-campus are required to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers’ health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

Screening starts with our employees. No one who is sick, who is diagnosed with COVID-19, who has symptoms of COVID-19, or has been in contact with someone who is sick, who is diagnosed with COVID-19, or who has symptoms of COVID-19 should come to work. Not only can doing so put an employee’s health at risk, it will potentially jeopardize the health of others on campus. Therefore, the College is requiring that every employee who will be coming onto campus truthfully complete an Employee Self-Assessment Questionnaire EVERY DAY before coming into work [https://gustavus.edu/questionnaire](https://gustavus.edu/questionnaire).

Upon completion of the daily Employee Self-Assessment Questionnaire, if an employee is exhibiting symptoms of COVID-19 or has been in contact with someone who is sick or has symptoms of COVID-19, the employee should not come to campus and should do the following:

- Complete this online form [https://gustavus.edu/screen](https://gustavus.edu/screen)
- If an employee is unable to complete the online form, contact HR at (507) 933-6310, indicating a positive response to one of the symptoms or exposure to someone who is sick or has symptoms of COVID-19. If you need to leave a voicemail message, please indicate if you do not readily have email access.

Further instruction and information will be given by HR to the employee.

Employees who report to work on campus, and are experiencing COVID-19 symptoms, should leave campus immediately to return home.

- Upon arrival at home, complete this online form [https://gustavus.edu/screen](https://gustavus.edu/screen)
- Upon arrival at home, if an employee is unable to complete the online form, contact HR at (507) 933-6310. If you need to leave a voicemail message, please indicate if you do not readily have email access.

If an employee is experiencing symptoms on-campus and is unable to immediately leave campus:

- The employee should continue to wear a face mask and self-isolate on campus in a private office, until they can go home.
• If the employee does not have a private office, they should contact Campus Safety at (507) 933-6888 for assistance in finding a safe place to isolate on campus.
• The employee should immediately complete the online form or contact HR, as described above.

Emails (or a mailed letter) will be sent to the employee and their respective supervisor confirming that the employee is out of the office and unable to work. The Office of Human Resources protects employee’s private health data by storing medical information in a confidential file, separate from an employee’s personnel record.

Leave and other College COVID-19 related Policies and Practices

The following is Gustavus’s leave plan and policies in place for employees in the following scenarios:

• **If an employee has COVID-19**
  - Employee will remain at home until approved to return to work on campus by HR, who will follow guidelines from the CDC, MDH, and/or a medical provider.
  - If employee is able to work from home, they should do so with supervisor approval.
  - If an employee is not able to work from home, time away should be covered with PTO/Vacation.
  - If an employee is not able to work from home, a leave under the FMLA or ADA may be initiated in accordance with applicable law.

• **If an employee lives with a person who is diagnosed with COVID-19**
  - Employee will remain at home until approved to return to work on campus by HR, who will follow guidelines from the CDC, MDH, and/or a medical provider.
  - If employee is able to work from home, they should do so with supervisor approval.
  - If an employee is not able to work from home, time away should be covered with PTO/Vacation.
  - If an employee is not able to work from home, a leave under the FMLA may be initiated.

• **If an employee lives with a person who is vulnerable and does not want to work on campus**
  - Employee may work remotely, with supervisor approval.
  - If an employee is not able to work from home, time away should be covered with PTO/Vacation.
  - If an employee is not able to work from home, a leave under the FMLA may be initiated.

• **If an employee is afraid / uncertain to return to work and is unable to work from home**
  - Employee may work remotely, with supervisor approval.
  - If an employee is not able to work from home, time away should be covered with PTO/Vacation.

• **If an employee has an underlying medical condition that puts the employee at higher risk for severe illness from COVID-19:**
  - The College may request documentation from the employee’s medical provider to substantiate the medical condition.
  - Employee may work remotely, with supervisor approval.
  - If an employee is not able to work from home, accommodations may be made on a case by case basis for at-risk employees with underlying medical conditions that constitute a disability and/or serious health condition. Employees should work together with Human Resources to engage in the interactive process to determine whether an accommodation is available that will permit the Employee to perform the essential functions of their job.
In some situations, employees who are unable to work may be eligible for unemployment insurance. Employees should contact the Minnesota Unemployment Insurance at uimn.org to determine their eligibility.

If notification is received by Human Resources that an employee who has recently been on campus has been officially diagnosed with COVID-19, the Office of Human Resources will communicate to the Vice President and leader in that department (e.g. Director or Dean) that a case has been confirmed in an employee in that department. The leader will notify departmental employees of the confirmed departmental case, and will communicate any necessary precautionary measures in addition to the employee requirement to conduct daily self-monitoring of health and stay at home if symptoms arise. The Office of Human Resources will not disclose the identity of the diagnosed employee and will protect the employee’s private health data by storing medical information in a confidential file, separate from an employee’s personnel record.

**Handwashing**

Basic infection prevention measures are being implemented at our workplaces at all times. Employees 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 shift, prior to any mealtimes and after using the bathroom. Building Services staff is responsible for maintaining soap and paper towels in all campus public restrooms as well as cleaning of those areas as recommended by MDH guidelines. Employees should notify Building Services immediately if a location is in need of attention by completing the service request on the Physical Plant home page.

Some offices and common areas in buildings also have hand-sanitizer dispensers (that use sanitizers of greater than 60 percent alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Hand-sanitizer dispensers (sanitation stations) have been placed throughout campus. Building Services staff is responsible for refilling the sanitation stations and individual offices should provide and re-stock hand sanitizer if indicated in their individual office/department plan. Employees should notify Building Services immediately if a location is in need of attention by completing the service request on the Physical Plant home page. Employees will be required to watch a safety training video prior to returning to work or on their first day back at work during Phase 1 and that video will contain information on this aspect of COVID practices.

**Respiratory etiquette**

Employees, students and visitors are 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 widely available to all employees, students and visitors. Digital signs, posters and mirror decals have been placed throughout campus to provide instructions and reminders regarding respiratory etiquette. Mirror decals will be placed on all campus mirrors upon receipt of final 200 decals.

**Face Masks/Coverings**

In accordance with guidance from the CDC [https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/div-cloth-face-coverings.html] and Minnesota Department of Health [https://www.health.state.mn.us/diseases/coronavirus/guidance.html#ppe], Gustavus is requiring employees and students entering buildings on campus to wear a cloth face mask. Employees working alone in their offices do not need to wear masks, but anytime someone is on campus and within six feet of another person, a mask must be worn (indoors or outdoors). Employees may use their own masks, or receive a mask from the College. Gustavus will be providing all employees with at least one washable mask as needed.
Masks MUST cover the employee's nose and mouth to be effective. The College asks that Employees who need to temporarily remove their mask, should within reason follow the instructions below.

- Perform hand hygiene (wash with soap and water or use hand sanitizer) before and after handling a mask.
- Avoid touching the outer and inner surface while removing the mask (touch ear loops/strings only).
- Do NOT place masks on counters, computers, etc.
- A removed mask should be placed on a paper towel or stored in a brown paper bag (not plastic). The outside of the mask should be considered contaminated.

Employees will be required to watch a safety training video prior to returning to work or on their first day back at work during Phase 1 and that video will contain information on this aspect of COVID practices. The College has implemented a Cloth Face Coverings policy and will conduct a hazard assessment by June 3, 2020 to confirm that this requirement does not pose other hazards while protecting against the spread of COVID-19.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: telework and flexible work hours; maintaining six feet of distance between individuals; providing signage and instructions on social distancing, including visual floor cues; regulating riding in and sharing of vehicles; regular communication via email and the COVID-19 information webpage for employees, students, and others.

Employees will be provided a cloth mask and PPE as recommended by OSHA for specific jobs. If employees are unable to maintain a six-foot distance from one another, then masks will be worn. Ongoing assessment of the need for barriers and/or changes to workstations will occur. Outside vendors and contractors will be required to follow these guidelines as well.

During Phase 1, employees that need to be on campus will work in staggered shifts to reduce the number of employees in the workplace at one time; maintain six feet of distance between individuals; and follow instructions on signage. Phase 2 will address traffic patterns to reduce crowding and finalize protective barriers needed on campus.

Employees will be required to watch a safety training video prior to returning to work or on their first day back at work during Phase 1 and that video will contain information on this aspect of COVID practices.

Employees, visitors, and students are prohibited from gathering in groups larger than 10 people. Employees are prohibited from gathering in confined areas, including elevators, and from using other employees’ personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

Housekeeping

Cleaning of common areas within campus buildings will be done by Building Services staff, utilizing guidance from MDH and CDC. Cleaning of common areas will be conducted according to a schedule that aligns with the number of unique individuals that will be working regularly within a building. Individual employees are responsible for cleaning within their offices. Shared cleaning supplies will be provided by Gustavus within a building common area, along with a document that describes how to properly use the cleaning supplies. Individuals will be asked to use the supplies, then return the shared supplies to the building common area.

Building Services staff will carry out housekeeping practices that align with MDH and CDC guidelines, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the
work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc.

The Building Services team will be working in two teams of 12 custodial staff members each on rotation of two weeks on and two weeks off. The Building Services team will be following CDC recommendations on cleaning and chemical use in buildings that are serviced daily, academic buildings, residence halls, and other campus buildings.

If an employee who has recently been on campus is sick or experiencing symptoms, HR will notify the Building Services to clean the affected area according to MDH and/or CDC guidelines.

If an area has been exposed to an employee with a confirmed case of COVID-19, Gustavus will work with Building Services and/or a selected COVID-19 certified cleaning contractor to clean the affected area according to MDH and/or CDC guidelines.

**Guests and Vendors on Campus**

*External Delivery Vendors on Campus:* External delivery vendors are defined as those individuals (not employed directly by Gustavus) that are dropping off or picking up goods, but are not providing additional services (e.g. repair of equipment, installation of products, etc.). Gustavus has asked delivery vendors to wear masks, wash hands, abide by social distancing requirements, and use the sanitizer located on the loading dock prior to servicing the College. Gustavus has posted a message to that effect on the loading dock door. Most delivery vendors will be on campus for 15 minutes or less.

*External Contractors on Campus:* External contractors are defined as those individuals, who are not directly employed by Gustavus, but are conducting on-campus work in accordance with an issued contract to perform services, such as repairs, equipment installation, or construction projects. External contractors will be working on campus for a defined scope of time. External contractors are under strict safety guidelines to help prevent the spread of COVID-19 on the Gustavus campus. The College will identify restrooms for use in the work areas. External contractors will be given a copy of the College’s “Return to Workplace” plan and are responsible for following the guidelines and policies presented within the plan, including completion of the daily Self-Assessment Questionnaire while working on campus.

*Invited Guests on Campus:* Invited campus guests are defined as those individuals who have been invited to or are visiting campus for an intended purpose, such as prospective students/families or research collaborators. The Gustavus employee/office who is hosting the guest/s will provide a copy of the College’s “Return to Workplace” plan to the invited guest/s prior to or on the day of the campus visit, highlighting the relevant College policies that pertain to the visit (e.g. the masking policy and social distancing requirements). On the day of the campus visit, the guest/s will be asked to complete the daily Self-Assessment Questionnaire.

**Communications and Training**

This Preparedness Plan will be communicated to all employees via email at the time they are approved to return to work on campus during Phase 1. Employees utilizing paper screening questionnaires will also be offered a paper copy of this Preparedness Plan.

All College employees will be required to view a COVID-19 safety and training video either prior to returning to work or on their first day at work. The record of compliance with video completion is maintained by the Office or Human Resources. The video contains information about: how to complete the COVID-19 daily Self-Assessment Questionnaire, instructions for employees who have COVID-19 symptoms, hand washing,
respiratory etiquette and social distance expectations. Employees will be sent these videos in a personalized email via Qualtrics once they receive permission to return to on-campus work.

Additional communication and training will be ongoing through the Office of Human Resources and provided to all employees who did not receive the initial training. Supervisors are to monitor employee behavior in their work areas and assisting with sustaining work expectations. Employees are encouraged to ask their supervisors questions about procedures and policies that are unfamiliar. Supervisors and employees will work through this new program together and training will be updated as necessary.

Certification of Plan

This Preparedness Plan has been certified by Gustavus Adolphus College senior leadership was posted throughout the workplace on May 21, 2020 by the Office of Human Resources. It will be updated as necessary.

Anti-Discrimination and Anti-Retaliation:
It is the policy of Gustavus to comply with all laws and regulations governing the provision of equal employment and equal educational opportunities. Therefore, decisions affecting the provision of educational services and decisions affecting employment opportunities will be made without regard to race, color, creed, religion, age, sex, sexual orientation, national origin, marital status, disability, veteran status, status with regard to public assistance, or other categories protected by federal, state, or local antidiscrimination laws.

Employees should report any concerns to the Office of Human Resources or their supervisor. The College expressly prohibits retaliation against any individuals who make complaints (e.g., discrimination).

Compliance with Applicable Law:
The guidance on COVID-19 is likely to evolve. In the event there is any conflict with the above Plan and any applicable local, state or federal law or order, the Plan will be administered in accordance with such applicable law or order.

Certified by:

[Signature]
[Title of management official]
**Gustavus Procedures if an employee exhibits COVID-19 symptoms based upon self-monitoring assessment or their completion of the Daily Screen Questionnaire:**

1.) The Office of Human Resources will communicate with the employee.
2.) The Office of Human Resources will send a communication to the employee and supervisor, acknowledging that the employee will not be reporting to work on campus.
3.) The Office of Human Resources will notify the Building Services to clean the affected area according to MDH and/or CDC guidelines.
4.) If notification is received by Human Resources that an employee who has recently been on campus has been officially diagnosed with COVID-19, the Office of Human Resources will communicate to the Vice President and leader in that department (e.g. Director or Dean) that a case has been confirmed in an employee in that department. The leader will notify departmental employees of the confirmed departmental case, and will communicate any necessary precautionary measures in addition to the employee requirement to conduct daily self-monitoring of health and stay at home if symptoms arise.
5.) If an area has been exposed to an employee with a confirmed case of COVID-19, Gustavus will work with Building Services and/or a selected COVID-19 certified cleaning contractor to clean the affected area according to MDH and/or CDC guidelines.
6.) The College will follow further guidance and recommendations of Nicollet County Public Health and the Minnesota Department of Health in instances of confirmed cases in on-campus employees.

This policy will remain in accordance with MDH and CDC guidelines and may be updated to maintain alignment with these guidelines.