



Community

— ALWAYS —



ACADEMIC DEPARTMENTS AND PROGRAMS SAFETY PROTOCOLS

We are following the guidelines of the Minnesota Department of Health (MDH) and Centers for Disease Control and Prevention (CDC). Please know that the policies below may change as we address any uncertainties and changes associated with COVID-19.

1. Faculty, staff and students must wear a mask at all times when in common areas of academic buildings. This includes when in the classroom, meeting room, when entering and exiting the building, while moving through the hallways and while in restrooms. If individuals are unable to use a mask, they may use a face shield as an appropriate substitute.
2. Everyone must practice social distancing. This includes when entering and leaving classrooms, offices, study and common spaces. Please use hand sanitizer upon entering and leaving these areas.
3. All study, common and meeting spaces have been outfitted with furniture to house an appropriate number of students to allow for 6-foot social distancing in that space. There is a diagram hanging in each area that demonstrates the appropriate organization. If you must move the furniture, please maintain appropriate social distancing and return the furniture to its original configuration after usage.
4. Student employees must wear masks when working unless working in a private, secluded space. We highly recommend a clear mask when these individuals have positions that are front-facing and must interact with others. Please ask students to disinfect their area and use hand sanitizer upon entering and leaving their work area.
5. All individual and group meetings with students, staff and faculty will be virtual until social distancing policies are lessened. This includes individual meetings with students (advising meetings), tutoring sessions and department meetings.
6. Because meetings are virtual, only faculty should be in their office space. Faculty and staff are responsible for disinfecting their office space regularly.
7. While meetings will be held virtually, there may be times when faculty or staff will be in direct contact with a student, staff or other faculty member in a common space. If so, individuals must remain 6 feet apart and wear a mask. Individuals can be less than 6 feet apart for no more than 15 minutes.
8. There are important considerations when returning to work on campus. If unable to return to campus, please complete an accommodation request. Please work with academic affairs to determine how your work can be conducted remotely.
9. There are instances where faculty may not be teaching in a block. We expect these faculty will participate in virtual meetings, but may do so remotely.
10. Please follow the return to work policies. This includes a daily self-health check and staying home when ill. In addition, if diagnosed with COVID-19, or exposed to someone who has COVID-19, please follow appropriate and expected practices described in the return to work policies. Similar to practices already in place, if you are unable to teach a course, please notify your department chair who will work with you and academic affairs to find a replacement.