COVID-19 PREPAREDNESS PLAN for

COLLEGE OF Saint Benedict Saint John’s UNIVERSITY
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Returning to Work on Campus</td>
<td>4</td>
</tr>
<tr>
<td>Leave Policies</td>
<td>6</td>
</tr>
<tr>
<td>Accommodations for Employees at Higher Risk</td>
<td>7</td>
</tr>
<tr>
<td>for Severe Illness from COVID-19</td>
<td></td>
</tr>
<tr>
<td>Community Health and Safety</td>
<td>8</td>
</tr>
<tr>
<td>Communication and Training</td>
<td>11</td>
</tr>
</tbody>
</table>
The College of Saint Benedict (“CSB”) and Saint John’s University (“SJU”) are committed to providing a safe and healthy campus for all our employees, students, and visitors. The following COVID-19 Preparedness Plan (“Plan”) has been developed in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 on campus and in the surrounding communities, which requires full cooperation among faculty, staff and students.

CSB and SJU Vice Presidents and Department Supervisors are responsible for implementing the Plan, and all employees are responsible for complying with the requirements of the Plan. This plan is subject to change as more information is learned about the COVID-19 pandemic and updated guidance is received from federal and state authorities, including the Centers for Disease Control and Prevention (CDC), the Minnesota Department of Health (MDH), the Minnesota Department of Education and the Minnesota Office of the Governor.

Representatives from CSB/SJU Academic Affairs, Environmental Health and Safety, Facilities, Health Services, Human Resources and Student Development participated in the development of this Plan to provide a safe and protective work environment. Our COVID-19 Preparedness Plan follows CDC and MDH guidelines, federal OSHA standards related to COVID-19 and MN Executive Order 20-48, and addresses:

- **INTRODUCTION**
  - hygiene and respiratory etiquette
  - engineering and administrative controls for social distancing
  - customer controls and protections for drop-off, pick-up and delivery
  - prompt identification and isolation of sick persons
  - housekeeping, including cleaning, disinfecting and decontamination
  - communications and training
  - management and supervision necessary to ensure effective implementation of the plan
SCREENING POLICIES AND WORK EXPECTATIONS FOR EMPLOYEES EXHIBITING SIGNS AND SYMPTOMS OF COVID-19.

The following policies and procedures are being implemented to assess our employees’ health status prior to coming to work and to report when sick or experiencing symptoms.

**Affirmation Form:** Employees returning to work on campus will be asked to sign an affirmation form to be returned to Human Resources which includes the following, and to self-monitor for signs and symptoms of COVID-19:

- The employee has not within the past two weeks been diagnosed with COVID-19 and is not currently experiencing any of the COVID-19 symptoms as outlined by MDH.
- The employee is not a person under investigation for COVID-19 exposure, under quarantine or in isolation as ordered by a health authority.
- No member(s) of the employee’s household has within the past two weeks been diagnosed with COVID-19.

**DAILY SELF-SCREENING FOR SYMPTOMS**

Prior to coming to work for each shift, employees are expected to self-check their temperature at home, if possible. In addition, employees should self-monitor daily for the COVID-19 symptoms as listed here: [www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html](http://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)

The CSB/SJU Director of Environmental Health & Safety (DEHS), Ganard Orionzi, will provide guidance to supervisors where additional screenings are advised based upon an employee’s job responsibilities. Please refer to the following link for screening information from MDH: [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen)
REPORTING SYMPTOMS AND/OR EXPOSURE

Employees are required to take the following actions if they experience symptoms or are exposed to COVID-19:

1. An employee experiencing symptoms prior to reporting to work should:
   - Stay home.
   - Notify his/her supervisor* of the type and onset of symptoms.
   - Contact his/her medical provider for guidance and follow-up with the supervisor regarding workability status. An employee without a medical provider is encouraged to seek guidance through phone triage with a registered nurse. A local resource is CentraCare Connect at 320-200-3200.

2. An employee experiencing symptoms while at CSB/SJU should:
   - Notify his/her supervisor* of the type and onset of symptoms.
   - Go home as soon as possible, wear a mask/face covering and isolate from others until leaving campus.
   - Contact his/her medical provider for guidance and follow-up with the supervisor regarding workability status. An employee without a medical provider is encouraged to seek guidance through phone triage with a registered nurse. A local resource is CentraCare Connect at 320-200-3200.

Applicable leave for scenarios 1&2, based upon appointment and benefit-eligibility status:

If an employee is unable to fully perform his/her job responsibilities from home, accrued sick leave, vacation (if sick leave is not available), or unpaid leave may be taken.

3. If an employee or member of an employee’s household has been notified of potential exposure, the employee must notify his/her supervisor*, self-monitor and follow the instructions provided upon notification.

4. If a member of an employee’s household has COVID-19 symptoms, the employee must stay home and self-monitor until the family member has been evaluated by a medical provider and given further guidance regarding the symptoms. The employee is expected to keep his/her supervisor informed of the status.

Applicable leave for scenarios 3&4, based upon appointment and benefit-eligibility status:

If an employee is required to stay home and is unable to perform his/her job responsibilities from home, refer to the Special COVID Leave policy section below.

For information on quarantine and isolation, visit: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html

*The supervisor must notify their designated Human Resources Partner of the information received as soon as possible. For student employees, notify Angie Mareck, Director of Student Employment.

Supervisors may inform co-workers, as needed, that a colleague is out ill or out of the office. No other details or personal health information should be shared without the employee’s permission.
REPORTING TESTING POSITIVE FOR COVID-19

Employees are required to take the following actions if they test positive for COVID-19:

- Stay home per guidance from his/her medical provider and until meeting the following CDC clearance criteria:
  - no fever for 72 hours off medication
  - a minimum of 10 days since symptoms first appeared or tested positive
  - improvement in overall symptoms


- Notify his/her supervisor and complete the following report form Employee COVID-19 Positive Test Report submitted to Human Resources.

Applicable leave based upon appointment and benefit-eligibility status: If an employee is unable to fully perform his/her job responsibilities from home, accrued sick leave, vacation (if sick leave is not available), or unpaid leave may be taken.

** When Human Resources receives notice of a positive case, Human Resources will notify the DEHS who serves as COVID-19 Coordinator for institutional tracking and follow-up with both the employee and local/state public health authorities per case investigation processes.

For a student employee, the DEHS will coordinate with the Student COVID-19 Coordinator and Student Employment Director, as appropriate.

LEAVE POLICIES

CSB and SJU Faculty and Staff handbook policies on sick leave and the Family Medical Leave Act (FMLA) will be followed for an employee’s illness, for an employee providing care for an ill family member as defined by these policies, and when an employee is required by a health-care provider to isolate or quarantine.

SPECIAL COVID LEAVE POLICY, EFFECTIVE THROUGH JANUARY 2021:
(date subject to change)

CSB/SJU is offering additional leave at this time for benefit-eligible employees required to stay home from work to self-isolate or quarantine for the conditions noted in #3-4 above, when an employee is not ill or experiencing symptoms and is unable to do his/her job remotely. Documentation of the status is required (e.g. notice of potential exposure and/or guidance from a health authority).

An employee may request up to 80 hours of paid COVID leave via this form Employee COVID Leave Request. COVID leave will not be deducted from an employee’s sick or vacation leave accrual or affect eligible leave hours for a qualified Family Medical Leave.

Should a second occurrence of isolation/quarantine be necessary and 80 hours COVID leave has been taken, an employee may use accrued sick or vacation leave or take unpaid leave.
Part of our plan for a safe return to campus includes the protection of individuals who are in high risk categories. Per CDC information (as of 7/17/20), the risk for severe illness from COVID-19 increases with age. The greatest risk for severe illness from COVID-19 is among those aged 85 or older. Individuals of any age with certain underlying medical conditions are at increased risk, including:

- COPD (chronic obstructive pulmonary disease)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Sickle cell disease
- Type 2 diabetes mellitus
- Chronic kidney disease
- Cancer
- Neurologic conditions, such as dementia
- Pregnancy
- Pulmonary fibrosis (having damaged or scarred lung tissues)
- Smoking
- Thalassemia (a type of blood disorder)
- Type 1 diabetes mellitus

In addition, CDC information notes individuals with the following conditions might be at increased risk:

- Asthma (moderate to severe)
- Cerebrovascular disease (affects blood vessels and blood supply to the brain)
- Cystic fibrosis
- Hypertension or high blood pressure
- Liver disease
- Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines

An employee in one or more of these risk categories may request an accommodation related to his/her work assignment by completing an accommodation request via the Employee Accommodation Request Form submitted to Human Resources. Such requests may require medical certification from an employee’s healthcare provider regarding the condition and workability status. Human Resources, in consultation with the employee’s supervisor and/or divisional leader, will review an employee’s request, discuss needs with the employee, and determine if a reasonable accommodation can be made.

Employees with caregiver responsibilities for an ill family member incapable of self-care or for a household member required to quarantine due to concerns related to COVID-19 may request an accommodation. Absences from work for care responsibilities for an ill family member will be managed in accordance with our sick leave and family medical leave policies.

Additional needs of employees with a household member in a high-risk category or other circumstances will be reviewed on a case-by-case basis. If an employee is unable to perform position responsibilities with a reasonable accommodation, the employee’s position, FTE, and/or employment status may be affected.
WEARING A MASK OR FACE COVERING

All employees are required to wear a cloth re-useable mask or face covering at work which covers both their nose and mouth. CSB and SJU Facilities will provide departments will a small back-up supply of disposable masks.

A mask or face covering is required, other than when working alone in a private office, including when:

- entering/exiting and moving around campus buildings
- in classrooms and labs
- in public and communal spaces
- standing in line for and riding the Link bus
- in any social interaction where physical distancing of at least 6 ft. cannot be consistently maintained

All employees are required to maintain and clean their mask per CDC recommendations. For information on design, use, removal and cleaning of face coverings, visit: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html

An employee who is unable to wear a face-covering or must wear a mask with exhalation valves for health reasons should make an accommodation request to Human Resources using the Employee Accommodation Request Form.

SOCIAL DISTANCING

Social distancing is being implemented through numerous controls. Supervisors are asked to consider the following in department planning for return-to-work. This list is not intended to be all-inclusive; each supervisor and work team is encouraged to examine all departmental practices in implementing social distancing, including:

- Establish flexible work shifts and staggered schedules to reduce the number of people in the work area at the same time and entering/leaving work together.
- Allow employees, especially those in high-risk categories, who can perform their work remotely to continue doing so. Consider alternating remote days with days in the office.
- Conduct meetings with colleagues and students electronically, whenever possible, including faculty office hours.
- Keep group gatherings to recommended maximum, currently 10 people or less for indoor and 25 people or less for outdoor, with appropriate physical distancing and use of masks/face coverings. Also avoid small group gatherings in confined spaces and when using elevators.
- Avoid group gatherings in break/lunchrooms and replace re-useable kitchen items with single-use options.
Limit visitors coming to campus for required business reasons and maintain social distance when visiting.

Adjust workstations and traffic patterns in work/public areas to provide for physical distancing to be greater than 6 ft apart.

Remove high-touch items such as publications, shared pens, etc.

Work with Facilities to obtain disinfecting supplies for cleaning personal workspaces (keyboards, phones, countertops, etc.). Avoid sharing workspaces and equipment between colleagues.

Further information on social distancing may be found here:
www.health.state.mn.us/diseases/coronavirus/materials/socdistwork.pdf

Employees who have concerns about ability to social distance effectively while completing job responsibilities are asked to consult with their supervisor or Human Resources.

HANDWASHING

Basic infection prevention measures are being implemented on campus. 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 work shifts, prior to meals and after using the restroom. Hand sanitizers are supplied in the entrances of most buildings and in high traffic areas. Additional guidance may be found at the following links:

www.cdc.gov/handwashing/when-how-handwashing.html
www.cdc.gov/handwashing
https://youtu.be/d914EnpU4Fo

RESPIRATORY ETIQUETTE: COVER YOUR COUGH OR SNEEZE

Employees are expected to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, particularly mouth, nose and eyes, with their hands. Dispose of tissues in the trash, and wash or sanitize hands immediately afterward. Respiratory etiquette will be demonstrated on posters throughout campus. Additional guidance may be found at the following links:

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

CUSTOMER/VENDOR/VISITOR CONTROLS

Employees working with vendors, guest speakers, and inviting visitors to campus are to advise the parties of campus safety expectations when dropping off/picking up materials, completing repairs, doing presentations, visiting, etc. which minimally include wearing a mask/face covering, respecting social distancing, handwashing, and respiratory etiquette.
HOUSEKEEPING

Summer 2020

- Facilities staff will be focused on cleaning of residential spaces during the summer months.
- One bathroom per building will be open and regularly cleaned at this time. Check with Facilities staff for details in your building.
- High traffic, high-touch areas in buildings will be disinfected regularly.
- For use of shared departmental equipment, such as phones, keyboards, and copiers, individual users will be responsible to clean these surfaces before/after use. Employees will be given access to supplies to clean their own offices and conference rooms, if needed. Additional cleaning supplies may be requested from Facilities.

If there is a confirmed positive COVID-19 case reported, the DEHS will coordinate with Facilities personnel for the cleaning and disinfecting of the individual’s work/residential space.

Fall 2020

Information will be provided prior to the start of fall semester regarding cleaning and disinfecting of classrooms, offices, and communal spaces.

TRAVEL DURING THE ACADEMIC YEAR

Non-essential business travel is not advised through at least fall semester, December 2020.

For required college/university travel:

- **Domestic** – Employees are required to submit a travel itinerary form [Employee Travel Form](#) prior to travel and to follow recommendations regarding a domestic travel alert. Increased daily symptom monitoring may be necessary following travel.

- **International** – Employees will be required to submit a travel itinerary form [Employee Travel Form](#) prior to travel. Per current CDC guidelines, anyone traveling internationally will be required to quarantine for 14 days prior to returning to campus.

**Note:** Employees who travel internationally for personal reasons will need supervisor approval to work from home during the required quarantine period following travel. If unable or not approved to work from home, the employee will be required to use accrued vacation or unpaid leave.
This Plan is being communicated to all employees by CSB/SJU email and posted on the CSB/SJU website.

Informational links are included in this document for guidance. Informational posters will be placed in campus buildings for awareness. A Job Safety Analysis & Risk Exposure Assessment tool is available for department supervisors to use in return-to-work planning, with guidance available from the Director of Environmental Health and Safety on department-specific safety plans, especially in higher-risk areas.

Divisional Vice Presidents and department supervisors are to monitor the effectiveness of the Preparedness Plan in their respective areas and to update protocols and safety practices, as required and per guidance from local and state health authorities.

This COVID-19 Preparedness Plan has been certified by CSB/SJU leadership and will be updated as necessary.

Certified by:

Laurie Hamen, CSB Interim President

Eugene McAllister, SJU Interim President