Table of Contents

EXECUTIVE SUMMARY ............................................................................................. 1
ACADEMIC AND SERVICE PLANNING ................................................................. 2
OPERATIONS ............................................................................................................ 2
PREVENTION MEASURES ...................................................................................... 3
CONTAINMENT AND MITIGATION ......................................................................... 12
CONCLUSION ........................................................................................................... 16
APPENDICIES .......................................................................................................... 17
EXECUTIVE SUMMARY

Century College continues to work on all fronts to prepare our community for a safe on-campus experience. As Fall Semester 2020 ends, the Spring Semester 2021 is anticipated to mirror fall delivery of instruction, on campus services and the support for telework. Our objective remains clear: to offer an on-campus experience to the greatest extent possible moving forward in a safe environment for employees and students. That means continued focus and awareness of extensive public health measures to prevent, detect, and monitor the virus in our community, coordinate contact tracing efforts with the Minnesota Department of Health via Minnesota State COVID On-Going Operations and Guidance Task Force, and rapidly address any cases that arise.

We are fortunate as guidance continues and is available to us from the Centers for Disease Control and Prevention (CDC) and from the Minnesota Department of Health (MDH) and Century, the actions we take will be directed by applicable federal, state, and local requirements and recommendations, and our service priorities of safety and care.

Century College plans to welcome our continuing fall students back to campus along with our new Century students this Spring Semester 2021 for an on-campus experience combined with a mix of in-person, hybrid, and fully online instruction. The College is prepared for limited in-person instruction for credit liberal arts, sciences, career and technical programs, and non-credit customized training offered through the Continuing Education/Customized Training (CECT) division on East and West Campuses.

Staff, faculty, and administrators continue to work tirelessly in preparation for a planned spring semester start with consideration of contingency plans for various foreseeable possibilities that could cause the College to modify courses and adjust instruction and service delivery.

We continue to keep our community updated with campus preparedness planning and the sharing of public health information updates via websites dedicated to COVID-19 and regular email communication. All planning efforts, collectively as our campus preparedness initiative, are comprehensive and address the modifications necessary to on-campus instruction and services in the context of our current. Century College’s plans are inclusive, considering the needs of our students, faculty, and staff, and they are anticipatory, accounting for the many unknowns through multiple scenarios.

Given that mitigation and contingency planning are still required, administrative leaders with functional responsibility, and faculty and staff with relevant expertise have been and will continue to coordinate on an unprecedented level to identify all of the issues and needs the College must consider and address.

All these efforts are informed by the expertise of multiple college stakeholders in academic and student affairs, finance and administration, facilities, information technology, marketing and communications, human resources, and public safety, led by the President and Director of Public Safety. The Emergency Operations team membership can be found in Appendix A of this plan.

The efforts include two primary dimensions: academic planning and operations.
ACADEMIC AND SERVICE PLANNING

**Charge:** Prepare Century College’s Academic and Student Affairs divisions and departments for a return to in-person operations for the Spring Semester and propose plans for necessary adjustments to instruction and student supports based on stakeholder outreach to faculty and students. Additionally, prepare for contingencies and adjust on-campus operations and instruction to fully virtual.

**Lead:** Jenni Swenson, Vice President for Academic Affairs  
**Lead:** Pakou Yang, Vice President of Student Affairs and Enrollment Management

**FOCUS AREAS:**

**Academic Instruction**  
**Leads:** Academic Deans Beth Hein, Andrew Nesseet, Monica Ramirez, Eric Riedel, and Julie Zaloudek

**Enrollment, Retention, and Student Success**  
**Leads:** Kristin Hageman, Dean of Student Affairs, Ali Pickens-Opoku and Katie Svoboda, Associate Deans of Student Affairs

**Institutional Research**  
**Lead:** Nichole Petersen, Dean of Institutional Planning and Effectiveness

**OPERATIONS**

**Charge:** Prepare campus operations for a return to in-person instruction and on-campus experience for the Spring Semester, focusing specifically on health and well-being, support services, campus events and activities, and campus spaces. While preparing for contingencies in operations should it not be safe to return, in part or in full, to on-campus operations in the spring.

**Lead:** Patrick Opatz, Vice President of Administration and Finance  
**Lead:** Pakou Yang, Vice President of Student Affairs and Enrollment Management

**FUNCTIONAL AREAS:**

**Campus Safety and Security**  
**Leads:** Jason Philipp, Director of Public Safety, Kevin Wriskey, Safety Administrator, Nathan Mens, Lead Campus Security Officer

**Support Services**  
**Leads:** John Rohleder, Associate Vice President Information Technology, Kristin Hageman, Dean of Student Affairs, Katie Svoboda and Ali Pickens-Opoku, Associate Deans of Student Affairs
PREVENTION MEASURES

Focus: The focus of this report is to outline the measures the College has taken to provide for the health and safety of the campus community, and align our planning efforts using guidance provided by the government of the State of Minnesota and the Chancellor for the Minnesota State College and University System.

PHASED RETURN TO WORK PLANS

While some divisions and departments have worked on campus during the stay at home order, the College will support a phased return to on campus work approach and alternative work schedules for staff for spring.

Century College plans to continue in-person, online and hybrid instruction for students on Monday, January 11, 2021. The College anticipates that our Spring Semester will include a spring break in March 2021, and end at its normally scheduled time over the 16-week semester for all programs. The College will continue its preparedness for our ability to respond to the safety conditions on our campus or those in the State of Minnesota due to COVID-19 spread. Please visit https://www.century.edu/covid-19-information/campus-safety-levels to see the latest information on the Campus Safety Levels and corresponding definitions. Health and safety risks will be monitored throughout the semester. Faculty have created contingency plans to support multiple scenarios and will continue to work with their deans and administration to solidify these plans to ensure the continuity of academic operations for the full Spring Semester. See Appendix H—COVID-19 College, University, and System Office Decisions and Responses Related to Positive Campus COVID-19 Cases and Changes in Community Spread.

REQUIRED PUBLIC HEALTH MEASURES

In order to make this Campus Preparedness Plan possible, the College has enacted and adopted a myriad of safety measures as recommended or required by the Centers for Disease Control, (CDC) and Prevention and the Minnesota Department of Health, (MDH) as well as additional measures that are prudent in the context of our campus environment and population.
FACE COVERINGS MANDATE

The Governor’s Emergency Executive Order 20-81 requiring face covering mandate went into effect on Friday, July 24, 2020 at 11:59 p.m., and remains a requirement for the State as the spring semester begins. The order requires that all Minnesotans must wear a face covering in indoor businesses and indoor public settings, as described in the Governor’s Emergency Executive Order available at the Stay Safe Minnesota website (https://staysafe.mn.gov), as well as any other guidance referenced in this order.

All employees, students, and visitors, including contractors and vendors, are required to wear a face covering that covers both nose and mouth at all times when inside Century College buildings, facilities and enclosed places such as classrooms, offices, hallways, service counters, tunnels and skyways, and leased spaces, and when physical distancing of at least six feet is not possible.

The emergency order also outlines that face coverings must also be worn outdoors when it is not possible to maintain social distancing. In that regard, Century requires that face coverings be worn in the following outdoor campus areas and settings:

1. The Bridge that connects East to West campuses.
   a. Note: Congregating on the bridge is not allowed.
2. Any college-sponsored events and gatherings, regardless of size and purpose.
3. When others are present and social distancing cannot be practiced.

Definitions. For purposes of the Governor’s Executive Order, the following terms are defined as follows: A “face covering” must be worn to cover the nose and mouth completely, and can include a paper or disposable face mask, a cloth face mask, a scarf, a bandanna, a neck gaiter, or a religious face covering.

Employees and students should exercise judgment in their determinations as to whether to wear a face covering is needed when outdoors and in other settings, not mandated above. Appendix N—Governor Walz Emergency Order and Directive from Chancellor Malhotra’s July 16, 2020 Minnesota State Colleges and Universities.

EXEMPT INDIVIDUALS

The following individuals are exempt from face covering requirements of this Executive Order: a. Individuals with a medical condition, mental health condition, or disability that makes it unreasonable for the individual to maintain a face covering. This includes, but is not limited to, individuals who have a medical condition that compromises their ability to breathe, and individuals who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.

However, these individuals must consider alternatives to face coverings, including the use of a clear face shields, enrolling in fully online courses, limiting exposure to shared environments, alternative work arrangements, and off campus as much as possible. Employees should contact Human Resources. Students who need assistance in this area should contact the Century College Health Clinic.
**IMPORTANT NOTE REGARDING USE OF FACE SHIELDS:** The CDC does not recommend use of face shields for normal everyday activities or as a substitute for cloth face coverings. Some people may choose to use a face shield when sustained close contact with other people is expected. If face shields are used without a mask, they should wrap around the sides of the wearer’s face and extend to below the chin. Disposable face shields should only be worn for a single use. Reusable face shields should be cleaned and disinfected after each use.

**FACE COVERING DISTRIBUTION**

For Employees and Students. Employees and students are expected to come to campus with their own face coverings. If you need one while on campus, there are three locations where you can pick up a one-time-wear face covering—the KOPP Center and Continuing Education and Customized Training Office on East Campus and the Admissions Office on West Campus. Additionally, face coverings can be purchased at the College’s bookstore on West Campus.

Visitors (Vendors and Contractors). Visitors (vendors and contractors) must provide their own face coverings, while conducting business at Century College. Face coverings can be purchased at the Century bookstore on West campus at the open service window. Century will provide face coverings for all prospective students when on campus and for College-sponsored events. See Appendix K—Face Coverings Distribution.

**FACE COVERING NON-COMPLIANCE**

Century College expects all employees, students, visitors, contractors while working, enrolled as students, seeking to enroll as a student, and while doing business with the College to comply with Governor Walz’s emergency order. Century reserves the right and may deny access to anyone who does not comply with wearing a face covering indoors as outlined above.

Faculty and staff can deny access to students who are not wearing a face covering in classrooms, labs, service centers or other required areas outlined within this guidance. Students should exit the campus until a face covering can be obtained and worn. If an employee encounters a visitor not wearing a mask, they can ask them to leave the campus or they can call Public Safety for assistance.

Century also reserves the right to take appropriate action when non-compliance is identified. If an individual is not complying, College personnel will ask to see identification, will record identification information, and report repeated non-compliance to the Student Conduct office or other appropriate administrative office for possible disciplinary action.

Employees in specific functional areas will wear Personal Protective Equipment (PPE) aligned to program requirement(s). Other screening procedures may be appropriate and allowed in various programs and areas. Protocols and procedures will be assessed regularly to ensure agreement with current policies set forth by the CDC and MDH.
ENACTING SOCIAL DISTANCING PROTOCOLS

The College has taken many steps to ensure that academic, student services, and common area spaces are safe and expectations about social distancing and appropriate behavior are clear.

These include, but are not limited to the following:

- **Rearranging all classrooms** to ensure six feet between students with some exceptions for health sciences, labs, and other students in clinical settings. In those cases, students as well as relevant faculty and staff, will be provided appropriate training and PPE.

- **Installing branded public health signage** and messaging in all campus buildings and offices to continually reinforce community expectations. Signs also indicate room and elevator capacities with social distancing and provide floor marks to show people where to stand and sit. See Appendix D—Campus Signage.

- **Reducing the density of the on-campus population** through the creation of phased return to work plans. These plans review the requirements for space occupancy related to a phased reopening by limiting the number of staff on campus through a combination of initiatives that will include continued telework, staggered and rotating work/class schedules, and shifts.

- **Maximizing outdoor locations.** As weather and climate permits, the College may use tenting in exterior open areas to create additional multi-use spaces. These spaces would be configured to comply with all the required social distancing measures and gathering limits (less than 250 people) while also taking advantage of fresh air ventilation. Face coverings will be required.

- **Limiting campus events and gatherings.** For the foreseeable future, meetings will be held virtually and with limitations on face-to-face meetings. Face-to-face meetings can only occur when social distance and face coverings are practiced. Century College will comply with the State of Minnesota requirements for group size at each phase of the State’s reopening plan and all state updated guidance. On-campus events that have had large in-person groups will be canceled and discontinued until further notice except for student recruitment events that still must adhere to capacity guidelines. Events should be held virtually with smaller groups for in-person components. These limits can be adjusted with any order from the State of Minnesota. This does not apply to numbers of students on campus at any given time, but these guidelines may limit the number of students in classrooms and require stricter social distancing requirements. The on-campus events, except for recruitment activities, have been cancelled until further notice.
FACULTY CONSIDERATIONS

- **Encourage online office hours** for faculty and students where possible. However, nothing precludes faculty and students from having face-to-face meetings with students where social distancing can be maintained, and face coverings are worn.

- **Modify class attendance policies where appropriate** to ensure that faculty and students stay home if they show any signs of illness.

- **Encourage virtual study groups for students where possible.** Students who need or want to meet to complete group assignments and/or to study as a small group should be encouraged to gather virtually using technology tools such as Zoom versus meeting in person.

HEALTH AND SAFETY MEASURES AND NON-COMPLIANCE

ALL students, employees, and visitors on campus MUST adhere to the following health and safety measures:

- The COVID-19 **health self-assessment tool must be completed each and every day** students, employees, and visitors come to campus. The tool can be accessed from the Century College home page.

- **Face coverings are required on campus AT ALL TIMES.** This includes when inside campus buildings, classrooms, hallways, walking the bridge, and outside when individuals cannot maintain a minimum of 6 feet of distance from others. Also, face coverings **must be worn properly**—completely covering the mouth and nose.

- Everyone must maintain a **minimum of least 6 feet of distance** from others outside of their household at all times.

- Students, employees, and visitors **should not bring family and friends to campus** with them unless absolutely necessary. And when necessary to be on campus, family and friends must follow the same safety protocols.

Compliance with these protocols is required when on campus. Century reserves the right to take appropriate action when non-compliance is identified. If an individual is not complying, College personnel will ask to see identification, will record identification information, and report repeated non-compliance to the Student Conduct office or other appropriate administrative office for possible disciplinary action. All students found to be non-compliant will receive a warning and repeated non-compliance could result in further discipline, including but not limited to removal from campus and suspension.
EMPLOYEES, STUDENTS AND VISITORS’ COMMITMENT TO CAMPUS HEALTH AND SAFETY

Community Commitment and Campus Health and Well-Being. Students, faculty, and staff will be expected to contribute individually and as a collective to the spirit of caring for others and self. In that regard, we agree to adhere to required health and safety guidelines established by the College, State of Minnesota, the CDC, and Minnesota Department of Health. This spirit will reinforce personal and community responsibility to create a safe and healthy environment. In addition, the College has identified, developed, and revised a range of guidance procedures related to on-campus activities, including ones that cover health and well-being, infection control and mitigation activities, relevant training, on-campus operations, and telework. See Appendix G—Community Commitment to Campus Health and Wellness.

Everyone can and should be socially responsible and act responsibly to protect the health and safety of our campus community. Everyone should self-assess their health and symptoms before coming to campus each day. Everyone should know how the COVID-19 virus spreads and plan to practice protocols that limit the spread of the virus, including but not limited to the following:

The best way to prevent illness is to avoid being exposed to this virus, wear face coverings, monitor symptoms, stay at home when sick, and practice physical and social distance to avoid close contact with people.

- The virus is known to be spread mainly from person to person and:
  - Between people who are in close contact with one another (within about 6 feet and can spread beyond six feet).
  - Through respiratory droplets produced when an infected person coughs, sneezes, sings, or talks.
  - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs as the virus is also known to remain in the air indoors for a period of time.
  - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms or asymptomatic.

Monitor your health daily.

- Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
  - Monitoring symptoms is especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.
- Take your temperature if symptoms develop.
  - Do not take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow CDC guidance if symptoms develop.

Practice Hand Hygiene — Wash your hands often.

- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
• It’s especially important to wash:
  • Before eating or preparing food
  • Before touching your face
  • After using the restroom
  • After leaving a public place
  • After blowing your nose, coughing, or sneezing
  • After handling your face covering
  • After caring for someone sick
  • After touching animals or pets

• If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.**
  Cover all surfaces of your hands and rub them together until they feel dry.
• Avoid touching your eyes, nose, and mouth with unwashed hands.

**Avoid close contact and large gatherings.**

• **Inside your home:** Avoid close contact with people who are sick.
  • If possible, maintain a minimum of 6 feet between the person who is sick and other household members.
• **Outside your home:** Maintain a minimum of 6 feet of distance between yourself and people who do not live in your household.
• Remember that some people without symptoms may be able to spread the virus.
  • **Stay at least 6 feet (about 2 arms’ length) from other people.**
  • Keeping distance from others is especially important for **people who are at higher risk of getting sick.**

**Cover your mouth and nose with a face covering when around others.**

• You could spread COVID-19 to others even if you do not feel sick.
• The face covering is meant to protect other people in case you are infected.
• Everyone should wear a face covering in public settings and when around people who don’t live in your household, especially when other social distancing measures are difficult to maintain.
  • Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
• Continue to keep a minimum of 6 feet between yourself and others. The face covering is not a substitute for social distancing and other hygiene and safety protocols.

**Clean and disinfect surfaces.**

• **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, computer keyboard/mice, toilets, faucets, and sinks.
• **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection. **Then, use a household disinfectant.** Most common EPA-registered household disinfectants will work.
• **View a short video on disinfecting surfaces.**
ADDITIONAL HEALTH AND SAFETY MEASURES—PART 2

CENTURY COLLEGE’S COMMITMENT TO ENHANCED CLEANING AND SAFETY PROTOCOLS

Cleaning protocols. Century College has met or exceeded CDC guidelines for cleaning in classrooms, study spaces, and public spaces, with a special focus on high-touch surfaces. Cleaning supplies, including hand sanitizer and disinfecting wipe dispensers, in classroom spaces, dining areas, study spaces, and other high-traffic areas are available and allow for self-service cleaning. Century College uses cleaning products on the EPA List for Use Against SARS-CoV-2 (COVID-19). See Appendix E — Cleaning Protocols.

Hygiene and safety for service areas. Century College has installed hand sanitation stands and other safety measures that support hand hygiene, including plexiglass barriers where appropriate; and limiting maximum capacity for elevators, classrooms, and other common spaces.

Campus signage and messaging. Century has displayed signage through the campus to provide directional guidance related to wearing face coverings, hand hygiene, and limits on capacity while in shared spaces. See Appendix D — Campus Signage.

Safety protocols for instructional labs. Century has developed a detailed safety plan for on-campus lab instruction. The plan strictly adheres to all safety protocols, including population density in labs and other settings consistent with health and safety guidance; prioritizes research related to COVID-19; and incorporates all safety concerns related to biological, chemical, electrical, mechanical, or radiological hazards. The Academic Affairs safety plan, as well as individual division and department plans, outlined more detailed expectations specific to the activities within the department/division to minimize exposure to students, faculty, and staff. In addition, safety plans will, as appropriate, align with licensing and accreditation standards.

Facilities’ ventilation, water, and other systems adherence to CDC guidance. Century College Facilities Department follows CDC guidance for building occupancy during the COVID-19 pandemic. Essential personnel remain on campus throughout the COVID-19 crisis to ensure building systems continue to operate correctly and water systems are flushed to prevent other health hazards. Century College has adjusted HVAC systems to optimize fresh air intake and monitors and balances the systems to prevent any air flow conditions that could increase the risk of COVID-19 transmission. The College also follows guidelines and standards set by the Minnesota State System Office, in consultation with the Association of Physical Plant Administrators (APPA), the principal association on higher education facilities management. While face coverings are already required in public areas or in the presence of others, Century College asks the College community to wear them to further reduce the risk of transmission.

Restrictions on public access to all campus buildings. Century College will limit public access to business use only. Employees and students should not bring children, friends or other family members on campus for the foreseeable future. Prospective students and visitors (vendors and contractors) should only be on campus with a specific business purpose or appointment. Prospective students visiting the campus should limit who is visiting the campus with them and should not bring children, friends, or other family members on campus.
Guidance for inviting a visitor to campus. Should employees need to invite a visitor to our campus, please make sure it is necessary and the meeting cannot be achieved through another way. Provide the following guidance at the point of invitation and scheduling.

- Specific directions, including closest building entrance to employee’s office location or meeting place. This will minimize having to ask for directions of others.
- Share that all visitors must always wear a face covering that covers nose and mouth completely while on campus in public spaces, hallways, meetings, classrooms, and in places where physical and social distancing cannot be achieved.
- If the visitor arrives on campus without a face covering, the visitor should NOT enter, and the employee should meet the visitor and supply a face covering to them at their own expense or reschedule the meeting when compliance can be achieved.
- Complete and submit a screening assessment. Before coming to campus, the vendor must email the results of this assessment to the employee who invited them to campus. The employee who invited the visitor(s) is responsible for ensuring the compliance.

Campus events limitations. Campus events related to recruiting, orientation and admissions will be held virtually when possible, those that must be held on campus will be done so in accordance with Emergency Executive Orders and MDH guidance. No outside events will be allowed until further notice.

Food services on campus. The College will provide some quick snack options: the bookstore has microwaveable snacks such as noodle bowls, mac and cheese, along with granola bars; The Connection has microwaveable breakfast and lunch sandwiches, canned chili and soup, along with pop tarts, and other snacks; and the vending machines have various snack foods.

OTHER GUIDANCE

SYSTEMWIDE TRAVEL GUIDANCE

The Minnesota State Chancellor has restricted all travel outside the country and college/system-specific business travel within the United States through the Spring Semester 2021. Travel by faculty or staff is not essential if it can be postponed or managed by alternative methods, such as virtually. Professional or educational conferences are defined as non-essential travel. All study abroad programs have been suspended for the Spring Semester 2021.

COLLEGE ATHLETICS

The Minnesota College Athletic Conference (MCAC) consists of 24 two-year colleges located in Minnesota, North Dakota, and Wisconsin. Century College is a member institution.

The Presidents of the Minnesota colleges of the MCAC met and determined that there are an appropriate number of colleges interested in proceeding with spring athletic seasons and player development, per NJCAA guidelines. College will create a “COVID-19 Game and Practice Guidelines”. The “COVID-19 Game and Practice Guidelines” can be found at www.century.edu/athletics.
ACCOMMODATIONS FOR COVID-19 HIGH RISKS

Century College is committed to accommodations for high-risk individuals to teach and perform their work requirements and, where feasible, work in a self-contained office or remotely when job duties allow. This includes students that may need accommodations to learn remotely in fully online classes or cannot wear a mask or wear a face shield to substitute for wearing a face covering. As outlined by the Minnesota Department of Health and the CDC, these include but are not limited to individuals with chronic lung disease, moderate to severe asthma, serious health conditions, immunocompromised conditions, severe obesity, diabetes, chronic kidney disease and liver disease, and those who are over the age of 65.

CONTAINMENT AND MITIGATION

SCREENING AND SELF-ASSESSMENT OF SYMPTOMS, NOTIFICATION AND ACTIONS

Century College and all other Minnesota State system colleges and universities use a web-based tool to screen everyone before they enter campus buildings or other workplaces within the system in order to mitigate for potential COVID-19-related health risks. As Chancellor Malhotra shared in his July 16 memo, all Minnesota State employees, students, and visitors, to include vendors and contractors, must complete a screening for the purpose of self-assessing symptoms prior to entering any college, university, or system office facilities. As defined, all access to Century campus buildings and facilities requires that this assessment be completed, and a record of completion must be available to be shown upon request. To access the Century College screening tool, please visit https://minnstate.edu/CV19-CENT

The screening tool is accessible via any kind of device that can display and interact with a web page, such as a phone. After completion of the online screening tool, anyone may be asked to show the e-mail that reflects approval upon entering campus, classroom, labs, other common spaces or the workplace. Visit https://minnstate.edu/cv19-trainingvid to view a tutorial video.

GUIDANCE FOR EMPLOYEES AND NOTIFICATION

Employees are required to take the assessment DAILY using the screening tool and submit the assessment to obtain results prior to coming on campus. An email confirmation will be sent to the employee that indicates that you are cleared or not cleared to come to campus. The process repeats each day for the entire Spring Semester 2021. Employee(s) not cleared based on the assessment and with COVID-19 symptoms, should follow the normal process of immediately informing supervisors illness or experiencing COVID-19 symptoms. The employee should stay at home, isolate or quarantine for the required number of days based on symptoms and illness. For the purpose of contact tracing, supervisors will contact Human Resources immediately to report the level of exposure or illness the employee believes they are experiencing related to COVID, has tested positive or been exposed to someone who
has tested positive. Students who have a lab-confirmed COVID-19 positive case should contact the Century College Student Health Clinic at covid@century.edu. See Appendix C—Guidance “What to Do” Related to COVID-19 Symptoms, Exposure, Confirmed Cases, and Return to School/Work

GUIDANCE FOR STUDENTS AND NOTIFICATION

Students are required to take the screening assessment DAILY using the screening tool, submit it and receive a CLEAR sign prior to coming on campus. An email confirmation will be sent to the student that indicates clear to come to campus. Students should repeat this process each day throughout the semester, and the confirmation email should be shown as requested.

Faculty may require students to show their email confirmation upon entering classrooms and students must have it readily available upon request. Faculty who will require this assessment upon entry should make this known on the course syllabi.

Should the assessment reveal the student cannot be cleared to come on campus, the student should not come to campus. Instead, the student should contact their instructor(s) and remain at home until any, and all symptoms have dissipated. The faculty will contact the Director of Human Resources or Student Health Services to initiate the contact tracing process. The faculty and the student are instrumental to contact tracing and will be asked to help the College with contact tracing so that the appropriate division can begin to notify those who may be impacted and for the need for additional actions and precautions. Faculty should work with students and make all attempts to determine if remote learning can be possible for a temporary solution.

At any time during the semester that students are feeling sick, have potential exposure, have confirmed exposure, or have lab-confirmed COVID-19 positive case results, students should notify their faculty member when non-participation in classes are impacted due to illness and appropriate accommodations can be made due to the absence. See Appendix C—Guidance “What to Do” Related to COVID-19 Symptoms, Exposure, Confirmed Cases, and Return to School/Work

QUARANTINE AND ISOLATION MEASURES

The College requires any Century College employee or student to isolate or quarantine due to exposure or suspected exposure to COVID-19. The College requires quarantine for individuals who meet the current medical definition of COVID-19 with a positive test result or due to exposure while test results are pending. All exposed individuals and contacts of COVID-19 infected individuals should maintain quarantine for 14 days, self-monitor symptoms, and consult with a health care provider if symptoms develop.

The College has designated Isolation Rooms for use in case there is an employee or student who cannot leave campus immediately and needs to be isolated temporarily. These rooms will always be locked. A log will be kept in the room to document that an infected person was in the room and the room was cleaned before allowing anyone else to enter the room.
Steps to follow for employees and students who experience COVID-19 symptoms while on campus and may need temporary isolation:

- Employees or students who can leave campus without any assistance, should do so immediately and no isolation is needed.
- After the employee or student has left, campus safety will notify the facilities department to thoroughly clean any, and all areas.

Employees and students who cannot leave campus immediately due to transportation needs may require temporary isolation:

- Employees should Notify Public Safety. Public Safety will notify Human Resources
- Student should Notify Public Safety. Public Safety will notify the Health Center
- Public Safety will escort the employee or students to a classroom on East or West (E1257, E2322, W2560.)
- If needed staff will assist the employee/students in notifying emergency contracts for assistance. The employee or student will remain in the isolation room while waiting for a safe escort off campus, not to exceed the campus building hours on any given day.
- Where needed emergency medical services may be contacted.

CONTACT TRACING AND COORDINATION WITH PUBLIC HEALTH AUTHORITIES

Century College’s Human Resources department works with College employees and students to coordinate contact tracing with guidance and assistance from the Minnesota Department of Health. The College has an established Campus COVID Investigation Team (CCIT). The team consists of the Century College Human Resource Director, Health Center Nurse, Director of Public Safety and the Director of Marketing and Communications. This capability enables us to identify any community members who may be positive for COVID-19 and to clearly identify for public health authorities the individuals who have been in contact with an infected person.

Century College provides for a close coordination of contact tracing led by the Director of Human Resources, HR designees and the Minnesota Department of Health. Human Resources coordinates communication with the appropriate administrators and department level supervisor where the employee reports. The Health Center Nurse works with the Dean of Student Affairs and Vice President for Students Affairs when a student is known to have been infected.

When a lab confirmed positive case is identified for an individual who has been on campus and contact tracing has been completed, all the individuals that may have been exposed will be notified as needed either by the Minnesota Department of Health or the College.
SURGE PLANS

Century College takes every precaution to contain and mitigate any community spread that may occur, as well as proactive measures to inform the College when a spread is significant enough to shift to a fully online instructional and virtual service model. The College has an established task force consisting of select members of the Emergency Operations Team, faculty (one representative for liberal arts and sciences and one faculty representative for career and technical education); two academic deans (one representing academic administration from liberal arts and sciences and one from career and technical education); the dean of student affairs and the dean of institutional research, public safety, and marketing that meets on a monthly and as-needed basis. Century College Human Resources reports the cases weekly to the system office and the MN State COVID-19 dashboard is updated based on the data from the prior week. The task force reviews trends in the campus reporting as well as the counties we draw our students from to observe trends in cases. By utilizing this information, the task force references the transmission levels and decision points provided by the system office and shown in Appendix H. The task force will make any recommendations to the College President for determining when it would be appropriate to adjust our campus safety level.

Century College is informed through this purposeful approach and will be prepared at any time to shift operations as the pandemic continues to evolve. Additional guidance will be provided by the Minnesota State System Office and Minnesota Department Health that can be used to determine if, based on the number of cases and level of exposure, Century College has experienced a temporary or an outbreak and what actions should be taken as a result. See Appendix H—COVID-19 College, University, and System Office Decisions and Responses Related to Positive Campus COVID-19 Cases and Changes in Community Spread.

STATE OF MINNESOTA HIGHER EDUCATION EXEMPTION

Century College’s plans are predicated on the decision of the State of Minnesota to continue considering higher education as one of the essential businesses for the state. This status allows Century College and all other institutions of higher education to operate and keep our campuses open with limited on campus services and online instruction should the Governor of the State of Minnesota invoke additional Executive Order(s) upon state residents and businesses.
CONCLUSION

Message from the Century College President

CENTURY COLLEGE holds as paramount the health, safety and welfare of every member of its community. Century College takes all recommended steps to mitigate this risk, but we cannot categorically guarantee a COVID-19-free environment that anyone will not get sick. Minimizing the risk of COVID-19 infections (or any other spread of disease) at Century College as our shared responsibility.

The health and safety of the Century College community is a top priority for everyone. Operating our campus is a serious and deliberate undertaking that must be informed by the best available science; led by our safety, public health, and medical experts; and implemented with strict adherence to exceed standards articulated by the CDC and the Minnesota Department of Health. Century College is committed to partnering where appropriate and prudent with public health officials in all the regional jurisdictions to ensure Century as a collective and as individuals do their parts in keeping our community safe and healthy. In this pandemic environment of which Century is a part, there is a risk of contracting COVID-19 and that illness, injury or death is a possible result whether working and learning at Century College, other places of employment, or other off campus life activities. Unfortunately, the risk of COVID-19 exposure exists in all public places where people are present.

As outlined in this plan, every member of our community – including you – must do their part. At Century College we are counting on the collective of us to ensure our campus is safe and that safety and protective measures are fully followed. Read Appendix L—— Minnesota State Waiver of Liability.

Angelia Millender, President
APPENDICES

A. EMERGENCY OPERATIONS TEAM AND ACADEMIC AND CAMPUS SERVICES PLANNING MEMBERS
B. CENTURY COLLEGE REOPEN TIMELINE
C. INFORMATION ON “WHAT TO DO” RELATED TO COVID-19 SYMPTOMS EXPOSURE, CONFIRMED CASES, AND RETURN TO SCHOOL/WORK GUIDANCE FOR CENTURY EMPLOYEES, STUDENT EMPLOYEES, AND STUDENTS
D. CAMPUS SIGNAGE
E. CLEANING PROTOCOLS
F. COMMUNICATION AND TRAINING
G. COMMUNITY COMMITMENT
H. COVID-19 COLLEGE, UNIVERSITY, AND SYSTEM OFFICE DECISIONS AND RESPONSES RELATED TO POSITIVE CAMPUS COVID-19 CASES AND CHANGES IN COMMUNITY SPREAD
I. BUILDING HOURS
J. EMERGENCY NOTIFICATIONS
K. FACE COVERINGS DISTRIBUTION
L. MINNESOTA STATE WAIVER OF LIABILITY STATEMENT
M. ADDITIONAL INFORMATION AND LINKS
N. GOVERNOR WALZ EMERGENCY ORDER AND CHANCELLOR MALHOTRA DIRECTIVE MINNESOTA STATE COLLEGES AND UNIVERSITIES
O. MINNESOTA STATE COVID-19 SCREENING TOOL
APPENDIX A—EMERGENCY OPERATIONS TEAM AND ACADEMIC AND CAMPUS SERVICES PLANNING MEMBERS

A comprehensive list of faculty and staff involved in academic and operations planning efforts, including instruction, enrollment, research, faculty, community health and well-being, and campus events, activities, and spaces.

Angelia Millender, President

Patrick Opatz, Vice President of Administration and Finance and Chief Financial Officer

Jenni Swenson, Vice President of Academic Affairs

Pakou Yang, Vice President for Student Affairs and Enrollment Management

John Rohleder, Associate Vice President of IT & Admin Services

Mary Nienaber, Director of Human Resources

Tana Hostetter, Assistant Director of Human Resources

James Stumne, Director of Marketing and Communications

Teresa Callies, Web Content Manager

Jason Philipp, Director of Public Safety

Nate Mens, Lead Campus Security Officer

Kevin Wriskey, Safety Administrator

Mike Houfer, Director of Facilities

Mike Moris, Physical Plant Supervisor

Leif Jordahl, Director of Technical Operations

Kristin Hageman, Dean of Student Affairs

Monica Ramirez, Dean of Academic Affairs

Erick Lehet, Assistant Principal, Northeast Metro 916 Career & Tech Center

Mitigation Surge Task Force Members

Jodean Thronson, Director of Human Resources

Jason Philipp, Director of Public Safety

Monica Ramirez, Dean of Academic Affairs
Beth Hein, Dean of Academic Affairs
Kurt Reedich, Faculty
Rose Raleigh, Faculty
Lori Thrun, Faculty
Kevin Wriskey, Safety Administrator
Nichole Petersen, Dean of Institutional Effectiveness
James Stumne, Director of Marketing and Communications
Leif Jordahl, Director of Technical Operations
Kristin Hageman, Dean of Student Affairs

Academic Planning

Lead: Jenni Swenson, Vice President of Academic Affairs

FOCUS AREAS:

Academic Instruction
Leads: Academic Deans Beth Hein, Andrew Nesset, Monica Ramirez, Eric Riedel, and Julie Zaloudek

Campus Services Planning

Student Affairs Staff Managers
Leads: Kristin Hageman, Katie Svoboda, Ali Pickens-Opoku

ITS Staff Managers
Leads: John Rohleder, Associate Vice President, Leif Jordahl, Director of Technical Operations

916 School Administration
Leads: Jill Stewart-Keller, Principal, Erick Lehet, Assistant Principal
APPENDIX B—CENTURY COLLEGE REOPEN TIMELINE

SPRING SEMESTER

January 1, 2021: New Year’s Day holiday – campus closed

January 4: The College building reopens after the holidays. Student Services are offered on campus and virtually for the remainder of the semester. The College will allow for rotating days and alternative work schedules to reduce the number of staff on campus at any given day and time.

January 11: First day of Spring Semester 2021. Building is open for regular hours for the semester. Faculty members and students start spring classes online, on-campus, and/or hybrid/blended.

January 18: Martin Luther King Jr. holiday – no classes and campus closed

February 15: President’s Day holiday - no classes for faculty and students, college open and staff workday

March 8 – 12: Spring Break – no classes for faculty and students; campus open

May 13: Last day of Spring Semester 2021
## What should I do if…?

### 1. I have symptoms.

I have one or more symptoms (coughing, sneezing, sore throat, shortness of breath, headaches), and have not been tested. *What should I do?*

#### If you work remotely:

- Do not come to campus
- Notify your supervisor
- Contact your health care provider
- Employees should communicate with supervisors their need to continue remote work without any campus visits until it is safe to do so. See section 5 for instructions on when to return to work

#### If you work on campus:

- Do not come to campus
- Notify your supervisor
- Contact your health care provider
- Supervisor, employee and HR will determine ability to work remotely and/or appropriate leave options until it is safe to return to campus. See section 5 for instructions on when to return to work

HR and Communications Teams do not conduct contact tracing or provide communication to others.

### Century College Students

#### What should I do if…?

#### 1. I have symptoms.

I have one or more symptoms (coughing, sneezing, sore throat, shortness of breath, headaches), and have not been tested. *What should I do?*

#### If you are fully online and do not come to campus:

- Do not come to campus
- Notify all of the faculty members of the course(s) you are taking
- Contact your health care provider
- Students should continue to participate in online course(s) without any campus visits until it is safe to do so. See section 5 for instructions on when to return to campus

#### If you attend class(es) on campus (face-to-face classes or blended/hybrid):

- Do not come to campus
- Notify all of the faculty members of the course(s) you are taking
- Contact your health care provider
- Faculty will determine ability to learn online until it is safe to be able to visit campus. See section 5 for instructions on when to return to campus

HR and Communications Teams do not conduct contact tracing or provide communication to others.
What should I do if…?

2. I have potential exposure – with or without symptoms.

I was with a person who has recently been tested for COVID-19. No test results are available. What should I do?

If you work remotely:

- Do not come to campus until you have confirmed that the other person did not test positive for COVID-19.
- Notify your supervisor of potential exposure
- Employees should communicate with supervisor their need to continue remote work without an campus visits until results are available. See section 3 for instructions on confirmed exposure

If you work on campus:

- Do not come to campus until you have confirmed that the other person did not test positive for COVID-19
- Notify your supervisor of potential exposure
- Supervisor, employee and HR will determine ability to work remotely and/or appropriate leave options while awaiting test results. See section 3 for instructions on confirmed exposure

HR and Communications Teams will conduct contact tracing and provide appropriate communication of potential exposure.

Additional Details about Exposure: Employees may have been exposed if they are a “close contact” of someone who is infected, which is defined as being within approximately 6 feet (2 meters) of a person with COVID-19 for a prolonged period of time.

What should I do if…?

2. I have potential exposure – with or without symptoms.

I was with a person who has recently been tested for COVID-19. No test results are available. What should I do?

If you are fully online and do not come to campus:

- Do not come to campus until you have confirmed that the other person did not test positive for COVID-19.
- Notify all of the faculty members of the course(s) you are taking of potential exposure
- Students should continue to participate in online course(s) without any campus visits until results are available. See section 5 for instructions on when to return to campus

If you attend class(es) on campus (face-to-face classes or blended/hybrid):

- Do not come to campus until you have confirmed that the other person did not test positive for COVID-19.
- Notify all of the faculty members of the course(s) you are taking of potential exposure
- Faculty will determine your ability to learn remotely while awaiting test results.

HR and Communications Teams will conduct contact tracing and provide appropriate communication of potential exposure.

Additional Details about Exposure: Students may have been exposed if they are a “close contact” of someone who is infected, which is defined as being within approximately 6 feet (2 meters) of a person with COVID-19 for a prolonged period of time.
### Century College and Student Employees

<table>
<thead>
<tr>
<th>3. I have had a confirmed exposure – with or without symptoms.</th>
</tr>
</thead>
<tbody>
<tr>
<td>I was with a person who has recently received a lab-confirmed positive COVID-19 test. <em>What should I do?</em></td>
</tr>
</tbody>
</table>

#### If you work remotely:
- Do not come to campus. Continue remote work.
- Notify your supervisor and/or HR of confirmed exposure to individual with lab-confirmed positive COVID-19
- Employees should communicate with supervisors their need to continue remote work without any campus visits until it is safe to do so. See section 5 for instructions on when to return to work

#### If you work on campus:
- Do not come to campus
- Notify your supervisor and/or HR of confirmed exposure to individual with lab-confirmed positive COVID-19
- Supervisor, employee and HR will determine ability to work remotely and/or appropriate leave options until it is safe to return to campus. See section 5 for instructions on when to return to work

**HR and Communications Teams will conduct contact tracing and provide appropriate communication of confirmed exposure.**

### Century College Students

<table>
<thead>
<tr>
<th>3. I have had a confirmed exposure – with or without symptoms.</th>
</tr>
</thead>
<tbody>
<tr>
<td>I was with a person who has recently received a lab-confirmed positive COVID-19 test. <em>What should I do?</em></td>
</tr>
</tbody>
</table>

#### If you are fully online and do not come to campus:
- Do not come to campus. Continue to learn remotely.
- Notify all of the faculty members of the course(s) you are taking of the confirmed exposure to individual with lab-confirmed positive COVID-19
- Students should continue to participate in online course(s) without any campus visits until it is safe to do so. See section 5 for instructions on when to return to campus

#### If you attend class(es) on campus (face-to-face classes or blended/hybrid):
- Do not come to campus
- Notify all of the faculty members of the course(s) you are taking of confirmed exposure to individual with lab-confirmed positive COVID-19
- Faculty will determine your ability to learn remotely until it is safe to return to campus. See section 5 for instructions on when to return to work

**HR and Communications Teams will conduct contact tracing and provide appropriate communication of confirmed exposure.**
What should I do if…?

4. I am an employee with a lab-confirmed positive case.

I have been tested for COVID-19 and have a lab-confirmed positive test. What should I do?

If you work remotely:

• Do not come to campus.
• Notify your supervisor and/or HR of lab-confirmed positive COVID-19 (see notification requirements below)
• **Assess your ability to continue remote work using the following Health Self-Assessment:**
  • If you are able to continue remote work (healthy/well – able to work), you can continue to work remotely without any campus visits until it is safe to do so, or until unable to continue remote work (too ill – unable to work). See section 5 for instructions on when to return to work.
  • If you are unable to continue remote work (too ill – unable to work) – you will have access to appropriate leave. See section 6 for instructions on when to return to work. Contact your supervisor and HR to discuss appropriate leave options.

• **Notification Requirements:**
  • If it has been **less than 7 days** since you were on campus – you must notify your supervisor and HR as this impacts cleaning and campus notification requirements. **Your confidential medical information will not be shared.**
  • If it has been **more than 7 days** since you were on campus – there is no requirement to notify supervisor and HR.

---

What should I do if…?

4. I am a student with lab-confirmed positive case.

I have been tested for COVID-19 and have a lab-confirmed positive test. What should I do?

If you are fully online and do not come to campus:

• Do not come to campus.
• Notify the Century College Student Health Clinic (covid@century.edu) of lab-confirmed positive COVID-19 (see notification requirements below)
• **Assess your ability to continue remote learning using the following Health Self-Assessment:**
  • If you are able to continue your online classes (healthy/well – able to work) – you can continue to learn remotely without any campus visits until it is safe to do so, or until unable to continue remote work (too ill – unable to work). See section 6 for instructions on when to return to work.
  • If you are unable to continue online classes (too ill – unable to work) – work with your faculty member to accommodate your absence. See section 6 for instructions on when to return to work.

• **Notification Requirements:**
  • If it has been **less than 7 days** since you were on campus – you must notify the Century College Student Health Clinic (covid@century.edu) as this impacts cleaning and campus notification requirements. **Your confidential medical information will not be shared.**
  • If it has been **more than 7 days** since you were on campus – there is no requirement to notify the College.
If you work on campus:

- Do not come to campus.
- Notify your supervisor and/or HR of lab-confirmed positive COVID-19
- **Assess your ability to continue remote work using the following Health Self-Assessment:**
  - If you are able to work remotely work (healthy/well – able to work) – supervisor, employee and HR will determine ability work remotely and/or appropriate leave options until it is safe to return to campus. See section 5 for instructions on when to return to work.
  - If you are unable to work remotely (too ill – unable to work or work unable to be completed remotely) – you will have access to appropriate leave. Contact HR to discuss appropriate leave options.

**Notification Requirements:**
- If it has been **less than 10 days** since you were on campus – you **must** notify your supervisor and HR as this impacts cleaning and campus notification requirements. **Your confidential medical information will not be shared.**
- If it has been **more than 10 days** since you were on campus – there is no requirement to notify supervisor and HR for purposes of campus-wide communication. You do need to notify supervisor to determine ability to work remotely (see above).

HR and Communications Teams will conduct contact tracing and provide appropriate communication of confirmed case.

---

If you attend class(es) on campus (face-to-face classes or blended/hybrid):

- Do not come to campus.
- Notify the Century College Student Health Clinic (covid@century.edu) of lab-confirmed positive COVID-19
- **Assess your ability to continue remote learning using the following Health Self-Assessment:**
  - If you can continue online classes (healthy/well – able to work) – you can continue to learn remotely without any campus visits until it is safe to do so. See section 5 for instructions on when to return to work.
  - If you are unable to continue online classes (too ill – unable to work) – work with your faculty member to accommodate your absence. See section 6 for instructions on when to return to campus or work-study.

**Notification Requirements:**
- If it has been **less than 10 days** since you were on campus – you **must** notify Century College Student Health Clinic (covid@century.edu) of lab-confirmed positive COVID-19 as this impacts cleaning and campus notification requirements. **Your confidential medical information will not be shared.**
- If it has been **more than 10 days** since you were on campus – there is no requirement to notify supervisor and HR for purposes of campus-wide communication. You do need to notify faculty member(s) to determine ability to learn remotely (see above).

HR and Communications Teams will conduct contact tracing and provide appropriate communication of confirmed case.
What should I do if…?

5. Employees determining when to return to work.

Sick employees should follow steps to prevent the spread of COVID-19 if you are sick. Employees should not return to work until they meet the criteria to discontinue home isolation and have consulted with a healthcare provider and state or local health department.

Employees with COVID-19 who have stayed home can stop home isolation and return to work when you have met one of the following sets of criteria:

- **Option 1:** If, in consultation with a healthcare provider and local public health authorities knowledgeable about locally available testing resources, it is determined an employee will not have a test to determine if they are still contagious, the employee can leave home and return to work after these three conditions have been met:
  - The employee has had no fever for at least 24 hours (that is, 1 full day of no fever without the use medicine that reduces fevers)
  - respiratory symptoms have improved (for example, cough or shortness of breath have improved)
  - at least 10 days have passed since their symptoms first appeared

- **Option 2:** If, in consultation with a healthcare provider and local public health authorities knowledgeable about locally available testing resources, it is determined the employee will be tested to determine if the employee is still contagious, the employee can leave home after these three conditions have been met:
  - The employee no longer has a fever (without the use of medicine that reduces fevers)
  - respiratory symptoms have improved (for example, cough or shortness of breath have improved)

What should I do if…?

5. Students determining when to return to classes on campus.

Sick students should follow steps to prevent the spread of COVID-19 if you are sick. Students should not return to class until they meet the criteria to discontinue home isolation and have consulted with a healthcare provider and state or local health department.

Students with COVID-19 who have stayed home can stop home isolation and return to campus when they have met one of the following sets of criteria:

- **Option 1:** If, in consultation with a healthcare provider and local public health authorities knowledgeable about locally available testing resources, it is determined a student will not have a test to determine if they are still contagious, the student can leave home and return to school after these three conditions have been met:
  - The student no longer has a fever (without the use of medicine that reduces fevers)
  - respiratory symptoms have improved (for example, cough or shortness of breath have improved)
  - at least 10 days have passed since their symptoms first appeared

- **Option 2:** If, in consultation with a healthcare provider and local public health authorities knowledgeable about locally available testing resources, it is determined the student will be tested to determine if the student is still contagious, the student can leave home after these three conditions have been met:
  - The student no longer has a fever (without the use of medicine that reduces fevers)
  - respiratory symptoms have improved (cough or shortness of breath have improved)
<table>
<thead>
<tr>
<th>Century College and Student Employees</th>
<th>Century College Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>• they received two negative tests in a row, at least 24 hours apart. Their doctor should follow <a href="https://www.cdc.gov">CDC guidelines</a>.</td>
<td>• they received two negative tests in a row, at least 24 hours apart. Their doctor should follow <a href="https://www.cdc.gov">CDC guidelines</a>.</td>
</tr>
<tr>
<td>For additional questions, employees should contact the Human Resource Office; 651-779-5805 or <a href="mailto:HR@century.edu">HR@century.edu</a>.</td>
<td>For additional questions, students should contact the Century College Health Clinic at <a href="mailto:covid@century.edu">covid@century.edu</a>.</td>
</tr>
<tr>
<td>For more information, visit the Student Health Clinic website: <a href="https://www.century.edu/support-services/student-wellness/student-health-clinic">https://www.century.edu/support-services/student-wellness/student-health-clinic</a>.</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX D—CAMPUS SIGNAGE

ELEVATOR CAPACITY

FACE COVERINGS REQUIRED
While on campus in classrooms, hallways, at service counters, and all common areas and shared spaces, face coverings are required. College personnel may require anyone in violation to leave the campus.

Social distancing means keeping

6 FEET APART from others

MAXIMUM PASSENGERS 2

ELEVATOR CAPACITY EAST AND WEST

*Multiple signs for passenger count

RESTROOM CAPACITY

FACE COVERINGS REQUIRED
While on campus in classrooms, hallways, at service counters, and all common areas and shared spaces, face coverings are required. College personnel may require anyone in violation to leave the campus.

Social distancing means keeping

6 FEET APART from others

MAXIMUM OCCUPANCY 5

RESTROOM CAPACITY

*Multiple signs for occupancy count

DON’T FORGET TO WASH

1 WET YOUR HANDS
2 APPLY SOAP
3 WASH YOUR HANDS for 20 seconds
4 RINSE WELL
5 DRY YOUR HANDS
6 TURN OFF WATER with paper towel

HANDWASHING SIGN

Welcome!
Safety and Security is Everyone’s Responsibility. Help Us Keep Our Campuses Safe for ALL.

Face Coverings Required
Face coverings are required to be worn inside campus buildings, classrooms, hallways, and on the bridge AT ALL TIMES, as well as outside when you cannot maintain 6 feet of distance from others.

IF YOU FEEL SICK—STAY HOME

IF YOU FEEL SICK—STAY HOME
If you feel unwell or have the following symptoms, please leave the campus and contact your health care provider. Then follow-up with your instructor or supervisor.

FEVER COUGH SHORTNESS OF BREATH

DO NOT ENTER IF YOU HAVE:

FEVER COUGH SHORTNESS OF BREATH SORE THROAT HEADACHE

PLEASE KEEP YOUR SOCIAL DISTANCE

Social distancing means keeping

6 FEET APART from others

COMBINED SOCIAL DISTANCING & FEELING SICK SIGN

Century College is a member of Minnesota State. We are an affirmative action, equal opportunity employer and educator. This document can be available in alternative formats to individuals with disabilities by calling 651.773.1745 or emailing access.center@century.edu.
APPENDIX E—CLEANING PROTOCOLS

Cleaning Supplies

If you need cleaning supplies for your office suite, please contact facilities via their work order system and request the necessary supplies. Facilities will get these delivered directly to you.

Facilities and Regular Housekeeping

HOUSEKEEPING

Regular housekeeping practices have been implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the campus environment, including classrooms, labs, restrooms, common areas, break rooms, lunchrooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting is conducted in high-touch areas, such as phones, computer keyboard/mice, touch screens, controls, door handles, elevator panels, railings, printers and copy machines, credit card readers, delivery equipment, etc.

Infection prevention measures:

Classrooms, restrooms and common areas are cleaned and disinfected at least once daily with an EPA-registered disinfectant approved for use against SARS-CoV-2.

Products facilities will be using to clean the campus:

Current chemicals used are products from our Hillyard Arsenal 1 dispensing system. Items include QT PLUS, QT3, Re-Juv-Nal hand sanitizer, Clorox wipes, spray bottles and paper towels, disposable gloves & face masks, riding carpet extractors and floor scrubbers, and Versamatic vacuums.

Century College Facilities department is following CDC Guidelines to clean facilities:

- Wearing disposable gloves to clean and disinfect.
- Cleaning surfaces using soap and water, then use disinfectant.
- Practice routine cleaning of frequently touched surfaces.
  - Facilities continually cleans and disinfects common areas throughout the day.
  - Departments with surfaces and objects in public places, such as point of sale keypads clean and disinfect these surfaces before each use.
- High touch surfaces include:
  - Tables, doorknobs, light switches, countertops, handles, desks, phones, computer keyboard/mice, toilets, faucets, sinks, etc.

CLEANING PROTOCOL FOR CLASSROOMS

Facilities department staff provide cleaning supplies for each classroom and replenish supplies each night during nightly cleaning rounds. Supplies Include:

- Two spray bottles with EPA-registered disinfectant approved for use against SARS-CoV-2.
- Two rolls of paper towels to wipe surfaces as needed.
- Touchless hand sanitizer.
An inventory of supplies is kept at the computer labs on East Campus (E1710) and West Campus (E3165) for emergencies. Additional supplies are available if needed. However, we recommend that you use them judiciously and not stockpile them. If additional supplies are needed, submit a facilities work request on the Facilities SharePoint site.

**CUSTODIAL CLEAN PRACTICES**

**First Shift Custodial Staff**
- 54 restrooms - cleaned two times daily
- High touch areas & common areas - Regular and continuing throughout the day
- Office Suites/Offices - weekly

**Second Shift (2:00pm-10:30pm)**
- 171 Classrooms including support rooms and labs - cleaned nightly
- 54 Restrooms - deep cleaned nightly
- Common areas and conference rooms - cleaned nightly

**Disinfecting classrooms in between class times.** Maintenance staff clean classrooms on a nightly basis. Due to the short window of time between classes as indicated, the Facilities Department has limited custodial labor resources to do this for the entire College. Cleaning between class times must be a shared responsibility of faculty, staff and/or students. Faculty are asked to use the following guidance to clean rooms at the end of their class as they will know what tables/chairs were used during class. At least ten minutes should be allowed between classes meeting in the same classroom. This should give faculty time to disinfect the room.

**General Purpose Classrooms**
- After using paper towel, place used towels in garbage (all are lined) and they are picked up later in the day.
- Spray bottle with disinfectant should be applied to table surfaces and chairs that are being used during class. Spray should be left on surface for 3 minutes and then wiped dry with towels.
- Wipe down inside and outside door handle to classroom.
- See link for cleaning and disinfecting: [https://www.youtube.com/watch?v=_mCJmlDiY38&feature=youtu.be](https://www.youtube.com/watch?v=_mCJmlDiY38&feature=youtu.be)
- A box of large gloves will be added to classroom for Instructor/students who request them.

**Medical/Dental Classrooms**
- Due to nature of these classes, gloves and hand sanitizer are already being supplied in these classrooms
- After using paper towel, place used towels in garbage can to be picked up later in the day.
- Hand sanitizer/Hand wipes are available in the medical and dental program classroom. Students should use upon entry into room.
- Spray bottle with disinfectant should be applied to table surfaces and chairs as well as equipment. Some equipment should not be sprayed with chemical sprays but should be wiped down with disinfectant wipes. Spray should be left on surfaces for 3 minutes and then wiped dry with towels.
- Wipe down inside and outside of all door handles.
• See link for cleaning and disinfecting: https://www.youtube.com/watch?v=_mCJmlDiY38&feature=youtu.be

Computer Labs
• After using paper towel, place used towels in garbage can to be picked up later in the day.
• Spray bottle with disinfectant should be applied to table surfaces and chairs that are being used during class. Spray should be left on surface for 3 minutes and then wiped dry with towels.
• Wipe down inside and outside door handle to classroom.
• A box of large gloves will be added to classroom for Instructors and students who request them.

Cleaning and Disinfection After Employees, Students, Visitors Suspected/Confirmed to Have COVID-19 Have Been in the Facility

Depending on level of outbreak and containment, Century follows approved CDC recommendations, including use of Electrostatic Sprayers to clean and disinfect surfaces with an EPA-registered disinfectant approved for use if a student or staff is diagnosed with COVID-19.

TIMING AND LOCATION OF CLEANING AND DISINFECTION OF SURFACES

• At a facility that does not house people overnight:
  • Safety and Security will close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or if practical before beginning cleaning and disinfection.
  • Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (such as tablets, touch screens, computer keyboard/mice, remote controls, and ATM machines) used by the ill persons, focusing especially on frequently touched surfaces.
  • If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

HOW TO CLEAN AND DISINFECT

Hard (Non-porous) Surfaces
• If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
• For disinfection, most common EPA-registered household disinfectants should be effective.
• See link for cleaning and disinfecting: https://www.youtube.com/watch?v=_mCJmlDiY38&feature=youtu.be
Always read and follow the directions on the label to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets

You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm. Follow manufacturer’s instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Bleach solutions will be effective for disinfection up to 24 hours.

- Prepare a bleach solution by mixing
  - 5 tablespoons (1/3 cup) bleach per gallon of room temperature water or
  - 4 teaspoons bleach per quart of room temperature water

Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Always read and follow the directions on the label to ensure safe and effective use.

- Keep hand sanitizers away from fire or flame
- For children under six years of age, hand sanitizer should be used with adult supervision
- Always store hand sanitizer out of reach of children and pets
- Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
- Additional key times to clean hands include:
  - After blowing one’s nose, coughing, or sneezing.
  - After using the restroom.
  - Before eating or preparing food.
  - After contact with animals or pets.
  - Before and after providing routine care for another person who needs assistance such as a child.

Soft (Porous) Surfaces

- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
  - If the items can be laundered, launder items in accordance with the manufacturer’s instructions using the warmest appropriate water setting for the items and then dry items completely
• Use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces.

**Electronics**

• For electronics such as tablets, touch screens, computer keyboard/mice, remote controls, and ATM machines, remove visible contamination if present.
• Follow the manufacturer’s instructions for all cleaning and disinfection products.
• Consider use of wipeable covers for electronics.
• If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

**Personal Protective Equipment (PPE) and Hand Hygiene**

• **The risk of exposure to cleaning staff is inherently low. Cleaning staff should wear disposable gloves for all tasks in the cleaning process, including handling trash.**
• Gloves and gowns should be compatible with the disinfectant products being used.
• Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
• Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to **clean hands** after removing gloves.
• If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. Clean hands after handling dirty laundry.
• Gloves should be removed after cleaning a room or area occupied by ill persons. **Clean hands** immediately after gloves are removed.
• Cleaning staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.
• Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
• Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
• Additional key times to clean hands include:
  • After blowing one’s nose, coughing, or sneezing.
  • After using the restroom.
  • Before eating or preparing food.
  • After contact with animals or pets.
  • Before and after providing routine care for another person who needs assistance such as a child.

**Additional Considerations for Employers**

• Employers should work with their local and state health departments to ensure appropriate local protocols and guidelines, such as updated/additional guidance for cleaning and disinfection, are followed, including for identification of new potential cases of COVID-19.
• Employers should educate staff and workers performing cleaning, laundry, and trash pick-up activities to recognize the symptoms of COVID-19 and provide instructions on what to do if they develop symptoms within 14 days after their last possible exposure to the virus. At a minimum, any staff should immediately notify their supervisor and the local Health Department if they develop symptoms of COVID-19. The health department will provide guidance on what actions need to be taken.

• Employers should develop policies for worker protection and provide training to all cleaning staff on site prior to providing cleaning tasks. Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.

• Employers must ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA’s Hazard Communication standard (29 CFR 1910.1200).

• Employers must comply with OSHA’s standards on Bloodborne Pathogens (29 CFR 1910.1030), including proper disposal of regulated waste, and PPE (29 CFR 1910.132).

Additional Cleaning Information

• Vehicles will only be signed out to single occupants and cleaned and disinfected after use. Disposable Disinfectant wipes will be provided.
• Facilities replaced all towel dispensers with touchless towel dispensers in all restrooms.
• Facilities installed touchless hand soap dispensers in all restrooms on campus.
• Facilities installed touchless hand sanitizer stations which are located at all campus entrances, and other areas if requested.
• Facilities is in the process of purchasing Electrostatic Sprayers to use for our nightly deep cleaning.
July 15 and 16: The President and Executive Cabinet hosted College forums (through Zoom) on the reintegration plan in mid-July to share the plan and to answer any questions employees may have. The forums were recorded and posted, along with FAQs, on the College’s internal myCentury site for future reference by employees and students. Administration will follow up with a survey of students and employees to determine how effective the implementation has been and if any changes need to be made.

July 17- July 31: During the weeks following the forums, each unit Vice President, Associate Vice President, Deans and Directors will meet with their teams to discuss department plans.

August 10: Emergency Operations Team Meeting

August 31: Emergency Operations Team Meeting

September 1: Mitigation Surge Task Force

September 21: Emergency Operations Team Meeting

September 25: Human Resources email: Updated Telework Policy from MMB

October 19: Emergency Operations Team Meeting

October 20: Mitigation Surge Task Force

November 10: Human Resources email: Important Message – COVID-19 Positive Cases and Campus

November 11: Mitigation Surge Task Force

November 17: Mitigation Surge Task Force

December 7: Emergency Operations Team Meeting

December 15: Mitigation Surge Task Force
APPENDIX G — COMMUNITY COMMITMENT

Spirit of Our Efforts
Through a cooperative effort, the College will establish and maintain the safety and health of our campus—we are all responsible for delivering on our commitment through the implementation of this plan and through our behaviors that support the plan.

Ownership of Our Efforts
Campus leaders, supervisors, employees, and students hold a role in the delivery and with all aspects of this Plan. Century College leaders and supervisors have the administration’s full support in enforcing the provisions outlined herein.

College-Wide Approach for Our Efforts
Each division and department at Century College has been charged with completing individual return to on campus work plans specific to their unit or department. These plans are held within each department and shared with the employees in each department.

Guiding Principles for Our Efforts
The College supports employees whose roles and departmental service delivery supports continuation of tele-commute/work remotely and alternative work schedules with a combination of both on-campus and telework. This flexibility allows the College to limit the number of employees on campus at any given time and in any office area or space. Division leaders have worked within their departments to make these decisions.

Safety is the Responsibility of ALL.
Century College is serious about safety and health and keeping our students and employees safe. Your involvement is essential in implementing a successful Campus COVID-19 Preparedness Plan. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- Face coverings, hand hygiene and respiratory etiquette.
- Engineering and administrative controls for social distancing.
- Housekeeping – cleaning, disinfecting and decontamination.
- Prompt identification and isolation of sick persons.
- Communications and training that will be provided to managers and workers; and
- Management and supervision necessary to ensure effective implementation of the plan.
APPENDIX H—COVID-19 COLLEGE, UNIVERSITY, AND SYSTEM OFFICE DECISIONS AND RESPONSES RELATED TO POSITIVE CAMPUS COVID-19 CASES AND CHANGES IN COMMUNITY SPREAD

COVID-19 DECISION FRAMEWORK

Green - Low Transmission
Transmission levels seen as manageable.

Indicators
- Contacts can be identified at the time of interview
- Isolation and quarantine less than 50% full
- K-12 indicators: less than 10 cases per 10,000 over two-week period

Campus Actions
- Assign a designated point of contact and contact tracing support roles
- Follow Century College Campus Preparedness Plan
- Implement social distancing
- Work with MDH/LPH on contact tracing, as needed
- Additional actions as recommended by MDH guidance

Yellow - Medium Transmission
Transmission levels are beginning to tax campus resources.

Indicators
- Infections continue increasing over 14-day period
- More than 1% of campus students infected within 14-day period
- More than 5% of campus cases have unknown links to another case over 7-day period
- Routine testing capacity starting to be a concern
- Less than 14 days of PPE remaining
- Other internal metrics are of concern (e.g. increase in employees out sick)
- K-12 indicators: 10-30 cases per 10,000 over a 14-day period

Campus Actions
If two or more indicators are met, Century College administrators will consider implementing these mitigation efforts:

- Extra communication and precautions for high-risk individuals
- Cancelling events and activities that bring larger groups of students together
- Roll back measures limiting social and activity gatherings to no more than 10 individuals, indoors and outdoors
- Ramp up capacity for isolation and quarantine options
**Orange - High Transmission**
Transmission levels have further depleted or exhausted campus resources.

**Indicators**
- Infections continue to increase over two-week period after Yellow Level mitigation efforts put in place
- More than 3% of campus students are infected within a 14-day period, considering where spread is occurring
- Lack of adherence to mitigation strategies
- Other internal metrics of capacity and staffing suggest additional mitigation is needed
- K-12 indicators: more than 30 cases per 10,000 over a 14-day period

**Campus Actions**
If two or more indicators are met, Century College administrators will consider implementing these mitigation efforts:

- Suspend additional in-person activities
- Shift to remote-only operations
- Cancel all extracurricular activities for at least two weeks
- Cancel classes for two weeks
- Work with MDH/LPH on testing and PPE support, as needed
- Additional actions as recommended by MDH guidance

**Deep Orange - Sustained High Level of Community Transmission**
Transmission levels have seriously depleted or exhausted institutional, community or state resources, or the state is experiencing extensive community widespread.

**Campus Actions**
- If mitigation efforts do not improve, Century College administrators will consider suspending additional in-person activities and shifting to remote-only operations.
- Implement a campus wide “lay low” period and direct students to stay at home and limit movement to attend courses when needed, study areas, work, or other essential services like healthcare, mental health, food service take out/pick up.
- Extracurricular activities/clubs/organizations should be significantly scaled back in terms of attendance, frequency of meeting, and moved to virtual wherever possible; consider postponing or canceling where feasible.
- Additional actions as recommended by MDH guidance.

**Red - Sustained High Risk of Transmission**
Transmission levels have seriously depleted or exhausted institutional resources.

**Campus Actions**
- If the above mitigation efforts have not resulted in an improvement over a two- to three-week after Scenario 3 or 4 has been put in place, Century College administrators will consider moving to online only until the next semester or after break.
# APPENDIX I—BUILDING HOURS

## Spring Semester 2020-2021

January 11 – May 14

<table>
<thead>
<tr>
<th>East Campus</th>
<th>West Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday — Thursday</td>
<td>Monday — Thursday</td>
</tr>
<tr>
<td>7AM — 10PM</td>
<td>7AM — 6PM</td>
</tr>
<tr>
<td>Friday</td>
<td>Friday</td>
</tr>
<tr>
<td>7AM — 5PM</td>
<td>7AM — 5PM</td>
</tr>
<tr>
<td>Saturday</td>
<td>Saturday</td>
</tr>
<tr>
<td>7AM — 4PM</td>
<td>CLOSED</td>
</tr>
<tr>
<td>Sunday</td>
<td>Sunday</td>
</tr>
<tr>
<td>CLOSED</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>

## Semester Break Hours

December 19 – January 10, March 8 – March 14,
May 15 – May 23

<table>
<thead>
<tr>
<th>East and West Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
</tr>
<tr>
<td>7AM — 7PM</td>
</tr>
<tr>
<td>Friday</td>
</tr>
<tr>
<td>7AM — 5PM</td>
</tr>
<tr>
<td>Saturday</td>
</tr>
<tr>
<td>CLOSED</td>
</tr>
</tbody>
</table>

## Spring Holiday Closures

January 1- New Year’s Day
January 16 – 18
February 13 – 14
May 31
Century College is required by federal law to notify the campus community in the event of a confirmed seriously violent or extremely hazardous incident or dangerous situation involving an immediate threat to the health and/or safety of students or employees is occurring on the campus. These incidents include outbreaks of meningitis, norovirus, or other serious illnesses such as COVID 19. Public Safety shall be notified by Human Resources or Academic Affairs Administration of any students or employees who are experiencing symptoms or received a diagnosis of COVID 19 and have been on campus in the previous 14 days. In coordination with the Emergency Operations, the Public Safety team will evaluate if an Emergency notification to the campus community is warranted based on the following criteria.

- If there is a significant change to the impact of the pandemic on the campus.

The message may be sent to the entire campus community or may be segmented to those on campus or in a specific area of exposure. The message will contain information about the illness and necessary health and safety precautions, as well as directions to obtain information from health care providers, state health authorities, and or the CDC. This message will also indicate the steps the college is taking to protect the safety of the campus community. These steps may include additional cleaning and decontamination, closing of areas, or other procedures as recommended by the local health authorities. At no time will an individual’s personally identifiable information be released as a part of these notifications.

**CONTACT:**

**JASON PHILIPP**

Director of Public Safety, Century College
gerson.philipp@century.edu
t: 651-779-5834
APPENDIX K—FACE COVERINGS DISTRIBUTION

All students, employees, and visitors to campus should already have their own face coverings given the Governor’s executive order has been in place since July; however, if you forget your face covering, the College will provide a one-time-wear face coverings at the following locations: Admissions Office on West Campus and the KOPP Center and Continuing Education and Customized Training Office on East Campus. There are also face coverings for sale in the Century College Bookstore on West Campus.

Visitors, vendors and contractors must provide their own face coverings and must be worn while on campus.

Here are a few important things to keep in mind:

- Face coverings can help with preventing your germs from infecting others — especially in situations where you may spread the virus without symptoms.
- Wearing a face covering does not protect you from others who may spread the virus. So, whether you wear a face covering, you still need to wash your hands frequently, cover your cough, and practice social distancing by keeping at least 6 feet of space between people.
- People who are sick should stay home. Wearing a face covering does not mean people who are sick should go out into the community. If you are sick and need to go to the doctor, call your health care provider before going in and wear a face covering to the clinic.
- A face covering should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask or cloth face covering without assistance.
COVID-19 Notice

CENTURY COLLEGE holds as paramount the health, safety and welfare of every member of its community. Century College, however, cannot guarantee a COVID-19-free environment. Unfortunately, the risk of COVID-19 exposure exists in all public places where people are present. Century College is taking all recommended steps to mitigate this risk, but we cannot categorically guarantee you will not get sick. Minimizing the risk of COVID-19 infections (or any other spread of disease) at Century College is a shared responsibility.

As outlined in this plan above, every member of our community – including you – must do their part. Understand that if you return to the physical campus of Century College, there is a risk you may contract COVID-19 and that illness, injury or death is a possible result.
APPENDIX M – ADDITIONAL INFORMATION AND LINKS

General
www.cdc.gov/coronavirus/2019-nCoV
www.health.state.mn.us/diseases/coronavirus
www.osha.gov
www.dli.mn.gov

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

Respiratory etiquette: Cover your cough or sneeze
www.health.state.mn.us/diseases/coronavirus/prevention.html
www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing
www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping – Cleaning and Sanitizing
www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
Cleaning and disinfecting hard surfaces: https://www.youtube.com/watch?v=_mCJmlDiY38&feature=youtu.be

Employees exhibiting signs and symptoms of COVID-19
www.health.state.mn.us/diseases/coronavirus/basics.html

Training
www.health.state.mn.us/diseases/coronavirus/about.pdf
www.osha.gov/Publications/OSHA3990.pdf
Vaccinations

- General: [https://www.health.state.mn.us/diseases/coronavirus/vaccine.html](https://www.health.state.mn.us/diseases/coronavirus/vaccine.html)
- Planning and Phasing: [https://www.health.state.mn.us/diseases/coronavirus/vaccine/plan.html](https://www.health.state.mn.us/diseases/coronavirus/vaccine/plan.html)
- Minnesota Phase 1a Guidance: [https://www.health.state.mn.us/diseases/coronavirus/vaccine/phase1aguide.pdf](https://www.health.state.mn.us/diseases/coronavirus/vaccine/phase1aguide.pdf)
- For Health Professionals: [https://www.health.state.mn.us/diseases/coronavirus/vaccine/index.html](https://www.health.state.mn.us/diseases/coronavirus/vaccine/index.html)
- Clinical Students and Faculty should be accounted for in their host facilities vaccine planning and distribution. Send issues to: Health.covid.vaccine@state.mn.us and Health.HigherEd.Covid19@state.mn.us

COVID-19 Contact Tracing Training [FREE]


COVID-19 Contact Tracing | Coursera

Learn COVID-19 Contact Tracing from Johns Hopkins University. The COVID-19 crisis has created an unprecedented need for contact tracing across the country, requiring thousands of people to learn key skills quickly. The job qualifications for ...

[www.coursera.org](http://www.coursera.org)
Governor Walz Emergency Order

July 16, 2020

TO: Leadership Council

FROM: Devinder Malhotra, Chancellor

RE: Updated COVID-19 safety requirements

Over the past five months, our focus has been and remains the safety of our students, faculty, and staff. Local, statewide, and national guidance and information regarding the use and efficacy of face coverings and use of screening tools has accelerated in recent weeks. Recently the CDC shared new information regarding the wearing of face coverings to prevent COVID spread.

Many of our campuses, through their own consultative structures made the decision to require mandatory use of face coverings. In addition, the bargaining unit leaders and several employees have advocated for a consistent systemwide guidance on the use of face coverings. In response to the additional public health guidance and feedback from employees, I have decided that no later than August 3, 2020, all Minnesota State employees, students, and visitors, to include contractors and vendors, are required to wear a face covering when inside college or university facilities and enclosed places such as tunnels and skyways, and leased spaces, to include the system office, when physical distancing is not possible.

In addition, we shared earlier this week that a screening tool is currently being developed and should be available by the end of July for campuses and the system office to begin implementing. Therefore, no later than August 3, 2020, all Minnesota State employees, students, and visitors, to include contractors and vendors, will be required to complete the screening tool (or alternative format if technology is not available) prior to entering any college, university, or system office facilities.

As shared with you earlier this week, the screening tool will provide campuses and the system office with the ability for students, faculty, staff and visitors to take a COVID assessment questionnaire. The questionnaire will give advice/guidance to the respondent based on department of health guidelines and other guidelines as to whether they are “cleared to come to work/school” or should remain at home and seek assistance based on guidelines.

I have charged Vice Chancellors Maki, Davis, and Padilla to develop more detailed associated guidelines and FAQs around the use of face coverings and screening tool. A draft will be shared with you by Tuesday, July 21 to collect your feedback, questions, and concerns.

Thank you for your understanding and your leadership as we continue to navigate our colleges and universities through this difficult time.
COVID-19 Screening Tool FAQs

Q: What is the COVID screening tool and how will it be used?
A: It is a web-based tool that individuals will use to self-assess COVID-19-related health risks and determine whether they should be allowed to enter Century College and other Minnesota State facilities in order to mitigate the risk of transmission.

Q: How do I access the tool?
A: College- and university-specific web links and QR codes are available on each school’s website and on materials available at campus entrances.

Q: Why did Minnesota State develop this tool?
A: Development of the screening tool represents one of many strategies Minnesota State and its colleges and universities are using to protect the health and safety of students, faculty, and staff as fall semester gets underway. In addition, Executive Order 20-74 requires Minnesota State to “establish policies and procedures, including health screenings, that prevent sick students or institution staff and instructors from entering the institution for in-person or on-site activities.”

Q: Who is required to use the tool?
A: Everyone who plans to visit any facility within Century College and the Minnesota State system, including all students, employees, visitors, contractors, and vendors, must complete the self-assessment before they arrive each day they will be on campus or at the workplace for longer than 15 minutes. This applies to all 54 Minnesota State campuses and the system office. Students who live on campus are required to complete the assessment every morning.

Q: How does the tool work?
A: The tool will be available from the Century College website and MinnState.edu and will be accessible from any device capable of interacting with a web page including most handheld devices. Users will be guided through a series of questions to identify COVID-19-related health risks. Individuals who pass the self-assessment will receive an email that reflects approval -- anyone may be asked to show this email upon entering campus or the workplace. The application will inform individuals who do not pass the self-assessment that they should not come to campus or the workplace and will display campus-specific contacts and guidance on steps to take in order to protect health and safety.

Q: What criteria does the assessment use to evaluate COVID-19-related health risks?
A: The assessment screens individuals who indicate they have exhibited symptoms associated with COVID-19 within the past 10 days or have been in contact with anyone with a confirmed case of COVID-19 within the past 14 days. The criteria used by the self-assessment is based on guidelines provided by the Minnesota Department of Health.
Q: What happens when an individual refuses to use the screening tool?
A: They will not be allowed on campus or into the workplace.

Q: What if an individual does not have access to the tool electronically or doesn’t have a smartphone?
A: They could use a computer and print out their results or use a written tool once at campus.

Q: What if an individual has symptoms similar to COVID-19 due to other health issues, such as allergies or sore muscles following a workout?
A: The tool accommodates symptoms not related to COVID-19.

Q: Do guests of the campus – such as attendees at an athletic event – need to use the tool?
A: Anyone planning to spend more than 15 minutes on campus needs to use the tool.

Q: Do individuals who are not employees of Century College, but work for an organization that has workspace on the campus need to use the tool?
A: Anyone planning to spend more than 15 minutes on campus needs to use the tool.

Q: Is there a consequence for when someone comes to class/work after “failing” the screening?
A: Employees or students who falsify inputs will be addressed through the appropriate discipline process.

Q: Will student employees still have the opportunity to get paid if they “fail” the screening?
A: If the work can be completed and supervised remotely, students should work remotely. If the work is not able to be completed remotely, students cannot be paid work-study wages. (Both state and federal work-study permission to pay work-study wages to students who are not working due to COVID-19 expires at the end of the 2020 summer term).

Q: If visitors to campus hold tickets for an event, and fail the screening tool, will ticket costs be refunded?
A: Those who cannot attend an event due to a negative screening should be compensated through existing college refunding practices.

Q: Do people who will only be within outdoor facilities on a campus need to use the tool?
A: Yes. If they will be on campus, they are required to use the tool.

Q: Do employees or students who are working remotely or otherwise not planning to be on campus or at the workplace on any given day still need to use the tool?
A: Only people who will be on campus or in the workplace need to complete the tool.

Q: Do individuals who come to campus when buildings are closed (such as faculty working week ends) need to do the self-assessment?
A: Yes.
Q: Who will have access to the data collected by the assessment?
A: Century College and Minnesota State is committed to protecting the private data submitted through this self-evaluation tool. The Chancellor and campus leadership have designated a limited number of individuals at the system office and on each campus, who may access the results of the self-evaluation tool. Access is restricted to those individuals whose work assignments reasonably requires access to the data.

Q: What will happen to the data submitted through the tool?
A: The information submitted through the self-evaluation tool is classified as “highly restricted” by Operating Instruction 5.23.2.1 “Data Security Classification”. The detailed collection, use, and safeguarding of “highly restricted” data is outlined in Operating Instruction 5.23.3.1 “Information Security Controls”. Minnesota State has robust processes in place to maintain the confidentiality of data, as well as to prevent, control, and minimize the impacts of any security incidents.

Q: How long will the data be kept?
A: Minnesota State will use the data collected by this tool for the benefit of the health and safety of our students, faculty and staff. We will maintain the data as long as necessary to safeguard our students, faculty and staff and we will destroy the data when we have determined it is no longer needed. The tool does not store passwords and cannot email sensitive data. In addition, no data is stored on the device that is used to access the assessment.

Q: When will the tool be available?
A: Current plans call for colleges, universities, and the system office to make the tool available to users by Monday, August 10.
COVID-19 Screening Tool Tutorial

STEP 1: Participant identifies if they are a student, employee, or visitor.

COVID-19 Self-Assessment – Century College

Private/Confidential Information Collection Notification
The following Tennesen Notice describes the purpose and intended use of the data that will be collected in the health screening process.

View the entire Tennesen Notice

Start the Self-Assessment
Please indicate which group(s) you are part of. Check all that apply.

☐ I am a student living on campus

☐ I am a student living off campus

☐ I am an employee

☐ I am a visitor, contractor, or vendor
STEP 2: StarID and password for students and employees so they can be identified and given an ‘all clear’ email if they do not have symptoms or have been in contact with a person with COVID.

Visitors/contractors/vendors would provide their name and email address at the end of the survey if they do not have symptoms or have been in contact with COVID.

Please identify yourself with your StarID credentials.

Use your StarID for username (e.g., aad1234bb). Use your StarID password.

Username

Password

STEP 3: Campus location the person will be attending classes, working, or visiting. They may also indicate any of the other 54 college/university campuses they will visit during the day.

**COVID-19 Self-Assessment – Century College**

Your Name Would be Here

Please choose your location or locations.

- [ ] Century College
- [ ] Working or studying from home
- [ ] Other Century College location
- [ ] I may also visit other MN State Colleges or Universities
STEP 4: Symptoms response screen.

COVID-19 Self-Assessment – Century College

Do you have or are you experiencing any of the following? Check all that apply.

- A fever (>100.4°F or higher), or a sense of having a fever or feeling feverish (chills, sweating)?
- A new cough that you cannot attribute to another health condition?
- A new shortness of breath that you cannot attribute to another health condition?
- A new sore throat that you cannot attribute to another health condition?
- New muscle aches that you cannot attribute to another health condition and that are not caused by a specific activity (such as physical exercise)?
- A new headache that you cannot attribute to another health condition?
- New loss of smell or taste that you cannot attribute to another health condition?
- Vomiting or diarrhea that you cannot attribute to another health condition?
- Are you under evaluation for COVID-19 (e.g., waiting for the results of a viral test to confirm infection)?
- Have you been diagnosed with COVID-19 and not yet cleared to discontinue isolation?
- I have experienced none of these

STEP 5: Final health question.

COVID-19 Self-Assessment – Century College

To the best of your knowledge, during the past 14 days, have you been within 6 feet of a person with a pending or lab confirmed case of COVID-19 for at least 15 minutes, had direct contact with that person’s mucus or saliva, or been contacted by public health and told you were in close contact with someone known to have COVID-19?

Students, faculty, and staff in clinical settings please click on this link prior to answering this question.

- Yes
- No
STEP 6: Participant can verify or change the email address where they want the approval email to be sent.

COVID-19 Self-Assessment – Century College

Please provide your name and email address to receive the approval verification notice needed to visit the location you selected.

First Name

Last Name

Email

STEP 7: Last screen in the tool for anyone that reports no symptoms or exposure.
STEP 8: Example of the email that will be sent to any participant that reports no symptoms or exposure to COVID.

Anyone that reports symptoms, has been in contact with a person with COVID or has been contacted by the Dept. of Health because of exposure to COVID will see the following response. To protect privacy, no email will be sent to the person.
### REVISION HISTORY

**August 8, 2020**: Return to Campus Plan: Fall 2020 published.

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 11, 2020</td>
<td>Updated isolation rooms on page 14</td>
</tr>
<tr>
<td>August 17, 2020</td>
<td>Updated visitor to campus section on page 10</td>
</tr>
<tr>
<td>September 23, 2020</td>
<td>Updated face covering non-compliance language, page 5</td>
</tr>
<tr>
<td>September 23, 2020</td>
<td>Added new section “Health and Safety Measures and Non-Compliance”, page 7</td>
</tr>
<tr>
<td>September 23, 2020</td>
<td>Updated “Food Service On Campus” section, page 11</td>
</tr>
<tr>
<td>September 23, 2020</td>
<td>Updated “Surge Plan” section, page 15</td>
</tr>
<tr>
<td>September 23, 2020</td>
<td>Added Mitigation Surge TaskForce Members to Appendix A, page 19</td>
</tr>
<tr>
<td>September 23, 2020</td>
<td>Updated Appendix D with updated sign, page 29</td>
</tr>
<tr>
<td>September 23, 2020</td>
<td>Added COVID-19 Decision Framework to Appendix H, page 40</td>
</tr>
<tr>
<td>December 18, 2020</td>
<td>Updated “College Athletics” section, page 11</td>
</tr>
<tr>
<td>December 18, 2020</td>
<td>Removed “Areas Provided Cleaning Supplies” table in Appendix E, page 29</td>
</tr>
<tr>
<td>December 18, 2020</td>
<td>Removed In Isolation Room from “Quarantine and Isolation Measures” section, page 13</td>
</tr>
<tr>
<td>December 18, 2020</td>
<td>Updated Appendix F with updated communication and training, page 35</td>
</tr>
<tr>
<td>December 18, 2020</td>
<td>Updated Appendix B with updated Century College reopen timeline, page 20</td>
</tr>
<tr>
<td>December 18, 2020</td>
<td>Updated Appendix K with updated face coverings distribution, page 42</td>
</tr>
<tr>
<td>December 18, 2020</td>
<td>Updated Appendix I with updated Spring Semester building hours, page 40</td>
</tr>
<tr>
<td>December 18, 2020</td>
<td>Updated Appendix J with updated emergency notifications, page 41</td>
</tr>
<tr>
<td>December 18, 2020</td>
<td>Updated campus events and gatherings information in “Enacting Social/Physical Distancing Protocols” section, page 6</td>
</tr>
<tr>
<td>December 18, 2020</td>
<td>Updated campus events limitations “Additional Health and Safety Measures-Part 2” section, page 11</td>
</tr>
<tr>
<td>December 18, 2020</td>
<td>Updated “Surge Plans” section, page 15</td>
</tr>
<tr>
<td>December 18, 2020</td>
<td>Added link to Campus Safety web site “Phased Return to Work Plans” section, page 3</td>
</tr>
<tr>
<td>December 18, 2020</td>
<td>Updated “Face Covering Distribution” section, page 5</td>
</tr>
<tr>
<td>December 18, 2020</td>
<td>Removed Mitigation Measures Chart from Appendix H, page 37</td>
</tr>
<tr>
<td>December 18, 2020</td>
<td>Updated title to “Campus Preparedness Plan: Spring 2021”</td>
</tr>
<tr>
<td>December 18, 2020</td>
<td>Added vaccination links to Appendix M, page 44</td>
</tr>
</tbody>
</table>