CENTURY COLLEGE

Return to Campus Plan: Fall 2020

Prepared for Faculty, Staff, Students & the Community

AUGUST 2020
Revised 8/17/20
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世纪学院已经在各个前沿领域努力工作，以准备我们的社区在2020年秋季学期回到校园。我们的目标是明确的：尽可能地提供校园体验。在可预见的未来，这意味着要采取广泛的公共卫生措施来防止、检测和监测病毒在我们社区的传播，并与明尼苏达州卫生部（MDH）合作，通过明尼苏达州州COVID持续运营和指导任务小组和快速解决可能出现的任何问题。

我们很幸运，有来自美国疾病控制与预防中心（CDC）和明尼苏达州卫生部（MDH）的指导，我们所采取的行动将由适用于联邦、州和地方要求和建议以及我们服务的优先级：安全和护理。

世纪学院计划今年秋季欢迎学生回到校园，以期实现面对面、混合和完全在线授课。学院正在为有限的面对面授课准备，包括学分文凭、科学和技术项目以及通过继续教育/定制培训（CECT）部门提供的非学分定制培训。在东和西校区。

工作人员、教师和管理人员一直在努力准备一个计划的秋季开始，同时也在制定各种预见的可能情况的备选方案，这些情况可能导致学院调整计划并回到我们春季和夏季学期的修改后的课程交付模式。

我们继续向我们的社区更新有关秋季筹备的最新消息，并通过在COVID-19上专门的网站分享公共卫生信息更新。学院论坛于2020年7月15日至16日举行，与会者就秋季总体高水准则定了计划。到8月初，每个部门的领导都与他们的团队进行了讨论，以制定和合作有关特定部门和分部的计划。所有规划努力被称为我们的Return to Campus（RTAC）计划，是综合的，以适应我们在新的COVID-19现实中的校园教学和服务的修改。世纪学院的计划是包容性的，考虑到我们的学生、教职员工和员工的需求，并预测到所有未知因素的多种情景。尽管我们的主要规划情景包括学生在秋季面对面参加，但我们也在规划同样的高质量体验在其他模式下，例如完全在线课程和混合式课程，可能结合校内和在线学习。

根据这些措施的必要性，具有功能责任的行政领导和具有相关专业技能的教职员工正在前所未有的水平上合作，以确定学院在世纪学院可以安全地把我们的员工和学生带回学校前所需考虑和解决的所有问题。

所有这些努力都得到了与学院多个利益相关者合作的专家的指导，包括学术与学生事务、财务与行政、设施、信息技术、市场与沟通、人力资源和公共安全，由院长和公共安全主任领导。《紧急操作团队会员》可以在本计划的附录A中找到。

这些努力包括两个主要方面：学术规划和运作。
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 Fall 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 Nesse, 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 Fall 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 fall.

**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

Campus Events and Activities
Leads: Patrick Opatz, Vice President of Administration and Finance, Kristin Hageman, Dean of Student Affairs

Campus Spaces
Leads: Patrick Opatz, Vice President of Administration and Finance, Pakou Yang, Vice President for Student Affairs and Enrollment Management, Kristin Hageman, Dean of Student Affairs, Monica Ramirez, Dean of Academic Affairs, James Stumne, Director Marketing and Communications, Jason Philipp, Director of Public Safety, Mike Houfer, Director of Facilities

PREVENTION MEASURES

Focus: The focus of this report is to outline the measures the College plans to undertake 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 fall.

Century College plans to begin in-person, online and hybrid instruction for students on Monday, August 24, 2020. The College anticipates that our Fall Semester will 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. Our current mitigation level is 2 (limited face to face, fully, online and hybrid) and any shift below this level will move the College’s operations to fully online instruction and virtual services. 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 Fall Semester. See Appendix H—Mitigation Measures Chart.

REQUIRED PUBLIC HEALTH MEASURES

In order to make this return to campus possible, the College plans to enact and adopt 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

Beginning on Friday, July 24, 2020 at 11:59 p.m., Minnesotans must wear a face covering in indoor businesses and indoor public settings, as described in the Governor’s Emergency Executive Order 20-81 and the related industry guidance, 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, to include contractors and vendors, are required to wear a face covering 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 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 will require that face coverings in the following outdoor campus areas and sittings:

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. Minnesotans are encouraged to refer to CDC guidance on How to Make Cloth Face Coverings, available at https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html.

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 should consider using 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 staying at home 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.** The College will provide the first, reusable face covering at no cost to all students and employees, and additional 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—Distribution of face coverings.

**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 the 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. Students who refuse compliance will be considered in violation of the Student Code of Conduct and may be suspended from all enrolled classes until a conduct determination can be made. 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.

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

Before students return to campus, the College is taking 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 will 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 event and gatherings.** For the foreseeable future, meetings will be held virtually and with limitations on face-to-face meetings. Century College will comply with the State of Minnesota requirements for group size at each phase of the State’s reopening plan. On-campus events that have had large in-person groups in the past are being reimagined and, in some cases, will be held virtually with smaller groups for in-person components with limitations of no more than 25 persons indoors and 250 outdoors. 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 College is also working to establish a system to require a sign-up and check-in process for all events to facilitate contact tracing in case it is later needed. Century College may need to, at some point, limit access to buildings to card holders who will be required to badge in to enter. The plan will be updated as new guidance is received.
FACULTY CONSIDERATIONS

- **Encouraging 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.

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

PUBLIC HEALTH AND SAFETY MEASURES—PART 1

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 is identifying, developing, and revising a range of guidance procedures related to reopening 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 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.
• Do NOT use a face mask meant for a healthcare worker. Currently, surgical masks and N95 respirators are critical supplies that should be reserved for healthcare workers and other first responders.
• Continue to keep about 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. Disinfectant. Most common EPA-registered household disinfectants will work.

- **View a short video on disinfecting surfaces.**

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**ADDITIONAL HEALTH AND SAFETY MEASURES—PART 2**

**CENTURY COLLEGE’S COMMITMENT TO ENHANCED CLEANING AND SAFETY PROTOCOLS**

**Cleaning protocols.** Century College will meet or exceed CDC guidelines for cleaning in classrooms, study spaces, and public spaces, with a special focus on high-touch surfaces. Century will make available cleaning supplies, including hand sanitizer and disinfecting wipe dispensers, in classroom spaces, dining areas, study spaces, and other high-traffic areas to allow self-service cleaning. Century College will use cleaning products on the EPA List for Use Against SARS-CoV-2 (COVID-19). See Appendix E for details on the cleaning protocols and Employee cleaning supplies.

**Hygiene and safety for service areas.** Century College will install safety measures that support hand hygiene and service areas by installing hand sanitation stands and plexiglass barriers where appropriate; and limiting maximum capacity for elevators, classrooms, and other common spaces.

**Campus signage and messaging.** Century will display 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—Examples of 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, will outline 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 is following CDC guidance for building occupancy during the COVID-19 pandemic. Essential personnel have remained 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 will adjust HVAC systems to optimize fresh air intake and will monitor and balance the systems to prevent any air flow conditions that could increase the risk of COVID-19 transmission. The College is also following 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 always encourages the college community to wear them to further reduce the risk of transmission.

**Restrictions on public access to all campus buildings.** Century College will continue to require limited public access for events and meetings until the corresponding jurisdiction (State or Federal) suspends all restrictions on limiting numbers of participants in face to face meetings and event gatherings. 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 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** 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 event size will be limited to 25 people indoors or 250 outdoors. All events must be coordinated by Events Services Coordinator, Theresa Glass. Century College will require the appropriate mitigation measures such as security, pre-registration, check-in procedures, and cleaning and safety protocols. All participants must register (including name and contact number) before or at the beginning of the event. All visitors are required to wear face coverings for events at the College. For events sponsored by the College (e.g., “Discover Century”), the College will provide face coverings for the attendees or require the use of those already provided depending on when the event occurs. For events sponsored by an external group, the sponsor is required to provide face coverings for the attendees and the size limits will still be enforced.

**Modified food services on campus.** Century College has two vendor-operated cafeterias. The Fall Semester will begin with the cafeteria on East Campus and one coffee shop on West Campus open. Aladdin, our new contracted vendor, will provide limited grab and go food choices in individual packaging and contactless pay systems. Finance and Administration has worked with our food vendors to ensure adequate social distancing, sanitation, and cleaning and will assess how this is working in late September to determine if changes need to be made for this semester and into spring as well.
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. 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 fall 2020 semester.

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 Minnesota State presidents of the member colleges of the MCAC met to determine how to move forward with intercollegiate athletics for Fall Semester during the COVID-19 pandemic. The presidents reaffirmed the commitment to protecting the health of student athletes. In consideration of the guidance from the Centers for Disease Control and Prevention and the Minnesota Department of Health, fall sports will be limited to those that have been identified as low risk, such as clay target and golf. Fall seasons have been canceled for football, volleyball, and soccer, which impacts Century’s Volleyball. For basketball, baseball, softball, and wrestling, in which practice and competition spans fall and Spring Semesters, all organized physical activities are prohibited during the Fall Semester.

Discussions about the potential for spring seasons for basketball, baseball, softball, and wrestling will continue and guidance will be given during the Fall Semester.

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 will 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 will require that this assessment is completed, and a record of completion must be available to be shown upon request. The screening assessment will be available and accessible starting August 10, 2020, before the fall 2020 semester begins.

To access the Century College screening tool, please visit [https://minnstate.edu/CV19-CENT](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, you 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](https://minnstate.edu/cv19-trainingvid) to view a tutorial video.

GUIDANCE FOR EMPLOYEES AND NOTIFICATION

Employees will 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 semester.

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 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 will require any Century College employee or student to isolate or quarantine due to exposure or suspected exposure to COVID-19. The College will require 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 will designate two rooms per campus as 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, W2090.)
- If needed staff will assist the employee/students in notifying emergency contacts 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 has designated the Human Resources department to work with college employees and students to coordinate contact tracing with guidance from the Minnesota Department of Health. The College will establish a Campus COVID Investigation Team (CCIT). The team will consist of the Century College Human Resource Director, Health Center Nurse, Director of Public Safety and the Director of Marketing and Public Relations. This capability will enable 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 will provide for a close coordination of contact tracing led by the Director of Human Resources, HR designees and the Minnesota Department of Health. Human Resources will coordinate communication with the appropriate administrators and department level supervisor where the employee reports. The Health Center Nurse will work 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.

SURGE PLANS

Century College will take 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. Prior to the beginning of the Fall 2020 Semester, the College will create a taskforce 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 will convene in early September to create a decision matrix for determining when it would be appropriate to suspend campus operations to include only essential personnel. Once the taskforce completes and recommends a decision matrix to the President and the
Executive Cabinet, the taskforce will be informed by the Campus COVID Investigation Team (CCIT) of the aggregate number of cases and case resolution.

Century College will be 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—Mitigation Measures Chart.

STATE OF MINNESOTA HIGHER EDUCATION EXEMPTION

In order to put the plans outlined above in place, and to better protect the College community, 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 is taking 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 is a shared responsibility.

The health and safety of the Century College community is a top priority for everyone. Reopening 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. MITIGATION MEASURES CHART

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
**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

**June 8:** Limited return to campus with specific date to be determined based on feedback/modifications addressed after the June 29 Emergency Management Meeting. Telework will still be encouraged, but divisions will be allowed to let up to 50 percent return to campus at any given time in support of the reopen process.

**June 8 - August 4:** Post stay-at-home order, limited essential staff continues on-campus work. Staff returned to campus who choose to do so and staff whose work is better performed on campus than remote work.

**August 5 - 21:** Staff return to work on campus with alternative/rotating schedule.

**August 19 - 21:** Opening Days - Virtual

**August 24:** First day of Fall Semester 2020 term.

**September 7:** Labor Day holiday - campus closed

**November 25 - 29:** Thanksgiving holiday - campus closed

**December 18:** Last day of Fall Semester 2020 term.
### Century College and Student Employees

#### 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.**
### Century College and Student Employees

<table>
<thead>
<tr>
<th>What should I do if…?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2. I have potential exposure – with or without symptoms.</strong></td>
</tr>
<tr>
<td>I was with a person who has recently been tested for COVID-19. No test results are available. What should I do?</td>
</tr>
</tbody>
</table>

#### 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.

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### Century College Students

<table>
<thead>
<tr>
<th>What should I do if…?</th>
</tr>
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<tbody>
<tr>
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<td>I was with a person who has recently been tested for COVID-19. No test results are available. What should I do?</td>
</tr>
</tbody>
</table>

#### 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.
<table>
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<th>Century College Students</th>
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<tr>
<td><strong>What should I do if…?</strong></td>
<td><strong>What should I do if…?</strong></td>
</tr>
<tr>
<td>3. I have had a confirmed exposure – with or without symptoms.</td>
<td>3. I have had a confirmed exposure – with or without symptoms.</td>
</tr>
<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>
<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.**

**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](mailto: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](mailto: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 is 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.
### Century College and Student Employees

**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 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 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)
  - AND
  - respiratory symptoms have improved (for example, cough or shortness of breath have improved)
  - AND
  - 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)
  - AND
  - respiratory symptoms have improved (for example, cough or shortness of breath have improved)
  - AND

### Century College Students

**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 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)
  - AND
  - respiratory symptoms have improved (for example, cough or shortness of breath have improved)
  - AND
  - 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)
  - AND
  - respiratory symptoms have improved (cough or shortness of breath have improved)
  - AND
- they received two negative tests in a row, at least 24 hours apart. Their doctor should follow [CDC guidelines](https://www.cdc.gov).

For additional questions, employees should contact the Human Resource Office; 651-779-5805 or HR@century.edu.

- they received two negative tests in a row, at least 24 hours apart. Their doctor should follow [CDC guidelines](https://www.cdc.gov).

For additional questions, students should contact the Century College Health Clinic at [covid@century.edu](mailto:covid@century.edu).

For more information, visit the Student Health Clinic website: [https://www.century.edu/support-services/student-wellness/student-health-clinic](https://www.century.edu/support-services/student-wellness/student-health-clinic).
APPENDIX D—CAMPUS SIGNAGE

**ELEVATOR CAPACITY EAST AND WEST**

*Multiple signs for passenger count*

**RESTROOM CAPACITY**

*Multiple signs for occupancy count*

**HANDWASHING SIGN**

**COMBINED SOCIAL DISTANCING & FEELING SICK SIGN**

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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.

Welcome!

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

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.

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
- Sore Throat
- Headache

Please keep your Social Distance

Social distancing means keeping

6 FEET APART from others.

**DON’T FORGET TO WASH**

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

Don’t forget to scrub between your fingers, under your nails, and the top of your hands.

Last update 7/15/2020

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.

century.edu/return
### APPENDIX E—CLEANING PROTOCOLS

#### Areas Provided Cleaning Supplies

<table>
<thead>
<tr>
<th>Department/Unit</th>
<th>Contact Room</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>East Campus</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>916 Office</td>
<td>Jill Stewart-Keller</td>
<td>E2352</td>
</tr>
<tr>
<td>Academic Affairs - East Campus</td>
<td>Cynthia Tague</td>
<td>E2342</td>
</tr>
<tr>
<td>Business Office</td>
<td>Laura Moser</td>
<td>E2240</td>
</tr>
<tr>
<td>Continuing Education &amp; Customized Training</td>
<td>Barb LeClaire</td>
<td>E2421</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>Dawn Goebel</td>
<td>E3361</td>
</tr>
<tr>
<td>Dental Office</td>
<td>Tabitha DeCosse</td>
<td>E3670</td>
</tr>
<tr>
<td>EMS Office</td>
<td>Cynthia Tague</td>
<td>E1242</td>
</tr>
<tr>
<td>Engineering Office</td>
<td>Anita Glennen and Caylin Crawford</td>
<td>E3850</td>
</tr>
<tr>
<td>ESOL</td>
<td>Peder Hoffman</td>
<td>E1551</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Michelle Armstrong</td>
<td>E1395</td>
</tr>
<tr>
<td>Information Technology Front Desk</td>
<td>Donna Bergman</td>
<td>E1650</td>
</tr>
<tr>
<td>Kopp Center Front Desk</td>
<td>Donna Bergman</td>
<td>E1710</td>
</tr>
<tr>
<td>Marketing and Communications</td>
<td>James Stumne</td>
<td>E1653</td>
</tr>
<tr>
<td>Medical Assisting Office</td>
<td>Shawndell De Joode</td>
<td>E3391</td>
</tr>
<tr>
<td>Nursing Office</td>
<td>Jessica Thompson</td>
<td>E2257</td>
</tr>
<tr>
<td>Orthotics and Prosthetics Office</td>
<td>Katie Voss</td>
<td>E1340</td>
</tr>
<tr>
<td>President’s Office</td>
<td>Chris McGing</td>
<td>E2501</td>
</tr>
<tr>
<td>Public Safety</td>
<td>Nathan Mens</td>
<td>E1392</td>
</tr>
<tr>
<td>Radiology</td>
<td>Eric Nelsen</td>
<td>E3284</td>
</tr>
<tr>
<td>Science Office</td>
<td>Anita Glennen and Caylin Crawford</td>
<td>E3850</td>
</tr>
<tr>
<td>Technology Office/Fab Lab</td>
<td>Jason Huebscher</td>
<td>E2654</td>
</tr>
<tr>
<td>Upward Bound/Trio/ETS</td>
<td>Yia Lor</td>
<td>E3561</td>
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<tr>
<td>Visual Communications Technologies</td>
<td>Tom Hanly</td>
<td>E1364</td>
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<tr>
<td><strong>West Campus</strong></td>
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<td></td>
</tr>
<tr>
<td>1st Floor Humanities</td>
<td>Candace Seeber</td>
<td>W1106</td>
</tr>
<tr>
<td>2nd Floor Humanities</td>
<td>Candace Seeber</td>
<td>W2071</td>
</tr>
<tr>
<td>Academic Affairs - West</td>
<td>Anna Capeder</td>
<td>W3230</td>
</tr>
<tr>
<td>Access Center</td>
<td>Jackie Reichter</td>
<td>W2460</td>
</tr>
<tr>
<td>Admissions</td>
<td>Cindy Jahnke</td>
<td>W2300</td>
</tr>
<tr>
<td>Department</td>
<td>Name</td>
<td>Office</td>
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<tr>
<td>--------------------------------------------------</td>
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<tr>
<td>Admissions</td>
<td>Cindy Jahnke</td>
<td>W2300</td>
</tr>
<tr>
<td>Bookstore</td>
<td>Brian Beahan</td>
<td>W1240</td>
</tr>
<tr>
<td>Connection Game Room</td>
<td>Jenn Rassett</td>
<td>W1211</td>
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<tr>
<td>DARS/Transfer</td>
<td>Katie Coil</td>
<td>W2240</td>
</tr>
<tr>
<td>English/Math-Faculty Offices/ Math Workroom/</td>
<td>Barbara Case</td>
<td>W3380</td>
</tr>
<tr>
<td>English Suite Workroom (3)</td>
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<tr>
<td>Finance/Administration</td>
<td>Amy Richards</td>
<td>W3202</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Youa Yang</td>
<td>W2201</td>
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<tr>
<td>GPS Center and LGBTQ Center</td>
<td>Jenn Rassett</td>
<td>W1211</td>
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<tr>
<td>Multicultural Center</td>
<td>Corey Crowder</td>
<td>W1220</td>
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<tr>
<td>Nest Area</td>
<td>Jenn Rassett</td>
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<tr>
<td>Physical Education</td>
<td>Pheng Vang</td>
<td>W2531</td>
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<td>Records</td>
<td>Katie Coil</td>
<td>W2220</td>
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<tr>
<td>Social Behavioral Sciences</td>
<td>Candace Seeber</td>
<td>W3451</td>
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<tr>
<td>Student Services</td>
<td>Cindy Barnick</td>
<td>W1480</td>
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<tr>
<td>Testing Center</td>
<td>Jackie Reichter</td>
<td>W2460</td>
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<tr>
<td>Trio and West Academic Support Center</td>
<td>Jackie Reichter</td>
<td>W2460</td>
</tr>
<tr>
<td>Veterans Center</td>
<td>Jenn Rassett</td>
<td>W1211</td>
</tr>
<tr>
<td>West Advising, Counseling, and Career Services</td>
<td>Myra Garcia</td>
<td>W2400</td>
</tr>
<tr>
<td>Writing Center</td>
<td>David Luth King</td>
<td>W3280</td>
</tr>
</tbody>
</table>

Facilities and Regular Housekeeping

HOUSEKEEPING

Regular housekeeping practices are being 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 will be 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 will continually clean and disinfect common areas throughout the day.
  - Departments with surfaces and objects in public places, such as point of sale keypads will 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 will provide cleaning supplies for each classroom and will 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.
- Two hands free hand sanitizer bottles.

An inventory of supplies will be 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 three times daily
- High touch areas & common areas — Regular and continuing throughout the day
- Office Suites/Offices — weekly

Second Shift and Third 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 will 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 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 will 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
- 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 will be 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](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 will follow 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=_mCJmlIDiY38&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).

**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 is replacing all towel dispensers with touchless towel dispensers in all restrooms.
- Facilities is installing touchless hand soap dispensers in all restrooms on campus.
- Facilities is installing touchless hand sanitizer stations which will be located at all campus entrances, East cafeteria and West coffee shop, and other areas if requested.
- Facilities is in the process of purchasing Electrostatic Sprayers to use for our nightly deep cleaning.
APPENDIX F—COMMUNICATION AND TRAINING

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.
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 will be held within each department and shared with the employees in each department.

Guiding Principles for Our Efforts
As we plan to open the campus to more activity and people, 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 work with 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.
<table>
<thead>
<tr>
<th>LEVEL</th>
<th>MITIGATION MEASURES &amp; CAMPUS STATUS</th>
<th>STATUS</th>
</tr>
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<tbody>
<tr>
<td>3</td>
<td>Social Distancing - Prevent the Spread of Virus</td>
<td>CENTURY FALL STARTS HERE</td>
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<tr>
<td></td>
<td>In-person instruction fully operational with universal safeguards*</td>
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<tr>
<td></td>
<td>Gatherings of more than 25 people indoors and 250 people outdoors allowed with universal safeguards*</td>
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<tr>
<td></td>
<td>Up to 50% staff capacity allowed in office spaces while still maximizing telework opportunities</td>
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<td>2</td>
<td>Increased Distancing - Prevent &amp; Limit the Spread of Virus</td>
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<tr>
<td></td>
<td>Limited In-person, fully online and hybrid course delivery, services on-campus/virtual, and universal safeguards.*</td>
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<tr>
<td></td>
<td>Gatherings indoors limited up to 25 people with universal safeguards*</td>
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</tr>
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<td></td>
<td>Up to 25% staff capacity allowed in office spaces while still maximizing telework opportunities</td>
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<tr>
<td>1</td>
<td>Extreme Distancing - Limit &amp; Slow the Spread of Virus</td>
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<td></td>
<td>In-person instruction is paused for all courses</td>
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<tr>
<td></td>
<td>Gatherings up to 10 people with universal safeguards*</td>
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<td>Designated on-site CENTURY staff + all health, medical and research personnel allowed on campus</td>
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<tr>
<td>0</td>
<td>Virtual Instruction &amp; Remote Operations - Slow &amp; Stop the Spread of Virus</td>
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<td></td>
<td>All instruction is moved to the virtual environment for remainder of semester</td>
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<td></td>
<td>Research, medical and designated on-site staff only on campus</td>
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<tr>
<td></td>
<td>Designated on-site CENTURY staff + essential health, medical and research personnel allowed on campus</td>
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* Universal safeguards (symptom tracking, staying home with symptoms, masks, enhanced cleaning practices, etc.) are operative at all levels.
### Fall Semester 2020-2021

August 24 – December 18

<table>
<thead>
<tr>
<th>East Campus</th>
<th>West Campus</th>
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<tbody>
<tr>
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<tr>
<td>Friday</td>
<td>7AM — 5PM</td>
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<tr>
<td>Saturday</td>
<td>7AM — 4PM</td>
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**Summer and Fall Semester Break Hours**

August 15 – August 23,
December 19 – January 10

<table>
<thead>
<tr>
<th>East and West Campus</th>
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<tbody>
<tr>
<td>Monday – Thursday</td>
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<tr>
<td>Friday</td>
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<tr>
<td>Saturday</td>
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</tbody>
</table>

**Saturday August 22 the West Campus will be open 7am-1pm**

**Saturday January 9 the West Campus will be open 7am-1pm**

**Thursday December 24 Campus Buildings will close at 5pm**

**Thursday December 31 Campus Buildings will close at 5pm**

### Fall Holiday Closures

September 5 – 7 Labor Day
November 11 Veterans Day
November 26 - 29 Thanksgiving
December 24 and 25
January 1 New Year’s Day
APPENDIX J—EMERGENCY NOTIFICATIONS

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.

- A case of COVID has been confirmed based on medical diagnosis or symptoms when such diagnosis is not available or possible AND
- The infected individual(s) has/have been on campus within the last 14 days in an area where community spread could be likely to occur

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
jason.philipp@century.edu
t: 651-779-5834
APPENDIX K—FACE COVERINGS DISTRIBUTION

The College will provide a reusable, washable face covering for employees and students. The first face covering is free and will be available for employees and students based on the following:

1. For staff, the employee’s supervisor will be delivering the face covering prior August 1. If the employee does not receive a face covering prior to August 1, they can pick one up at the Human Resources office from August 1 through August 28.

2. For faculty, the face coverings will be distributed to Academic Affairs offices on both East (E2340) and West Campus (W3232). Faculty can pick up the face coverings from August 1 through August 28.

3. For students, the College will have face coverings available at the building entrances from August 1 to August 28. Additional face coverings can be purchased at the Bookstore.

4. Employees and students may also wear their own face coverings. Faculty can deny access to any student who is not wearing a face covering.

5. Students who have a medical condition that prohibits wearing a face covering should contact the Health Center to request a face shield or adjust their courses to fully online to avoid contact on campus of any kind.

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
Operating Instruction on Campus Management and Cleaning to Slow the Spread of Coronavirus Disease 2019 (COVID-19) in Minnesota State, April 2, 2020
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
COVID-19 Contact Tracing Training [FREE]
Recommended by Minnesota Department of Health from Johns Hopkins:

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
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.

https://mn.gov/governor/assets/EO%2020-81%20Final_tcm1055-441107.pdf
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 smart phone?
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 Tennessen Notice describes the purpose and intended use of the data that will be collected in the health screening process.

View the entire Tennessen Notice

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

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>☐</td>
<td>I am a student living on campus</td>
</tr>
<tr>
<td>☐</td>
<td>I am a student living off campus</td>
</tr>
<tr>
<td>☐</td>
<td>I am an employee</td>
</tr>
<tr>
<td>☐</td>
<td>I am a visitor, contractor, or vendor</td>
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</tbody>
</table>
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., aal1234bb). 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.

COVID Self-Assessment: Approved (Friday, August 7th)

For the duration of:

Friday, August 7th

Your Name Would Appear Here

Employee - approved to visit Century College

Site Specific: Century College

Please note, all Minnesota State students, employees, contractors, vendors, and visitors are required to wear a face covering indoors in all Minnesota State buildings and leased spaces and outdoors when it is not possible to maintain social distancing.

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.

Based on your answers, you are NOT authorized to come on campus for classes or work.

Based on Minnesota Department of Health guidance:

- Self-isolate or quarantine immediately
- Monitor your health, contact your healthcare provider as needed
- You should also:
  - If you are a student:
    - Contact campus healthcare services or the COVID-19 contact below for further assistance
    - Students living on campus should also contact your residence life assistant
    - Contact your faculty members to inform them that you will not be attending class
  - If you are an employee contact your supervisor or human resources
  - If you are a visitor, contractor, or vendor, inform your campus contact
  - Contact the campus COVID-19 contact, COVIDInfo@yourCollege.edu, for additional assistance

For further COVID-19 information visit https://yourCollege.edu/coronavirus/2019-ncov/

It is recommended that you print or take a screenshot of this page to retain a record of this guidance.
**August 8, 2020:** Return to Campus Plan: Fall 2020 published.

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<th>Description</th>
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<td>Updated isolation rooms on page 14</td>
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<tr>
<td>August 17, 2020</td>
<td>Updated visitor to campus section on page 10</td>
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