



COVID-19 Preparedness Plan for College Program

Policy:

MICC is committed to providing a safe and healthy workplace and College campus for all of our participants, employees, volunteers, and guests. Since March 17, 2020, MICC has been following the guidelines from the State of Minnesota and has temporarily suspended all of our in-person services and moved into a distance learning and distance support mode, in support of state strategies designed to slow the pace in which the COVID-19 pandemic is advancing. Our intention is to return to in-person College programming on August 14, 2020.

All MICC employees and participants are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our program settings and workspaces, and that requires full cooperation among employees, and participants served. Only through this cooperative effort can we establish and maintain the safety and health within our MICC community. Empowering participants that we support to remain safe and healthy is of utmost importance in achieving that mission. Teaching our participants, the skills they need to move forward within the new social structure of the greater community.

MICC employees are vital in the delivery of our mission, and we are serious about helping to keep our employees safe and healthy. Our preliminary reentry plan follows the Center for Disease Control and Prevention (CDC) and Minnesota Department of Health guidelines and federal OSHA standards related to COVID-19.

Supervisors and all employees are responsible for implementing and complying with all aspects of this College Preparedness Plan. They have the full support of the MICC Leadership team in enforcing the provisions of this policy.

1.00 Screening and Policies for Employees Exhibiting Signs and Symptoms of COVID-19

1.10 Employees have been informed of and encouraged to self-monitor for the following signs and symptoms of COVID-19: Fever of 100.4 or higher; new and persistent dry cough; difficulty breathing (unable to hold breath for 20-30 seconds); unusual fatigue.

1.11 If employees become sick or experiencing symptoms while at home, they will inform Anna Hilfers, Director of College Programs, Sarah Arentson, Director

of Careers Programs, or Sara Collison, Director of Human Resources. They must stay at home until the fever has subsided for a minimum of three consecutive days, without the use of medications.

1.12 Employees with symptoms are strongly encouraged to contact their health care provider. Should they receive a positive COVID-19 test result, they must inform Anna Hilfers, Director of College Programs, Sarah Arentson, Director of Careers Programs, or Sara Collison, Director of Human Resources immediately and not report to work until 14 calendar days have passed since the day of the initial symptoms.

1.13 MICC has implemented leave policies that promote employees staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. *(See MICC Employee COVID-19 Preparedness Plan for more details on these policies).*

1.14 Employees with underlying medical conditions or who have household members with underlying health conditions may request special accommodations.

2.00 Screening and Policies of Persons Served Exhibiting Signs and Symptoms of COVID-19

2.10 Participants served will be educated on how to self-monitor and will also have weekly wellness check-ins with their assigned Advisor for the following signs and symptoms of COVID-19: Fever of 100.4 or higher; new and persistent dry cough; difficulty breathing (unable to hold breath for 20-30 seconds); unusual fatigue. When any of these symptoms are present, the participant must notify MICC, and the participant must stay within their assigned student housing until the fever has been absent for three consecutive days, without the use of medications.

2.11 Participants with ongoing symptoms will be supported in contacting their health care provider for guidance on the next steps. Should they receive a positive COVID-19 test result, Anna Hilfers, Director of College Programs, Sarah Arentson, Director of Careers Programs, or Sara Collison, Director of Human Resources will be informed immediately. The participant will be supported in self-isolating within their assigned student housing for 14 calendar days from the day of the initial symptoms. MICC will also be in contact with the Minnesota Department of Health to determine if other students may need to quarantine or receive testing, or if a short-term building closure is necessary to support the safety of the College community.

2.12 Minnesota Department of Health (MDH) has primary responsibility for the overall monitoring of Minnesota residents who may be exposed to the Coronavirus, and are responsible for informing MICC of steps they expect us to implement.

Link to MN Symptom Screener:

<https://mnsymptomscreener.minnesotasafetycouncil.org/>

3.00 Notification of Exposure to COVID-19

3.10 If an employee or participant is diagnosed with COVID-19 or there is a presumption of a positive test result, the employee or staff supporting the participant should notify Anna Hilfers, Director of College Programs, Sarah Arentson, Director of Careers Programs, or Sara Collison, Director of Human Resources. Sara Collison shall notify the Minnesota Department of Health and follow the protocols as directed by MDH.

3.11 Anna Hilfers, Director of College Programs or Sarah Arentson, Director of Careers Program, shall notify all employees and participants served in the College Program, about a potential exposure to an individual who has contracted the COVID-19 virus. Depending upon the level of risk exposure to the individual with COVID-19 virus, employees may be required to stay home for 14 calendar days since the day of the exposure, and participants may be required to stay within their assigned student housing for 14 calendar days since the day of the exposure.

3.12 The notification will protect the confidentiality of the individual who has contracted the COVID-19 virus, according to the standards of the federal Health Insurance Portability and Accountability Act (HIPAA)

4.00 Handwashing and Sanitary Practices

4.10 Employees and participants will wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially prior to mealtimes, and after using the toilet.

4.11 Hand-sanitizer stations are available throughout campus locations and can be used if hands are not visibly soiled.

4.12 Prior to and after class or individual sessions, employees and participants will sanitize surfaces and materials.

4.13 Instructors and Advisors will support participants that need additional prompts or personalized support plans for proper washing hands or use of hand sanitizers.

4.14 Guests are highly discouraged, but if guests need to enter a Campus building, the guest(s) will be required to wash or sanitize their hands before or immediately upon entering and follow our social distancing guidelines. Guests are encouraged to be limited to external service providers (case managers, etc.) and immediate family members. All guests will follow the guidelines in this plan. Guests are encouraged to pre-schedule their visit to minimize exposure to other participants on campus.

4.15 Participants will be encouraged to have peer to peer social gatherings within common spaces versus student housing and adhere to social distancing practices.

5.00 Respiratory Etiquette - Covering Your Cough or Sneeze

5.10 Employees, participants, and guests are instructed to cover their mouth and nose with their sleeve or tissue when coughing or sneezing and to avoid touching their faces, in particular their mouth, nose, and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.

5.11 Employees must wear face masks while supporting participants during medication monitoring, while in participant apartments, and when transporting participants in MICC vehicles. Participants are required to wear face masks when riding in MICC vehicles and when participating in group activities or receiving services that do not allow for social distancing. If a participant is unable to wear a face mask, they may request an accommodation and work with their Advisor to develop an alternative safety plan. Face masks cannot be shared with others.

5.12 The organization is providing each employee with one to two cloth face masks. Employees may acquire and use personal face masks. Employees must ensure face masks are sanitized after each day, using guidelines from the Centers for Disease Control (CDC), www.cdc.gov or Minnesota Department of Health (MDH) <http://health.state.mn.us/>

5.13 Students will be required to provide their own face mask while on campus. Face masks, symptom management supplies, and personal sanitizing supplies will be included in the student packing list. Education on face masks laundering will be supported through classroom instruction.

5.14 Participants who are employed will be required to follow the COVID-19 plan as mandated by the employer.

6.00 Social distancing

6.10 The organization will work to follow state guidelines and best reduce the number of participants in shared spaces and classrooms.

6.11 Employees and participants will be strongly reminded to keep 6 ft distances while meeting with employees, in shared spaces, College programming and all other activities.

6.12 Physical environments will be adapted to limit group sizes in individual rooms throughout the Careers Center and Campus. MICC has limited capacity at each campus location due to distancing guidelines.

6.13 Certain services may be offered remotely to participants such as job development or advisory as appropriate.

6.14 Student housing will be equipped with internet to allow for remote services to be provided and support online learning if isolation needs to occur.

6.15 Shaking hands, hugging, fist bumps, high fives and other physical forms of greetings or celebrations will not be allowed. Participants and employees will be encouraged to wave or use air high fives instead.

6.16 Large meetings of 11 or more people including employees will be held via remote teleconference.

6.17 Employees using shared office space will use social distancing strategies.

6.18 Employees accessing shared equipment in offices or meeting rooms will sanitize equipment before departing their shift.

6.19 MICC will provide flexibility to employees to decrease the amount of people physically present at one time (i.e. staggered shifts, flexibility on work days, etc.)

6.20 The use of technology like email, instant messaging, etc. will be encouraged amongst employees to promote social distancing.

7.00 Housekeeping

7.10 Employees will be required to sanitize tables, other surfaces, door handles, light switches, and other common touchpoints throughout the day using a sanitizer/disinfectant. Tables will be cleaned before and after all activities.

7.11 MICC vehicles will be sanitized using a sanitizer at the completion of each trip.

7.12 Shared computers and mobile devices will be sanitized each day.

7.13 In the event of an exposure, we will use **Cintas Ultra Sanitizing Spray service**. This is a one-step disinfectant that is effective against a broad-spectrum of bacterial and is viricidal. A trained technician will perform this service.

8.00 Communication and Training

This College Preparedness Plan will be provided via email to participants, families, and guardians on June 15, 2020. Necessary training will be ongoing and will occur as employees are called back to work and participants return to campus. Supervisors will monitor the effectiveness of implementation, and training will be updated as necessary. Employees will be kept informed as appropriate through a weekly Human Resources newsletter and by their direct supervisor in case of any protocol changes. It will be updated as necessary.

Certified by:

Amy Gudmestad

MICC Executive Director