



## COVID-19 Preparedness Plan for College Program

### Policy:

MICC is committed to providing a safe and healthy workplace and campus for all our participants and staff. On March 17, 2020, MICC followed the State of Minnesota guidelines designed to slow the pace of the spread of COVID-19 and temporarily suspend our in-person services, moving into a distance learning and distance support mode. We returned to in-person College programming on August 14, 2020. With proactive planning and strategies, we held the 2020-2021 program year in-person and did not have any cases on campus. This plan will now support us in continuing to hold in-person education as safe as possible for the Spring 2022 program semester beginning on January 10th 2022.

All MICC staff and participants are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our program settings and workspaces, requiring full cooperation among staff 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 and teaching our participants the skills they need to achieve their independence.

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

Supervisors and all staff 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 Participant Break Travel Precautions

**1.10** Testing or proof of vaccination will be required before return to campus for participants. The COVID-19 test results are due 1-3 days before arrival to campus. You can submit your results OR proof of vaccine to [returndocuments@miccommunity.net](mailto:returndocuments@miccommunity.net) or present them to the staff member at check-in. Participants are also encouraged to complete daily symptom and temperature checks in the two weeks leading to their return to campus. If they are exhibiting possible COVID-19 symptoms while at home, they need to work with their medical provider and their MICC assigned advisor to determine when they can return to the program safely post the guided testing or isolation period.

**1.11** During the first two weeks of returning to campus from a break, all participants will receive COVID-19 symptom checks during their assigned weekly advisory session. Masks will also be required for staff, students and guests during all MICC programming and public spaces. While

staff are in students apartments masks are required. If no staff are present participants can decide if they would like to be masked or not. If participants have any concerns about symptoms, they should immediately reach out to their advisor or any available MICC staff.

**1.12** Participants are encouraged to decrease exposure risks before travel to or from campus. In addition, participants are encouraged to minimize community contact.

**1.13** Staff, participants, and their families are strongly encouraged to follow the [Minnesota Department of Health](#) or your state's guidance for social gatherings when off-campus.

**1.14** MICC Program Leadership will monitor and reference the [Minnesota Department of Health](#) and the [CDC travel guidelines](#). Due to current protocols, MICC staff will not escort participants through bus or airport security. Participants are encouraged to contact TSA to request a Passenger Support Specialist at least three days before flying. We ask that participants follow the safety guidelines and regulations set by their mode of transportation.

## **2.00 Participants Exhibiting Possible COVID-19 Symptoms**

**2.10** Participants will be educated on how to self-monitor and will also have weekly wellness check-ins with their assigned advisor for the following common 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. Reference [Minnesota Department of Health](#) for the most updated symptom list.

**2.11** When any of these symptoms are present, the participant must notify MICC staff immediately. They will be immediately escorted to their assigned participant housing to minimize exposure to other participants. In addition, MICC staff will support the participant in calling their family to inform them of the presence of symptoms and discuss testing options. When to get tested: <https://www.health.state.mn.us/diseases/coronavirus/materials/testrecs.pdf>

**2.12** If a student needs to get COVID-19 testing, an MICC staff member who has elected to transport students with symptoms will take the participant to the nearest testing site if a family member or local emergency contact is unavailable. If someone experiencing symptoms does not elect to get tested a family member or local emergency contact will need to pickup their participant and can return 5-7 days after symptoms have subsided.

**2.13** The roommates of a participant who is displaying COVID-19 symptoms will be supported in monitoring symptoms daily. Roommates will not be able to temporarily move to a different apartment. However, if they share a bedroom with someone showing symptoms, they will be provided with options for sleeping elsewhere within that same apartment (couch, cot, etc.). Staff will work with the participant and family to follow the best course of action related to quarantining or testing based on if they are vaccinated or not vaccinated.

**2.14** MICC will follow the most up-to-date guidelines on how long a participant must remain in their participant's apartment or home to support the community's safety while waiting for test results. See the attached reference for various periods based on if an individual is vaccinated or not vaccinated. <https://www.health.state.mn.us/diseases/coronavirus/waiting.html>

**2.15** Participants who receive a positive COVID-19 test will need to be picked up by family or local emergency contact as soon as possible. The participant may return to campus based on the timeline provided by MDH. Exact days and times will be communicated to you via your participants advisor.

**2.16** Participants who are quarantining at home or on campus will be able to engage with classroom materials through Google Classroom or materials provided by their instructors. Participants who are quarantining on campus will also receive daily virtual check-ins for symptom monitoring as needed and grocery delivery.

**2.17** Visitors, including other College participants, will not be allowed into an apartment with someone experiencing possible COVID-19 symptoms.

**2.18** Participants will be supported in immediately calling 911 if emergency warning signs of COVID-19 are present: trouble breathing, persistent pain or pressure in the chest, new confusion, inability to stay awake, bluish lips or face.

**2.19** 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.

### **3.00 Notification of Possible Exposure to COVID-19**

**3.10** If a participant is diagnosed with COVID-19 or there is a presumption of a positive test result, the participant or staff supporting the participant should notify Anna Hilfers, Director of College Programs and Sarah Arentson, Director of Careers Programs.

**3.11** Anna Hilfers, Director of College Programs, and Sarah Arentson, Director of Careers Program, will partner with Sara Collison, Director of Human Resources, to notify any individuals (staff and participants) who may have had exposure to the individual who has contracted the COVID-19 virus within 24 hours of receiving the information.

**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** Staff and participants will wash their hands for at least 20 seconds with soap and water frequently throughout the day, especially before mealtimes, after using the toilet, and before/after touching shared objects.

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

**4.12** Before and after class or individual sessions, staff and participants will sanitize surfaces and materials.

**4.13** MICC staff will support participants that need additional prompts or personalized support plans for proper washing hands or use of hand sanitizers.

## **5.00 Face Masks and Respiratory Etiquette**

**5.10** All MICC staff, participants and guests regardless of vaccine status are required to wear properly fitted masks that cover both their nose and mouth when indoors on the MICC campus or during the delivery of any programming.

**5.11** To remain consistent with CDC guidelines, MICC will require participants to wear masks in MICC vehicles. CDC requires facemasks on buses, trains, trolleys, subways, ride-shares, maritime transportation, air travel, and other public transportation. Reference [CDC: Requirement for Face Masks on Public Transportation Conveyances and at Transportation Hubs](#).

**5.12** Participants are encouraged to try different mask options to find one that is comfortable. If a participant is unable to wear a face mask despite trying various strategies, they may request an accommodation and work with their advisor to develop an alternative safety plan.

**5.13** Participants will be required to provide their face masks while on campus. Face masks cannot be shared with others. Education on face masks laundering will be supported through classroom instruction.

**5.14** Participants and staff must comply with local laws and rules about mask-wearing in public spaces.

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

## **6.00 Social Distancing**

**6.10** Staff and participants will be encouraged to keep 3-foot distances when possible, during classes, meetings, and social activities.

**6.11** Where possible, participant seating and furniture will be configured to support social distancing.

## **7.00 Housekeeping**

**7.10** Staff and participants will be required to sanitize tables and other common touchpoints throughout the day using a sanitizer/disinfectant. Tables will be cleaned before and after all activities.

**7.11** MICC will provide additional bottles of disinfectant to apartments with possible COVID exposure.

**7.12** MICC participants would be provided additional support in ensuring all apartment spaces have been cleaned with sanitizing products post a quarantine period if confirmed COVID exposure occurred.

## **8.00 Guest Policy**

**8.10** Guests are allowed to visit campus and must adhere to MICC's guest guidelines and mask protocols. We are asking that guests do not enter student apartments. In addition, when possible, MICC continues to encourage participants to connect virtually with family/friends.

## **9.00 Campus Housing**

**9.10** Participants' roommates will be considered their "family unit" while on campus, as shared bedrooms are unavoidable due to the limited number of apartments available to MICC College participants.

**9.11** Because roommates are considered a "family unit," participants do not need to wear masks or strictly practice social distancing while in their apartments if only fellow roommates are present. The exception is you a student is presenting symptoms, or is in quarantine/cautionary time period.

**9.12** Participants will be supported by MICC apartment instructors to develop daily hygiene and cleaning routines to support regular sanitation of apartment surfaces.

## **10.00 Transportation & Off-Campus Activities**

**10.10** MICC staff will follow updates and guidelines from Metro Transit to support participant travel: <https://www.metrotransit.org/health> and <https://metro council.org/About-Us/What-We-Do/COVID-19.aspx>.

**10.11** The Social Engagement team will proactively follow updates from the state of Minnesota and CDC guidelines when developing plans for off-campus social activities.

## **11.00 Individualized Support Services**

**11.10** MICC will limit the use of shared sensory and accommodation resources, like classroom fidgets, to minimize the spread of germs. Participants will be supported by advisors to obtain personal fidgets to bring to classes.

**11.11** Advisors will support participants in developing healthy routines and coping skills for managing COVID-19 related lifestyle changes. In addition, advisors will closely monitor the need for external social, emotional, or mental health supports.

**11.12** When possible, meetings with participants and families to determine individual support plans will occur virtually to support social distancing, including Annual Individual Plan and Risk Assessment meetings.

**11.13** Certain services may be offered remotely to participants, such as job development, advisory, or 1:1 supports as appropriate.

**11.14** Participants are strongly discouraged from unnecessary travel during the school year.

## **12.00 Careers Curriculum Delivery**

**12.10** Careers Instructors will follow updates from the state of Minnesota and CDC to be well informed when working on an experiential learning plan that includes practicum sites.

**12.11** Careers Instructors and Job Developers will obtain the safety protocols for practicum and employment sites to educate participants and support them in meeting safety standards. In addition, instructor/Job Developer will share practicum site/employer uniform requirements with participants, including use of a face mask/shield, use of gloves, etc.

**12.12** Careers Instructors and Job Developers will follow Metro Transit updates to support participants who use buses for practicum or employment.

**12.13** Participants who are employed or involved in offsite practicum experiences will be provided additional laundry money to wash work attire more frequently.

**12.14** If a practicum or work site closed due to COVID-19 and participants could have been exposed; participants will be asked to follow the steps outlined earlier in the document. In addition, job Developers will assist participants in understanding the employer protocols around a safe re-opening.

**12.15** If a practicum site is temporarily closed, participants will participate in classroom activities or virtual volunteering. Backup materials can include additional training certificates, research projects, etc. Backup activities will be counted towards practicum hours required.

**12.16** If a practicum site closes permanently or long-term, Instructor will teach backup materials while seeking a new location for practicum.

**12.17** Participants who are employed will be required to follow the COVID-19 plan as mandated by the employer. Job Developers will assist participants in learning the safety protocols.

**12.18** If an Instructor is notified that a participant is in quarantine, Instructor, will inform practicum site. Additionally, Instructor informs practicum site supervisor of date/time of possible exposure on site. Practicum site may request specific participant information; in that scenario, participant/guardian must sign release of information.

**12.19** Job Developers will meet with participants in the location that best fits their needs, i.e., in person, outdoors, virtually in Google Meet, or via phone call

**12.20** Job Developers will assist participants in understanding how they will be notified if there is a COVID-19 exposure at work

**12.21** Job Developers would assist participants in informing supervisor if the individual tested positive for COVID-19 and will need to quarantine.

**12.22** If a participant states they may have been exposed at work, Job Developer will contact the employer for more information and inform Director of Careers Programs first to determine the next steps.

### **13.00 Medications**

**13.10** Staff members will sanitize hands immediately before and after monitoring medications.

**13.11** To enable staff to keep social distancing during medication windows, participants on-time reminders will use Google Meet to report that they have taken their medications.

**13.12** Participants will be encouraged to maintain a three-foot distance between one another while waiting their turn for supervised medication administration.

#### **14.00 Communication, Education, and Training**

**14.10** The College Preparedness Plan was provided via email to participants, families, and guardians on August 2, 2021. As further additions or edits need to occur, the updated document will be available to participants, families, and staff.

**14.11** Necessary training will be ongoing and will occur as staff and participants return to campus. Supervisors will monitor the effectiveness of implementation, and training will be updated as necessary.

**14.12** In College apartments and throughout college shared spaces, handwashing visuals and CDC hygiene posters will be displayed, along with posters on COVID-19 symptoms and steps to be taken if symptoms occur.

**14.13** When participants meet with their advisor, other visual and support tools will be provided based on participant need, such as wallet and lanyard-sized visuals.

**14.14** Participants should not directly enforce these guidelines with other participants. However, they are encouraged to share concerns with staff members.

**14.15** To ensure participant preparation for fall reentry, participants will be provided an agreement to review with their families to sign that they understand these guidelines and will do their best to follow them.

#### **Certified by:**

Amy Gudmestad

MICC Executive Director