



**NORTH HENNEPIN
COMMUNITY COLLEGE
COVID-19 REINTEGRATION PLAN
EFFECTIVE AUGUST 9, 2021**

Table of Contents

North Hennepin Community College COVID-19 Reintegration Plan 2

 Introduction 2

 Campus Access 2

 Screening/COVID-19 Self Assessment 2

 Guidelines for those who have or who have been exposed to COVID-19 symptoms .

 Students 3

 Employees 3

 Hygiene 4

 Handwashing 4

 Coughing/Sneezing 5

 Masks/Face Coverings 5

 Social Distancing and Space Modifications 5

 Cleaning Protocol 7

 Cleaning Supplies 7

 COVID-19 Infected Areas 8

 Communications and Training 8

 Appendix A: Resources for Developing a COVID-19 Reintegration Plan 9

 Appendix B: After Action Review 100

North Hennepin Community College COVID-19 Reintegration Plan

Introduction

NHCC is committed to providing a safe and healthy environment for our campus community. This Reintegration Plan follows Centers for Disease Control and Prevention (CDC), Minnesota Department of Health (MDH) guidelines, and federal OSHA standards. Our goal is to mitigate the potential for transmission of COVID-19 in our campus and that requires full cooperation among all members of our campus community. Only through a cooperative effort, can we establish and maintain the safety and health of our employees and students at NHCC.

Employees and students are responsible for implementing and complying with all aspects of this Reintegration Plan. Failure to comply may result in disciplinary actions for employees or code of conduct violations for students.

All campus services will be open as of August 9, 2021. Supervisors will make decisions regarding telework based on legitimate business reasons. **Supervisors will follow MMB's Telework policy and employees will complete the Telework agreement.**

Campus Access

Effective August 9, 2021, NHCC will be open to the general public.

Screening/COVID-19 Self-Assessment

Beginning May 28, 2021, the COVID-19 Self-Assessment will no longer be required to enter the campus.

Guidelines for those who have COVID-19 symptoms or who have been exposed to COVID-19 symptoms

Students

Testing Positive for COVID-19

Students who have tested positive for COVID-19, will be asked to leave campus. Students who test positive will need to self-quarantine for 10 days.

If a student tests positive for COVID-19, please complete the voluntary self-report form to confidentially report at <https://www.nhcc.edu/covid19>. Students will be contacted by a response team member who will provide instructions for self-isolating and parameters for returning to campus. The response team will also offer assistance in connecting with instructors, academic support, campus and community resources, and mental health support. We will follow all FERPA regulations regarding student data privacy.

Exposed to COVID-19 Students

- If someone is fully vaccinated and is exposed to COVID-19, they do not need to quarantine if **ALL** of the following are true:
 - The COVID-19 exposure was at least 14 days after their vaccination series was fully completed.
 - They do not currently have any symptoms of COVID-19.

If someone is not fully vaccinated and is exposed to COVID-19, they are required to self-quarantine for the 10 days or as otherwise communicated by the college.

- This means not attending classes in-person or being on campus in any location. Please work with your instructors directly on alternate assignments and learning options.
- The CARE Center and Advising Center can assist with any personal or academic supports that you need.
- We ask that any student who has been exposed to COVID-19 or is experiencing symptoms while on-campus please return to their residence and follow the MDH guidelines for self-monitoring symptoms, contacting medical support and self-isolating.

NHCC will follow MDH and local health department guidance and direction on informing students if they have been exposed to a person with COVID-19 on campus and requiring them to quarantine for the required amount of time. Students will be encouraged to perform daily health screenings at home for infectious illnesses, including COVID-19. Students with signs or symptoms of infectious illness, including COVID-19, may be encouraged to stay home when sick and/or seek medical care. A [COVID-19 self-checker](#) may be used to help decide when to seek COVID-19 testing or medical care. If approaching a student regarding symptoms, this will be conducted in a respectful, culturally responsive manner, and in accordance with any applicable federal or state privacy and confidentiality laws. An employee cannot ask the vaccine status of a student, refuse service, and/or ask the student to leave a classroom or campus (reference [3.1 Student Rights and Responsibilities Policy](#).)

Employees

- If an [employee tests positive for COVID-19](#) or if an [employee lives with someone who tests positive for COVID-19](#), the employee must inform their supervisor, and follow MDH isolation guidelines, including staying home if they are not fully vaccinated. Employee will also need to send HR a return to work slip from their doctor before they can return to campus. If someone is fully vaccinated and is exposed, they do not need to quarantine if **ALL** of the following are true:
 - The COVID-19 exposure was at least 14 days after their vaccination series was fully completed.
 - They do not currently have any symptoms of COVID-19.

NHCC, through Minnesota State and Minnesota Management and Budget, has implemented leave policies that allow employees to stay 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. Employees and supervisors should check the appropriate bargaining agreement for details on these types of leave, and work with their Human Resources Business Partner regarding any leave questions or options.

NHCC will follow MDH and local health department guidance and direction on informing employees and students if they have been exposed to a person with COVID-19 on campus and requiring them to quarantine for the required amount of time. NHCC will follow HIPPA and the Minnesota Data Practices Act to protect the privacy of employees' health status and health information.

Employees will be encouraged to perform daily health screenings at home for infectious illnesses, including COVID-19. Employees with signs or symptoms of infectious illness, including COVID-19, can be encouraged to stay home when sick and/or seek medical care. A [COVID-19 self-checker](#) may be used to help decide when to seek COVID-19 testing or medical care. If approaching an employee regarding symptoms, this will be conducted in a respectful, culturally responsive manner, and in accordance with any applicable federal or state privacy and confidentiality laws. An employee cannot ask the vaccine status of another employee; this is considered protected information. A supervisor can request an employee go home.

Hygiene

Handwashing

Basic infection prevention measures are always being implemented at our campus. Employees and students are being instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their time on campus, prior to any mealtimes and after using the toilet.

Everyone entering campus facilities is encouraged to wash or sanitize their hands prior to or immediately upon entering the facility.

Hand-sanitizer dispensers are available at campus entrances, in each restroom, and numerous other locations on campus. Facilities can be contacted for additional hand sanitizer or equipment for areas that want it for business purposes. (Sanitizers must be of greater than 60% alcohol.)

Hand-free faucets, bathroom doors and drinking fountains will be installed by December 31, 2021.

Coughing and Sneezing

Everyone is encouraged to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and avoid touching their face, mouth, nose and eyes with their hands. People should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Proper respiratory etiquette will be demonstrated on posters depicted throughout campus and supported by making tissues and trash receptacles available across campus.

Masks/Face Coverings

While on campus, wearing a mask or cloth face covering is **not** required, but **is highly recommended for those who have not been fully vaccinated**. Masks or cloth face coverings help control transmission of COVID-19 and other respiratory diseases. Employees and students may continue to wear masks for their safety. Employees **cannot** refuse to meet with someone who is not wearing a mask.

Social Distancing and Space Modifications

Social distancing is being implemented on campus in the following ways:

- **Barriers, Face Shields & Ventilation.** Sneeze shields have been installed in areas where students and customers are serviced where needed. The air ventilation system has been upgraded in all common areas and is being upgraded in all offices and conference rooms.
- **Bookstore.** The campus bookstore will be open for fall Monday, Thursday and Friday from 8am–4:30pm and Tuesday and Wednesday from 8–6:30pm.
- **Classrooms/Computer Labs.** The Provost and Academic Deans have developed and published the Fall 2021 on-campus schedule for classes and test proctoring. The Facilities Department will place off-limits signs in seats for social distancing and sanitation wipe stations in each of the classrooms. This will promote a social distancing of 3–6 feet (decision on distance will be based on MDH, CDC, local guidelines, and cases-by-case for new courses for the fall) and extra cleaning of spaces before classes/testing begin. When possible, instructors are encouraged to ask students to sit in the same seat throughout the Fall 2021 term to assist in contact tracing if the need arises. If a faculty who teaches on-campus courses tests positive for COVID-19, they will be encouraged to utilize alternative learning opportunities (i.e. D2L, assignments, etc.) when possible during quarantine.
- **Doorways.** The Environmental Health Safety Officer has coordinated with the Brooklyn Park Fire & Facilities Departments to ensure all possible doorways on campus remain open. This will preclude the need of people ‘touching’ doors

unnecessarily. All open doors should be kept open unless the fire alarm is sounding.

- **Drinking Water Fountains.** Drinking water fountains may only be used to refill a water bottle, not to drink from the fountain.
- **Elevators.** Elevator capacity will no longer be limited.
- **Entrance/Exit.** All college entrance and exit doors will be open.
- **Flow of Personnel and Traffic.** We will do our best to emplace stanchions and/or directional arrows to help direct the follow of traffic in our hallways, common areas, and other necessary areas to minimize face-to-face interactions. Be aware of and avoid crowded spaces including break or lunchrooms, elevators, and restrooms.
- **Food Service.** On-campus Food Service for Fall 2021 will re-open. Specific locations and times will be posted on the college website.
- **Meetings & Gatherings.** All meetings, regardless of size, are encouraged to be held remotely unless there is a need and/or desire to meet in person. Student 1:1 appointments will be encouraged to be done virtually when possible. When meeting face-to-face, all parties will be encouraged to wear face coverings. In accordance with the [CDC](#), fully vaccinated people can meet without wearing a mask or physically distancing. If you've been around someone who has COVID-19, you do not need to stay away from others or get tested unless you have symptoms. Please see more information in 'Proper Spacing.'
- **Events.** Student organization leaders and event planners will need to develop plans for events, rehearsals, practices and meetings that assure compliance with MDH guidelines. Virtual programming and meetings will still be encouraged with larger groups. Attendance should be tracked and managed through some form or ticketing or RSVP process in order to assist with contact tracing if necessary and ensure capacities are not exceeded. Publicity for events on events calendar, posters, and social media should include information on the program delivery format(s), including in-person options, remote options, registration information, and advanced ticketing information as needed.
- **Proper Spacing.** Employees and students are recommended to maintain 3-6 feet of distance between people when possible. We will place 'stand here' stickers on the floors where students and customers are commonly serviced (e.g. Accounting & Fees, Advising, Financial Aid, Information Desks, Records & Registration, Library, etc.). Additionally, the college will mark select furniture as unusable throughout campus to create the 3-6 feet of distance. It may not always be possible to maintain the appropriate social distance; in these cases, individuals are strongly recommended to wear mask and the appropriate PPE items to support safety protocols. Finding alternative/innovation spaces such as

classrooms and conference rooms to help achieve physical distancing and density guidelines when meeting in-person are strongly encouraged. Meetings with more than two individuals are recommend to be held virtually unless all parties agree to meeting in-person and in a location that will provide the appropriate social distancing. Employees, students, and/or visitors will not be required to leave an area or space even if social distance and density guidelines are not being followed.

- **Shared Equipment.** Employees and students are discouraged from using others' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices, or other personal work tools and equipment unless they have been appropriately sanitized. Departments will receive additional paper towels, disinfectants, and other cleaning supplies, so employees can wipe down desk equipment (pencils, staplers, etc.) and in lunch and break rooms to wipe down microwaves, refrigerator, etc., beyond the routine cleaning done by the Facilities Department.
- **Vehicles.** NHCC vehicles will only be signed out to single occupants and cleaned and disinfected by Facilities after use.

Cleaning Protocol

Regular cleaning 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, science prep-rooms, computer labs, restrooms, common areas, break rooms, lunchrooms, meeting rooms, and drop-off and pick-up locations. We will deactivate hand dryers in restrooms, and continue to empty trash cans in office areas. Additionally, the Facilities Department will increase their cleaning, focusing on areas that are specifically touched by individuals' hands, including:

hand rails	door knobs	light switches
copier/ATMs	microwaves	touch screens
water faucets	refrigerators	printers
break rooms	conference rooms	credit card readers
vending machines	ADA door buttons	elevator buttons
phones (offices, classrooms, & labs)		

Cleaning Supplies

Departments will receive additional paper towels, disinfectants, and other cleaning supplies, so employees can wipe down their respective areas beyond the routine cleaning done by the Facilities Department. Although we will not issue cleaning supplies to individual employees, classrooms will have wipes and trashcans in them to allow faculty and students to sanitize their individual areas.

COVID-19 Infected Areas

The Facilities Department will disinfect the area(s) thoroughly and the space(s) will remain off-limits for at least 24 hours.

Communications and Training

The Reintegration Task Force that created this plan had representation from each NHCC bargaining group. This plan was distributed via email, NHCC website and the NHCC mobile app on June 24, 2021. Reintegration videos were provided through the Minnesota State ELM website. Supervisors are responsible for informing all new employees about this Plan. Students will be informed through email communication, the NHCC mobile app, and the NHCC website.

This plan has been certified by NHCC executive team and was shared and posted throughout the campus community on June 24, 2021. It will be updated as necessary.

Certified by:

Dr. Rolando Garcia
President
North Hennepin Community College

Appendix A: Resources for Developing a COVID-19 Reintegration Plan

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

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.health.state.mn.us/diseases/coronavirus/prevention.html

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

Social Distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

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

Facilities Cleaning Protocol

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Operating Instruction on Campus Management and Cleaning to Slow the Spread of Coronavirus Disease 2019 (COVID-19) in Minnesota State, April 2, 2020

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html> - April 28

Employees Exhibiting Signs and Symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

www.health.state.mn.us/diseases/coronavirus/basics.html

Training

www.health.state.mn.us/diseases/coronavirus/about.pdf

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf

MNIT

[Keep your electronics clean procedure](#)

[Workstation Safe Handling procedure](#)

MMB

[College Leader COVID-19 Information SharePoint Site](#)

[HR Toolbox](#)

[Employee Assistance Program](#)

<https://mn.gov/mmb-stat/policies/1422-TELEWORK-effective-7-21-21.pdf>

Appendix B: After Action Review

Once the COVID-19 incident has ended, NHCC will review and evaluate the response and reconstitution efforts. NHCC will focus on lessons learned, best practices, and improvement needs. This will be documented through an After-Action Report (AAR) and Improvement Plan (IP), combined as an AAR/IP.

NHCC will review and evaluate the overall reconstitution process for the purpose of evaluating the effectiveness of the reconstitution plans, processes, and procedures. NHCC will hold their after-action review soon after the end of the incident to identify what went well and areas for improvement.

Through this review, the NHCC planning team can identify lessons learned, best practices, and improvement needs. This includes developing the AAR/IP to summarize the reconstitution incident and identifying opportunities to improve and enhance the college's Continuity of Operations Plan (COOP) and reconstitution framework. Improvements, actions to correct them, and a timeline for remedy are documented in the AAR/IP. NHCC may refer to and use Template After Action Reports which are available on the [Enterprise Continuity SharePoint Site](#).

NHCC will upload their AAR/IP report to the College Continuity of Operations folder on the Enterprise SharePoint Site.