



**NORTH HENNEPIN  
COMMUNITY COLLEGE  
COVID-19 REINTEGRATION PLAN  
Effective August 17, 2020**

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# North Hennepin Community College COVID-19 Reintegration Plan

## Introduction

NHCC is committed to providing a safe and healthy environment for our campus community. To ensure that, we have developed this Reintegration Plan in response to the COVID-19 pandemic, utilizing guidance offered in [Emergency Executive Order 20-40](#), Allowing Workers in Certain Non-Critical Sectors to Return to Safe Workplaces, April 23, 2020. 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. Those observing others not wearing face coverings in compliance with this Reintegration Plan are encouraged to ask them, ***“for everyone’s safety, will you please wear your mask/face covering?”*** NHCC does not expect further individual intervention. Employees are expected to remain professional at all times and should contact Public Safety immediately if the situation escalates.

**Employees will telework if they can perform their work in an efficient and effective manner while off campus. See Appendix B for the fall 2020 schedule. Managers retain the authority to direct employees to campus when mission requires it.**

- Supervisors will make decisions about which employees return to campus and which employees continue to telework based on legitimate business reasons.

## Campus Access

Until further notice, NHCC will not be open to the general public. Only employees, students, invited contractors and prospective students will be allowed on campus.

## Screening/COVID-19 Self-Assessment

Beginning August 10, 2020, for the safety of our campus community, all employees, students, invited contractors and prospective students, are required to complete and pass the COVID-19 Self-Assessment every day prior to entering campus. If you are unable to complete the self-assessment before coming to campus, you will have access to complete it on site. If you have any questions, contact Public Safety, 763-424-0807 or email [coronavirus@nhcc.edu](mailto:coronavirus@nhcc.edu).

- [Complete Self-Assessment](#)
- [Watch Self-Assessment Video Tutorial](#)

Note: Students and employees who participate in or facilitate i) the delivery of an education program that involves working with COVID patients in a clinical setting or ii) the delivery of college or university sponsored medical services to such patients, are required to complete the screening tool, but are allowed to come to campus, provided that i) these individuals wear appropriate personal protective equipment during all such contacts with COVID patients, ii) these individuals have not been in close contact with a positive or pending COVID case outside the clinical setting, and iii) they are not exhibiting symptoms. In these cases, individuals can answer "no" to the screen question related to being in close contact with COVID case.

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

### **Students**

[Students who have COVID-19 symptoms](#) or those who have been [exposed to COVID-19](#), will be asked to leave campus. 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.

If a student tests positive for COVID-19, please complete the voluntary self-report form to confidentially report at be <https://forms.nhcc.edu/forms/covid-report>. 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 connecting students with instructors, academic support, campus and community resources, and mental health support. We will follow all FERPA regulations regarding student data privacy.

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.

### **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. Supervisors should inform Human Resources as soon as possible. Employees who have COVID-19 symptoms or who have been exposed to COVID-19 should inform their supervisor and will be asked to leave campus. NHCC will follow HIPPA and the Minnesota Data Practices Act to protect the privacy of employees' health status and health information.

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.

## Hygiene

### Handwashing

Basic infection prevention measures are always being implemented at our campus. Employees and students are asked 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 restroom.

Everyone entering campus facilities should 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.)

We will issue every employee and student a keychain with individual (pocket) hand sanitizer for their personal use. Individuals are encouraged to refill their sanitizer when it is empty. Keychains can be picked up at building entrances from the Public Safety officer beginning August 17, 2020. Neither employees nor students are required to come to campus for the sole purpose of receiving hand sanitizer. For those coming to campus for class, work, or to use the computer lab, sanitizer can be picked up at building entrances from the Public Safety officer beginning August 17, 2020.

### Coughing and Sneezing

Everyone should 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, everyone is required to wear a mask or cloth face covering over their nose and mouth to prevent the spread of COVID-19. Masks or cloth face coverings help control transmission of COVID-19 and other respiratory diseases. We are requiring this

for the safety of our employees, students, vulnerable populations, and our respective family members.

Instructors will work with their dean to keep their students safe in the classroom through the use of physical barriers, including a face-shield or staying behind a podium with a sneeze guard around it.

If employees are alone in a space with a door that can be closed, they may remove their face covering, but are required to place it back on prior to leaving the space to enter a public space.

The college will provide two (2) washable face masks to employees and students. Neither employees nor students are required to come to campus for the sole purpose of receiving a mask. For those coming to campus for class, work, or to use the computer lab, masks can be picked up at building entrances from the Public Safety officer beginning August 17, 2020. The Bookstore will also sell masks. Finally, emergency/disposable masks will be placed at the Public Safety office for those whose masks may have broken or become contaminated.

## Social Distancing and Space Modifications

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

- **Barriers & Face Shields.** We will install sneeze shields in areas where students and customers are serviced as needed. Additionally, we will issue departments that have close interactions (less than six (6) feet) with students or customers, face shields and/or barriers to help reduce the chance of contracting an illness. Faculty members who would like face shields or sneeze guards for teaching purposes should contact their respective Academic Dean.
- **Bookstore.** At this time, students should purchase course materials through the [online bookstore](#). Because PSEO students frequently change classes, the NHCC bookstore will be open on August 19-20 and August 24-25 from 10:30 a.m. to 6 p.m. for PSEO students to pick up their books in person. [Click here for more information, including if you need to make alternative arrangements.](#) or contact the Bookstore Manager at [traci.hldebrandt-smith@nhcc.edu](mailto:traci.hldebrandt-smith@nhcc.edu) or 763.424.0810.
- **Classrooms.** The Provost and Academic Deans have developed and published the Fall 2020 on-campus schedule for classes and test proctoring. Facilities Department will place off-limits signs in seats for social distancing and sanitation wipe stations in each of the classrooms. This will promote social distancing and extra cleaning of spaces before classes/testing begin. Instructors are encouraged to ask students to sit in the same seat throughout the fall 2020 term to assist in contact tracing if the need arises.

- **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 be limited to two (2) people or one (1) family.
- **Entrance/Exit.** The college will establish three designated entrances to campus which are Educational Services (ES) Door 2, Science Center (SC) Door 3, and Center for Business & Technology (CBT) Door 13. These doors will be ENTRANCE ONLY doors; employees and students will use any other (non-emergency) door to exit the campus. However, please ensure that the exit door is closed/secured after you exit and do not allow others to enter through the exited door.
  - Likewise, where possible, the college will place entrance/exit signs on classrooms with multiple doors. This will help minimize approaching others and being exposed accordingly.
  - Individuals needing access to Health & Wellness Center must enter campus through one of the three entry points and request admittance to that building from the Public Safety officer. The officer will coordinate for immediate admittance into the required building.
  - The Campus Center will remain closed throughout the fall 2020 term.
- **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.** All on-campus food service for fall 2020 is suspended. The college will re-evaluate this situation with Tiffin-Man Global Kitchen for spring 2021 term before the fall 2020 term concludes.
- **Meetings & Gatherings.** Employees and students are prohibited from gathering in groups and confined areas other than scheduled classes and tests. All meetings, regardless of size, should be held remotely unless it is imperative to meet in person. Executive Team is the approval authority for non-academic meetings on campus with 10 or more people.

- **Proper Spacing.** Employees and students are required to maintain six (6) feet of distance between people when possible. We will place ‘wait here’ stickers on the floors where students and customers are commonly serviced (e.g. Accounting & Fees, Advising, Bookstore, Financial Aid, Information Desks, Records & Registration, Library, etc.). Additionally, the college will mark select furniture as unusable throughout campus to create the six (6) feet of distance.
- **Shared Equipment.** Employees and students are prohibited 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. Sanitation wipes will be provided in public areas to wipe down desk equipment (pencils, staplers, etc.) and in lunch and break rooms to wipe down microwaves, refrigerator, etc.
- **Vehicles.** NHCC vehicles will only be signed out to single occupants and cleaned and disinfected by Facilities after each use.
- **Visits to Campus.** If required to come to the campus, consider the necessity of the visit and an appropriate time of that visit in order to limit the number of employees and students on campus at the same time.

## 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 trash cans in them to allow faculty and students to sanitize their individual areas.

## COVID-19 Infected Areas

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

## Communications and Training

This plan was communicated to the respective bargaining units and student senate for input on July 16, 2020. This plan was distributed via email, NHCC website and the NHCC mobile app on August 14, 2020. Reintegration videos were provided through the Minnesota State ELM website and the NHCC 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 August 14, 2020. It will be updated as necessary.

Certified by:

A handwritten signature in black ink, appearing to read "Rolando García". The signature is fluid and cursive, with a horizontal line extending from the end.

Dr. Rolando García  
President  
North Hennepin Community College

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

### **General**

[www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)  
[www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)  
[www.osha.gov](http://www.osha.gov)  
[www.dli.mn.gov](http://www.dli.mn.gov)

### **Handwashing**

[www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)  
[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)  
<https://youtu.be/d914EnpU4Fo>

### **Respiratory Etiquette**

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)  
[www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)  
[www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

### **Social Distancing**

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)  
[www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

### **Facilities Cleaning Protocol**

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)  
[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://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](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)  
[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://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>

### **Employees Exhibiting Signs and Symptoms of COVID-19**

[www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)  
[www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

## **Training**

[www.health.state.mn.us/diseases/coronavirus/](http://www.health.state.mn.us/diseases/coronavirus/)

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

[www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

## **MMB**

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

[HR Toolbox](#)

[Employee Assistance Program](#)

## Appendix B: Fall 2020 Hours and Contacts

North Hennepin Community College

Fall 2020 Building & Service Hours

<https://www.nhcc.edu/contact-us/campus-maps>

### Building Hours – effective August 17, 2020

Monday – Thursday: 7:30 a.m. – 10:00 p.m.

Friday: 8:00 a.m. – 5:00 p.m.

Saturday: 8:00 a.m. – 4:00 p.m. Open for partnership classes only and computer lab usage within CBT

Sunday: Closed

### Student Service Hours (Remote) – effective August 5, 2020

Student Services are available remotely during the following hours\*.

Monday, Thursday, Friday: 8:00 a.m. – 4:30 p.m.

Tuesday, Wednesday: 8:00 a.m. – 6:30 p.m.

\*Departments may have slight variations in hours. Visit [Student Services](#) to confirm.

### Quick Links to Campus Resources

- COVID-19 Landing Page: <https://www.nhcc.edu/covid19>
- COVID-19 Self-Assessment: [https://mnsccu.co1.qualtrics.com/jfe/form/SV\\_6RU416vddeMqvu5](https://mnsccu.co1.qualtrics.com/jfe/form/SV_6RU416vddeMqvu5)
- Fall 2020 Resources & Information: <https://www.nhcc.edu/fall>
- Student Resources (Technology & Tutorials): <https://www.nhcc.edu/covid19/covid19studentresources>
- Student Services (Department Information): <https://www.nhcc.edu/covid19/covid19studentservices>
- Student FAQs: <https://www.nhcc.edu/covid19/covid19studentfaq>

## Department Hours & Contacts

### Office of the President: Teleworking. On campus as required.

- President – Dr. Rolando García, [rolando.garcia@nhcc.edu](mailto:rolando.garcia@nhcc.edu), 763-424-0820
- Executive to the President – Nickie Carlson, [nicole.carlson@nhcc.edu](mailto:nicole.carlson@nhcc.edu), 763-493-0597

### Academics: Teleworking. On campus as required.

- Provost – Jesse Mason, Ph.D., [jesse.mason@nhcc.edu](mailto:jesse.mason@nhcc.edu), 763-424-0712
- Executive to the Provost – Nickie Carlson, [nicole.carlson@nhcc.edu](mailto:nicole.carlson@nhcc.edu), 763-493-0597
- Dean of Business, Technology, Career & Workforce Development – Nerita Hughes, Ph.D., [nerita.hughes@nhcc.edu](mailto:nerita.hughes@nhcc.edu), 763-493-0546
- Interim Dean of Fine Arts, Languages and Communication – Kathy Hendrickson, [kathy.hendrickson@nhcc.edu](mailto:kathy.hendrickson@nhcc.edu), 763-424-0881
- Interim Dean of Liberal Arts and Global Education – Anthony Miller, [anthony.miller@nhcc.edu](mailto:anthony.miller@nhcc.edu), 763-424-0950
- Interim Dean of Nursing & Allied Health – Julia Ugorji, [julia.ugorji@nhcc.edu](mailto:julia.ugorji@nhcc.edu), 763-424-0761
- Dean of Science, Math, & Health Sciences – Jayant Anand, Ph.D., [jayant.anand@nhcc.edu](mailto:jayant.anand@nhcc.edu), 763-488-0250

### Finance & Facilities: Teleworking. On campus as required.

- VP Finance & Facilities – Stephen Kent, [stephen.kent@nhcc.edu](mailto:stephen.kent@nhcc.edu), 763-424-0817
- Executive to the VP – Melanie Moua, [mel.moua@nhcc.edu](mailto:mel.moua@nhcc.edu), 763-424-0888
- Finance, Public Safety & Bookstore – See [Student Services](#) page.
- Facilities: On campus, 6:00 a.m. – 10:00 p.m., [facilities@nhcc.edu](mailto:facilities@nhcc.edu), 763-424-0765
- Environmental Health & Safety: Erin Lynne, [erin.lynne@nhcc.edu](mailto:erin.lynne@nhcc.edu), 763-488-0132

### Student Success: Teleworking. On campus as required.

- VP Student Success – Julio Vargas-Essex, [julio.vargas-essex@nhcc.edu](mailto:julio.vargas-essex@nhcc.edu), 763-424-0756
- Executive to the VP – Melanie Moua, [mel.moua@nhcc.edu](mailto:mel.moua@nhcc.edu), 763-424-0888

### Technology Resources – See [Student Services](#) page.

- **Computer Lab Hours**

Monday – Thursday: 7:45 a.m. – 6:45 p.m.

Friday: 8:00 a.m. – 3:45 p.m.

Saturday: 8:30 a.m. – 3:30 p.m.

- **Help Desk Service Hours** – Primary support is remote. Please submit a [ticket](#) for remote support. Please do not come to campus and expect in-person assistance (limited on-campus support).

Monday – Thursday: 7:30 a.m. – 7:00 p.m.

Friday: 7:30 a.m. – 4:00 p.m.

Saturday/Sunday: None

- **Copy Center** – On site Tuesdays and Thursdays for mail run, TBD based on mission requirements. Additional hours as support is needed.

**Human Resources: Teleworking. On campus as required. Please contact business partners as needed:**

- Director – Victoria DeFord, [victoria.deford@nhcc.edu](mailto:victoria.deford@nhcc.edu), 763-424-0955
- Academics – Sherry Swain, [sherry.swain@nhcc.edu](mailto:sherry.swain@nhcc.edu), 763-424-0966
- Student Services – Michelle Kiffmeyer, [michelle.kiffmeyer@nhcc.edu](mailto:michelle.kiffmeyer@nhcc.edu), 763-424-0849
- All Other Depts – Jolene Graff, [jolene.graff@nhcc.edu](mailto:jolene.graff@nhcc.edu), 763-424-0959

## **Appendix C: After Action Review**

Once the COVID-19 pandemic has ended, NHCC will review and evaluate the response and reconstitution efforts.

Through this review, the NHCC planning team can identify lessons learned, best practices, and improvements needed. 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 (COP) 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.