



North Hennepin  
Community College

A member of Minnesota State

*Engaging students, changing lives*

July 23, 2020  
9:45 p.m.

Dear Colleagues and Students:

These are ever-changing times. We know there are a number of hurdles to overcome; collectively we will accomplish the Chancellor's directive and guidance by focusing our efforts on these two priorities:

- **To safeguard the health, safety, and welfare of our faculty, staff, and students**
- **To enable students to progress toward their educational goal**

**CAMPUS REINTEGRATION**

- The signage and video subcommittee briefed their final plans to the Pandemic Task Force today. The Pandemic Task Force was exceptionally pleased by the efforts of the subcommittee and was asked to provide any final suggestions to VP Kent by Monday, July 27, 2020. Once finalized, they will move into production.

**COVID-19 CONTACT TRACING**

- Human Resources will lead the efforts to trace COVID-19 for employees beginning July 24, 2020. Please see attached for procedures and sample email that will go to employees. **Please note that our top priority for this procedure is to ensure that employees' private medical data is protected and secure.**
- Environmental Health and Safety will lead efforts to trace COVID-19 for students tentatively scheduled to begin no later than August 7, 2020 after procedure development and trial by Student Affairs, Tech Services and others.
- System Office is developing an online screening tool that employees and students will need to complete prior to being admitted to campus. For those who may not have technology access 'before' coming to campus, kiosks will be available at each designated entrance to complete the online screening tool before entering campus. This tool will provide standard pre-screening across Minnesota State and allow all data to be centrally aggregated at the System Office but will not violate any HIPPA or FERPA guidelines. We expect this online tool to be in place no later than the week of August 10.

**GOVERNOR WALZ'S EXECUTIVE ORDER 20-81**

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 this order](#) and the related industry guidance, available at the [Stay Safe Minnesota website](#), as well as any other guidance referenced in this order. Workers must also wear face coverings **outdoors when it is not possible to maintain social distancing**. When leaving home, Minnesotans are strongly encouraged to have a face covering with them at all times to be prepared to comply with the requirements of this Executive Order.

This EO is applicable to higher education including Minnesota State colleges and universities. To demonstrate compliance with EO 20-81, NHCC will:

- require students and employees to wear face coverings
- update our COVID-19 Reintegration Plan to address the face covering requirements of the EO and any unique face covering standards or expectations on our campus; remember, our plan is a living document and will be updated as needed.
- post signs that are visible to students and employees instructing them to wear face coverings
- make reasonable efforts to enforce this order with respect to employees and students
- allow employees to still remove their mask when in their office alone

**FALL PSEO STUDENT BOOK PICK UP**

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. Please contact the Bookstore Manager if you need alternative arrangements, [traci.hldebrandt-smith@nhcc.edu](mailto:traci.hldebrandt-smith@nhcc.edu) or 763.424.0810.

**Better Together,**

A handwritten signature in blue ink that reads "Stephen E. Kent". The signature is written in a cursive style with a large, stylized 'S' and 'E'.

**Stephen E. Kent**

Vice President of Finance & Facilities

Phone: 763-424-0817