



*Version 3 document date: 28 May 2020*

## **Anoka Technical College and Anoka-Ramsey Community College COVID-19 Back-to-Campus Preparedness Plan**

Anoka Technical College (ATC) and Anoka-Ramsey Community College (ARCC) are committed to providing a safe and healthy environment for our students, faculty, staff, and members of our campus community. To ensure that, we have developed this Back-to-Campus Preparedness 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. We are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 on our campuses and that requires full cooperation among students, faculty, staff and members of our campus community. Only through a cooperative effort can we establish and maintain the safety and health of our campuses.

Campus leaders, supervisors, employees, and students are responsible for implementing and complying with all aspects of this Plan while on campus.

ATC/ARCC have a fundamental obligation to protect their employees/students from known hazards; and both employers and employees must follow requirements set forth under the Occupational Safety and Health Act. Non-compliance to the provisions of this plan will prohibit entry on campus, or will lead to the removal of that person from campus property (via Public Safety).

In compliance with this plan, academic programs must complete the Return to Campus Instruction Request form, which must be approved by the Vice President of Academic and Student Affairs and the Director of Public Safety prior to students and faculty returning to campus.

**The initial policy is if you can continue to effectively telecommute/work remotely then that is the best course of action.**

We are serious about the safety and health of our students and employees. Your involvement is essential in developing and implementing a successful Campus COVID-19 Preparedness Plan. Our Preparedness Plan follows the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- Hygiene and respiratory etiquette;
- Engineering and administrative controls for social distancing;
- Housekeeping – cleaning, disinfecting and decontamination;
- Prompt identification and isolation of sick persons;
- Communications and training that will be provided to managers and workers; and
- Management and supervision necessary to ensure effective implementation of the plan.

## **Guidance for Screening Students and Employees for COVID-19 to Participate in In-Person Campus Activities**

**Purpose:** This section provides a framework for screening students, faculty, staff, and others for symptoms of COVID-19 before they participate in in-person, face-to-face activities on campus. These activities may include academic instruction in classrooms and labs; service and support to students, employees and other community members; and meetings.

**General:** Screening students, faculty, staff, and other community members is to help slow the spread of COVID-19 in the community while enabling the safe and effective delivery of academic programs, support services, and management activities. The screening includes three elements:

- Pre-Activity Communication,
- Face to face, On-Site/Day-Of Screening, and
- Follow-Up.

These activities have been coordinated in consultation with the Minnesota Department of Health. Employees and students have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19.

The following procedures are being implemented to assess workers' health status prior to entering the campus and for employees and students to report when they are sick or experiencing symptoms.

**Step 1: Self-Monitoring and reporting.** This is continuous. Employees and students have a responsibility to monitor their own health during this pandemic period, and report to their supervisor (employees) or faculty (students) when they feel sick or have one of the symptoms listed below. Reporting to your primary healthcare provider is advisable, and in some cases you may be asked to go to a testing center. Other means of notification include the statewide COVID-19 hotline, websites, County Public Health or MDH. If you are sick, staying home is important; but always ask your healthcare provider for guidance.

**Step 2: Pre-activity communication / health questionnaires.** Memorandums will be sent via email outlining the locations of this plan, health screening protocols and how to conduct screenings. Information will be collected through signing in at the access to the campus and will include ensuring you are healthy and not sick with symptoms. Pre-activity screening can consist of electronic questionnaires generated from course instructors, or from supervisors/managers to their staff on general health, along with information on symptoms of COVID-19. HR and Public Safety will provide guidance on administering health screening and adherence to data practices and procedures. During entry, there will be directives to not enter the building if you are sick, or have symptoms of COVID-19.

- a. Employees entering campus will be required to answer the below listed questions sent electronically via their supervisor. A Tennessee warning must be provided as dictated by MMB. (see Appendix C)

- b. Students will complete the questionnaire as determined by their instructor.
- c. Students, on-campus, day of screening during face-to-face: Face-to-face check for students will be with their instructors using the access points to campus established with Public Safety. Because of contact tracing, a sign-in sheet will be completed with either Public Safety or the instructor and collected at time of access to campus. Employees must check in with their supervisors prior to conducting work on campus.

Questionnaires:

- Ask if the student/staff has ANY of the following symptoms:
  1. COUGH (New or Worsening): YES / NO
  2. SHORTNESS of BREATH (New or Worsening): YES / NO
  3. OR, TWO (2) or more of the following symptoms: YES/NO
    - TEMPERATURE/FEVER of 100.4 degrees Fahrenheit or above
    - Chills
    - Headache
    - Sore Throat
    - Muscle pain
    - Loss of taste or smell
- If ALL three of the ABOVE are NO, the individual can enter the program or work space. The individual must proceed to wash their hands before having any contact with other students or other staff/instructors.
- If ANY of the ABOVE are YES, the individual WILL NOT BE ALLOWED to enter or nor participate and will be asked to return home.
  - Public Safety will be contacted in areas of non-compliance or non-participation.
    - They should then stay home until:
    - They have had no fever for at least 72 hours (without the use of fever reducing medications) AND
    - Other symptoms have improved (for example, when the cough or shortness of breath has improved) AND
    - At least 10 days have passed since their symptoms first appeared.

If an individual becomes sick during the day, ask them to go home.

NOTE: It is also important to remind students and staff that if a person feels sick for any other reason they should stay home until those symptoms subside. This is consistent with general recommendations of staying home when sick.

In addition, hygiene/cleanliness to include handwashing/sanitizing and social distancing will also be provided in many forms of informational guidance. We also ask that you sign in to the campus during entry, for accountability and safety purposes.

**Step 3. Follow-Up:** At the conclusion of in-person, face-to-face activities instructors, faculty, or supervisors should ask all students and employees to:

- Wipe down any surfaces they may have touched.
- Wash their hands with soap and water for at least 20 seconds before leaving the area or building.

- Monitor their health, report any changes particularly a temperature or fever, new or worsening cough, and new or worsening shortness of breath to their faculty or supervisor, and seek medical attention as symptoms warrant.
- Wash cloth face covering often. This is especially important after any tactical training exercises that involve direct intense contact with other students or faculty. We require they wear their masks throughout the class day.

**Step 4: Classroom/Lab/Work center checklists.** Supervisors and Instructors will demonstrate and show their classes/teams how to wipe down and clean equipment/work areas and reporting procedures. PPE and disinfectant materials will be on hand to support cleanup and skills/tasks. Please review the facilities scheduling protocol for cleaning/disinfecting, and a list of cleaning supplies.

**Step 5: Reporting and Isolation protocol.** If an employee or student on campus is showing symptoms or is not feeling well, reporting and isolation protocol will be in effect. Notification needs to be provided to the supervisor or faculty in charge, with the person who is sick being removed from the work center/classroom, and instructed to go home, ensuring the safety and well-being of the sick person until they have safely exited the campus. In the case of at home isolation, or quarantine protocol, a notification to that person's supervisor or faculty is warranted for accountability and safety reasons. HIPAA and privacy act considerations will be in effect in all cases.

Isolation will be in an area away from other coworkers or students, on a short-term basis until the affected person is able to depart campus safely or with assistance when needed. Contact Public Safety for assistance.

### **Sick Leave policies**

**Anoka Technical College and Anoka-Ramsey Community College** through Minnesota State and Minnesota Management and Budget have implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a healthcare provider to isolate or quarantine themselves or a member of their household.

For further clarification on FMLA and Sick leave policies and guidelines refer to these references from MMB and Minnesota State. A critical first step is to consult with your supervisor or instructor for assistance.

[FMLA guidance](#)

[FMLA guidance fact sheet](#)

[Sick Leave policy matrix](#)

[COVID-19 Policy HR](#)

**CVD-COVID-19 Paid Leave**

This code should be used when an employee needs to be absent from work due to reasons related to COVID-19 and **cannot** telework. With an effective date of March 18, 2020, leave code **CVD-COVID-19 Paid Leave** has been added as a leave type for all employees. CVD requests will be entered in the same manner that sick leave requests are made, using days or hours depending on the employee's bargaining unit.

Leave entered with code CVD-COVID-19 Paid Leave requires employees to enter a subtype, based on the language outlined in [MMB HR/LR Policy 1440 – Paid COVID-19 Leave](#). Subtypes as they appear in the application are:

- K-12 Closed
  - Use for **School or Day Care Closures** if you cannot reasonably perform telework while also providing care for children 12 and under, or children over 12 with an ADA-covered disability.
- Empl Health
  - Use for **Health Purposes** if you contract COVID-19 and are too ill to work, or a health care provider determines that your presence in the workplace will jeopardize your health or the health of others, or you have been exposed to a person with a confirmed COVID-19 case and you are exhibiting the symptoms of COVID-19.
- Dep Health
  - Use for **Family Caregiving** if you must care for a family member with COVID-19.
- Distance
  - Use for **Isolation or Quarantine** if you or someone you must care for is under legal isolation or legal quarantine or your employer directs you not to report to work for COVID-19 related reasons.
- Inst Closed
  - Use if agency mandates telecommuting and an employee has a position that is unable to work from home and cannot be reassigned.

Please refer to the Employee Time and Leave Reporting COVID-19 Activities and Absences document as it provides a clear summary of each code and why it would be used and also includes links to additional resources.

Additional information regarding COVID-19 can be found at:

[Covid-19 Minnstate edu](#)

### **Americans with Disabilities Act**

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. Reasonable accommodation and ADA compliance will be adhered to for all persons who are describing a pre-existing condition that affects a skill/task to be performed.

Each campus has a representative who will offer assistance in areas involving ADA assistance and accommodation. In addition, the following hyperlink will provide further clarification and guidance.

[ADA Minnesota State](#)

### **Handwashing**

Basic infection prevention measures are being implemented at our campuses at all times. 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 restroom. As a general rule all visitors coming on campus will be required to wash their hands prior to or immediately upon entering the facility. All entrances, work areas, classrooms and restrooms have hand sanitizer in close proximity.

Signage and information sharing will be ongoing during this pandemic period for cleanliness, personal hygiene and disinfecting high touch areas. Please contact Facilities or Public Safety in the event there is a shortage of hygiene supplies or hand sanitizer.

### **Respiratory etiquette: Cover your cough or sneeze**

Employees and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, 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. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available in work and classroom places.

Information will be provided using MDH and CDC guidelines for posters, digital signage and classroom briefings. In addition, COVID-19 hotline information will be available throughout the campus providing a resource from the CDC for COVID-19 related questions. Posters will be updated as more information is made available.

### **Masks**

Masks must be worn on campus. Students are asked to bring their own masks or cloth face covering. Governor Walz recommends continued wearing of masks or cloth face covering in public (off campus) to help slow the spread and protect others from asymptomatic carriers.

Here are a few important things to keep in mind:

- **Don't buy or wear surgical or N95 masks.** These supplies are in high need in healthcare facilities to protect healthcare workers and first responders. Contact Public Safety for further information.

- Masks or cloth face coverings can help with preventing **your** germs from infecting others – especially in situations where you may spread the virus without symptoms.
- Wearing a mask or cloth face covering **does not** protect you from others who may spread the virus. So, you still need to wash your hands frequently, cover your cough, and practice social distancing by keeping at least 6 feet of space between people.
- People who are sick should stay home. Wearing a mask or cloth face covering does not mean people who are sick should go out into the community. If you are sick and need to go to the doctor, call your healthcare provider before going in and wear a mask or cloth face covering to the clinic.
- A mask or cloth face covering should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask or cloth face covering without assistance.

[CDC guidance on masks](#)

## Social distancing

Social distancing is being implemented on campus through the following engineering and administrative controls:

1. Employees who can work remotely should continue to do so.
2. Employees shall be offered flexible work hours, staggered shifts, and additional shifts to reduce the number of employees in the workplace at one time.
3. If required to come to the campus, consider the necessity of the visit, and appropriate time of that visit so as to limit the number of employees and students on campus at the same time.
4. Employees and students will be reminded on access control measures, for safety and security.
5. Employees and students are asked to maintain six feet of distance between colleagues and visitors.
6. Flow plans will include signage for foot traffic to **stay to the right** in hallways and corridors.
7. Be aware of and avoid crowded spaces including break or lunchroom, elevators, and restroom areas. Restrooms are limited to one individual at a time.
8. Seating arrangements will be made to adhere to the social distancing protocol.
9. Vehicles will only be signed out to single occupants and cleaned and disinfected after use.
10. Meetings or gatherings greater than 10 per area/room are prohibited, unless a written exception is granted by the president, in consultation with the Director of Public Safety, the Vice President of Student and Academic Affairs, and the Vice President of Finance and Administration. Larger gatherings should be done virtually. In all scenarios of on-campus classes, social distancing must be maintained for safety.

11. Masks or cloth face coverings must be worn on campus. Students are reminded to bring their own mask or cloth face coverings.
12. Public Safety will provide masks to all faculty and staff as available.
13. Gloves will be made available when needed as determined by the work tasks or skill set being completed at the worksite or classroom/lab.
14. Disinfectant and sanitizer will be made available as needed. Contact Facilities or Public Safety for more information regarding cleaning/disinfectant supplies.
15. Supervisors/instructors will be responsible for providing information on the safe use and disposal of PPE when required. This includes how to wear PPE and where to obtain needed supplies in the workcenter or classroom/lab.
16. Supervisors/instructors will provide their teams/students an overview of the classroom/lab or workcenter to include: social distancing safeguards, flow plan, non-access areas, bathroom access, seating arrangements, non-gathering information, and location of sanitizers /cleaning supplies and disposal receptacles for PPE as appropriate.
17. Remind your team members and students to honor posted signage for closed-off areas on campus.
18. Information on how to conduct personal interactions will be reviewed to include social distancing and PPE; reiterate social distancing during the work schedule or classroom time period; consider having a safety monitor provide further adherence to social distancing and hygiene/cleanliness standards.
19. Provide teams/students with key contact numbers in the event of an emergency or for questions regarding protocols in place for the COVID-19 pandemic environment.

*\*\*General guidelines include employees, students and visitors being prohibited from gathering in groups and confined areas, including elevators, and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.*

## **Housekeeping**

Regular housekeeping 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, restrooms, common areas, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, printers and copy machines, credit card readers, delivery equipment, etc.



cleanfaq.pdf



cleanihe.pdf

Cleaning/Disinfecting guidelines

[CDC: Environmental Cleaning and Disinfection Recommendations.](#)

**Cleaning and disinfecting products (see below attached for facility specific products and safe handling)**

- Use soap and water or another detergent to clean dirty items. Then, use a disinfectant.
- Use an EPA-registered household disinfectant and follow the manufacturer's instructions to ensure safe and effective use of the product. Many products recommend:
  - Keeping the surface wet for a period of time (see the product label).
  - Wearing gloves and ensuring good ventilation during use of the product.
- Check to ensure the product is not past its expiration date.
- Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
- Use eye protection or have immediate access to an eye-wash station.
- Director of Facilities will provide oversight and supervision on all campus cleaning/disinfecting.

**CLASSROOM/LAB SHARED RESPONSIBILITY**

- Shared responsibility for individual work areas and classrooms/labs will be provided through the instructor to students during their tasks/skill sets/equipment use in the performance of their learning practicum. Cleaning supplies for wipe downs will be provided as needed, and PPE will be used as appropriate.
- Only use campus-provided cleaning supplies/sanitizer; if you have questions contact Facilities.
- Establish a before/after regularly scheduled cleaning and disinfecting schedule for high-touch areas; answer questions regarding classrooms/labs that are in use and show how to clean areas after use. This includes OIT equipment including high touch areas: mouse, keyboard, surfaces of AV equipment in the computer lab.
- Facilities will complete cleaning during their routine cleaning schedule (see below).

**Facilities Classroom/Lab Cleaning Procedures.** Facilities staff will wipe down any contact surfaces in the room that a student could reach, including doors and their frames, desks, tabletops, chairs, light switches, white boards and any other surface present. Facilities will provide sanitizing product (QT-TB) and paper towels for faculty to wipe down high-touch areas in between classes.

- Bathrooms will be cleaned in the same manner as classrooms, with contact surfaces being wiped down with proper sanitizing products (see MSDS sheet for products used). This will include all toilets, urinals, sinks and faucets, hand towel dispensers, and any other obvious surface in the space.
- Carpeting will be vacuumed daily and hard flooring will be mopped with disinfecting products (see MSDS sheets). Trash bin liners are replaced and disposed of on a daily basis. Facilities will make sure we have them available in areas where classes are in session.

## **CONFIRMED CASE OF COVID-19 PROTOCOL**

The policy of **ATC and ARCC** is to follow Minnesota Department of Health and local health department guidance and direction on informing workers if they have been exposed to a person with COVID-19 on campus and requiring them to quarantine for the required amount of time. MDH is the lead agency for confirmed cases of COVID-19. They will enact contact tracing and our campus will assist in their investigation of a confirmed case.

Short-term dismissals for school and extracurricular activities as needed (e.g., if cases in staff/students) for cleaning and contact tracing are likely outcomes of a confirmed case. MDH will notify the President's Office when a confirmed case has been identified in the college's student/employee population.

In the event a portion of the campus may be closed down, applicable signage and flow plans will be followed to prevent access to that area until deep cleaning and disinfecting has taken place. Further direction will be provided by Public Safety working in liaison with our community partners for a successful recovery plan involving a confirmed case.

In addition, MDH will partner with the college on:

- Contact tracing.
- Notification of contacts.
- Notifications to student bodies/campus communities.
- Press releases.
- Recommendations and duration of dismissal **IF** warranted.
- Ensuring access to contact lists of attendees of courses and other events.

MDH will provide further guidance on measures to ensure a safe work environment following a confirmed case of COVID-19.

The college will protect the privacy of students/workers' health status and health information following HIPAA and privacy act guidelines.

[HIPAA link](#)

### **Communications and training**

This Plan was also communicated via email to all supervisors to include necessary training and helpful links. Additional communication and training will be ongoing using email and website postings. Training information will be provided through Public Safety using a "train-the-trainer" format. Training will include/but not limited to key references and video tutorials involving Hygiene, Mask wearing, Social Distancing and PPE use/disposal. Any updates/changes to this plan and any additional training

will be provided to all employees and students. Leaders and supervisors are to monitor how effective the program has been implemented through communication with team members and students through supervisors and instructors on a daily basis before work/class. Employees and students are to work through this new program together and update the communication strategies and training as necessary.

Contact Public Safety with any updates to this plan, and email/call for guidance or information.

This plan has been certified by **Anoka Technical College and Anoka-Ramsey Community College** leadership. This plan is subject to changes, and will be updated as necessary.

Certified by:

A handwritten signature in black ink that reads "Kent Hanson". The signature is written in a cursive, flowing style.

**Kent Hanson, Ph.D.**

**President**

**Anoka Technical College and Anoka-Ramsey Community College**

*History:*

*5.19.20 Plan certified for return to instruction in limited circumstances per Executive Order 20-52.*

*5.21.20 Clarified that meetings of more than ten people are prohibited without a written exception from the president. Added document to appendix referencing this ability under Executive Order 20-52.*

*5.28.20 Added requirement for programs to complete the Return to Campus Instruction Request and have it approved prior to on-campus instruction.*

## **Appendix A – Training/Guidance for developing a COVID-19 Preparedness 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)

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

[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)

### **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: Cover your cough or sneeze**

[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)

State Safe MN FAQs- May 15, 2020 (Minnesota State)

### **Housekeeping**

[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

NEW – [CDC Reopening Guidance](#)

### **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)

### **Facilities Cleaning supplies and disinfectant**



MSDSHIL00103 light  
acid bowl cleaner.pdf



MSDSHIL00393  
Hand Soap.pdf



MSDSHIL00805  
Restroom Cleaner.pdf



MSDSHIL00810 Top  
Clean.pdf



MSDSHIL01011  
QT-TB Quick Contact



Restroom Disinfectant  
MSDSHIL00819

Directives: Nationwide pandemic, federal and state waivers, executive order 20-56 [Safely Reopening Minnesota's Economy and Ensuring Safe Non-Work Activities during the COVID-19 Peacetime Emergency](#), executive order 20-55 [Protecting the Rights and Health of At-Risk Populations during the COVID-19 Peacetime Emergency](#), executive order 20-53 [Extending the COVID-19 Peacetime Emergency Declared](#), executive order 20-52 [Authorizing Students in Critical Sectors to Return to Safe Higher Education Institutions for Completion of a Postsecondary Credential](#), executive order 20-48 [Extending and Modifying Stay at Home Order, Continuing Temporary Closure of Bars, Restaurants, and Other Places of Public Accommodation, and Allowing Additional Workers in Certain Non-Critical Sectors to Return to Safe Workplaces](#)

## **APPENDIX B**

### **STUDENT ACCESS FOR REOPENING**

#### **ARCC CAMBRIDGE**

Main Door, West side, #1

#### **Academic Area**

Nursing Students

#### **Hours**

8:50 am-2:00 pm

#### **ARCC COON RAPIDS**

Door #16 Bulge Access

#### **Academic Area**

Nursing Students

#### **Hours**

7:00 am-5:00 pm

#### **ATC**

Door N14

#### **Academic Area**

Welding

#### **Hours**

7:00 am-2:30 pm

E-1 Main

HLTH TECH

1:00 pm-6:00 pm

8:00 am-8:00 pm

S-3

Electricians

9:00 am-3:00 pm

5:00 pm-10:00 pm

S-3

Med Hlth

8:00 am-3:00 pm

S-3

EMT

9:00 am-11:00 am

11:00 am-1:00 pm

## APPENDIX C

### Tennessen Warning for Employees

***Tennessen Notice:*** Prior to entering the office, all individuals will be asked a series of questions. This data is classified as private under the Minnesota Government Data Practices Act. We will use this data to screen individuals seeking admission to the office for potential health risks to try to avoid the potential of spreading contagious diseases. The data helps us to determine whether risk factors are present and whether you will be denied admission for the protection of agency staff and/or the public. This is not a COVID-19 test and is not a determination of whether or not an individual is infected with or has been exposed to COVID-19. This data will be gathered and reviewed by agency staff, including non-medical personnel, in deciding whether to permit you admission to the office. You are not legally required to provide this data and providing the data is voluntary. However, if you refuse to provide the data, you will not be admitted to the office. The data collected from you may be shared with agency staff collecting the data, agency HR staff, the agency safety administrator, agency management, and other persons or entities authorized by law.