



September 09, 2020 v4

## Minnesota West Community & Technical College

### COVID-19 Preparedness Plan

**Minnesota West Community and Technical College** is committed to providing a safe and healthy environment for all our employees, students, guests and visitors. To ensure this Minnesota West has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 throughout our employees, students and communities; this will require full cooperation. Only through this cooperative effort can we establish and maintain the safety and health of all persons on our campuses.

The COVID-19 Preparedness Plan is certified by the College President, who maintains the overall authority and responsibility for the plan. However, we are all equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan.

**Minnesota West Community and Technical College leaders and supervisors have our full support in enforcing the provisions of this policy.**

We are serious about safety and health and keeping our employees and students safe. Your involvement is essential in developing and implementing a successful Campus COVID-19 Preparedness Plan. We encourage both employees and students, through the student senate, to submit change and/or make additional recommendations to the Safety Administrator.

**Minnesota West Community and Technical College's** COVID-19 Preparedness Plan follows the guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC), Minnesota Department of Health (MDH), Office of Higher Education (OHE), Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards and Minnesota's current executive orders.

### Ensure sick employees and students stay home and prompt identification and isolation of sick persons

Employees and students have been instructed to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess health status prior to entering Minnesota West campuses and to report when they are sick or experiencing symptoms. **All employees, students and guests will sign in** with the [COVID Screening Tool](#) prior to entry each day. The screening process may be

completed prior to coming to campus, no persons should congregate at entrances and must observe social distancing requirements.

**You must report any of the following conditions while completing the COVID Screening process:**

- A fever (100.4°F or higher), or a sense of having a fever or feeling feverish (chills, sweating).
- A new cough that you cannot attribute to another health condition.
- A new shortness of breath that you cannot attribute to another health condition.
- A new sore throat that you cannot attribute to another health condition.
- New loss of taste or smell.
- New muscle aches that you cannot attribute to another health condition and that are not caused by a specific activity (such as physical exercise).
- A new headache that you cannot attribute to another health condition.
- Vomiting or diarrhea that you cannot attribute to another health condition.
- Are you under evaluation for COVID-19 (e.g., waiting for the results to confirm infection)?
- Have you been diagnosed with COVID-19 and not yet cleared to discontinue isolation?

Upon completion of the COVID Screening process a **GREEN** screen means you are approved to enter campus. If you receive a **RED** screen you are not allowed to enter campus and should contact your Supervisor or Instructor. Contact your healthcare provider to schedule a test.

Minnesota West may ask employees, students and visitors if they are experiencing influenza-like symptoms, such as a fever, chills, a cough or a sore throat. All information about illnesses will be maintained as a confidential medical record in compliance with state and federal law.

**Symptoms consistent with COVID-19 fall into two groups:**

- **More common symptoms** are **one or more** of these:
  - fever of 100.4°F or higher
  - new onset and/or worsening cough
  - difficulty breathing
  - new loss of taste or smell
  
- **Less common symptoms** are **two or more** of these:
  - sore throat
  - nausea
  - vomiting
  - diarrhea
  - chills
  - muscle pain
  - excessive fatigue
  - new onset of severe headache
  - new onset of nasal congestion or runny nose

If symptoms are present follow the left side of the **Return to Learn Protocol** (Appendix C).

If experiencing only **one** symptom from the list of **less common** symptoms:

1. Evaluate that symptom and determine if the person is well enough to stay on campus.
2. If no, they should stay home or be sent home and consider an evaluation from a health care provider or COVID-19 testing.
3. If evaluated and/or tested they can return to campus 24 hours after the symptom has improved.

If experiencing **one more common** symptom or **at least two less common** symptoms:

1. Person stays home or is sent home.
2. Person with symptoms should be seen by a health care provider for a COVID-19 test.
3. If the person does not seek a medical evaluation, they must stay at home in isolation for at least 10 days from the time their symptoms started until symptoms are improved and no fever for 24 hours without fever reducing medications.
4. If the person receives an alternate diagnosis to explain the symptoms, they can then return to campus 24 hours after symptoms have improved or as directed by a health care provider.
5. If the person tests negative for COVID-19, they can return to campus 24 hours after symptoms have improved.
6. If the person tests positive for COVID-19, they must stay at home in isolation for at least 10 days from the time the symptoms started until symptoms have improved and no fever for 24 hours without fever reducing medications.

## **COVID Testing**

Minnesota Department of Health recommends that anyone with symptoms, even mild, gets tested.

See Appendix B for testing locations. Calling in advance is recommended.

## **Definitions:**

### **Quarantine:**

Mandatory quarantine is required for a person who has been in close contact (within 6 ft. for 15 minutes or more) with someone who is positive, but is not displaying symptoms for COVID-19.

Precautionary quarantine is required for a person who is known to have had a proximate exposure to a positive person but has not had direct contact with a positive person and is not displaying symptoms.

**Contact:**

Close contact is defined as “being within 6 ft of a person for 15 minutes or more who is displaying symptoms of COVID-19 or someone who has tested positive for COVID-19”.

Contact of a Contact is an individual (Person C) who is a contact of Person B (i.e. spouse, children, co-workers, etc.) is considered a “contact of a contact”. Person C is not at risk for infection and would not be subject to quarantine unless Person B had or developed symptoms, or tested positive for COVID-19.

Person A is diagnosed with laboratory-confirmed COVID-19. If Person B had close contact with Person A, Person B would be subject to mandatory quarantine.

Minnesota West has implemented leave policies that require employees and students 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.

**Use of sick leave**

If your employer allows you to take time off for your own illness, your employer must also allow you to take time off to care for an ill minor child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent in accordance with your applicable employment contract. Under current law, this provision may not apply to all employees and all employers. [https://mn.gov/mmb/assets/1337-sick-leave\\_tcm1059-124681.pdf](https://mn.gov/mmb/assets/1337-sick-leave_tcm1059-124681.pdf)

**Family Medical Leave Act (FMLA)**

Under the federal FMLA, covered employers must provide employees job-protected, unpaid leave for specified family and medical reasons, which may include COVID-19 where complications arise. Employees on FMLA leave are entitled to the continuation of group health insurance coverage under the same terms as existed before they took FMLA leave. <https://mn.gov/mmb/segip/humanresources/fmla.jsp>

**Federal Families First Coronavirus Response Act (FFCRA)**

The FFCRA requires certain employers to provide employees with expanded family and medical leave for specified reasons related to COVID-19. The expanded family and medical leave provisions of FFCRA apply to certain public employers and to private employers with fewer than 500 employees. Small businesses with fewer than 50 employees may qualify for exemption from the requirement to provide leave due to school closings or child care unavailability if the leave requirements would jeopardize the viability of the business as a going concern. Also, health care providers and emergency responders can be excluded.

Call the U.S. Department of Labor, Wage and Hour Division, at 866-487-9243 with questions or visit [www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave#\\_ftn3](http://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave#_ftn3).

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. Individuals with disabilities have the right to request

“reasonable accommodations” from employers that are subject to the Americans with Disabilities Act and/or the Minnesota Human Rights Act. If you have a disability that affects your risk for contracting COVID-19 or being harmed if you do contract the virus, you have the right to request a reasonable accommodation from your employer. Examples of reasonable accommodations include: teleworking; paid, sick, unpaid leave; staggered work schedules; and changing workstations to practice social distancing.

When requesting a reasonable accommodation, describe the nature of the accommodation requested and how it will assist you in performing the essential functions of your job.

**Minnesota West Community and Technical College** has also implemented a policy on informing employees and students if they have been exposed to a person with COVID-19 while on campus.

In addition, a policy has been implemented to protect the privacy of workers’ health status and health information. During a pandemic, employers may not ask employees who do not have known or apparent influenza symptoms whether they have a medical condition the Centers for Disease Control and Prevention (CDC) says could make them vulnerable to influenza complications. Under no circumstances may an employer make decisions based on stereotypes or bias. If employees voluntarily disclose to their employer that they have a medical condition or a disability that places them at higher risk of COVID-19 complications, the employer must keep this information confidential. Employers may not assume employees with known medical conditions or disabilities are at heightened risk of complications from COVID-19.

Under a state health law, if you have contracted or been exposed to COVID-19 and the Minnesota Department of Health (MDH) recommends you stay home (isolate or quarantine yourself), your employer may not discharge, discipline or penalize you for missing work. This protection also applies if you need to care for a minor or adult family member for whom MDH recommends isolation or quarantine. (The adult family member must have a disability or be a vulnerable adult.)

## **Social distancing – whenever possible maintain at least six-feet apart**

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

- 1. Maintain social distancing by keeping at least 6 feet of space between people.**
- 2. Wearing a cloth face covering is required.**
- 3. Classrooms and common areas have been arranged to facilitate the 6-foot separation.**
- 4. Clear barriers have been placed at work stations and in offices as needed.**
- 5. Signs and floor markings have been placed throughout the campuses to aid in maintaining the 6-foot separation.**
- 6. Employees are encouraged to give “friendly verbal reminders” when necessary.**
- 7. Class schedules will be modified to reduce traffic in common spaces**

## Source controls – Cloth face covering

Consistent with [Executive Order 20-81](#), colleges, universities, and the system office will require all employees, students and visitors to wear face masks or face coverings in all buildings as well as other designated confined spaces, except in locations or circumstances exempted under EO 20-81. Additionally, face masks or face coverings are required in outdoor areas where social distancing is not possible to maintain.

Masks or cloth face coverings can help control infection from people who may be infected but are asymptomatic. They may provide some limited protection from being infected if exposed. Employees, students and visitors are **required to wear a mask** or cloth face covering to prevent the spread. Here are a few important things to keep in mind:

- 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 coverings **does not** provide complete protection for 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 still **stay home**. Wearing a mask or cloth face coverings 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 health care provider before going in and wear a mask or cloth face covering to the clinic.
- **Don't buy or wear surgical or N95 masks**. These supplies are in high need in health care facilities to protect health care workers.
- 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 coverings without assistance.

Disposable facemasks are available in limited quantities at the front entrance locations. Employees, students and visitors are encouraged to use cloth face coverings whenever possible. Cloth facemasks are available from a variety of sources, and patterns are readily available online for those wishing to create their own.

Employees, students and visitors are 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.

## Exceptions to the use of face coverings

Employees who **are unable** to wear a face mask or face covering in a required area due to the employee's i) religious belief, or ii) disability, as defined in the Americans with Disabilities Act, should contact the human

resources office or such other office that is designated by the college or university to request an accommodation.

Students who **are unable** to wear a face mask or face covering in a required area due to the student's i) religious belief, or ii) disability, as defined in the Americans with Disabilities Act, should contact an office designated by the college or university to request an accommodation.

### **Circumstances where mandatory face coverings may be temporarily removed.**

Face coverings required under Paragraph 9 of this Executive Order may be temporarily removed under the following circumstances:

- When participating in organized sports in an indoor business or indoor public space while the level of exertion makes it difficult to wear a face covering.
- When exercising in an indoor business or public indoor space such as a gym or fitness center, while the level of exertion makes it difficult to wear a face covering, provided that social distancing is always maintained.
- When testifying, speaking, or performing in an indoor business or public indoor space, in situations or settings such as theaters, news conferences, legal proceedings, governmental meetings subject to the Open Meeting Law (Minnesota Statutes 2019, Chapter 13D), presentations, or lectures, provided that social distancing is always maintained. Face shields should be considered as an alternative in these situations.
- During practices or performances in an indoor business or indoor public space when a face covering cannot be used while playing a musical instrument, provided that social distancing is always maintained.
- During activities, such as swimming or showering, where the face covering will get wet.
- When eating or drinking in an indoor business or indoor public space, provided that at least 6 feet of physical distance is maintained between persons who are not members of the same party.
- When asked to remove a face covering to verify an identity for lawful purposes.
- While communicating with an individual who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with that individual while wearing a face covering difficult, provided that social distancing is maintained to the extent possible between persons who are not members of the same household.
- While receiving a service—including a dental examination or procedure, medical examination or procedure, or personal care service—that cannot be performed or would be difficult to perform when the individual receiving the service is wearing a face covering. Workers performing services for an individual who is allowed to temporarily remove their face covering under this provision must comply with face covering requirements in the applicable industry guidance, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov/>).
- When an individual is **alone**, including when alone **in an office, a room, a cubicle** with walls that are higher than face level when social distancing is maintained, a vehicle, or the cab of heavy equipment or machinery, or an **enclosed work area**. In such situations, the individual should still carry a face covering to be prepared for person-to-person interactions and to be used when no longer alone.

**Students and faculty are permitted to wear face shields** as an alternative to face coverings in the following situations:

- When faculty are teaching a class or giving a lecture, or when students are participating in classroom activities, where it is important for the face to be seen (for example, certain activities in language or communications classes).
- Where a face covering may pose a hazard due to the nature of the class or activity (for example, in a laboratory component of a class).
- When employees are providing direct support student services and a face covering impedes the service being provided.

Deaf or hard of hearing: People may remove their mask when asked to do so by someone who is deaf or hard of hearing, a face shield (clear plastic shield that covers the forehead, extends below the chin, and wraps around the sides of the face) instead of a facemask protects the wearer and allows visibility of facial expressions and lip movements for speech perception. Using speech-to-text apps, or writing notes on paper or mobile devices, may be effective. Clear masks are an option. The Hearing, Speech and Deaf Center website has tips on making or purchasing clear masks. See their webpage: How to make an Accessible, Deaf-Friendly Face Mask (<https://www.hsdh.org/accessible-deaf-friendly-face-mask/>). Telehealth solutions have become more common during the COVID-19 pandemic. There are best practices and requirements for accessible telehealth video-based platforms and apps that allow the doctor and patient to see each other on video. See the Hearing Loss Association of America webpage: COVID-19: Guidelines for Health Care Providers – Video-Based Telehealth Accessibility for Deaf and Hard of Hearing Patients <https://www.health.state.mn.us/diseases/coronavirus/guidemasks.pdf>.

## Consequences for Failure or Refusal to Comply

Employees who refuse to wear a face mask or face covering in a required area, and who are not excused from the requirement, are subject to disciplinary action consistent with the procedures established in the applicable collective bargaining agreement or compensation plan.

Students who are unwilling to wear a face mask or face covering in a required area and who are not excused from the requirement may be subject to disciplinary action under the student code of conduct and may be removed from campus.

Students in internships, clinical and other experiential learning settings may have to take additional respiratory precautions based on the specific setting, practice, and host site guidelines and expectations. Failure to follow host-site expectations may impact student eligibility for those internship, clinical, and experiential learning opportunities and may have other program, academic and/or student conduct consequences.



## Personal hygiene

Basic infection prevention measures are being implemented at our campuses at all times. Employees, students and visitors are 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. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations throughout the facilities so they can be used for hand hygiene in place of soap and water.

Employees, students and visitors are instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands. Dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available throughout the facilities.

## Building and ventilation protocol

Operation of campus facilities includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, heating, ventilation and air-conditioning (HVAC) systems. All campus HVAC systems are set to continuously maximize fresh-air into the workplace and eliminate air recirculation. They maintain relative humidity levels of RH 40-60% and are kept running as long as possible to enhance the ability to filter contaminants out of the air. Flush cycles have been added to the controls of the HVAC system to run for 2-hours before and after occupancy. The HVAC systems will be checked and rebalanced as needed to provide negative air-pressure whenever possible and supplemental ventilation-system with the use of portable HEPA filter units will be use if needed. Diverters are installed to minimize air-flow from blowing across workstations wherever possible.

These protocols are in accordance with the American Society of Heating, Refrigerating and Air-Conditioning Engineers and are implemented to ensure proper ventilation is provided, and ventilation-systems are properly maintained. See

ASHRAE's COVID-19 Preparedness Resources

(<https://www.ashrae.org/file%20library/technical%20resources/covid-19/ashrae-reopening-schools.pdf>).

## Cleaning and disinfection protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the campus environment, including restrooms, break rooms, lunch rooms, meeting rooms and drop-off and pick-up locations. Frequent cleanings and disinfecting are being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc.

**The primary product being used by MN West Community & Technical College Facilities Department is Hillyard brand QT TB, a Quaternary disinfectant proven to be one of the best and shortest contact time on the market against the corona virus.**

**Cleaning and disinfecting procedures will be performed on all campuses throughout the day with emphasis on high touch areas mentioned earlier in this document. At any point throughout a given day facilities staff will be available, upon immediate request, to perform additional disinfecting and sanitation services if required.**

**Facilities Department products (Hillyard QT TB) mentioned earlier, will be made available to all staff and faculty upon request so that every attempt is made to sanitize at all times by anyone needing the proper product. Additionally, all forms of hand sanitizer will be made available both in dispenser form and in more portable pump bottle form.**

**In the event that a member of the staff or faculty has been diagnosed with Covid-19 every attempt will be made to identify all areas of a campus that may have been accessed and possibly contaminated. Those areas will be immediately cordoned off and the facilities team will, with the appropriate PPE, thoroughly clean and disinfect those areas with the appropriate products.**

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

## **Drop-off, pick-up and delivery practices and protocol**

Deliveries, drop-off and pick-up will be done in the designated delivery area. Whenever possible face-to-face contact should be limited, if unable to maintain greater than 6 feet separation a cloth face covering must be worn. Boxes should be opened outside and the packaging discarded (don't touch your face until after you've washed your hands) or bring disinfectant wipes/spray to quickly wipe the box or package before bringing it inside. If you choose to open packages inside, designate a particular surface where you will open all packages, preferably a hard surface which can be sanitized easily. Wipe down the next layer of plastic or box with sanitizer before putting the item away or using it and then wash your hands.

## **Communications and training practices and protocol**

This COVID-19 Preparedness Plan will be communicated electronically via email and the college website, and verbally by the supervisors and instructors. Training will be provided to employees through ELM and to students by their instructor. Additional communication and training for changes, updates and new employees will be provided by the Safety Administrator.

Instructions will be communicated to all workers, including employees, temporary workers, student workers, independent contractors, subcontractors, vendors and outside technicians, guests and visitors about protections and protocols, including: 1) social distancing protocols and practices; 2) drop-off, pick-up, delivery and general in-store shopping; 3) practices for hygiene and respiratory etiquette; 4) requirements regarding the use of

masks, face-coverings and/or face-shields. Everyone will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Leaders, supervisors and faculty are expected to monitor how effective the program has been implemented and are expected to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been reviewed by the **Minnesota West Community and Technical College leadership** and the plan will be posted on the college website, throughout the workplace and made readily available as needed. It will be updated as necessary by the Safety Administrator.

## **Additional protections and protocols**

Other conditions and circumstances addressed in this plan that are specific to our business include:

1. Facility Usage by entities not affiliated with MN West will not be allowed at this time. With physical distancing requirements, we must reserve all space for academic needs.
2. Employees that can work remotely should continue to do so.
3. Employees shall be offered flexible work hours and staggered shifts to reduce the number of employees in the workplace at one time.
4. If required to come to the campus consider the necessity of the visit, an appropriate time of that visit so as to limit the number of employees and students on campus at the same time.
5. Be aware of and avoid crowded spaces including break or lunchroom, elevators, and restrooms.
6. Vehicles will only be signed out to single occupants and cleaned and disinfected after use.
7. All students, employees and guests will sign in with the [COVID Screening Tool](#) prior to entry each day and complete self-disclosure checklist. No persons should congregate at entrances and always must observe social distancing requirements.
8. Meetings or gatherings of greater than 10 should be done virtually and in-person meetings should be extremely limited.
9. Any concerns regarding safety should be shared with your supervisor or instructor.
10. When participating in activities in classrooms or labs, each person is responsible to assure social distance whenever possible.

Certified by:



**Minnesota West Community & Technical College President**

**9/09/20**

## **Appendix A – Guidance for developing a COVID-19 Preparedness Plan**

### **General**

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

Minnesota Department of Health (MDH): Coronavirus – [www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

### **Businesses**

CDC: Resources for businesses and employers – [www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

CDC: General business frequently asked questions – [www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html](http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

CDC: Building/business ventilation – [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: Businesses and employers: COVID-19 – [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

MDH: Health screening checklist – [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: Materials for businesses and employers – [www.health.state.mn.us/diseases/coronavirus/materials](http://www.health.state.mn.us/diseases/coronavirus/materials)

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – [www.dli.mn.gov/updates](http://www.dli.mn.gov/updates)

Federal OSHA – [www.osha.gov](http://www.osha.gov)

### **Handwashing**

MDH: Handwashing video translated into multiple languages – [www.youtube.com/watch?v=LdQuPGVcceg](http://www.youtube.com/watch?v=LdQuPGVcceg)

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

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

CDC: [www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

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

## **Social distancing**

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

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

## **Housekeeping**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

CDC: [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)

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

Environmental Protection Agency (EPA): [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)

## **Employees exhibiting signs and symptoms of COVID-19**

CDC: [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)

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

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

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

State of Minnesota: <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

## **Training**

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

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

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

## Appendix B – Testing Locations

### Sanford Canby Clinic

112 Saint Olaf Ave. S

Canby, MN 56220

[507-223-7221](tel:507-223-7221)

By appointment

- **Weekday Hours: 8:00 a.m. - 12:00 p.m.; 1:00 p.m. - 5:00 p.m.**
- Weekend Hours: Saturday: 9:00 a.m. - 12:00 p.m.

### Sanford Luverne Clinic

1601 Sioux Valley Drive,

Luverne, MN 56156

[507-283-4476](tel:507-283-4476)

By appointment

- **Weekday Hours: 7:30 a.m. - 5:30 p.m.**
- Weekend Hours: Unavailable

### Avera Granite Falls

345 10th Ave

Granite Falls, MN 56241

[320-564-6200](tel:320-564-6200)

Through ER or call 1-877-282-8978 to be directed to drive through collection center in Marshall

- **Weekday Hours: 24/7 through ER**
- Weekend Hours: 24/7 through ER

### Sanford Jackson Clinic

1430 N. Highway

Jackson, MN 56143

[507-847-2200](tel:507-847-2200)

By appointment

- **Weekday Hours: Monday: 8:00 a.m. - 7:00 p.m.; Tuesday - Friday: 8 a.m. - 5:00 p.m.**
- Weekend Hours: Unavailable

### Pipestone County Medical Center

916 4th Ave SW

Pipestone, MN 56164

[507-825-7262](tel:507-825-7262)

By appointment

- **Weekday Hours: 7:00 a.m. - 5:00 p.m., call after hours**
- Weekend Hours: 8:00 a.m. - 12:00 p.m., call after hours

## Sanford Worthington Clinic

1680 Diagonal Road  
Worthington, MN 56187  
[507-372-3800](tel:507-372-3800)

By appointment or Drive-up

- **Weekday Hours: 8:00 a.m. - 7:30 p.m.**
- Weekend Hours: Saturday: 8:30 a.m. - 2:30 p.m.; Sunday: 11:00 a.m. - 3:00 p.m.

## Avera Health System Marshall

300 S Bruce St  
Marshall, MN 56258  
[507-537-1939](tel:507-537-1939)

By appointment 1-877-282-8978, drive-up or walk-in respiratory clinic or ER

- **Weekday Hours: 9:00 a.m. - 4:00 p.m.**
- Weekend Hours: 9:00 a.m. - 1:00 p.m.

## Cost

The testing and diagnosis of COVID-19 is free for many uninsured Minnesotans. When you go in for your test, ask your health care provider for the [application for free COVID-19 testing](#). The provider will submit the application to the state and will bill the state for payment if you meet eligibility requirements.

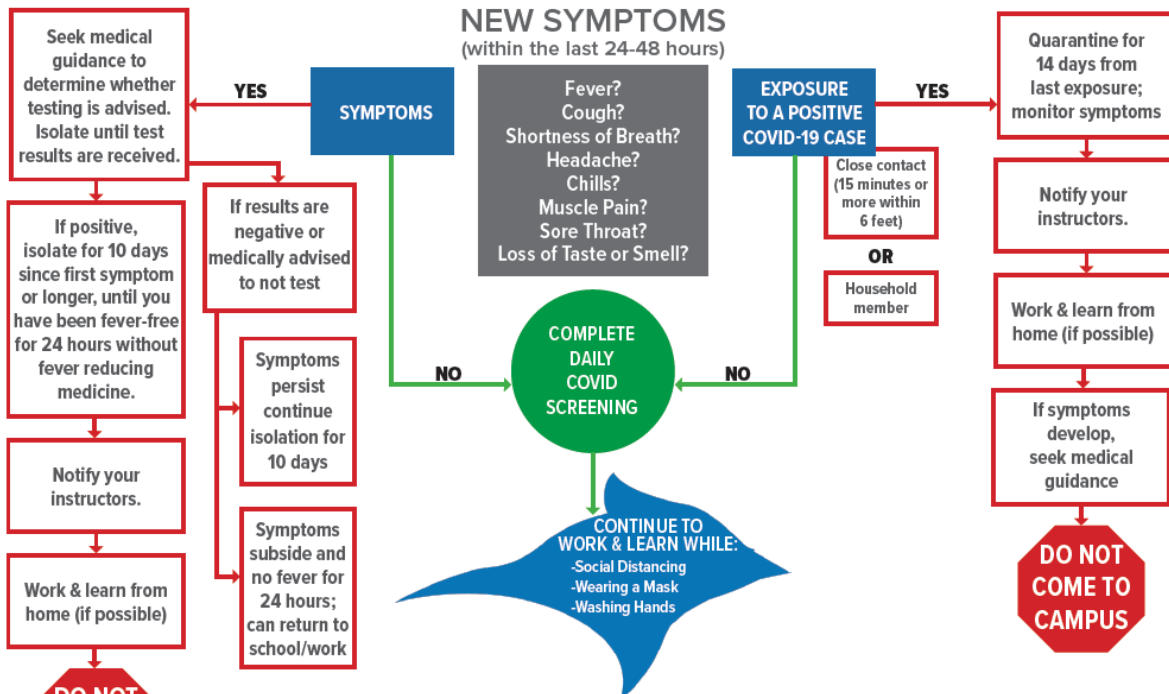
All individual and small group health insurers are covering telemedicine services. This includes audio or visual communications. If you have specific questions about your coverage, contact your health plan.

Federal law requires health insurance plans to cover diagnostic and serological or antibody testing at no cost to patients. There may be charges associated with the visit to obtain the testing, but most health insurance companies in Minnesota and public health care programs like Medical Assistance and MinnesotaCare have waived copays, coinsurance, and deductibles associated with these charges. Check with your insurance company for further details.

# Appendix C – Return to Learn Protocol



## COVID-19 RETURN TO LEARN PROTOCOL



If you test positive for COVID-19 call the Bluejay Hotline at 320-564-5007 and email [covid@mnwest.edu](mailto:covid@mnwest.edu)