



COVID-19 Guidance for Concordia University, St. Paul

Concordia University, St. Paul (hereafter, CSP) is committed to providing a safe and healthy workplace for all employees, students, and visitors to campus. To ensure that, we have developed the following COVID-19 Guidance in response to the COVID-19 pandemic. Managers and employees are all responsible for implementing this guidance. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our employees, management, students and visitors to campus. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Management and employees are responsible for implementing and complying with all aspects of this COVID-19 Guidance. CSP managers and supervisors have our full support in enforcing the provisions of this guidance.

Our employees are our most important assets. We are serious about safety and health and keeping our employees working at CSP. Employee involvement is essential in developing and implementing a successful COVID-19 plan for on campus operations. We have involved our employees in this process by convening an emergency response team who met daily prior to the #StayHomeMN order and has continued to meet on a regular basis to address both student and employee concerns, suggestions, and feedback. Our COVID-19 Guidance follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- housekeeping, including 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 guidance.

Actions for employees exhibiting signs and symptoms of COVID-19

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. CSP's already existing employee policies are being reinforced to empower employees' to attend to their health status prior to reentering the workplace and for employees to report when they are sick or experiencing symptoms.

Employees are asked to consult with a healthcare provider should they experience symptoms that may be consistent with COVID-19. Employees who present symptoms should stay home

and utilize PTO to cover their absence due to illness. Extended absence due to illness may be eligible for disability pay and job protection through the Family Medical Leave Act. Employees who begin to experience symptoms while at work are asked to report their absence to their direct supervisor (either via phone, text, or email is sufficient) and to leave campus as shortly thereafter as possible. In addition, Human Resources should be notified so that an assessment of risk to the community may be completed and members with potential exposure may be notified.

CSP has implemented leave policies that promote workers staying 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. The CSP Paid Time Off and Family Medical Leave Act policies are available in their entirety on the employee policy website at <https://concordia.csp.edu/humanresources/employment-policy/>.

Employees with an actual underlying medical condition (or record thereof) may seek accommodations through an interactive process by submitting a completed [Request for Reasonable Accommodation](#). Such underlying health conditions have been outlined by the Centers for Disease Control as adults over age 65 and individuals who have serious chronic medical conditions like heart disease, lung disease or asthma, kidney disease, liver disease, severe obesity, diabetes, and compromised immunity.

Employees who have been exposed to a person with COVID-19 are asked to report this exposure to Human Resources as soon as practicable to include disclosure of individuals with whom they've had physical contact or shared space. Those individuals will be notified within 24 hours of the exposure report and are recommended to seek medical guidance from their healthcare provider regarding options for quarantine and the length of time required. Please note that, employees (and their covered dependents) who participate in the CSP employer-sponsored medical coverage are eligible to receive tests and treatment of the virus at no charge. For more information, see the COVID-19 page of the [Concordia Plan Services](#) site.

As always, identifying information regarding an individual's medical diagnosis will not be disclosed at any time so as to protect each individual's confidentiality.

Handwashing

Basic infection prevention measures are recommended to continue in our workplaces at all times. Employees 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 toilet. All visitors to the facility are also asked to wash their hands (or use hand sanitizer) prior to, or immediately upon entering, campus buildings. In addition, hand-sanitizer dispensers (that contain sanitizers of greater than 60% alcohol) are located throughout campus and may be used in place of soap and water, as long as hands are not visibly soiled.

In compliance with the Governor's Executive Orders, physical interaction in proximity of less than six feet between individuals is discouraged at this time. Offices who must have visitors

(either co-workers from other offices or students) are encouraged to sanitize all hard surfaces (e.g. worktops, door handles, and pens, if provided) immediately after use.

Respiratory etiquette: Cover your cough or sneeze

Employees 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, 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 to all employees and visitors.

Social distancing

Social distancing is being implemented in the workplace as follows: Employees who are able to remotely fulfill the responsibilities of their role are encouraged to continue working from home until such time that this recommendation is lifted. In addition, managers are encouraged to work with team members to coordinate flexible hours and staggered work times with team members who are traveling to campus for work to reduce the potential for exposure to illness.

Employees are encouraged to maintain a minimum of six feet of distance from others at all times. Employees who share a workspace that is prohibitive of physical distancing are encouraged to talk with their direct supervisor to determine another on-campus work arrangement to ensure appropriate spacing. Hard surfaces of shared workspaces must be sanitized before and after shifts to minimize risk of exposure.

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain in order to slow the spread of the virus. Face coverings should fit snugly but comfortably against the side of the face and be secured with ties or ear loops. They should be made of multiple layers of fabric and be able to be laundered and machine-dried. Individuals who do not possess face coverings may come to the security office to receive a reusable face covering. It is recommended that face coverings be removed without touching the eyes, nose, or mouth and that they be washed and dried after each use. In addition, gloves will be provided for employees whose position warrants use. Areas that accept visitors should provide a visual indication of the recommended distance. In cases where this is not possible, a barrier such as a table should be put in place to ensure appropriate distance is maintained.

Employees and campus visitors are prohibited from gathering in groups and confined areas, including elevators. Because we are a close-knit community, it may be difficult not to fall into old habits of congregating or engaging in physical interactions (e.g. handshakes and hugs), and courteous reminders to others to maintain spacing is encouraged. In addition, to report any suspected violation of these guidelines, please call CSP's In Touch Hotline at 855.358.3903.

Employees and campus visitors are prohibited from using other employees' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

Housekeeping

Regular housekeeping practices will continue, including routine cleaning and disinfecting of work surfaces, equipment, and areas in the work environment, including restrooms, break rooms, kitchenettes, meeting rooms, and drop-off and pick-up locations. In addition, the cleaning and disinfecting schedule for high-touch areas, such as door handles and push bars, elevator panels, railings, faucets and restroom handles has been increased in frequency by Minnesota Services in collaboration with Sodexo. Should there be a COVID-19 diagnosis within our community, the area(s) of exposure will be fully cleaned and disinfected before being released for additional use.

Communications and training

All CSP employees have been enrolled in the COVID-19 training through SafetySkills and have been notified via email to complete this training prior to returning to campus. As more information becomes available, additional communication and training will be ongoing through the CSP Digest and at the University's [COVID-19 employee webpage](#). Managers and supervisors are to monitor the effectiveness of the training and report feedback to Human Resources. Management and employees are to work through this guidance together and to stay updated by reading all communication distributed via email and the CSP Digest as it becomes available. This COVID-19 Guidance has been developed in collaboration with CSP's crisis response team and was sent to all employees on Monday, May 4, 2020. It will be updated as necessary.

Certified by:

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Director of Human Resources



Appendix A – COVID-19 Crisis-Response Resources as Provided by the Governor’s Office

General

CDC Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

MDH Coronavirus – 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

CDC General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

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

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

DLI Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

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

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

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

Social distancing

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

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

Housekeeping

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

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

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

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

Employees exhibiting signs and symptoms of COVID-19

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

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

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

Training

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

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

www.osha.gov/Publications/OSHA3990.pdf