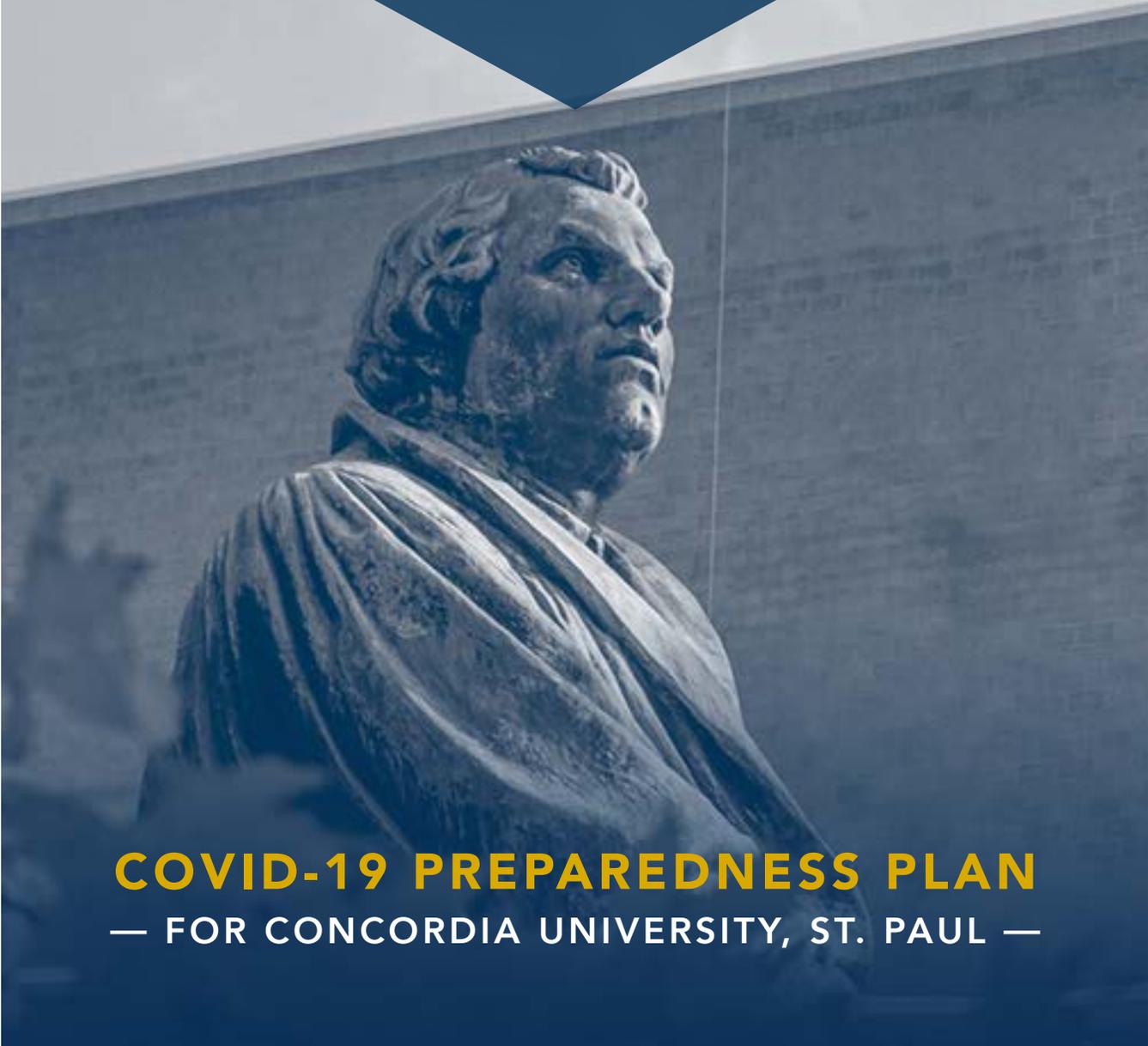




CSTP

CONCORDIA ST. PAUL



COVID-19 PREPAREDNESS PLAN

— FOR CONCORDIA UNIVERSITY, ST. PAUL —



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COVID MESSAGE TO THE CSP COMMUNITY



Watch video





COVID-19 PREPAREDNESS PLAN FOR CONCORDIA UNIVERSITY, ST. PAUL

Concordia University, St. Paul is committed to providing a safe and healthy workplace for all our faculty, staff and students. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. CSP follows Centers for Disease Control (CDC) and Minnesota Department of Health (MDH) recommendations. Managers and workers are all responsible for implementing this plan. 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 and students workers and management and students. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplace. CSP recognizes the constantly changing environment and will continue to update the plan and procedures as new information becomes available.

Management, faculty and staff are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Concordia University, St. Paul managers and supervisors have our full support in enforcing the provisions of this policy and we encourage our employees to ask questions, raise safety and health concerns and offer suggestions related to the plan and its implementation.

Our employees and students are our most important assets. We are serious about safety and health and keeping our employees working at Concordia University, St. Paul. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by soliciting feedback as we have developed and rolled out the return to work. This feedback has allowed us to tailor the model to meet the needs of our workforce as well as our learners. Our COVID-19 Preparedness Plan follows Minnesota Department of Health, Centers for Disease Control and Prevention (CDC) Higher Education Guidelines, federal Occupational Safety and Health Administration (OSHA) standards related to safety and health precautions required in response to COVID-19 and applicable executive orders. The plan addresses the following:

1. policies and procedures that assist in the identification of sick workers and ensure sick workers stay home;
2. implementation of engineering and administrative controls for social distancing;
3. worker hygiene and source controls;
4. workplace building and ventilation protocols;
5. workplace cleaning and disinfecting protocols;
6. student drop-off, pick-up and vendor delivery practices and protocols; and
7. communications, training and supervision practices and protocols.
8. what students can do to minimize transmission;
9. additional protections and protocols for receiving and exchanging payment;
10. additional protections and protocols for managing occupancy;
11. additional protections and protocols to limit face-to-face interactions; and
12. additional protection and protocols for distancing and barriers.



SYMPTOMS OF COVID-19

Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported—ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.



POLICIES AND PROCEDURES THAT ASSIST IN THE IDENTIFICATION OF SICK WORKERS AND ENSURE SICK WORKERS STAY HOME

Employees and students have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms. The following policies and procedures are being implemented to empower employees' to attend to their health status prior to entering 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, Covid Rapid Response Team should be notified so that an assessment of risk to the community may be completed and members with potential exposure may be notified.

Concordia University, St. Paul has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when they are required to isolate or quarantine themselves or a member of their household. Employees who are required to submit a time card that become ill are eligible to take Paid Time Off or Earned Sick and Safe Time for their own illness. In addition, benefit-eligible employees may request to take leave through the Family Medical Leave Act to care for their own illness or that of a family member.

Accommodations may be requested by employees with an underlying medical conditions determined to be at high risk by the CDC and MDH.



Accommodations for Vulnerable Persons

We recognize and support the need to provide accommodations for employees who are vulnerable to COVID-19. Currently, per the CDC, an individual falls into the vulnerable category if they are over age 65 and/or have one or more of the following conditions:

- Chronic lung disease or moderate to severe asthma
- Immuno-compromised (e.g., cancer treatment, smoking, bone marrow/transplant, immunodeficiencies, prolonged use of steroids or immune-weakening medication)
- Serious heart conditions
- Severe obesity (BMI 40 or higher)
- Diabetes
- Chronic kidney disease undergoing dialysis
- Liver disease

Employees are encouraged to contact Human Resources to initiate an interactive process for requesting an accommodation.

In addition, employees who must care for a dependent family member (child, elderly, or unable to care for self due to a qualifying condition under the ADA) due to the physical closure of a care facility may request an alternate work arrangement or remote work plan to support them in meeting this need. Forms may be found on the HR Forms page: csp.edu/human-resources/forms-library/

Concordia University, St. Paul has also implemented a policy for informing employees if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. Employees who have been exposed to a person with COVID-19 are asked to report this exposure to COVID-19 Response Team as soon as practicable to include disclosure of individuals with whom they've had physical contact or work in a shared space. The COVID-19 team will work with MDH and assigned contact tracers to support the communication to exposed individuals. 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: concordiaplans.org/hub/covid-19-what-you-need-to-know.html



COVID-19 RAPID RESPONSE TEAM

Leadership: Provost & Chief Operating Officer, Associate Vice President for Student Life/Dean of Students, Director of Human Resources and the Director of Facilities.

The University’s Response Team provides support when a member of the CSP community has a confirmed diagnosis of COVID-19.

The University will find out about cases in primary ways both of which will utilize the expertise and guidance of the Minnesota Department of Health (MDH).

Lab Confirmed - Case Investigation Process

Scenario 1: MDH is first notified of case



Scenario 2: You are first notified of case



In both scenarios the University will work with the Minnesota Department of Health to collaborate on notifications, messaging and next steps. The next steps would include special considerations for the community and cleaning as it relates to classroom, food service and residential living environments. Areas that have been accessed by the individual will be cleaned using the Centers for Disease Control and Prevention (CDC) cleaning recommendations and well as interpretive guidance from MDH.





CDC: ENVIRONMENTAL CLEANING AND DISINFECTION RECOMMENDATIONS

Conduct a risk assessment to determine an action plan

This risk assessment may include providing a recommendation about self-isolation and providing related assistance, as well as notifying individuals or groups who were in close contact based on MDH guidance.

Evaluate specific locations where the person spent time on campus to initiate cleaning and disinfection in accordance with guidance from the Centers for Disease Control and Prevention (CDC).

Provide isolation or quarantine options for residential students based on CDC and MDH current guidance.





Our commitment to privacy

We will make every effort to keep faculty, students, and staff up-to-date about planning and actions, but as an educational institution, under FERPA and Americans with Disabilities Act, we are obligated to protect the privacy of each individual who is part of our University community. We ask that all members of that community do the same. This is a difficult time for everyone, and we need to focus our attention on providing support and service to the people who need our care.

If you are diagnosed with COVID-19 or hear about a case on campus please email us (staysafe@csp.edu) to report. We answer these daily and quickly follow up.

- Employees/students who have symptoms can self check via MN Symptom Screener (mnsymptomscreener.minnesotasafetycouncil.org/). A digital tool to help Minnesota businesses and organizations promote health and safety on-site as the economy reopens. If a student or employee arrives at work or becomes sick during the day, they should immediately be separated from other employees, customers, and visitors and sent home. Employees who develop symptoms outside of work should notify their supervisor and stay home,
- Sick employees/students should follow CDC-recommended steps ([cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)). Employees should not return to work until they have met the criteria to discontinue home isolation and have consulted with a healthcare provider and state or local health department.
- CSP does not require sick employees to provide a COVID-19 test result or healthcare provider's note to validate their illness, qualify to take PTO when ill, or return to work. Healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner.
- If it has been less than 7 days since the sick employee used the facility, clean and disinfect all areas used by the sick employee following the CDC cleaning and disinfection recommendations.
- If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.
- Those who have symptoms should self-isolate and follow [CDC recommended steps](#).
- Critical infrastructure workers should follow Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19. A critical infrastructure worker who is symptom-free and returns to work should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers are asked to bring their own facemasks so that fit, form and comfort are maximized which will yield greater usage and adherence.
- Employees not considered exposed should self-monitor for symptoms such as fever, chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea. If they develop symptoms, they should notify their supervisor and stay home.



SOCIAL DISTANCING – MAINTAINING SIX FEET OF PHYSICAL DISTANCING

Social distancing of six feet will be implemented and maintained between employees in the workplace through the following engineering and administrative protocols:

- 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 meetings to minimize risk of exposure. 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.
- 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.
- Until further notice, meetings must continue to be held virtually if social distancing cannot be practiced and/or the group is larger than 10 people.
- All meetings must have a virtual or remote call-in option.
- Break rooms and lunchrooms will be limited to food preparation only. When possible, employees are encouraged to bring meals that do not require refrigeration or heating.
- Common spaces such as break rooms, lounges and conference rooms must have furniture rearranged to promote social distancing.
- Employees, students 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 courteous reminders to others to maintain spacing is encouraged.
- 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. There are some situations where work tools must be shared. In those situations, employees should take precautions to sanitize them between use. These materials will be provided by the Sodexo team.
- In the event social distancing cannot be maintained [CDC protocol](#) will be followed. This includes wearing cloth face coverings in public settings.



WORKER, STUDENT AND GUEST HYGIENE AND SOURCE CONTROLS

Employees/students hygiene and source controls are being implemented and basic infection prevention measures are recommended at our workplaces at all times.

Employees/students 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.

- All visitors to the campus 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 CDC guidelines, physical interaction in proximity of less than six feet between individuals is discouraged but in the event it occurs all participants should be wearing appropriate face masks.
- Offices who 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.
- 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. Individuals who do not possess face coverings may come to the security office to receive a reusable face covering.



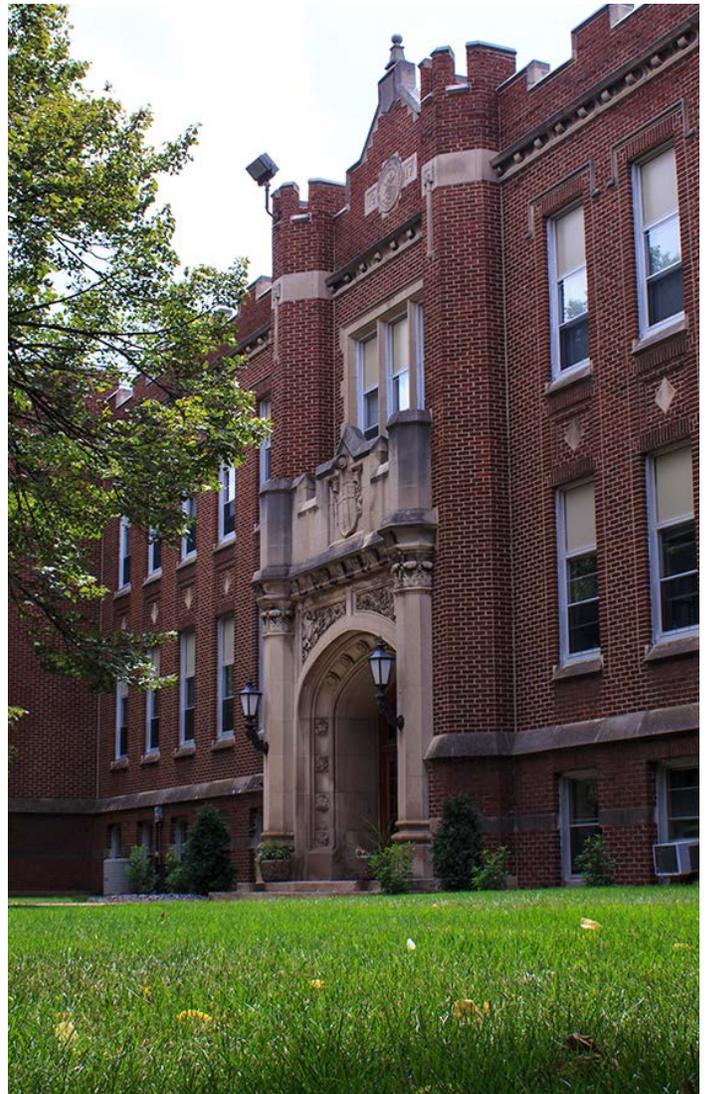
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CONCORDIA ST. PAUL

VENTILATION PROTOCOLS FOR ALL CAMPUS BUILDINGS

Reopening the workplace includes necessary sanitation, assessment and maintenance of building systems including water, plumbing, electrical and HVAC systems.

- We have recently installed a Honeywell remote control system on many of the HVAC systems on campus, giving us greater control over air quality and return air levels
- We have Increased the outdoor air-percentage to increase dilution of contaminants, and eliminate recirculating, whenever possible, while maintaining indoor air-conditions
- We are running systems on full economizer as outside air-conditions allow
- We are constantly maintaining air intake and discharge to create the safest air outcome as possible





CLEANING AND DISINFECTION PROTOCOLS FOR ALL CAMPUS BUILDINGS

Regular housekeeping practices are implemented, including routine sanitizing of the workplace and frequent sanitizing of high-touch areas. Workers have been instructed that personal equipment and tools should not be shared and, if shared, should be disinfected between users.

- Regular disinfecting of populated areas, including wiping all hard surfaces
- All regularly scheduled areas cleaned will also be disinfected as part of the normal cleaning routine
- Wearing of PPE, including face masks and gloves when cleaning
- Practicing social distancing when interacting with CSP population
- Regularly washing hands during the cleaning process
- Not reporting to work if symptoms are present
- Requiring vendors on site to adhere to these protocols
- Added an additional custodian to make two complete rounds per day of all campus common areas wiping down all hard surfaces with anti virus spray

Appropriate and effective cleaning and disinfectant 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.

- Added Oxivir spray disinfectant, an EPA approved chemical that kills Covid
- Added Oxivir wipes, used for surfaces where a spray does not work
- Added additional free-standing disinfecting stations throughout campus
- Added a commercial disinfecting fogger for spot disinfection of specific areas
- Purchased two portable UV light ray systems to be used throughout campus
- Purchased a commercial chemical sprayer to spray various areas, including athletic equipment





COMMUNICATIONS, TRAINING AND SUPERVISION PRACTICES AND PROTOCOLS

This COVID-19 Preparedness Plan was communicated to all employees and necessary training was provided. CSP's Office of Marketing and Communications is responsible for communicating the COVID-19 Preparedness Plan to all its employees. The plan, which includes training and supervision practices and protocols as stated in the State of Minnesota Industry Guidance for Safety Reopening, is provided and available to employees via the campus portal site dedicated to all COVID-19 information (csp.edu/coronavirus-information-for-employees/).

- All CSP employees are required to complete a COVID-19 Prevention in the Workplace training (through SafetySkills) which is emailed out from the Office of Human Resources.
- The training must be completed prior to returning to the workplace. The training emails are sent in phases with the initial group of employees essential to campus reopening receiving it first followed by others designated for return.
- The phased approach assures CSP's campus follows federal and state guidelines for reopening by staggering the timeline for employees returning to work.
- Managers and supervisors are to monitor the effectiveness of the training and report feedback to Human Resources.
- 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.

Management and employees are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by Concordia University, St. Paul management and it will be updated as necessary.



WHAT STUDENTS CAN DO TO MINIMIZE TRANSMISSION OF COVID-19

As a community, it will be important that all members of the institution work together to minimize the risk of transmission while engaged in the learning process. Following CDC guidelines on social distancing whenever possible; wear their cloth masks, student gatherings are kept at size less than 10 and in spaces that are appropriate for social distancing. Concordia will also be promoting health etiquette through educational programming, awareness campaigns and etiquette signage in congregate spaces.

Concordia University, St. Paul works with partner providers to manage key non-academic services that serve our students. These areas include counseling and health resources, security, plant operations, custodial, bookstore, foodservice, mail and copy services. The partners including IST Management, Sodexo Campus Services, Per Mar Security Services and Barnes & Noble College are responsible for Standard Operating Procedures that are applicable to their tasks and compliant with guidance from the Centers for Disease Control and Prevention and the Minnesota Department of Health. Concordia University is also working with the Minnesota Department of Health Institutions of Higher Education and is compliant with recommendations in congregate living (residence halls) and educational delivery. Residence Life will have isolation rooms set aside with a private bathroom for students living on campus. All students who become ill or are requested by Health Professionals to self-isolate are encouraged to contact Student Accessibility Services to arrange accommodations for academics, housing and meals.

Social gatherings on and off campus will follow current guidance from the CDC, MDH and applicable executive orders. These parameters include number of individuals in attendance, physical distancing as well as healthy etiquette for those in attendance. The University will also continue to utilize virtual engagement practices and events to help students minimize the transmission of COVID-19.





CAMPUS REOPENING GUIDELINES

FOR FACULTY JUNE 20, 2020 | *SUBJECT TO UPDATING

CLASSROOMS/ CLASS SIZE

- We will follow Centers for Disease Control (CDC) and Minnesota Department of Health (MDH) guidelines for social distancing, as well as allowable class sizes.
- Faculty and students must wear masks in hallways and when entering and leaving a classroom.
- If it is not possible to consistently maintain 6 feet of social distance in a class, masks must be worn in the class.
- Faculty are not required to wear masks while teaching, but need to maintain social distance and limit movement around the classroom.
- Faculty will require that students have consistent, assigned seats and consistent lab partners as well as limited rotation in labs (*this aids in contact tracing*).
- Faculty and students are responsible for providing their own masks and hand sanitizer.
- Classroom disinfectant kits will be available in each classroom.
- Faculty members will spray disinfectant on classroom surfaces when their class leaves and before the next class enters. When students from the next class enter, they will use a paper towel to clean off their table top, thereby knowing their space has been properly sanitized.
- Faculty and students who are ill should stay home.
- Accommodations will be available through Student Accessibility Services for students with underlying health conditions or who become ill.
Contact: <https://concordia.csp.edu/sas/>
Faculty are encouraged to be gracious in dealing with students, and to refer them to Student Accessibility Services if they have not already contacted them. Faculty are encouraged to contact Student Accessibility Services (SAS) for guidance and support with accommodation plans. Documenting accommodations through SAS is important for university records and response.
- When students are required to engage in group work in class, they must all wear masks if six feet of social distancing cannot be consistently maintained. Work teams also have tools to meet virtually in Blackboard Collaborate, Google Hangout, Zoom, etc.
- If a student comes to the classroom without a mask, faculty will direct the student to security to obtain one. Students cannot remain in class without a mask.



LABS

- CSP follows CDC MDH guidelines noted in the classroom section. Labs that do not allow for six feet of physical distance will require Personal Protective Equipment.
- In addition to face masks, departments will determine PPE lab needs as well as cleaning and disinfecting procedures.

FACULTY AND FACULTY OFFICES

- Office signs stating that a mask is required to enter the office will be available for faculty who want to utilize them. Faculty are encouraged to also use virtual office hours.
- If a faculty member becomes ill, his or her course will move online until the faculty member has recovered.
- Departments are strongly encouraged to have “back up” plans for courses in the event that a faculty member becomes ill and cannot teach online.
- Faculty are not allowed to move their courses online without permission from their department chair and dean.
- The COVID-19 Request for Reasonable Accommodation form (HR) is available for faculty who have underlying health conditions.

PERFORMING ARTS

- In addition to CDC and MDH guidelines, faculty will follow guidance from professional organizations.
- Rehearsals and performances will be scaled to conform to guidelines.
- COVID-19 and safety education will be part of all performing arts student experiences.

TRAVEL

- Reopening of international travel for university purposes will be announced at a later date.

FACULTY DEVELOPMENT

- Workshop and professional opportunities are available for faculty through the Curriculum and Instruction Center. <https://library.csp.edu/cic>

***Additional protections and protocols for receiving and exchanging payment***

CSP has a fully online payment model so students would not need to come to campus to pay their tuition and other bills. Additionally, physical barriers have been installed at the cashier's window to allow in person transactions. Social distancing markers are defined by decals on the floor and hand sanitizing stations are publicly available in the area. The University continues to make more and more surfaces hands free such as in lavatories and door openers.

Additional protections and protocols for managing occupancy

In all queuing situations, clear markers are in place to encourage appropriate separation (ie, cashier, mailroom, coffee shop). Furthermore, additional hand sanitizer dispensers have been located at high traffic areas as well as additional custodial cleanings on all common public doorways and handles. Residence Hall assignments will follow MDH and CDC guidance.

Additional protections and protocols to limit face-to-face interactions

When possible alternative learning modalities are implemented such as online. When not possible, and students and faculty are in a normal classroom setting, CDC protocols for less than 6 feet are implemented. Additional guidance is forthcoming on classroom and lab setting operational structures.

Additional protection and protocols for distancing and barriers

Providing hand sanitizer placed at entrances, points of purchase, common hallways and prominent locations for students, visitors and employees. Queuing areas are marked with signage and decals on flooring helping to separate and guide traffic so as to optimize social distancing (ie, bookstore, coffee shop, dining hall, help desk, mail room etc.).

Certified by:

Eric E. LaMott
Provost & Chief Operating Officer