

2020

Issued:
04/24/2020

Published:
05/13/2020

Revised:
05/27/2020
07/24/2020
11/11/2020

*(supersedes all
previous editions)*



MARTIN LUTHER COLLEGE

[COVID-19 PREPAREDNESS PLAN]

This Plan acts as an addendum to the MLC Emergency Response Plan 14.0
Pandemic / Biological Threats.

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1.0 INTRODUCTION

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1.1 BACKGROUND

According to the Center for Disease Control (CDC), a viral disease occurs when an organism's body is invaded by a pathogenic virus. Viral disease cases related to a potential or confirmed outbreak are reportable to the Minnesota Department of Health (MDH). Viral diseases are transmittable from human to human. This Plan is written to respond to a confirmed or potential viral respiratory disease outbreak to which humans have limited or no immunity.

1.2 PURPOSE

In response to Executive Orders issued by Governor Tim Walz, Martin Luther College (MLC) has prepared this "MLC COVID-19 Preparedness Plan", hereby known as "Plan" in this document, as required for all Minnesota businesses, critical and non-critical. This document will outline the individual plans for each sector as identified by the [Minnesota Stay Safe Plan](#).

MLC is committed to the protection of its workers, students, children and families that we serve, visitors, contract personnel, and the local community during emergencies identified in the [MLC Emergency Response Plan](#), and as it relates to public health emergencies such as the COVID-19 pandemic. This COVID-19 Plan is in place to ensure faculty, staff, student, children, visitor and contractor safety during emergencies that occur during regular hours and after-hours. This written Plan is available as an addendum to the [MLC Emergency Response Plan](#), upon request, to workers, students, the families of children that we serve, visitors, and contractors, their designated representatives, and any government officials who ask to see it. For purposes of this document, this Plan applies to the entities owned and operated by MLC, such as the Early Childhood Learning Center (ECLC) unless specifically noted otherwise within the Plan. The Director of Human Resources, Safety Committee, and MLC Administration will participate in any post-incident critique regarding the emergency. The Plan is reviewed annually within Safety Committee meetings.

This Plan is developed to meet the guidelines, policies, practices and conditions as set forth by the Centers for Disease Control and Prevention (CDC), the Minnesota Department of Health (MDH) guidelines for COVID-19, and federal and state Occupational Safety and Health Administration (OSHA) standards related to worker exposure to COVID-19. This Plan is subject to revision and updates based on local, state, and federal guidance, emerging data, and specific circumstances.

The following planning principles are needed: to minimize the potential health impact with a mitigation plan; to reduce infection and illness; and, to maintain MLC and MLC ECLC operations and services.

This Plan will identify:

- Infection prevention measures such as hygiene and respiratory etiquette;
- Engineering and administrative controls for social distancing of at least six (6) feet;
- Housekeeping, including cleaning, disinfection and decontamination;
- Prompt identification and isolation of sick individuals including symptom monitoring;
- Communications and educational tools that are provided; and
- Management and supervision necessary to ensure effective implementation of the Plan.

1.3 GENERAL RESPONSIBILITIES

The goal of this Plan is to mitigate the potential for transmission of COVID-19 at MLC and ECLC, and that requires full cooperation among workers, students, children and families that we serve, visitors, contract personnel, and MLC management. Only through this cooperative effort, can we establish and maintain the safety and health of our workers, students, children and others. Supervisors, division chairs, management, workers, and students are all responsible for implementing this Plan.

In a public health emergency such as COVID-19, each MLC member and community organization plays a crucial role in the commitment, management, and participation of COVID-19 prevention. Any MLC member, faculty, staff, student,

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families of children served, visitors and contractors, are welcome and encouraged to report concerns or hazards to the [Director of Human Resources](#) or [MLC Administration](#). MLC is serious about, and dedicated to, ensuring that the campus is a safe environment and free from hazards.

This specific Plan, as an addendum to the [MLC Emergency Response Plan](#), indicates that individuals may call the MLC Emergency extension (Ext. 5111), which calls the Administration office, Human Resources, and the Receptionist. In addition, individuals may call Human Resources directly (507-233-9150), the Director of Human Resources directly (507-766-4690), or the Campus Nurse directly (507-233-9101).

Professors, supervisors, division chairs and members of management should be well attuned to counseling services, accommodations, privacy rights, and other benefits listed in the [MLC Lay and Called Worker Handbook](#) or the [MLC Student Handbook](#).

1.4 GENERAL PREVENTION

Routine cleaning of high-touched surfaces (e.g. doorknobs, light switches, countertops) is completed through routine cleaning and disinfecting. Cleaning and disinfecting products are used according to the directions and safety information on the label. Users should be mindful of the solution “kill-time” and follow the solution instructions carefully. Disposable wipes, cleaning solution(s), paper towels and gloves are provided in various areas throughout buildings, so that shared surfaces (e.g. keyboards, desks) and personally used surfaces can be wiped down by workers or students, prior to use. MLC and ECLC are well equipped with restrooms providing handwashing sinks, soap, paper towels and receptacles. In addition, alcohol-based waterless hand hygiene products and facial tissues are provided in various areas throughout buildings. Refer to the [Housekeeping and Engineering Controls](#) section for more information.

The following are additional preventative measures that should be followed by workers and students:

- Avoid travel to affected areas and stay up to date on travel alerts from the CDC.
- Avoid close contact or any contact with people who are sick.
- “Social distance” from others with at least six (6) feet in between individuals..
- Stay home when sick
- Seek medical attention, when necessary, but call ahead.
- Get tested when showing any signs and symptoms consistent with COVID-19.
- Use a non-medical face covering as described in [Prevention Protocols](#) -- [Face coverings](#).
- Avoid heavily-trafficked areas and wear a face covering in these areas.
- Wash hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer that contains at least 60% alcohol, if soap and water are not available.
- Symptom monitor and temperature screen yourself and your household members at home at least twice-daily.
- Complete the [#CampusClear](#) daily health status each work day for workers, and each day for students before beginning the day's activities.
- Cover a cough or sneeze with a tissue, then throw the tissue in a trash receptacle, and wash hands or use an alcohol-based hand sanitizer.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Stay at home, and avoid public places and travel, when possible.
- Do not share personal items such as drinks, food, or utensils with others.
- Do not reuse soiled food and beverage containers, and utensils.
- Find healthy ways to reduce stress.
- Get an adequate amount of sleep.
- Drink plenty of water.
- Refer to the [CDC Prevention Site](#) for more information.

More detail regarding hygiene, respiratory etiquette, cleaning procedures, handwashing, screening, etc. can be found in the [Prevention Protocols](#) below.

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2.0 WORKER ARRANGEMENTS

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2.1 ON-SITE WORKING REQUIREMENTS

Please understand there are some positions at MLC and ECLC that require the worker to be physically present in the workplace. For those required to continue physically reporting to the MLC campus, or ECLC, please find comfort in the implemented [Prevention Protocols](#), which will make it a safer environment for all.

The supervisor, division chair, and members of management are responsible for ensuring worker COVID-19 plan follow through.

These requirements are in place for any worker (faculty, staff, and student worker) who reports to work on-site, regardless of the length of time on-site. On-site includes any property owned and operated by Martin Luther College, Martin Luther College Early Childhood Learning Center, and extends to any location in which a worker is actively representing MLC.

1. Workers who are sick for any reason, exhibiting any of the COVID-19 symptoms that cannot be attributed to another non-COVID health condition, test positive, or are presumptively positive for COVID-19, **or** if household members are exhibiting any of the COVID-19 symptoms that cannot be attributed to another non-COVID health condition, test positive, or are presumptively positive for COVID-19, must stay home or in their dorm room, report their absence how they normally report their absence at least 2-hours in advance, when possible, or must be sent home. Workers must report their symptoms with [#CampusClear](#) or the [Contact Me Form](#). In keeping with timely absence reporting, workers should temperature check and symptom monitor at home, at least 2-hours before reporting to work, when possible, and if they do not meet the criteria to report to work, the worker should report their absence at least 2-hours in advance, when possible.
 - a. Symptom monitoring includes, but is not limited to, the following: fever of 100.4°F or higher, felt feverish, chills, muscle aches, body aches, fatigue, cough, shortness of breath or difficulty breathing, hoarseness, runny nose, congestion, sore throat, nausea, vomiting, headache, abdominal pain, diarrhea or loose stools, or lost sense of smell or taste. Symptoms can occur in as few as 2 days after exposure, or as long as 14+ days after exposure.
 - b. The Campus Nurse or designee will assess symptoms that exist by utilizing the [MDH Decision Tree](#), and identify if further medical care from a healthcare provider is necessary.
 - c. If concerning symptoms exist, and the worker has been directed to isolate or quarantine by a healthcare provider, together with Brown County Public Health and the Director of Human Resources, the Campus Nurse or designee will identify contact exposures and notify appropriately. Refer to [Contact Tracing](#).
 - d. Human Resources, together with the Campus Nurse will symptom monitor the worker electronically using the [#CampusClear](#) tool during the:
 - i. Quarantine period and the worker may return to activity 14-days after last exposure, as long as no symptoms have appeared.
 - ii. Isolation period and the worker may return to activity once all three of these things are true:
[1] the symptoms are better, [2] it has been ten (10) days since the individual first felt sick, and [3] the individual has not had a fever for at least 24-hours without using fever-reducing or pain-relieving medication.
 - iii. No medical examination, testing, or official letter is needed to return to activity.
2. **Before beginning work each day**, regardless of the length of time on-site, workers must ensure that, they have a non-medical face covering with them for use as indicated in [Prevention Protocols](#) -- [Face coverings](#), and must **complete the self-screening questionnaire** via the [#CampusClear](#) mobile app or the [#CampusClear website](#).

If the worker or student does not pass the daily self-screening via [#CampusClear](#), the individual must stay home or in their dorm room, complete the [Contact Me Form](#), and the Campus Nurse or designee will provide further direction.

Refer to [Prevention Protocols](#) -- [Health Screening](#) for additional information and accommodations for those workers who are unable to temperature monitor at home.

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2.2 ON-SITE WORKER RESPONSIBILITIES

Workers who have been provided permission because of satisfactory responses to the [#CampusClear](#) health screening are able to work on-site that day, providing that the worker will:

1. Complete the daily health screening for on-site permission and proactively monitor symptoms throughout the day.
2. Follow social distancing requirements of at least six (6) feet away from another individual.
3. Wear appropriate personal protective equipment for your position, such as, but not limited to, gloves, guards, shields, etc.
4. Wear a non-medical face covering as described in [Prevention Protocols](#) -- [Face coverings](#).
5. Follow [Prevention Protocols](#) such as hand washing and respiratory etiquette.
6. Follow [Housekeeping and Engineering Controls](#) protocols.
7. Follow gathering limits and ensure that meetings or gatherings do not exceed the mandated limit.
8. Utilize electronic communication wherever practical and limit in-person communication.
9. Evaluate traffic patterns and reduce traffic in entrances and hallways.
10. Follow instructions regarding no food sharing.
11. Use other methods of greeting (i.e. elbow bump, wave) and temporarily discontinue the "handshake".

2.3 SUPERVISOR RESPONSIBILITIES FOR ON-SITE WORK

In following these requirements for on-site work, supervisors, division chairs, and management should:

1. Ensure that workers have successfully completed the daily [#CampusClear](#) health screening and proactively monitor worker symptoms. If workers are exhibiting symptoms, the worker should be sent home, should complete the [Contact Me Form](#), and the Campus Nurse or designee will provide further direction.
2. Educate, remind and encourage social distancing of at least six (6) feet.
3. Provide recommended protective supplies, appropriate to the position, such as, but not limited to, non-medical face coverings, gloves, disinfectant, guards, shields, barriers, signage, etc.
4. Ensure that workers have and wear their face covering as described in [Prevention Protocols](#) -- [Face coverings](#).
5. Ensure workers regularly wash their hands. Ensure handwashing and/or hand sanitizer facilities are readily available and stocked.
6. Install partitions and barriers where social distancing of at least six (6) feet is unable to be maintained.
7. Ensure workers' work environment and high-touched surfaces are cleaned regularly and that cleaning supplies are readily available and stocked per the [Housekeeping and Engineering Controls](#) protocols.
8. Ensure gatherings do not exceed the mandated limit (i.e. meetings, events, etc.).
9. Limit gatherings of workers and ensure physical distancing and social distancing of at least six (6) feet.
10. Limit worker interactions across floors, buildings, work locations, work sites, etc., and encourage electronic communication wherever practical, and limit in-person communication.
11. Stagger work schedules, working hours, breaks and meal periods, creating additional shifts, and accommodating workers, as able.
12. Stagger work locations and monitor work traffic areas such as entrances, hallways, commune areas, etc.
13. Monitor and plan for increased absenteeism and use flexibility and accommodations, when able, to allow workers to meet the needs of their family members and meet the needs of MLC and ECLC.
14. Prohibit food sharing.
15. Discourage handshaking. Encourage workers to use other non-contact methods of greeting.

2.4 TELEWORK

Supervisors may request for workers to telecommute through the [temporary telecommuting request form](#). The form asks for a detailed supervisory plan that will ensure the [temporary telecommuting policy](#) is followed. The respective Vice President and Director of Human Resources will consider the request and notify the supervisor of approval.

Workers who are pre-approved and permitted to work from home should follow the [temporary telecommuting](#)

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[procedures](#) provided that the detailed supervisory plan is in place and followed. Workers and supervisors should proactively communicate with their supervisor or division chair, and Human Resources. Workers should not assume any specified period of time for working from home, and MLC may require workers to return to regular on-site work when it is practical and safe to do so.

Supervisors and management, in consultation with the Director of Human Resources, should monitor and plan for increased absenteeism and use flexibility and accommodations, when able, to allow workers to meet the needs of their family members and meet the needs of MLC and ECLC. The Vice President for Academics together with the Vice President for Student Life, will determine what level of faculty and student absenteeism will disrupt continuity of teaching and learning, with the goal to ensure maximum support and education.

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3.0 STUDENT LIVING AND LEARNING

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3.1 GOAL AND GUIDING PRINCIPLES

The mission of Martin Luther College (MLC) is to train a corps of Christian witnesses who are qualified to meet the ministry needs of the Wisconsin Evangelical Lutheran Synod. To fulfill this mission, MLC carries out all instruction and programs of student life according to the gospel as revealed in the inspired and inerrant Word of God.

The MLC campus, including our residence halls and other components of campus life are working diligently to reopen for the 2020-2021 academic year with most of our courses to be delivered in-person, with a remaining few blending online and in-person instruction.

That gospel guides our goals for reopening in all our preparations as we seek to provide a safe educational environment for our campus family. Our top priority is providing the highest level of safety and confidence in our campus-learning environment, while adhering to the spiritual and educational standards WELS expects from its college of ministry

3.2 ON-SITE LEARNING AND LIVING REQUIREMENTS

These requirements are in place for any student who reports to campus for on-site learning and on-site living, regardless of the length of time on-site. On-site includes any property owned and operated by Martin Luther College, Martin Luther College Early Childhood Learning Center, and extends to any location in which a student is actively pursuing educational credits such as a student teaching site. In-person and on-site learning must comply with gathering limits, social distancing, temperature screenings, health screenings, non-medical face covering usage, housekeeping, respiratory etiquette and other responsibilities listed in this Plan.

The Vice President for Student Life, Vice President for Academics, Dormitory Supervisors, Academic Deans, Advisors and Professors are responsible for ensuring student COVID-19 plan follow through.

1. Students who are sick for any reason, exhibiting any of the COVID-19 symptoms that cannot be attributed to another non-COVID health condition, test positive, or are presumptively positive for COVID-19 must stay home or in their dorm room, complete the [Contact Me Form](#), and the Campus Nurse or designee will provide further direction.
 - a. Symptom monitoring includes, but is not limited to, the following: fever of 100.4°F or higher, felt feverish, chills, muscle aches, body aches, fatigue, cough, shortness of breath or difficulty breathing, hoarseness, runny nose, congestion, sore throat, nausea, vomiting, headache, abdominal pain, diarrhea or loose stools, or lost sense of smell or taste. Symptoms can occur in as few as 2 days after exposure, or as long as 14+ days after exposure.
 - b. The Campus Nurse or designee will assess symptoms that exist by utilizing the [MDH Decision Tree](#), and identify if further medical care from a healthcare provider is necessary.
 - c. If concerning symptoms exist, and the student has been directed to isolate or quarantine by a healthcare provider, together with Brown County Public Health and the Vice President for Student Life, the Campus Nurse or designee will identify contact exposures and notify appropriately. Refer to [Contact Tracing](#).
 - d. Dormitory Supervisors (not Resident Assistants), together with the Campus Nurse or designee will symptom monitor the student electronically using the [#CampusClear](#) tool during the:
 - i. Quarantine period and the student may return to activity 14-days after last exposure, as long as no symptoms have appeared.
 - ii. Isolation period and the student may return to activity once all three of these things are true: [1] the symptoms are better, [2] it has been ten (10) days since the individual first felt sick, and [3] the individual has not had a fever for at least 24-hours without using fever-reducing or pain-relieving medication.
 - iii. Please note, the student may be sent home or off-site during the quarantine or isolation period.
 - iv. No medical examination, testing, or official letter is needed to return to activity.

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2. **Before beginning activity each day**, regardless of the length of time on-site, students must ensure that, they have a non-medical face covering with them for use as indicated in [Prevention Protocols](#) -- [Face coverings](#), and must **complete the self-screening questionnaire** via the [#CampusClear](#) mobile app or the [#CampusClear website](#).

If the student does not pass the daily self-screening via [#CampusClear](#), the individual must stay home or in their dorm room, complete the [Contact Me Form](#), and the Campus Nurse or designee will provide further direction.

Refer to [Prevention Protocols](#) -- [Health Screening](#) for additional information.

3.3 STUDENT ON-SITE GENERAL RESPONSIBILITIES

Students who have been provided permission because of satisfactory responses to the [#CampusClear](#) health screening questions are able to continue activities that day, providing that the student will:

1. Complete the daily health screening for on-site permission and proactively monitor symptoms
2. Follow social distancing requirements of at least six (6) feet away from another individual.
3. Wear a non-medical face covering as described in [Prevention Protocols](#) -- [Face coverings](#).
4. Follow [Prevention Protocols](#) such as hand washing and respiratory etiquette.
5. Follow [Housekeeping and Engineering Controls](#) protocols as it relates to the classroom, personal dorm room, and other personal surfaces.
6. Follow gathering limits and ensure that meetings or gatherings do not exceed the mandated limit.
7. Utilize electronic communication wherever practical and limit in-person communication.
8. Evaluate traffic patterns and reduce traffic in entrances and hallways.
9. Follow instructions regarding no food sharing.
10. Use other methods of greeting (i.e. elbow bump, wave) and temporarily discontinue the "handshake".
11. No hugging or close personal contact.

3.4 ACADEMICS

The MLC administration and faculty are excited to welcome students back to campus for in-person learning. Ministerial education involves so much more than just the mechanics of taking classes, and MLC remains committed to Christ-centered education that fully equips students to serve our churches and schools around the world. We are also committed to organizing our courses so all students can complete their programs on time.

Faculty are at work developing and updating their courses to accommodate various scenarios as they unfold. Our departments are applying sound educational practices and evidence-based teaching methods so that all our students receive a creative, rigorous, dynamic, Christian higher education, no matter the delivery modality.

We commit to this schedule with the assurance that our faculty is working diligently at developing parallel instructional plans. With these plans at the ready, our faculty has the capability of pivoting to alternate/distance instructional methods very quickly.

Please refer to the [MLC Calendar](#) for any academic calendar changes. Students participating in field experiences (i.e., clinicals/student teaching) will receive further guidance as it becomes available from our state licensing board as well as local education and health agencies.

Faculty should monitor and plan for increased student absenteeism and use flexibility and accommodations, when able, to allow students to meet the needs of their coursework, their health, their family members health and reasonable situations that would inhibit attendance. The Campus Nurse will report student illness-related absences using current procedures already in place. Regular communications with professors and instructors are always recommended. Students should work with the professor to continue academic studies and be proactive in finding solutions. Brown County Public Health and the Campus Nurse will identify a return to activity date. The Vice President for Academics

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together with the Vice President for Student Life, will determine what level of faculty and student absenteeism will disrupt continuity of teaching and learning, with the goal to ensure maximum support and education.

On-site and In-person Learning

In-person and on-site learning must comply with Minnesota Department of Health Office of Higher Education classroom gathering limits including instructors, social distancing, temperature screenings, health screenings, non-medical face covering usage, housekeeping, respiratory etiquette and other responsibilities listed in this Plan.

In the 2020-2021 academic year, we are planning for most of our courses to be delivered in-person, with less than 10% of courses being a blend of online and in-person instruction, all supported by Moodle and videoconference technology as necessary. Science, music, and physical education courses will likely need some modifications to maintain the health of both students and faculty members. Our faculty are planning new and creative ways to deliver high-quality learning experiences in these settings. We will communicate with students frequently and clearly so that everyone understands the style of each course. Student success and thorough preparation for the ministry are our highest priorities.

Classes will be conducted with reduced classroom capacity to implement a minimum of six (6) feet social distancing between students, as well as between the instructor and students. MLC has conducted an initial classroom-by-classroom analysis to apply these distancing requirements across the college and will continue to refine this analysis.

Permissible seating in classrooms is marked to reinforce space separations as well as to ensure distance from an instructor. Entrance and exit from classrooms will be managed to prevent crowding around doorways at the beginning and end of classes. To assist with seating and attendance, faculty members may consider seating assignments, group partner assignments and lab partner assignments. To assist with social distancing and exiting, faculty members may consider dismissing sections of class at a time.

Social distancing arrangements have also been implemented in the Chapel of the Christ, auditorium, cafeteria, and other campus communal locations.

Distance Learning

Our faculty has the capability of pivoting to alternate/distance instructional methods very quickly. Arrangements for alternative distance learning may occur for coursework that absolutely cannot be conducted in-person or on-site because of the inability of the coursework to meet the requirements of the Plan.

In the event of alternative distance learning methods for select coursework unable to meet the requirements of the Plan, the coursework may pivot to an alternative distance learning format or modified distance learning format until it is practical to fully return to in-person and on-site learning. Students should not assume any specified period of time for alternative distance learning and MLC may require students to return to on-site learning and living when it is practical and safe to do so.

3.5 HOUSING

The MLC dormitories are open for on-site living with other requirements of this plan in place such as [housekeeping](#), [face covering usage](#), [social distancing](#), etc. On-site living may occur if:

- **No cases of COVID-19 have been identified.** Students in campus-provided dormitories should adhere to [Student Arrangements](#) and [Prevention Protocols](#).
- **Cases of COVID-19 have been identified.** Affected student(s) may be asked to return home or may be moved to temporary housing for isolation or quarantine, in order to monitor for worsening symptoms. Close contacts of the affected student(s) may also be asked to return home or may be moved to temporary housing for isolation or

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quarantine, in order to monitor for worsening symptoms. Requiring student(s) with COVID-19 or the close contacts of the affected student(s) to quarantine or isolate, may pose logistical challenges and/or risk further transmission. Refer to the [Contact Tracing section](#). Students in temporary housing or campus-provided dormitories should adhere to [Student Arrangements](#) and [Prevention Protocols](#).

After the move-in period, no outside visitors will be allowed in dorms or campus buildings. At this time, the dorms will not be holding “open dorm” times and are only open to those assigned to the dorm for living purposes.

Housekeeping in dorms will be increased. This includes cleaning and disinfecting communal restrooms, kitchens, laundry areas, and lounges. Housekeeping will continue to focus on disinfecting high-touch areas with an EPA-approved product per CDC guidelines. Some disinfectant and disposable toweling will be made available, but students are also asked to bring equivalent cleaning supplies from home, so they can disinfect their personal living areas regularly.

MLC’s Student Life Office is working with students who are at high risk for COVID-19 to arrange safe housing accommodations. Special accommodations are available for students who are at high risk for COVID-19. If in this category and have not already made arrangements please, contact the Campus Nurse (507-233-9101) as soon as possible to discuss options and make needed arrangements. All students requesting an accommodation based on high-risk status (e.g., age or underlying medical condition) or other personal concerns must submit a request to Student Services.

In addition to [Illness](#) -- [Quarantine and Isolation](#):

- **Isolation Protocol:** Students living on campus who exhibit symptoms and/or test positive for COVID-19 must live in isolation, away from healthy individuals. MLC will ask anyone in this situation to travel to and isolate at home. If students cannot return home, they will be moved to living quarters identified for isolation purposes. Currently two vacant campus homes are designated for isolation, one for men and one for women.
- **Quarantine Protocol:** Students who are determined to have been in close contact with an individual who has exhibited symptoms or who has tested positive for COVID-19 will be directed to quarantine. Currently the fourth-floor carpeted wing of Summit Hall has been set aside as quarantine housing for men, and the first-floor carpeted wing of Summit Hall has been set aside as quarantine housing for women.

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4.0 ATHLETICS

(ORGANIZED SPORTS)

Report your symptoms daily with #CampusClear.
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***UNDER REVIEW**

This component of the MLC COVID-19 Plan is currently under review and will be updated to reflect the most current guidelines.

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5.0 BOOKSTORE (RETAIL)

Report your symptoms daily with #CampusClear.
If you need immediate medical attention, call your medical provider, or call 9-1-1.

5.1 BOOKSTORE GENERAL INFORMATION

The MLC Bookstore, housed within the Luther Student Center, is committed to the health and safety of occupants. This section of the Plan provides specific Bookstore implementations and components that comply with CDC and MDH guidelines, and the requirements of the [Minnesota Stay Safe Plan](#) for Retail establishments. The Bookstore Manager is responsible for the Bookstore Preparedness Plan. The components described in this section, which are not described elsewhere in this plan, will address:

- Available use of the Bookstore;
- Housekeeping and Engineering Controls at the Bookstore;
- Social Distancing at the Bookstore;

5.2 BOOKSTORE AVAILABILITY

The MLC Bookstore is open to current students, current faculty, and current staff, during the hours listed on the [Bookstore website](#). At this time, due to the Bookstore capacity limitations as stated by the [Minnesota Stay Safe Plan](#) and [campus occupancy policies](#), the Bookstore is unable to accommodate other in-person occupants.

The Bookstore is able to accommodate other customers through the online Bookstore, through curbside pick-up, by mailing packages, or contactless delivery within the New Ulm city limits. Please visit the [MLC Bookstore website](#) for details.

5.3 BOOKSTORE SOCIAL DISTANCING

In keeping with [Prevention Protocols](#) -- [Social Distancing](#), the Bookstore has implemented directional one-way aisles, entrance and exits for customer flow and to encourage social distancing. This is achieved through signage, floor decals and worker to customer verbal education.

The checkout counter has an installed plexiglass barrier where social distancing is unable to be maintained.

5.4 BOOKSTORE HOUSEKEEPING AND ENGINEERING CONTROLS

In keeping with [Prevention Protocols](#) -- [Housekeeping and Engineering Controls](#), the Bookstore workers clean and sanitize high-touch surfaces every hour. The checkout counter, credit card reader and other tools used by customers are cleaned every hour or in-between customers, whichever is most frequent

Customers and workers are encouraged to wash their hands or use hand sanitizer as indicated in [Prevention Protocols](#) -- [Handwashing](#) and barriers are installed as indicated in [Prevention Protocols](#) -- [Housekeeping and Engineering Controls](#).

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6.0 CAFETERIA (RESTAURANT)

Report your symptoms daily with #CampusClear.
If you need immediate medical attention, call your medical provider, or call 9-1-1.

6.1 CAFETERIA GENERAL INFORMATION

The MLC Cafeteria, service contracted through [Pioneer College Caterers](#), housed within the Luther Student Center, is committed to the health and safety of workers who are employed by Pioneer College Caterers and occupants who enter the establishment. This section of the Plan provides specific Cafeteria implementations and components that comply with CDC and MDH guidelines, and the requirements of the [Minnesota Stay Safe Plan](#) for Restaurants. The components described in this section, which are not described elsewhere in this plan, will address:

- Available use of the Cafeteria;
- Social Distancing, Arrival and Departure procedures at the Cafeteria;
- Source control and face coverings;
- Housekeeping and Engineering Controls at the Cafeteria;

The Pioneer Colleges Catering Food Service Manager in coordination with the Vice President for Student Life is responsible for the Cafeteria Preparedness Plan.

6.2 CAFETERIA AVAILABILITY

The MLC Cafeteria is open to current students, current faculty, and current staff, during the hours listed on the [Cafeteria website](#). At this time, due to the Cafeteria capacity limitations currently set at 50% with a maximum of 250 occupants as stated by the [Minnesota Stay Safe Plan](#) and [campus occupancy policies](#), the Cafeteria is unable to accommodate other in-person occupants.

Hours of service for designated student groups will be adjusted to reduce the volume of students dining at any given time. Student schedules are assigned a lunch period. Buffet and self-serve options will limit the number who can be present on the buffet line at one time and limit the number who can dine in. In addition to dining in, students will be able to utilize “to-go” options. Additional seating will be available outside in campus green space for those who make use of “to-go” options. Food is not to be taken to or eaten in classrooms.

6.3 CAFETERIA SOCIAL DISTANCING

In keeping with [Prevention Protocols -- Social Distancing](#), the Cafeteria has implemented four-person table seating arranged to accommodate social distancing, directional one-way routes, and entrance and exits for customer flow. This is achieved through signage, floor decals and worker to customer verbal education. Occupants will follow social-distancing guidelines when dining and when disposing of trays and dishes.

6.4 CAFETERIA FACE-COVERINGS

In addition to regular food-safety, and per the [Minnesota Stay Safe Plan](#) and the [Prevention Protocols -- Face Coverings](#), Cafeteria occupants are required to wear a face-covering whenever the individual is not eating or drinking. For this reason, a face-covering is required when waiting to enter the cafeteria, when obtaining food from the food line, and whenever the individual is not seated at the table eating or drinking. As soon as the individual is finished eating and drinking, the occupant should be wearing a face-covering.

6.5 CAFETERIA HOUSEKEEPING AND ENGINEERING CONTROLS

The Cafeteria will follow all normal food-safety protocols related to cleaning, sanitizing, hand hygiene, food storage, food preparation and personal protective equipment. In keeping with [Prevention Protocols -- Housekeeping and Engineering Controls](#) and [Prevention Protocols -- Handwashing](#), the Cafeteria workers clean and sanitize high-touch surfaces, tables and chairs on a regular basis. Individual sanitation practices will be required for everyone who occupies the Cafeteria. The checkout counter and other strategically placed areas have an installed plexiglass barrier where social distancing is unable to be maintained.

Report your symptoms daily with #CampusClear.
If you need immediate medical attention, call your medical provider, or call 9-1-1.

7.0 CHAPEL (WORSHIP)

Report your symptoms daily with #CampusClear.
If you need immediate medical attention, call your medical provider, or call 9-1-1.

7.1 CHAPEL WORSHIP GENERAL INFORMATION

This section of the Plan provides specific Chapel Worship implementations and components that comply with CDC and MDH guidelines, and the requirements of the [Minnesota Stay Safe Plan](#) for Worship. The components described in this section, which are not described elsewhere in this plan, will address:

- Available use of the Chapel;
- Social Distancing in the Chapel;
- Source control and face coverings;

The Campus Pastor is responsible for the Worship Plan.

7.2 CHAPEL WORSHIP AVAILABILITY

The Chapel is open to current students, current faculty, and current staff. At this time, due to Worship capacity limitations currently set at 50% with a maximum of 250 occupants as stated by the [Minnesota Stay Safe Plan](#) and [campus occupancy policies](#), the Chapel is unable to accommodate other in-person occupants. Each day, assigned groups will be permitted to attend in-person Worship, and all others will be able to watch Chapel virtually through [Chapel Live Stream](#).

7.3 CHAPEL WORSHIP SOCIAL DISTANCING, FACE COVERINGS, AND SOURCE CONTROL

All printed and bound worship materials will not be in use, instead worship materials will be made available on the projection screens for in-person attendance or virtually through live stream. Singing will be limited in each service, per synodical guidelines. Occupants will continue to follow the Prevention Protocol -- Face Coverings, and all chapel seats are spaced out for social distancing. Communion will be served using prepared individual communion packages that worshippers will pick up and open themselves at the direction of the ministers.

Report your symptoms daily with #CampusClear.
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8.0 ECLC **(CHILDCARE)**

Report your symptoms daily with #CampusClear.
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8.1 ECLC GENERAL INFORMATION

MLC and MLC Early Childhood Learning Center (ECLC) is committed to the health and safety of children in care and the workers who carry out the mission and operation of ECLC. This section of the Plan provides specific ECLC program implementations and components that comply with CDC and MDH guidelines. The Director of ECLC is responsible for the ECLC Preparedness Plan. The components described in this section, which are not described elsewhere in this plan, will address:

- Frequent handwashing for ECLC occupants;
- Cleaning and disinfecting protocols at ECLC;
- Arrival and departure procedures for ECLC occupants;
- Social distancing throughout the day at ECLC;
- Plans for identifying and excluding sick ECLC workers and children;
- Source control and face coverings;
- ECLC ventilation;
- ECLC playground use;
- Meals and snacks at ECLC;
- ECLC field trips and events, and
- Communication to families and worker training about the Plan.

8.2 ECLC HANDWASHING

In addition to [Prevention Protocols](#) -- [Handwashing](#), ECLC reinforces proper handwashing routines, especially upon arrival and entering the classroom, after having been in a public place or after nose blowing, coughing or sneezing. Children are supervised and shown how to properly wash their hands for 20 seconds. If soap and water are not available, hand sanitizer containing at least 60% alcohol is available. Children must be supervised when using hand sanitizer. When hand sanitizer is not in use, it must be out of reach and inaccessible to children.

8.3 ECLC CLEANING AND DISINFECTING

In addition to [Prevention Protocols](#) -- [Housekeeping and Engineering Controls](#), ECLC workers are responsible for cleaning and disinfecting of items used by children, items in the classroom and outdoor playground equipment. The MLC Custodial Department is responsible for facility cleaning and disinfecting of classrooms, restrooms, nap rooms and general use areas. High-touch surfaces are cleaned by both ECLC workers and the Custodial Department on a daily 24-hour basis. The ECLC will minimize the use of shared supplies (e.g. arts and crafts) that cannot be sanitized and will utilize designated bins for clean items and a separate bin for used items waiting to be cleaned. Housekeeping protocols for a confirmed COVID-19 case or suspected case will follow [Prevention Protocols](#) -- [Housekeeping and Engineering Controls](#).

8.4 ECLC ARRIVAL AND DEPARTURE

In addition to [Prevention Protocols](#) -- [Health Screening](#), the pick-up and drop-off of children should occur outside and limit the extent to which parents or caregivers enter the ECLC facility or grounds and interact with others.

Before leaving home for drop off, parents are to identify if ECLC enrolled child(ren) and household member(s) have any of these ailments. If they do, the parent is instructed to follow the [MDH Decision Tree](#) on if their child(ren) are able to attend care. Symptoms identified as “more common”: fever of 100.4°F or higher, new onset and/or worsening cough, shortness of breath or difficulty breathing, or lost sense of smell or taste. If the child has any one of the “more common” symptoms, the child will not be admitted. Symptoms identified as “less common” for exclusion include: sore throat, hoarseness, nausea, vomiting, abdominal pain, diarrhea or loose stools, felt feverish, chills, muscle aches, body aches, fatigue, runny nose, congestion, headache. If the child has two or more of the “less common” symptoms, the child will not be admitted.

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During drop off, an assigned ECLC worker will temperature screen (refer to [Health Screening](#) for instructions) the child(ren) before admittance, practice social distancing, and a **mask is required for both parents and ECLC workers. Masks are not required for ECLC children.** The ECLC worker will inquire about the child(ren)'s symptoms, if any by referring to [MDH Decision Tree](#).

During pick up, parents and workers must practice social distancing and a **mask is required for both parents and ECLC workers. Masks are not required for ECLC children.**

After pick up, while at home, parents should continue to monitor child(ren) and household member(s) in the afternoon/evening for the ailments listed. If the child or any household member has been exhibiting any of the COVID-19 symptoms that cannot be attributed to another health condition, test positive or are presumptively positive for COVID-19, those individuals should follow the [MDH Decision Tree](#) before bringing the enrolled child(ren) to ECLC.

8.5 ECLC PLANS FOR SICK CHILDREN, WORKERS AND STUDENT TEACHERS

Workers and student teachers are required to adhere to daily health checks as identified in [Health Screening](#), in addition to other sections of this Plan such as [on-site working](#) for workers and [on-site living and learning](#) for students, social distancing, housekeeping, etc.

Housekeeping protocols for a confirmed COVID-19 case or suspected case will follow [Prevention Protocols -- Housekeeping and Engineering Controls](#). Developed plans for [When an Individual Becomes Ill](#) are outlined in this Plan, as well as [Contact Tracing](#).

Families are made aware of a COVID-19 related case at the ECLC in the same way other communicable illnesses are communicated; a confidential, anonymous bulletin indicating the exposure room along with information related to the illness, prevention techniques, symptoms, etc.

The Director of ECLC in coordination with the Campus Nurse or designee will contact Brown County Public Health and/or the Minnesota Department of Health regarding any confirmed cases on-site for ECLC children or known exposure. The Campus Nurse or designee will contact Brown County Public Health and/or the Minnesota Department of Health regarding any confirmed cases on-site for workers and students or known exposure. Refer to [contact information](#) for childcare call center reporting.

8.6 ECLC SOCIAL DISTANCING

To promote social distancing within a childcare facility, the ECLC will limit group sizes as best as possible and create consistent groups of children and workers, who stay together throughout the day. The children are divided into groups of ten (10) or less children with a teacher each day. Children are encouraged, to the best of their ability, to social distance from others, with guidance from the teacher. During naptime, the children are spaced out as best as possible on their mats or in their cribs and placed head to toe to encourage social distancing in order to further reduce the potential for viral spread. More information can be found in [Prevention Protocols -- Social Distancing](#).

8.7 ECLC FACE COVERINGS

At ECLC, during pick-up and drop-off, a mask is required for both parents, ECLC workers, and ECLC student teachers. **Masks are not required for ECLC children.**

In response to Executive Orders issued by Governor Tim Walz, face coverings are not required for infants or children younger than age two (2) because of the danger of suffocation. Children between the ages of two (2) and five (5) years are not required to wear a face covering, but are encouraged to wear a face covering if they can do so reliably without frequently touching or removing the face covering, and can handle the face covering safely throughout the day. If a

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childcare provider cares for children who are five (5) and under, but also cares for children older than five (5), the childcare provider can exempt children older than five (5) from face covering and face shield requirements.

At MLC ECLC, the ECLC Committee has determined that since ECLC provides childcare to children ages six (6) weeks to Kindergarten, that children will not be required to wear a face covering while attending childcare at ECLC.

The ECLC workers and ECLC student teachers will wear a face covering in communal indoor areas such as, but not limited to hallways, lobbies, restrooms, and workrooms. Face coverings or face shields are encouraged outdoors when unable to maintain social distancing.

The Executive Order allows flexibility for child care surrounding the use of face shields, which increase the visibility of facial expressions and lip movements to aid in speech perception and child development and learning. For this reason, the ECLC workers and ECLC student teachers providing care to infants and toddlers, ages six (6) weeks to 36 months, will be allowed to wear a face shield as an alternative to the face covering.

ECLC workers and ECLC student teachers may temporarily remove their face covering or face shield when these instances occur, provided that social distancing is maintained to the extent possible:

- If by wearing the face covering or face shield, a hazard would be created for the individual or others.
- Eating or drinking.
- Communicating with an individual who is deaf or hearing impaired, has a disability or medical condition that makes communication difficult.
- When participating in certain physical activities or playing certain instruments.
- When performing or presenting.
- When activities may cause the face covering or face shield to get wet.

ECLC workers and ECLC student teachers may remove their face covering or face shield when in an indoor classroom that is confined to one group or cohort. ECLC workers and ECLC student teachers are encouraged to wear a face covering or face shield in these settings to the extent possible, especially when social distancing cannot be maintained, unless wearing a covering or shield would interfere with child development.

Any other MLC worker, MLC student, permitted contractor, or permitted visitor that receives permission to enter ECLC for MLC-related purposes will follow the normal [Face covering](#) protocol.

Face Shield Disclaimer: It is not known whether face shields (a clear plastic barrier that covers the face) provide the same source control for droplets as face masks, but they may be an option in situations where wearing a face covering is problematic as identified in this section. For optimal protection, the shield should extend below the chin and to the ears, and there should be no exposed gap between the forehead and the shield's headpiece.

Refer to [Prevention Protocols](#) -- [Face coverings](#) for additional information.

8.8 ECLC VENTILATION

Refer to [Prevention Protocols](#) -- [Housekeeping and Engineering Controls](#).

8.9 ECLC PLAYGROUND USE

The ECLC playground(s) is used by children in staggered groups with approximately half of the regular playground occupancy. The children are encouraged to continue to social distance while outdoors, when possible. Playground equipment and structures vary in constructed materials. Cleanable playground surfaces are cleaned and disinfected

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on a daily basis. As part of normal handwashing routines, children wash their hands when playground play ceases and when returning to indoor activities.

8.10 ECLC MEALS AND SNACKS

Prior to any meal, snack or beverage served by ECLC workers to children, proper handwashing occurs by the workers, and children wash their hands before any meal and snack. In addition, the tables and chairs used by children are cleaned and disinfected prior to any meal or snack. Meals and snacks are plated on clean plates by workers and served to each child with clean utensils. Beverages and liquids are filled into clean cups and drinking containers. After any meal or snack, the tables and chairs are cleaned and disinfected and both workers and children wash their hands.

8.11 ECLC FIELD TRIPS AND EVENTS

Field trips, walking trips, and special events offered by ECLC, are currently minimized or not offered due to inability to ensure that local venues or local sites are meeting Plan requirements.

8.12 ECLC COMMUNICATION AND TRAINING

ECLC communication and training will follow protocols listed in [Communication and Training](#).

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9.0 EVENTS ON AND OFF CAMPUS (INDOOR AND OUTDOOR)

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***UNDER REVIEW**

This component of the MLC COVID-19 Plan is currently under review and will be updated to reflect the most current guidelines.

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10.0 FITNESS CENTER **(GYMS, PERSONAL FITNESS)**

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10.1 FITNESS CENTER GENERAL INFORMATION

The MLC Fitness Center, housed within the Luther Student Center, is committed to the health and safety of occupants who utilize the Fitness Center for health and wellness. This section of the Plan provides specific Fitness Center implementations and components that comply with CDC and MDH guidelines, and the requirements of the [Minnesota Stay Safe Plan](#) for Gyms and Personal Fitness. The Fitness Center Manager is responsible for the Fitness Center Preparedness Plan. The components described in this section, which are not described elsewhere in this plan, will address:

- Available use of the Fitness Center;
- Arrival and Departure procedures;
- Housekeeping and Engineering Controls at the Fitness Center;
- Social Distancing at the Fitness Center;
- Health Screenings of Fitness Center occupants and workers;
- Source control and face coverings.

Users should be aware that the MLC Fitness Center will not provide towel service. Users who wish to have a towel with them are required to bring their own. Fitness Center users are also required to bring their own pre-filled water-bottle for use inside the Fitness Center.

10.2 FITNESS CENTER AVAILABILITY

The MLC Fitness Center is open to current students, current faculty, and current staff, during the hours listed on the [Fitness Center website](#). At this time, due to the Fitness Center capacity limitations as stated by the [Minnesota Stay Safe Plan](#) and [campus occupancy policies](#), the MLC Fitness Center is unable to accommodate other users, regardless of if the user is an MLC Fitness Center fob holder.

Permitted Fitness Center users are required to make a reservation in advance for the day, time and equipment requested for use. The length of these reservations are limited to 20-minutes.

10.3 FITNESS CENTER ARRIVAL AND DEPARTURE

Upon arrival for the approved reservation, permitted user will:

1. Come dressed and ready to work out at the designated reservation time.
2. Enter through the main Fitness Center entrance, and will exit upon the end of the reservation time limit through the Fitness Center side door. The use of separate doors for entrance and exit will ensure social distancing and crossover of incoming and outgoing reservation groups.
3. Wash their hands or use hand sanitizer as stated in the [Prevention Protocols](#) -- [Handwashing](#) before using any equipment.
4. Check in with the Fitness Center desk.
5. Check out a roll of paper towels and a spray bottle filled with cleaning solution.
6. Wipe down the equipment before use.

Upon the end of the reservation time limit, the user will:

1. Wipe down the equipment with the provided solution and paper towels.
2. Return the provided solution and paper towels to the Fitness Center desk.
3. Check out with the Fitness Center desk.
4. Wash their hands or use hand sanitizer as stated in the [Prevention Protocols](#) -- [Handwashing](#) after using any equipment.
5. Exit through the Fitness Center side door.

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10.4 FITNESS CENTER HOUSEKEEPING AND ENGINEERING CONTROLS

In keeping with [Prevention Protocols](#) -- [Housekeeping and Engineering Controls](#), the Fitness Center occupants are required to clean their own machines before and after use, and the Fitness Center workers in coordination with the Custodial Department are responsible for the cleaning of surfaces and general cleaning. High-touch surfaces are cleaned by both users, Fitness Center workers and the Custodial Department on a daily 24-hour basis.

Fitness Center users are required to bring their own pre-filled water-bottle for use inside the Fitness Center. To ensure cleanliness of water fountains and water-refill stations, the drinking fountain spout is closed off, but individuals are welcome to utilize the touchless water-refill option. Heating, Ventilation, and Air Conditioning (HVAC) equipment adjustments have been made in the Fitness Center to increase outside ventilation.

Users are not allowed to move equipment, including but not limited to: exercise equipment, televisions, remote controls, DVD players, garbage cans, etc. The Fitness Center workers will be responsible for television channel changes and any other adjustments to equipment locations.

10.5 FITNESS CENTER SOCIAL DISTANCING

In keeping with [Prevention Protocols](#) -- [Social Distancing](#), machine usage is limited with fewer equipment options available. At this time, these areas or equipment are unavailable: free-weights, the aerobics area, and the aerobics equipment. Available equipment is properly spaced for at least six (6) feet of social distancing with some equipment that encourages higher exertion spaced greater than six (6) feet. The spacing of equipment may entail the inability to use some equipment.

Users are encouraged to continue their walking and running fitness programs outdoors, when the weather permits.

To encourage social distancing, Fitness Center entryway table and chairs are removed. Users should come at their reservation time, ready to work out without loitering or socializing pre-workout, and leave at the end of their reservation time without loitering or socializing post-workout.

10.6 FITNESS CENTER FACE COVERINGS

Refer to [Prevention Protocols](#) -- [Face coverings](#).

10.7 FITNESS CENTER HEALTH SCREENINGS

Workers and students are required to adhere to daily health checks as identified in [Prevention Protocols](#) -- [Health Screening](#).

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11.0 HEALTH SERVICES **(HEALTH CARE)**

Report your symptoms daily with #CampusClear.
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11.1 HEALTH SERVICES GENERAL INFORMATION

The Health Services Department, staffed by a Registered Nurse, housed within the Luther Student Center, is committed to the health services of students and provides consultation as able to workers and children. The Campus Nurse, provides free-of-charge general health care to students, performs assessments, and makes referrals as needed. The Campus Nurse is responsible for the Health Services Preparedness Plan, along with other indicated components of this Plan. This section of the Plan provides specific Health Care implementations and components that comply with CDC and MDH guidelines, and the requirements of the [Minnesota Stay Safe Plan](#) for critical businesses such as Health Care.

The Health Services office is open while the academic classes are in session, Monday through Friday, from 8:00 a.m. to 2:00 p.m. Due to COVID-19, no walk-in visits will be accepted. Students who would like to schedule an appointment, must use the "Request an Appointment" feature on the [MLC Health Services website](#).

11.2 HEALTH SERVICES RESPONSIBILITIES DURING COVID

Feeling Sick?

Complete the [Contact Me Form](#), and the Campus Nurse or designee will provide further direction. If you need immediate medical attention, call your medical provider, or call 9-1-1.

Workers or students who are sick for any reason, exhibiting any of the COVID-19 symptoms that cannot be attributed to another non-COVID health condition, test positive, or are presumptively positive for COVID-19, **or** if household members are exhibiting any of the COVID-19 symptoms that cannot be attributed to another non-COVID health condition, test positive, or are presumptively positive for COVID-19, must stay home or in their dorm room, complete the [Contact Me Form](#), and the Campus Nurse or designee will provide further direction

Symptomatic individuals may need to be seen by a healthcare provider at a medical facility. Refer to [Medical Facilities](#) for information and how to expedite care.

Health Screenings with #CampusClear

The Campus Nurse will maintain the [#CampusClear](#) reporting tool in which workers, students, visitors and contractors will daily report their symptoms, if any. The Director of Human Resources and Human Resources Generalist under the direction of the Campus Nurse will monitor worker, visitor, and contractor submissions. The Director of Women's Services and male Dormitory Supervisors under the direction of the Campus Nurse will monitor student submissions.

[#CampusClear](#) is a tool that allows colleges and universities return to campus safely, and make informed decisions about on-campus activity. The self-screening takes less than ten (10) seconds and the screening provides end-user privacy and protection via encryption. The [#CampusClear](#) tool allows the Health Services department to monitor the general submissions of all occupants, and empowers the individual with social responsibility.

Each day, **before** beginning work or activities, **before** gaining access to MLC or ECLC buildings, and **before** contractors are able to perform contractual work on property owned and operated by Martin Luther College, regardless of the length of time on-site, workers, students, visitors and contractors must complete the daily self-screening questionnaire via the [#CampusClear](#) mobile app or the [#CampusClear website](#). Specific instructions for visitors, contractors and ECLC children can be found in [Prevention Protocols](#) -- [Health Screening](#).

The [#CampusClear](#) daily self-screening involves selecting all that apply, including but not limited to:

- I've tested positive for COVID-19
- No Symptoms

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- I've been in close contact with someone who tested positive for COVID-19 and I WAS wearing a mask.
- I've been in close contact with someone who tested positive for COVID-19 and I was NOT wearing a mask.
- Temperature \geq (of greater than or equal to) 100.4°F or chills.
- New cough
- Shortness of breath
- New loss of taste or smell
- Sore throat
- Congestion or runny nose (*excluding seasonal allergies*)
- New unexplained fatigue
- Unexplained muscle or body aches
- New unexplained headache
- Nausea or vomiting
- Diarrhea

If the worker or student does not pass the daily self-screening via [#CampusClear](#), the individual must stay home or in their dorm room, complete the [Contact Me Form](#), and the Campus Nurse or designee will provide further direction. If the visitor or contractor answers does not pass the self-screening with [#CampusClear](#), the visitor or contractor should not be on property owned and operated by Martin Luther College and Martin Luther College Early Childhood Learning Center.

Workers, students, the families of children served, visitors and contractors can find more information in [Prevention Protocols](#) -- [Health Screening](#) -- [#CampusClear](#) and on the main [#CampusClear website](#).

COVID-19 Testing

MLC Health Services will not be collecting or conducting COVID-19 testing. Workers and students who are experiencing symptoms should complete the [Contact Me Form](#), and the Campus Nurse or designee will provide further direction. The individual be directed to schedule an appointment at an area clinic of the individuals' choice for further evaluation and potential COVID-19 testing at a medical facility. Refer to [Medical Facilities](#).

11.3 MEDICAL FACILITIES

Area medical facilities performing COVID-related evaluations and testing, along with routine medical care and emergency or urgent medical care, include but are not limited to:

New Ulm Medical Center (*1.1 miles from MLC*)

1324 5th Street North

New Ulm, MN 56073

(507) 217-5000

<https://www.allinahealth.org/new-ulm-medical-center>

Mayo Clinic Health System – Mankato (*30.5 miles from MLC*)

1025 Marsh Street

Mankato, MN 56001

(507) 625-4031

<https://www.mayoclinichealthsystem.org/locations/mankato>

Mankato Clinic (*30.5 miles from MLC*)

1230 East Main Street

Mankato, MN 56001

(507) 625-1811

<http://www.mankatoclinic.com>

Report your symptoms daily with [#CampusClear](#).

If you need immediate medical attention, call your medical provider, or call 9-1-1.

Sleepy Eye Medical Center *(21.4 miles from MLC)*
400 4th Avenue North-West
Sleepy Eye, MN 56085
<https://semedicalcenter.org/>

To expedite a medical facility visit and future appointments, individuals are encouraged to set up an account with the medical facility of their choice and/or a facility preferred by the individuals' insurance provider. Individuals may contact their insurance provider customer service to locate a medical facility preferred by the insurance provider. Individuals may set up their medical facility account by contacting patient services or the scheduling department of the chosen and/or insurance provider preferred facility. Individuals may be required to provide, but not limited to, personal information, health insurance information, health insurance subscriber, billing information, and emergency contact information. Individuals may transfer health records to the chosen facility, may set up virtual accounts or may enable the chosen facilities health mobile app or online account to allow ease of communication, access test results, schedule appointment, and view after visit summaries.

Students without health insurance may contact [Insurance Enrollment Assistance at Open Door Health Center.](#)

11.4 MEDICAL SUPPLIES

Students should bring a thermometer they are familiar with, in working order, for daily self-temperature checks. Thermometers should not be shared with other students. Students should also have on hand any over-the-counter medications they may need in addition to their prescription medications. Students should keep their health insurance card (or a copy) in a safe location in their dorm or wallet.

Report your symptoms daily with #CampusClear.
If you need immediate medical attention, call your medical provider, or call 9-1-1.

12.0 PREVENTION PROTOCOLS

Report your symptoms daily with #CampusClear.
If you need immediate medical attention, call your medical provider, or call 9-1-1.

12.1 HANDWASHING

Basic infection prevention measures are being implemented at MLC and ECLC at all times. Workers and students are instructed and allowed 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 work hours, beginning and end of their classroom time, prior to any mealtimes, after sneezing or coughing, after nose blowing, after using the toilet and whenever the individual feels they have come into contact with unclean surfaces. In addition, ECLC children follow the [ECLC Handwashing](#) section. All visitors and contractors are required to wash their hands prior to or immediately upon entering the facility.

In absence of handwashing sinks, the buildings have hand sanitizer dispensers (that use sanitizers of greater than 60% alcohol) deployed that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Handwashing etiquette is demonstrated on posters displayed in buildings. The Custodial Department is responsible for upkeep of hand-sanitizing stations, and handwashing supplies in restrooms.

12.2 RESPIRATORY ETIQUETTE

Workers, students, children that we serve, visitors and contractors 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 receptacle and wash or sanitize their hands immediately afterward. Respiratory etiquette is demonstrated on posters displayed in buildings and supported by making tissues and trash receptacles available to all workers, students, children that we serve, visitors and contractors.

Refer to [Prevention Protocols](#) -- [Face coverings](#) for how to protect yourself from respiratory droplets when around others who are talking, sneezing, coughing or singing. These droplets can land in the mouths or noses of people who are nearby and possibly inhaled into the lungs.

12.3 SOCIAL DISTANCING

Workers, students, visitors and contractors are encouraged to adhere to the [Minnesota Stay Safe](#) as it relates to gatherings in groups and confined areas, including elevators. Individuals should refrain from using other individuals' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment. In addition, ECLC children follow the [ECLC Social Distancing](#) section.

Social distancing of at least six (6) feet from person-center to person-center or more is being implemented in at MLC and ECLC through the following engineering and administrative controls:

- Carrying out in-person instruction with social distancing in mind or carrying out distance alternative learning formats for students, when necessary.
- Utilize electronic communication wherever practical and limit in-person communication.
- Allowing and encouraging telework opportunities for workers who can work from home, either partially or fully.
- Accommodating workers who are unable to work from home by offering flexible work hours, staggering work schedules, staggering breaks and meal periods, etc.
- Adhering to gathering limits (i.e. meetings, events, etc.) as indicated by the [Minnesota Stay Safe](#).
- Updating MLC and the ECLC family through various communication methods such as newsletters and online publications.
- Providing directional signage and displaying posters where possible.
- Regulating sharing of vehicles used for MLC purposes and ensuring proper cleaning before and after use.
- Providing necessary Personal Protective Equipment, as available in the market, such as masks, non-medical face coverings, gloves, disinfectants, shields, partitions, barriers, etc.
 - When masks are not available per market demand, encouraging the use of non-medical face coverings for use as described in [Prevention Protocols](#) -- [Face coverings](#).

Report your symptoms daily with #CampusClear.
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12.4 FACE COVERINGS (I.E. MASKS)

Face coverings are an important part of mitigating efforts and preventing the spread of the virus. Face coverings are most effective when it remains in place without being touched by the person wearing it, or by others. A face covering prevents a person wearing the mask from spreading respiratory droplets when talking, sneezing, and coughing. These droplets can land in the mouths or noses of people who are nearby and possibly inhaled into the lungs. Wearing a face covering, reduces the risk of exposure to COVID-19. The virus can be spread before symptoms begin, and can spread from people who have no symptoms. Wearing a face covering can **protect others** around you. Face coverings worn by others, **protects you**.

In response to Executive Orders issued by Governor Tim Walz, face coverings are required in all indoor MLC and ECLC buildings and spaces as a statewide mask mandate. Workers, students, permitted visitors, and permitted contractors should wear a non-medical face covering when indoors, when waiting outdoors to enter indoor, and when social distancing of at least six (6) feet is unable to be maintained. When outdoors, face coverings are required when it is not possible to maintain social distancing of at least six (6) feet.

For specific areas on where a face covering is required, where the face covering can be temporarily removed, and when the face covering is not required, refer to the chart below. Individuals should have a face covering with them at all times, in order to be prepared to comply with the face covering mandate.

Face covering usage

FACE COVERINGS AT MLC		
ARE TO BE WORN WHEN:	MAY TEMPORARILY BE REMOVED WHEN:	ARE <u>NOT</u> REQUIRED WHEN:
<ul style="list-style-type: none"> • Indoors. (i.e. hallways, restrooms, lobbies, lounges, chapel, classroom, professor's office, office complexes, etc.) • Visiting another student's dorm room. • Individuals other than your roommate are in your dorm room with you. • Waiting outside to enter indoor spaces. (i.e. when waiting to enter the LSC, the WCC, or any other building that has a line social distanced with individuals waiting to enter) • Unable to maintain social distancing of at least six (6) feet, even if outdoors. • In a private office and other individuals are present. • In an office complex and other individuals are present. • In a cubicle with walls on three sides that are higher than face level and all other individuals are <u>not</u> social distanced. • Operating or riding in a vehicle on behalf of MLC with occupants. • Operating or riding in a private vehicle for non-MLC purposes with individuals other than just your roommate. 	<ul style="list-style-type: none"> • Alone, such as when working in a private office or alone in a room. • In an office complex, alone. • In a cubicle with walls on three sides that are higher than face level, and all other individuals are social distanced. • Eating and drinking. • Communicating with an individual who is deaf or hearing impaired, has a disability or medical condition that makes communication difficult, providing that social distancing is maintained. • Participating in organized sports and the level of exertion makes it unsafe to wear a face covering. • Using fitness equipment and the level of exertion makes it unsafe to wear a face covering. Social distancing must continue to be maintained. • Formally speaking, performing, presenting, or lecturing, providing that social distancing is maintained. A face shield is an alternative in these situations. • Playing a musical instrument such as a brass instrument or woodwind instrument, provided that social distancing is maintained. 	<ul style="list-style-type: none"> • In your own dorm room with your roommate, unless other individuals are present. • When outdoors and all individuals are able to social distance of at least six (6) feet. • In your own private office, alone. • In your office complex, alone. • In your cubicle with walls on three sides that are higher than face level and all other individuals are social distanced. • Alone in a motor vehicle. • In a private vehicle operated for non-MLC purposes, alone or with your roommate. • Sleeping, unconscious, incapacitated or otherwise unable to remove the face covering without assistance.

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If you need immediate medical attention, call your medical provider, or call 9-1-1.

- | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <ul style="list-style-type: none">• In the Cafeteria, except for when eating and drinking.• Participating in organized sports, to the extent possible, except for if the level of exertion makes it unsafe to wear.• Using fitness equipment, except for if the level of exertion makes it unsafe to wear.• In quarantine due to close contact with an individual who tested positive for COVID-19, or while waiting for results. <i>Specific face covering instructions to be provided by public health, the campus nurse, or a medical provider.</i>• In isolation due to experiencing symptoms or testing positive for COVID-19. <i>Specific face covering instructions to be provided by public health, the campus nurse, or a medical provider.</i> | <ul style="list-style-type: none">• Swimming, showering, or other activities where the face covering will get wet.• Wearing a face covering would create a safety hazard to the student or worker as determined by OSHA or workplace safety guidelines. | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

For childcare face covering requirements, refer to [ECLC Face coverings](#) as it relates to ECLC workers, ECLC student teachers, and children served. Any other MLC worker, MLC student, permitted contractor, or permitted visitor that receives permission to enter ECLC for MLC-related purposes will follow the normal [Face covering](#) protocol.

Alternatives and Accommodations

Individuals who have medical or other health conditions, disabilities, or mental health condition, developmental, or behavioral needs, or are medically unable to wear a face covering, will require medical provider documentation. Upon obtaining and providing medical provider documentation to exclude the individual from wearing a face covering, the individual should wear a face shield.

In the case of formally speaking, performing, presenting, or lecturing, providing that social distancing can be maintained, a face shield is an alternative in these situations.

For childcare face covering requirements, refer to [ECLC Face coverings](#) as it relates to ECLC workers, ECLC student teachers, and children served.

Higher education is permitted flexibility surrounding the use of face shields, which increases the visibility of facial expressions and lip movements to aid in speech perception and child development and learning. 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, and the activity is important for the face to be seen.
- When students are participating in classroom activities, and the activity is important for the face to be seen.
- When a fabric face covering may pose a hazard due to the nature of the class or activity, for example, in a science laboratory.

Face Shield Disclaimer: It is not known whether face shields (a clear plastic barrier that covers the face) provide the same source control for droplets as face masks, but they may be an option in situations where wearing a face covering is problematic as identified in this section. For optimal protection, the shield should extend below the chin and to the ears, and there should be no exposed gap between the forehead and the shield's headpiece.

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Face covering types

A “face covering” must be double layer and can include a paper or disposable face mask and a cloth face mask. The bandana and buff-style face covering qualify as a face covering as long as it is double layer. The non-medical face covering should be made of tightly knit cotton material and at least two layers. Visit the CDC [website for how to make a cloth face covering](#). Medical-grade masks and respirators are sufficient face coverings, but to preserve adequate supplies, their purchase, and use is discouraged for those who do not work in a health care setting or in other occupations that require OSHA-approved PPE.

Do not wear or use: Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are not sufficient face coverings because they allow exhaled droplets to be released into the air.

How to properly wear and care for a face covering:

A face covering is not a substitute replacement for social distancing, and is especially important to wear when social distancing is unable to be maintained. When using a face covering, make sure the mouth and nose are fully covered. The covering should fit snugly against the face with no gaps, but should not be overly tight or restrictive. The covering should be secured to prevent slipping, and that the individual does not have any difficulty breathing.

When wearing a face covering, do not touch the mask too often. When removing the mask, do your best to not touch the front of the mask, but remove the mask by using the straps that go around the head or the ears. Do not touch your eyes, nose, or mouth. Wash your hands after removing the mask.

Face coverings intended to be washable, depending on the frequency of use, should be hand washed or laundered daily, using the [CDC guidance on how to wash and dry face coverings](#). Before reusing a laundered mask, ensure that the face covering is completely dry.

12.5 HOUSEKEEPING AND ENGINEERING CONTROLS

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of surfaces, equipment, tools and machinery, and areas in the MLC and ECLC environment, including restrooms, shared worker lounges, and meeting rooms. Frequent cleaning and disinfecting is conducted in high-touch areas and of high-touch items, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc. It may be possible that a person would contract COVID-19 by touching a surface or object that has the virus on it, and then touching their own mouth, nose, or eyes.

The definition of:

- **Cleaning** is the removal of dirt and most germs, and can often be accomplished with soap and water.
- **Disinfecting** kills most germs, depending on the type of chemical, and only when the chemical product is used as directed on the label.

Cleaning products and their intended use as well as precautions to take when using the product and other helpful information can be found on the [MLC Safety Data Sheets site](#). All workers are expected to complete the necessary Safety Data Sheet training on [SafeColleges](#).

The cooperation of students, faculty, and staff will be critical to the success of these cleaning and disinfecting guidelines, allowing us to enjoy the 2020-2021 academic year in-person.

The **Custodial Department** is responsible for MLC and ECLC general housekeeping and cleaning of **high-touched surfaces in general areas, classrooms, office complexes, hallways, etc.** The Custodial Department is also responsible for soft surfaces such as carpets, rugs, and drapes. In the event of disinfecting and sanitizing of

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areas identified as contaminated by a diagnosed COVID-19 worker, student, visitor or contractor, the Custodial Department will refer to instructions below and consult with the Campus Nurse and local Public Health authorities for current guidelines.

The **Maintenance Department** is responsible for the building ventilation system for proper indoor air quality, and reengaging the building water system for potable and quality water. To provide proper indoor air quality, the Maintenance Department will limit indoor air recirculation and ensure ventilation systems are properly used and maintained. Proper airflow will minimize airflow blowing across people. Ventilations systems will pre-purge and post-purge air handlers, adjust outside air limits, and adjust variable air volume controllers. Temporary solutions for students and workers may include opening windows, removing or repositioning fans, and encouraging outdoor time. Supervisors and Faculty should be diligent in ensuring open windows are closed after each day or class. Heating, Ventilation, and Air Conditioning (HVAC) equipment adjustments include exhaust modifications to the Early Childhood Learning Center and Cafeteria, and increased outside ventilation in the Fitness Center, Cafeteria, and Chapel. All HVAC systems are programmed to run longer and allow more outside air to be introduced into the spaces they serve. The Maintenance Department has increased the normal periodic air filter changes to ensure filtered air quality. To ensure the cleanliness of water fountains and water-refill stations, the drinking fountain spout is closed off, but individuals are welcome to utilize the touchless water-refill option.

To improve ventilation, reduce hallway gatherings and ensure high-touch surface cleaning, refer to the [Temporary Classroom Door Policy](#).

Individuals, workers and students, are responsible for cleaning and disinfecting their own personally used workspaces and high-touched items, objects and surfaces with custodial provided products.

Students are responsible for dorm room cleaning protocols and are encouraged to provide their own cleaning products for personal dorm room cleaning.

Studies show that the COVID-19 virus can live on surfaces for up to nine (9) days. Examples of personally used workspaces and high-touched items, objects and surfaces include, but are not limited to:

face shield	thermometer	cellphone	door handles
door knobs	light switches	keyboard	mouse
hard desk chair	chair arms	desk surface	table surface
podium surface	countertops	lunchroom table	lunchroom hard chair
phone	writing utensils	printer touchscreen	copier touchscreen
tablet touchscreen	drawer handles	headphones	remotes
stapler	scissors	stair rails	handrails
equipment handles	playground equipment	elevator buttons	vending machine push buttons
shared items	children's toys	bus seats, etc.	

It is not necessary to routinely apply disinfectants to surfaces that are not high-touch or high-risk (i.e. floors, bookcases, tops of filing cabinets).

Note: some surfaces may be difficult to clean, such as computer keyboards, pianos, organs, etc. For example, shared computers should have signs posted instructing proper hand hygiene before and after using them to minimize disease transmission. To facilitate cleaning, consider using covers that protect the keys but enable use of the keys.

In the classroom, faculty members are responsible for encouraging proper cleaning and sanitizing. While faculty members are not responsible for physical classroom cleaning, the solutions are available as needed and the-faculty members may enlist the services of students.

Disposable wipes, cleaning solution, paper towels, gloves and instructions are provided in various areas throughout buildings (i.e. cleaning stations), so that shared surfaces and personally used surfaces can be wiped down by students

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or workers, prior to use. Cleaning products are used according to the directions and safety information on the label. Users should be mindful of the cleaning solution “kill-time” and follow the cleaning solution instructions carefully. In addition, each cleaning station is supplied with a Safety Data Sheet. **The liquid cleaning product provided by the Custodial Department will clean and disinfect because of the chemical makeup.** Faculty, staff, and supervisors should ensure provided cleaning stations are stocked and may submit a [work order](#) for replenishment. MLC and ECLC are well equipped with restrooms providing handwashing sinks, soap, paper towels and receptacles. In addition, alcohol-based waterless hand hygiene products and facial tissues are provided in various areas throughout buildings.

If no cases of the COVID-19 or other viral respiratory disease have been confirmed, or if the infected persons have successfully completed quarantine and/or healthcare provider protocols, MLC and ECLC should continue routine and enhanced cleaning.

CONFIRMED CASE ON-SITE

The following are cleaning protocols for disinfecting MLC or ECLC, if a confirmed case of COVID-19 or other viral respiratory disease is found within MLC or ECLC. The CDC recommends cleaning and disinfecting all areas used by the ill individual(s), focusing especially on high-touched surfaces. The CDC Infection Control Plan (ICP) best practice cleaning procedures indicate that high risk areas (bathrooms, athletic areas, cafeteria/kitchen, and health/nurses' offices) and high-touch points (door handles, hand railings, lockers, shared desks, and keyboards) should be disinfected.

The risk of getting COVID-19 from cleaning is low. The following are general precautions for custodial workers:

1. Close off areas used by the ill individuals, then wait as long as practical before beginning cleaning and disinfecting to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24-hours before beginning cleaning and disinfecting.
2. Custodial workers should not touch their face while cleaning and should not touch their face with unwashed hands.
3. Wear proper personal protective equipment (PPE), as indicated:
 - a. Gowns, gloves, PPE OSHA-approved mask and shield should be worn for all tasks in the cleaning process, including trash handling. The main pathway of a respiratory virus is contact with contaminated surfaces when an infected individual is not in the vicinity.
 - b. Clean the surface with disposable towels, using soap and water prior to disinfecting the surface. For disinfection, the use of diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective. A product found on either of these lists can also be utilized:
 - i. EPA-approved emerging viral pathogens claims, maintained by the [American Chemistry Council Center for Biocide Chemistries \(CBC\)](#)
 - ii. [EPA's Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2](#)
 - iii. Follow manufacturer's instructions for all cleaning and disinfection products (concentration, application method, contact time, etc.).
4. For soft (porous) surfaces (such as carpeted floor, rugs, and drapes), remove visible contamination, if present, and clean with appropriate cleaners indicated for use on these surfaces.
5. After cleaning:
 - a. Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely; or,

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- b. Use products with the EPA-approved emerging viral pathogens claims.
- c. After cleaning and disinfecting, dispose of gloves and immediately wash hands with soap and water.
- d. Custodial workers should change their clothes after cleaning the area. Clothing worn should be placed in a plastic bag until it can be safely laundered at home.

12.6 HEALTH SCREENING

Self-Screening

The following policies and procedures are implemented to assess the health statuses of workers, students, children that we serve, visitors, and contractors prior to entering MLC or ECLC, and for workers and students to report when they are sick or experiencing symptoms.

Symptom monitoring includes, but is not limited to, the following: fever of 100.4°F or higher, felt feverish, chills, muscle aches, body aches, fatigue, cough, shortness of breath or difficulty breathing, hoarseness, runny nose, congestion, sore throat, nausea, vomiting, headache, abdominal pain, diarrhea or loose stools, or lost sense of smell or taste. Symptoms can occur in as few as 2 days after exposure, or as long as 14+ days after exposure.

Each day, **before** beginning work or learning on-site, **before** gaining access to MLC or ECLC buildings, and **before** contractors are able to perform contractual work on property owned and operated by Martin Luther College, regardless of the length of time on-site, workers, students, visitors and contractors must complete the daily self-screening questionnaire via the [#CampusClear](#) mobile app or the [#CampusClear website](#). Specific instructions for visitors, contractors and ECLC children is below.

The [#CampusClear](#) daily self-screening involves selecting all that apply, including but not limited to:

- I've tested positive for COVID-19
- No Symptoms
- I've been in close contact with someone who tested positive for COVID-19 and I WAS wearing a mask.
- I've been in close contact with someone who tested positive for COVID-19 and I was NOT wearing a mask.
- Temperature ≥ (of greater than or equal to) 100.4°F or chills.
- New unexplained cough
- Unexplained shortness of breath
- New loss of taste or smell
- Unexplained sore throat
- Congestion or runny nose (*excluding seasonal allergies*)
- New unexplained fatigue
- Unexplained muscle or body aches
- New unexplained headache
- Unexplained nausea or vomiting
- Unexplained diarrhea

If the worker or student does not pass the daily self-screening via [#CampusClear](#), the individual must stay home or in their dorm room, complete the [Contact Me Form](#), and the Campus Nurse or designee will provide further direction. If the visitor or contractor answers does not pass the self-screening with [#CampusClear](#), the visitor or contractor should not be on property owned and operated by Martin Luther College and Martin Luther College Early Childhood Learning Center.

See below for additional information for [Workers and Students](#), [Visitors and Contractors](#), and [ECLC Children](#).

Report your symptoms daily with #CampusClear.
If you need immediate medical attention, call your medical provider, or call 9-1-1.

Workers and Students

Workers and students are encouraged to self-monitor at least twice-daily for signs and symptoms of COVID-19 at home or in their dorm room. One of the self-screenings must occur before entering any MLC or ECLC building. Workers and students must follow the [Self-Screening](#) instructions. During the workday and school day, workers and students are encouraged to continue to self-monitor for symptoms.

Workers or students who are sick for any reason, exhibiting any of the COVID-19 symptoms that cannot be attributed to another non-COVID health condition, test positive or are presumptively positive for COVID-19, **or** if workers' household members are exhibiting any of the COVID-19 symptoms that cannot be attributed to another non-COVID health condition, test positive or are presumptively positive for COVID-19, must stay home or in their dorm room. Workers and students should complete the [Contact Me Form](#), and the Campus Nurse or designee will provide further direction.

In keeping with timely absence reporting, workers should temperature check and symptom monitor at home, at least 2-hours before reporting to work, when possible, and if they do not meet the criteria to report to work, the worker should report their absence at least 2-hours in advance, when possible. Students should work with the Campus Nurse for normal absence reporting.

Workers and students must follow the [Self-Screening](#) instructions. If the worker or student does not pass the daily self-screening via [#CampusClear](#), complete the [Contact Me Form](#), and the Campus Nurse or designee will provide further direction. The Campus Nurse or designee will assess symptoms that exist and identify if further medical care from a healthcare provider is necessary. If concerning symptoms exist, and the worker has been directed to isolate or quarantine by a healthcare provider, together with Brown County Public Health, the Vice President for Student Life and/or the Director of Human Resources, the Campus Nurse will identify contact exposures and notify appropriately. Refer to [Contact Tracing](#).

Workers can refer to the [MLC Lay and Called Worker Handbook](#) regarding counseling services, leave policies, use of Paid Time Off or Vacation, privacy of workers' health status and health information rights, eligible benefits for 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. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions should be discussed with Human Resources.

Students can refer to the [MLC Student Handbook](#) regarding counseling services, absences, housing, privacy of students' health status and health information rights, privacy of educational records, and accommodations for students with medical conditions.

Visitors and Contractors

Visitors and contractors are encouraged to self-monitor at least twice-daily for signs and symptoms of COVID-19, at home and before entering any MLC or ECLC building.

Before gaining access to MLC or ECLC buildings, or before contractors perform contractual work on property owned and operated by Martin Luther College and Martin Luther College Early Childhood Learning Center, regardless of the length of time on-site, visitors and contractors must follow the [Self-Screening](#) instructions. If the visitor or contractor answers does not pass the self-screening with [#CampusClear](#), the visitor or contractor should not be on property owned and operated by Martin Luther College and Martin Luther College Early Childhood Learning Center.

Visitors and Contractors who are unable to complete the #CampusClear self-screening through the mobile app or the website, must:

1. **Be able to answer "NO" to each of these questions.** If the visitor or contractor answers "YES" to any of the questions, the visitor or contractor should not be on property owned and operated by Martin Luther College and

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Martin Luther College Early Childhood Learning Center. Refer to the [Facility Screening Checklist](#). Self-questionnaire health screening questions includes:

- a. A new fever (100.4°F or higher), or a sense of having a fever?
 - b. A new cough that cannot be attributed to another health condition?
 - c. New shortness of breath that cannot be attributed to another health condition?
 - d. A new sore throat that cannot be attributed to another health condition?
 - e. New muscle aches that cannot be attributed to another health condition, or that may have been caused by a specific activity (such as physical exercise)?
 - f. New body chills that cannot be attributed to another health condition?
 - g. A headache that cannot be attributed to another health condition?
 - h. New fatigue that cannot be attributed to another health condition?
 - i. A new loss of smell or taste that cannot be attributed to another health condition?
 - j. Congestion or runny nose (*excluding seasonal allergies*) that cannot be attributed to another health condition?
 - k. Nausea, vomiting, or diarrhea that cannot be attributed to another health condition?
2. **Successfully pass a temperature-monitoring checkpoint.** If the visitor or contractor answers does not pass the self-screening or temperature-monitoring checkpoint, the visitor or contractor should not be on property owned and operated by Martin Luther College and Martin Luther College Early Childhood Learning Center.

ECLC Children

The families of children enrolled for care at the MLC Early Childhood Learning Center are encouraged to self-monitor at least twice-daily for signs and symptoms of COVID-19, before entering any MLC or ECLC building. For other questions related to childcare, illnesses, safety and more at ECLC, refer to the [ECLC Parent Handbook](#).

Temperature Check

For the convenience of workers who do not have a thermometer, and for visitors, contractors and ECLC children, these temperature monitoring checkpoints are available: [1] Human Resources (for workers), [2] ECLC

1. **For visitors**, a non-contact thermometer is placed at [Human Resources \(WCC 158\)](#). *Workers who do not have a thermometer at home may use this checkpoint as part of recording their daily health screening. ECLC workers may utilize the ECLC workroom temperature checkpoint. Students should utilize their own thermometer.*
 - a. The department or area arranging for the on-campus visit should ensure checkpoint privacy, maintain privacy of results and ensure social distancing.
 - b. To ensure privacy and social distancing of the individual scanned, and the individuals waiting, only one individual is allowed in the temperature checkpoint area at a time.
 - c. When using the non-contact infrared thermometer the individual will scan their own forehead within one (1) inch of the forehead without the thermometer touching the forehead.
 - i. The individual either will wear gloves when handling and operating the thermometer, or will use provided cleaning and sanitizing wipes to clean and sanitize the thermometer before and after use.
 - ii. If the thermometer touches the forehead, the thermometer must be properly cleaned and sanitized.
 - iii. The device will detect the temperature within one (1) second and accuracy is within +/- 0.2°F.
 - iv. After using the non-contact thermometer, the visitor will dispose of the gloves and wipes used in a trash receptacle.
 - v. The visitor will immediately wash their hands at the nearest handwashing sink or use hand sanitizer.
 - vi. A temperature of:
 - 100.4°F or higher (38°C or higher) will prompt the individual to remain off-site. Follow instructions in self-screening, workers, or visitors and contractors.
 - 100.3°F or lower (37.94°C or lower) will permit the individual to begin on-site activities for the day.

Report your symptoms daily with #CampusClear.
If you need immediate medical attention, call your medical provider, or call 9-1-1.

2. **For contractors**, a non-contact infrared thermometer will be in use within the Environmental Services Office WCC 170 in keeping with normal contractor sign in/out procedures with the Environmental Services Supervisor or Administrative Assistant for Environmental Services.
 - a. Individuals should maintain social distancing when waiting for a temperature check.
 - b. The Supervisor or Administrative Assistant should ensure checkpoint privacy, and maintain privacy of results.
 - c. The Supervisor or Administrative Assistant will ensure the thermometer is cleaned before use.
 - d. When using this device, both the Supervisor or Administrative Assistant (screener) and the individual must wear a mask, and the Supervisor or Administrative Assistant (screener) must wear gloves and a face shield due to the device required to be within one (1) inch of the forehead and the inability to maintain social distancing.
 - e. The Supervisor or Administrative Assistant (screener) will extend their arm to the furthest extent possible to maintain maximum social distancing, and scan the individual's forehead within one (1) inch of the forehead without the thermometer touching the forehead. If the thermometer touches the individual, the thermometer must be properly cleaned and sanitized before use.
 - f. The device will detect the temperature within one (1) second and accuracy is within +/- 0.2°F.
 - g. A temperature of:
 - 100.4°F or higher will prompt the Supervisor or Administrative Assistant (screener) to send the contractor off-site.
 - 100.3°F or lower will permit the contractor for on-site activity.
 - h. The Supervisor or Administrative Assistant will ensure the thermometer is cleaned after use.
3. **For ECLC children**, during drop off, a non-contact infrared thermometer will be in use by an assigned ECLC worker at the ECLC Door 1 for the ECLC child(ren).
 - a. Parents and children should maintain social distancing when waiting for a temperature check.
 - b. The assigned ECLC worker for child temperature screening should ensure checkpoint privacy.
 - c. The assigned ECLC worker will ensure the thermometer is cleaned before use.
 - d. When using this device, the assigned ECLC worker must wear a mask, gloves, and a face shield due to the device required to be within one (1) inch of the forehead and the inability to maintain social distancing.
 - e. A mask is required for parents. **Masks are not required for ECLC children.**
 - f. The assigned ECLC worker (screener) will extend their arm to the furthest extent possible to maintain maximum social distancing, and scan the child's forehead within one (1) inch of the child's forehead without the thermometer touching the child's forehead. If the thermometer touches the child, the thermometer must be properly cleaned and sanitized before use.
 - g. The device will detect the temperature within one (1) second and accuracy is within +/- 0.2°F.
 - h. A temperature of 100.4°F or higher will prompt the assigned ECLC worker to inquire about other symptoms. Refer to letter k below. A temperature of 100.3°F or lower will allow child admittance as long as no other qualifying symptoms exist.
 - i. The assigned ECLC worker will ensure the thermometer is cleaned after use.
 - j. The assigned ECLC worker will inquire if the child has any symptoms as identified in the MDH Decision Tree. If the child has one "more common" or two "less common", the child will be denied admittance.
 - k. Refer to MDH Decision Tree.

#CampusClear

#CampusClear is an application developed by Ivy.ai through a collaboration of universities. This health monitoring application will allow our workers, students, permitted visitors and permitted contractors to easily and safely self-monitor and self-screen for COVID symptoms, and receive permission to continue on-site work, learning, or activities.

Report your symptoms daily with #CampusClear.
If you need immediate medical attention, call your medical provider, or call 9-1-1.

Workers and students may either download the [#CampusClear](#) application from the [Apple store](#) or [Google Play store](#) onto their smartphone, or they may use the [website version of #CampusClear](#) to record their daily health screening before beginning work or learning on-site. Upon initial use of the smartphone application, users will need to register their phone following the [#CampusClear](#) application on-screen prompts and will need to have access to their campus email to authenticate the device. Upon initial use of the website version, users will need to register their computer following the on-screen prompts and will need to have access to their campus email to authenticate the device. Each morning, workers and students will receive a notification via the mobile application or an email if using the website version to remind the worker and student to submit their daily health screening. Students are to complete the health screening 7-days a week, and workers are to complete the health screening each workday.

MLC values the privacy of our campus members and while the information submitted through [#CampusClear](#) is not protected by Health Insurance Portability and Accountability Act (HIPAA), MLC takes precautions to ensure that campus community member privacy is maintained.

For mobile app user instructions and web-based browser user instructions, please follow these [instructions](#).

For more information, refer to [Health Services](#) -- [Health Screenings with #CampusClear](#)

Google Play Store Link: <https://play.google.com/store/apps/details?id=com.campusclear>

Apple Store Link: <https://apps.apple.com/app/campusclear/id1516163872>

Web Browser App Link: <https://web.ivy.ai/app/campusclear>

Report your symptoms daily with #CampusClear.
If you need immediate medical attention, call your medical provider, or call 9-1-1.

13.0 ILLNESS

Report your symptoms daily with #CampusClear.
If you need immediate medical attention, call your medical provider, or call 9-1-1.

13.1 WHEN AN INDIVIDUAL BECOMES ILL

When a student or worker develops any symptoms of illness consistent with COVID-19, the student or worker should complete the [Contact Me Form](#), and the Campus Nurse or designee will provide further direction. Any other individual should contact their health care provider.

Symptoms include: fever of 100.4°F or higher, felt feverish, chills, muscle aches, body aches, fatigue, cough, shortness of breath or difficulty breathing, hoarseness, runny nose, congestion, sore throat, nausea, vomiting, headache, abdominal pain, diarrhea or loose stools, or lost sense of smell or taste. Symptoms can occur in as few as 2 days after exposure, or as long as 14+ days after exposure.

It is critical to maintain confidentiality of the student or worker as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act, as applicable. If the individual is on-site:

1. Isolate the individual in a separate room while they wait to be picked up or until they are able to leave the facility on their own.
2. Ensure that the individual has hygiene supplies available, including a non-medical face covering, facial tissues, face shield, and alcohol-based hand rub.
3. Remind workers who are monitoring the individual with symptoms to practice social distancing when possible and to utilize proper personal protective equipment, including but not limited to: non-medical face covering, gown, gloves, face shield, goggles, etc.
4. Close off the space used for isolation after the ill individual leaves.
5. Notify the Custodial Department.
6. Refer to the [Housekeeping and Engineering Controls section, confirmed case](#).
7. Clean and disinfect high-touch surfaces, focusing on areas where the individual is known to have been and items they have touched (e.g., individual desk, cot, recently used toys, shared equipment).
8. Wear gloves when cleaning, and wash hands after removing gloves.
9. Open the space after proper cleaning and disinfecting.

Refer to the [Health Services](#) section, [MDH Decision Tree](#), and [CDC Symptom Self-Checker](#) for more information.

13.2 QUARANTINE AND ISOLATION

Isolation and quarantine precautions are used to help stop the spread of disease from one person to another. MLC will follow CDC and MDH guidance regarding isolation and quarantine protocols.

The Campus Nurse or designee will assess symptoms that exist and identify if further medical care from a healthcare provider is necessary. If concerning symptoms exist, and the student or worker has been directed to isolate or quarantine by a healthcare provider, the Campus Nurse together with Brown County Public Health and the Vice President for Student Life for students or the Director of Human Resources for workers, will identify contact exposures and notify appropriately. Refer to the [Contact Tracing section](#).

Human Resources for workers, and Dormitory Supervisors (not Resident Assistants) for students, together with the Campus Nurse will symptom monitor the worker or student electronically, using the #CampusClear tool during the:

- Quarantine period and the worker or student may return to activity 14-days after last exposure, as long as no symptoms have appeared.
- Isolation period and the worker or student may return to activity once all three of these things are true: [1] the symptoms are better, [2] it has been ten (10) days since the individual first felt sick, and [3] the individual has not had a fever for at least 24-hours without using fever-reducing or pain-relieving medication.
- No medical examination, testing, or official letter is needed to return to activity.
- Please note, the student may be sent home or off-site during the quarantine or isolation period.

Report your symptoms daily with #CampusClear.
If you need immediate medical attention, call your medical provider, or call 9-1-1.

The definition of:

- **Quarantine** – used to **keep someone who might have been exposed to COVID-19 away from others**. Quarantine helps prevent spread of disease that can occur before a person knows they are sick. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department. The quarantine period is 14-days after the last date of exposure.
- **Isolation** – used to **separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected**. People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom, if available. The isolation period lasts as long as necessary until all three of these things are true: [1] the symptoms are better, [2] it has been ten (10) days since the individual first felt sick, and [3] the individual has not had a fever for at least 24-hours without using fever-reducing or pain-relieving medication.

The Campus Nurse or designee will notify Brown County Public Health and/or the Minnesota Department of Health regarding any confirmed cases on-site; workers, students, ECLC children.

13.3 WAITING FOR RESULTS

When waiting for a test result from a medical facility, the affected individual(s) and the close contact(s) should quarantine. Follow these instructions for symptomatic and asymptomatic individuals:

1. Complete the [Contact Me Form](#), and the Campus Nurse or designee will provide further direction.
2. Separate themselves from others by staying home or in their dorm room, except for if the individual needs medical care.
3. Stay away from others in their home or in their dorm room by social distancing and using a separate room and bathroom, if possible.
4. Wear a face covering if needing to be around other individuals.
5. Cover nose and mouth with a tissue when coughing or sneezing and then wash hands afterwards.
6. Avoid sharing personal items such as food, dishes, drinking glasses, utensils, towels or bedding. If the individual must share personal items, the items should be properly cleaned, disinfected or laundered.
7. Clean all high-touched items and surfaces in the home or in the dorm room.
8. Wash their hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer containing at least 60% alcohol.
9. Avoid touching their face, mouth, nose or eyes with unwashed hands.
10. Call your medical provider if your symptoms get worse.
11. If need emergency medical attention, call 9-1-1, and let them know that test results for COVID-19 are pending.
12. Make a list of the people you have been in close contact with, from two days before you started feeling sick until the time tested.
13. Inform close contacts of the pending test results and advise close contacts to stay home and away from others.

Upon receipt of the test results, and if the results are positive, the individual should:

1. Symptom monitor electronically with #CampusClear.
2. Follow the isolation procedures as provided by the medical facility.
3. Follow the isolation procedures as provided by Brown County Public Health.
4. Follow the isolation procedures as provided by the Campus Nurse or designee.
5. Do not return to activity until the medical facility, Brown County Public Health and/or the Campus Nurse or designee provides a return to activity date.
6. Call your medical provider if your symptoms get worse.
7. If need emergency medical attention, call 9-1-1, and let them know that of the positive COVID-19 test results.
8. Cooperate with Brown County Public Health to contact trace with the individuals who may be infected.
9. Drink plenty of fluids, eat and rest when able.

Report your symptoms daily with #CampusClear.
If you need immediate medical attention, call your medical provider, or call 9-1-1.

A negative COVID-19 test is one point in time, and does not mean that the individuals will stay negative. The individuals could become ill with COVID-19 and/or test positive at any time. A negative test does not release an individual from quarantine. Upon receipt of the test results and if the results are negative, the:

Individuals are infectious for about 10 days, and will continue to test positive for many weeks because the test identifies dead viruses and viral fragments.

13.4 CONTACT TRACING: ANSWER THE CALL

If a student or worker is confirmed positive for COVID-19 by a health care provider, the Campus Nurse together with Brown County Public Health, and the Vice President for Student Life for students or the Director of Human Resources for workers, will work together to confidentially identify contact exposures and notify close contacts appropriately.

Answer the call.

A close contact is defined by the Minnesota Department of Health and Public Health agencies as contacts within six (6) feet of the COVID-19 case continuously for at least 15-minutes, beginning two days before the person who tests positive developed symptoms. A close contact who is required to quarantine will follow [Quarantine](#) procedures as indicated in this plan and as provided by Brown County Public Health, medical provider and/or the Campus Nurse or designee. If the close contact develops symptoms during the quarantine, the individual must remain isolated and follow [Isolation](#) procedures as indicated in this plan and as provided by Brown County Public Health, medical provider and/or the Campus Nurse or designee. The Campus Nurse or designee will identify the return activity date. No medical examination, testing, or official letter is needed to return to on-site work or on-site learning.

Affected student(s) may be asked to return home or may be moved to temporary housing for isolation or quarantine, in order to monitor for worsening symptoms. Requiring student(s) with COVID-19 or the close contacts of the affected student(s) to quarantine or isolate, may pose logistical challenges and/or risk further transmission. Students in temporary housing or campus-provided dormitories should adhere to [Student Arrangements](#) and [Prevention Protocols](#).

When waiting for a test result, the affected individual(s) and the close contact(s) should quarantine. A negative test does not release an individual from quarantine until the required 14-day quarantine is resolved and pending no symptoms occur.

Specific instructions regarding quarantine and isolation will be provided by the Campus Nurse or designee.

Individuals who were not within six (6) feet of the individual who tested positive for COVID-19, or were close to the individual who tested positive for COVID-19 for less than 15 cumulative minutes, do not need to quarantine, but are always encouraged to self-monitor at least twice-daily for signs and symptoms of COVID-19.

If an individual is re-infected after already testing positive for COVID-19 and is re-exposed within a three (3) month period, the individual does not need to re-quarantine, unless the individual develops symptoms. If an individual is re-infected after already testing positive for COVID-19 and is re-exposed after a three (3) month period, the individual is considered a new exposure and should quarantine.

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14.0 GENERAL INFORMATION

Report your symptoms daily with #CampusClear.
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14.1 TRAVEL GUIDELINES

All MLC-sponsored international travel for students and workers is suspended.

All MLC-sponsored domestic travel for students and workers requires review and pre-approval by the respective Vice President in conjunction with the Events Coordinator and the Director of Human Resources.

The department or individual arranging the MLC-sponsored domestic travel should provide details on the specific travel arrangement as it relates to the length of travel, destinations and venue(s) visited, the rationale for in-person travel, etc. The Vice President will decide if the MLC-sponsored travel for students and workers is essential to MLC's operations, or if the travel should be postponed, cancelled, or converted to a virtual format.

MLC strongly encourages MLC-sponsored travel to be converted to a virtual format, when possible. Where it is not possible to convert essential MLC-sponsored travel to a virtual format, the travelers should be well attuned to the destination location requirements and restrictions, in addition to the specific venue(s) requirements and restrictions. Refer to the [specific state's travel guidance prior to and during travel](#). Travelers should be prepared for requirements and restrictions to be put into effect with little or no advanced notice. Upon reentry to Minnesota, New Ulm, or MLC property, travelers should be prepared for reentry requirements and restrictions to be put into effect with little or no advanced notice. Entry and re-entry requirements may include quarantine. Destinations and venue(s) may require quarantine, face coverings, or may have restrictions for visitors from certain locales. For Minnesota Travel information, visit the [Minnesota Department of Health Travel site](#).

Students are encouraged to limit personal travel, including travel home—remaining on, or close to, campus when possible.

Permitted MLC-related travelers are welcome to use their own personal vehicles to reduce surface-contact during the pandemic. Refer to the [Vehicle Safety Management Program](#) for more information.

14.2 OCCUPANCY (I.E. WHO IS ALLOWED ON-SITE)

To ensure Plan compliance with social distancing, face coverings, and sectors of MLC that require capacity limitations, the MLC campus buildings are open to current faculty, current staff and current students. The MLC ECLC is open to current workers, current student teachers, and current children enrolled in childcare.

At this time families of current faculty, families of current staff, families of current students, retired workers and emeriti, alumni, the community, the public, and visitors are not permitted in MLC buildings or on ECLC property.

For a complete chart of occupancy guidelines, refer to the COVID-19 Occupancy Chart.

Essential contractors are defined as contractors who serve MLC for the essential purposes of maintaining cleanliness, health, and safety, and are allowed on MLC and ECLC property. Non-essential contractors require pre-approval by the respective Vice President in conjunction with the Director of Human Resources. Permitted contractors must continue to comply with the normal contractor requirements and other sections of this Plan including, but not limited to: [health screenings](#), [face coverings](#), [handwashing](#), etc.

Essential visitors are defined as visitors whose purpose of in-person visits to MLC further the critical operations of the college. MLC strongly encourages essential visitors to conduct their visit virtually, when possible. Where it is not possible to conduct the MLC visit virtually, the department or individual arranging for the visitor on-site should receive pre-approval by the respective Vice President in conjunction with the Events Coordinator and the Director of Human Resources. The department or individual arranging the on-site visit should provide details on the specific visit arrangement as it relates to the length of time spent on-site, the locations the visitor(s) are traveling from, the locations on-site intended to be visited, the individual(s) on-site that will interact with the visitor(s), the rationale for an in-person visit, etc. The Vice President will decide if the visit is essential to the critical operations of the college, or if the visit should be postponed, cancelled, or converted to a virtual format. If the visit is deemed essential to the

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critical operations of the college, the visitor(s) must follow other sections of this Plan, including, but not limited to: [health screenings](#), [face coverings](#), [handwashing](#), etc.

Areas of campus arranging for on-campus visitors or contractors must comply with social distancing, gathering limits, housekeeping, non-medical face covering usage, and other areas of this Plan. In specific, the area arranging for on-campus visitors or contractors should:

1. Advise visitors and contractors to conduct a self-check of their body temperature before arriving on-site.
2. Ensure that visitors and contractors have successfully completed the temperature checkpoint and ensure that visitors and contractors can provide the proper response to the questions in number one (#1) above. This will involve the responsible MLC area to ask the specific questions.
3. Proactively monitor visitors and contractors symptoms. If visitors and contractors are exhibiting symptoms, the responsible MLC area should follow [section 8.8](#) regarding when a person is ill.
4. Ensure that visitors and contractors regularly wash their hands. Ensure handwashing and/or hand sanitizer facilities are readily available and stocked.
5. Ensure environment and high-touched surfaces are cleaned regularly and that cleaning supplies are readily available and stocked per the [Housekeeping and Engineering Controls](#) protocols.
6. Provide recommended protective supplies, appropriate to the purpose for the on-campus activity, such as, but not limited to, non-medical face covering, gloves, disinfectant, guards, shields, etc.
7. Ensure that visitors and contractors wear a non-medical face covering as described in [Prevention Protocols -- Face coverings](#).
8. Ensure gatherings do not exceed the mandated limit (i.e. meetings, events, etc.).
9. Stagger the schedule for visitors and contractors.
10. Stagger the locations affected by on-campus visitors and contractors and monitor traffic areas such as entrances, hallways, commune areas, etc.
11. Limit gatherings of visitors and contractors and ensure physical distancing and social distancing of at least six (6) feet.
12. Limit visitor and contractor interactions across floors, buildings, locations, etc. and encourage electronic communication wherever practical and limit in-person communication.
13. Prohibit food sharing for visitors and contractors.
14. Discourage handshaking. Encourage visitors and contractors to use other non-contact methods of greeting.

14.3 COMMUNICATION AND TRAINING

MLC will consult with local and state health officials on development of any communications indicating a possible exposure of COVID-19 or other viral respiratory disease within MLC or ECLC. In this circumstance, it is critical to maintain confidentiality of the student, worker or child, as required by the Americans with Disabilities Act (ADA), and the Family Education Rights and Privacy Act (FERPA).

Health Insurance Portability and Accountability Act (HIPAA) is privacy ruling for covered entities (health plans, health care providers, and health care clearinghouses) and business associates that perform functions on behalf of a covered entity. HIPAA is the transfer of private health information electronically by covered entities. MLC values the privacy of our campus members and while the information submitted through [#CampusClear](#) is not protected by HIPAA, MLC takes precautions to ensure that campus community member privacy is maintained.

MLC will work in close collaboration and coordination with local and state officials, to determine alternative distance learning and large event cancellations, postponements, and reopening decisions.

MLC has developed communication procedures with the Director of Public Relations. Together with the Administrative Council, the Director of Public Relations is designated as the individual with the authority to answer questions from media or other sources and will provide official responses for campus updates, news releases and general inquiries.

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This written Plan is available as an addendum to the [MLC Emergency Response Plan](#), upon request, to workers, students, the families of children that we serve, visitors, and contractors, their designated representatives, and any government officials who ask to see it.

This Plan is communicated via email, through MLC and ECLC newsletters, in online publications, on the [MLC Health Services website](#), [Knight Return Document](#), and/or through [SafeColleges](#) to all workers, students, the families of the children we serve, visitors, and contractors with necessary training and education from supervisors, division chairs and management. Additional communication and training is ongoing and provided when available and necessary.

Supervisors, division chairs and managers are to monitor how effective the Plan has been implemented and communicate challenges, concerns, areas of improvement and areas of success to the Director of Human Resources and MLC Administration. Supervisors, division chairs and managers are responsible for continuing education, enforcement and on-going training. Refer to the [General Responsibilities](#) section.

14.4 CONTINUING OPERATIONS

In the event of MLC or MLC ECLC closing or implementing a hybrid distance learning or full distance learning, MLC will work with local or state officials' recommendations if specific actions are required before returning. MLC officials will determine the resources and systems to maintain the continuity of education and large events or activities, if able. MLC or MLC ECLC reopening is communicated through communication channels listed in the [Communication](#) section of this Plan. This Plan is in compliance with regulatory orders and MLC will communicate the termination of this Plan when able and practice to do so.

14.5 RECORDKEEPING

The Director of Human Resources is responsible for worker-related recordkeeping and the Campus Nurse is responsible for student-related recordkeeping as it relates to COVID-19.

14.6 ACKNOWLEDGEMENT AND AGREEMENT

Workers will acknowledge the Plan via [SafeColleges](#).

14.7 DISCLAIMER

The novel coronavirus (SARS-CoV-2), the virus that causes COVID-19, has been identified as a worldwide pandemic by the World Health Organization. At present, there is no vaccine to prevent a person from contracting COVID-19 and no standardized, effective treatment for those who are infected. While it is true that the majority of people who are infected with coronavirus are asymptomatic or suffer only mild symptoms, some infected persons have extremely negative health outcomes, including long-term respiratory damage and/or death. The coronavirus is highly contagious and is believed to spread mainly from person-to-person via respiratory droplets.

As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited or dramatically limited the congregation of groups of people. The public health response continues to evolve as we learn more about the virus and the disease it causes.

Martin Luther College (MLC) takes the safety and well-being of its students, faculty, staff, children of families served, visitors, contractors who serve MLC, and our community seriously. We are called to love our neighbors. Accordingly, MLC has put in place a number of preventative measures to attempt to reduce the spread of COVID-19; however, MLC cannot guarantee that you or others in your family will not come into contact with the coronavirus or with someone infected with the virus while you are on campus or attending/participating in an MLC sponsored event. Likewise, we cannot guarantee that you will not become infected with COVID-19.

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14.8 REVIEW

The MLC Administrative Council initiated this Plan on April 24, 2020, and published the Plan on May 13, 2020 after final review by WELS Center for Mission and Ministry, Church Mutual, Integrated Risk Solutions and Institute for Environmental Assessment, Inc. On-going review and communication of updates and changes will occur as necessary. The MLC Safety Committee will review the Plan annually.

14.9 CERTIFICATION

This Plan has been certified by the Martin Luther College Administrative Council and was shared throughout the MLC family as indicated in [14.8 Review](#).

Certified by:



Richard Gurgel
Martin Luther College President

APPENDIX

TEMPORARY TELECOMMUTING POLICY AND PROCEDURE FOR THIS PLAN

Due to the increasing spread of the COVID-19 (coronavirus) outbreak and our concerns for maintaining a safe workplace and protecting the health of our workers, this temporary telecommuting policy was created. Supervisors may request for workers to telecommute through the [temporary telecommuting request form](#). The form asks for a detailed supervisory plan that will ensure the temporary telecommuting policy is followed. The respective Vice President and Director of Human Resources will consider the request and notify the supervisor of approval. Individuals who may be considered for approval for remote working includes those workers whose job duties are conducive to working from home on a full-week or partial-week basis. Please understand there are some positions at MLC and ECLC that require the worker to be physically present in the workplace.

Supervisors and management, in consultation with the Director of Human Resources, should monitor and plan for increased absenteeism and use flexibility and accommodations, when able, to allow workers to meet the needs of their family members and meet the needs of MLC and ECLC. The Vice President for Academics together with the Vice President for Student Life, will determine what level of faculty and student absenteeism will disrupt continuity of teaching and learning, with the goal to ensure maximum support and education.

Department supervisors and staff workers have been instructed to plan for increased absenteeism and put plans in place to continue departmental functions, if able. Department supervisors should communicate with Human Resources any telecommuting request developed with individual workers and wait for Human Resources approval before implementing. For those required to continue physically reporting to the MLC campus, or ECLC, please find comfort knowing the reduced number of personnel in the buildings will make it a safer environment for all.

Hopefully these arrangements are short term, and we will continue to monitor guidance from health officials and the need for remote work arrangements. Workers should not assume any specified period of time for working from home, and MLC may require workers to return to regular on-site work when it is practical and safe to do so.

While working from home, workers are expected to be available during normal work hours, if possible. MLC understands that each of our workers needs to work remotely varies based on circumstances.

Workers who are permitted to telecommute, either partially, or fully:

- Supervisors and Division Chairs should communicate telecommuting plans to the respective Vice President and the Director of Human Resources. The DHR will work with the supervisor and department to ensure clear expectations and to source necessary equipment and platform access with the Network Services.
- Supervisors and Division Chairs should determine the best method of electronic communication between their department or division, such as email, Google Hangouts, Google Meet, etc. but workers should still be available via regular MLC communication such as phone and email. If unsure of what method will work best, areas are instructed to work with Network Services to determine what options are available.
- While working from home, all workers are expected to be available during normal work hours, both by phone, email, and by other communication methods, and should follow with timely responses.
- Departments and divisions should work with their respective Vice President for guidance in conducting on-campus essential tasks.
- Supervisors, division chairs, and workers must remain diligent in ensuring that the work performed remotely meets the department, division, and college needs, and is fully involved in what work is being conducted, and monitoring performance to ensure the worker is remaining productive.
- Working remotely should only be conducted on MLC-issued computers, keeping in line with the [Lay and Called Worker Handbook](#) and [related technology policies](#). Upon the DHR approval of telecommuting, the appropriate requests are submitted for technology equipment and platform access.
- Call forwarding options:

Report your symptoms daily with #CampusClear.
If you need immediate medical attention, call your medical provider, or call 9-1-1.

- Please be sure to set up call-forwarding to a corporate cell phone. If you have not done so, please contact Network Services for assistance (507-233-9100).
- Workers who do not have a corporate cell phone, while we are not requiring you to set up call forwarding to your personal cell phone, in some cases, it may be more useful to do so.
 - If you are unable to set up call forwarding to a personal cell phone or choose not to, please be sure your campus extension voicemail has a proper recording, or that your extension is set up to call forwarding to a supervisor or division chair extension, or utilize Zulu.
- Utilize Zulu soft phone application that allows you to initiate and answer your campus desk phone on your remote computer through a VPN connection.
- Those working from home should establish an appropriate work environment within their home for work purposes, assuring that the “home” office has needed tools and setup to assure that work is performed safely, securely, efficiently, effectively, and free of distractions.
- Workers should consult with Network Services and the Supervisor before bringing any MLC-owned equipment or property home with them. If approved to bring MLC-owned equipment or property home, the supervisor should identify all equipment with an asset tag and document all instances where employees take equipment home with them.
- The focus of the arrangement must remain on job performance and meeting work demands.
- Supervisors and Division Chairs should find ways to help workers stay on task in their new “home” office environment.
- The employee’s home workspace is not an extension of the MLC worksite. While the employee may be covered by worker’s compensation for injuries sustained while working, the employee remains responsible for injuries to third parties and/or members of the employee’s family on the employee’s premises.

TEMPORARY CLASSROOM DOOR POLICY

As you know, MLC has been practicing locking and closing classroom doors for active shooter risk mitigation. The Administrative Council agrees that the college is at a greater risk for COVID-19. One way to mitigate the risk of COVID-19 transmission is through ventilation, preventing hallway gathering, and reducing high-touch surface contact. **During the pandemic, classroom doors are allowed to be pre-locked (if possible) and OPEN.** This will allow students to get into their classrooms more quickly without hallway gatherings, will allow even better ventilation, and will reduce contact with door handles.

This temporary classroom door policy modification due to COVID-19 does not ignore active shooter risk mitigation. Thus, all workers should review the [Active Shooter Emergency Response Plan](#), and ALICE Training methods. Some helpful videos include: [Surviving an Active Shooter](#), [Alice Training Overview](#), and [Active Shooter Training sample](#). *Please note, if the classroom door is left open during class or in between class, the classroom doors should be pre-locked, when possible, to ensure that the door can be quickly closed and secured, if necessary. If you have any questions regarding this, please contact the Director of Human Resources.*

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RESOURCES

General	https://mlc-wels.edu/wp-content/uploads/2020/07/Knights-Return-Planning-2020.pdf www.cdc.gov/coronavirus/2019-nCoV www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html https://mn.gov/covid19/for-minnesotans/stay-safe-mn/stay-safe-plan.jsp www.health.state.mn.us/diseases/coronavirus www.health.state.mn.us/diseases/coronavirus/guidance.html www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf MLC Facility Screening Checklist www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf www.health.state.mn.us/diseases/coronavirus/schools/ihe.html www.ohs.state.mn.us/mPg.cfm?pageID=2404 www.osha.gov www.dli.mn.gov https://mn.gov/deed/assets/general-industry-guidance-ACC_tcm1045-432880.pdf https://www.cdc.gov/publichealthgateway/healthdirectories/healthdepartments.html https://www.health.state.mn.us/diseases/coronavirus/prevention.html#travel https://www.health.state.mn.us/diseases/coronavirus/schools/guideihe.pdf
Handwashing	www.cdc.gov/handwashing/when-how-handwashing.html www.cdc.gov/handwashing https://youtu.be/d914EnpU4Fo
Respiratory etiquette	www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html www.health.state.mn.us/diseases/coronavirus/prevention.html
Social distancing	www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html www.health.state.mn.us/diseases/coronavirus/businesses.html
Face coverings (i.e. masks)	www.health.state.mn.us/diseases/coronavirus/schools/masks.html https://www.health.state.mn.us/diseases/coronavirus/schools/masks.html#child https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html www.health.state.mn.us/diseases/coronavirus/facecover.html https://www.health.state.mn.us/diseases/coronavirus/facecoverfaq.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 www.health.state.mn.us/diseases/coronavirus/schools/clean.html
Exhibiting signs and symptoms	www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html www.health.state.mn.us/diseases/coronavirus/basics.html https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html

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Training	www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html www.health.state.mn.us/diseases/coronavirus/about.pdf www.osha.gov/Publications/OSHA3990.pdf
Childcare	www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf https://mn.gov/dhs/assets/Guidance-for-DHS-licensed-and-certified-child-care-providers_tcm1053-436632.pdf https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#HandHygiene https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#CleanDisinfect https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#pickup https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#SocialDistancing https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#FoodPreparation https://www.health.state.mn.us/diseases/coronavirus/schools/masks.html#child https://www.health.state.mn.us/diseases/coronavirus/schools/playground.pdf https://www.health.state.mn.us/diseases/coronavirus/schools/casenotify.pdf https://www.health.state.mn.us/diseases/coronavirus/schools/attendance.pdf
Student Services	https://mlc-wels.edu/fitness-center/ https://mlc-wels.edu/health/ https://odhc.org/insurance-enrollment/
Signage	MLC COVID-19 Approved Signage MLC COVID-19 Approved Signage order form

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CONTACT INFORMATION

For more information related to this plan, please contact MLC Human Resources at hr@mlc-wels.edu, or 507-354-8221. Additional contact information is provided below.

MLC President	Richard Gurgel	414-573-5593
MLC VP for Administration	Scott Schmudlach	507-766-9310
MLC VP for Academics	Jeffery Wiechman	507-217-6896
MLC VP for Student Life	Jeffrey Schone	507-217-9764
MLC VP for Mission Advancement	Michael Otterstatter	507-766-2744
MLC Director of Human Resources	507-233-9150	Andrea Wendland
MLC Director of Public Relations	Bill Pekrul	507-217-7999
MLC Campus Nurse	507-233-9101	Kelsey Horn
Brown County Public Health	karen.moritz@co.brown.mn.us 507-233-6820	
Brown County Public Health Essential Services	essentialservices@co.brown.mn.us 507-233-6808	
New Ulm Medical Center	507-217-5000	
MDH – Public Health	https://staysafe.mn.gov/contact-us/ 651-297-1304	
MDH – Higher Ed & COVID-19	health.highered.covid19@state.mn.us	
MDH – School's & COVID-19	health.schools.covid19@state.mn.us	
MDH – Schools & Daycares	651-297-1304 (also used for reporting childcare cases or exposure)	
Minnesota OSHA	osha.compliance@state.mn.us 651-284-5050	
Minnesota Department of Human Rights	https://mn.gov/mdhr/intake/consultationinquiryform/ 833-454-0148	

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