

# **BSU Return to Campus Plan**

## **Fall 2021**

### **August 19, 2021**

**Bemidji State University** is committed to providing a safe and healthy environment for our students, faculty, and staff, and members of our community. To ensure that, we have developed this Return-to-Campus Plan in response to the COVID-19 pandemic utilizing guidance offered by the Minnesota Office of Higher Education, Minnesota Department of Health, The Minnesota State system of colleges and universities, and the Centers for Disease Control and Prevention. All Bemidji State University employees are responsible for reviewing this plan. Decisions will be made based on the most current public health information and official guidance.

BSU's goal is to mitigate the potential for transmission of COVID-19 on our campus. This requires full cooperation among students, faculty, staff, and members of our campus community. Only through a cooperative effort can we establish and maintain the safety and health of our campus.

This plan will be continually reassessed as new guidance and information are made available from federal, state, and local resources and is subject to change as needed. The plan is intended to remain in effect until it is replaced, new guidance is available, or until the pandemic is over. Employees and students are encouraged to regularly review the [University's COVID-19 website](#) for additional information and updates.

Our plan follows the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health requirements and recommendations, as well as federal OSHA and MNOSHA standards related to COVID-19. It addresses:

1. Screening for employees and students
2. Cloth face coverings
3. Handwashing and respiratory etiquette
4. Physical (social) distancing
5. Housekeeping
6. In the workplace
7. Leave and accommodations
8. Communications and training

As we plan for more students and employees to be present on campus Fall 2021, we have added several critical appendices to the plan which address what students, employees, and visitors can expect for Fall 2021.

- Appendix A: COVID-19 Mitigation and Scenario Levels
- Appendix B: Indoor Masking During Substantial or High Levels of Transmission
- Appendix C: Additional Resources
- Appendix D: Academic Instruction

- Appendix E: Residential Life
- Appendix F: Dining Services
- Appendix G: Campus Cleaning Plan
- Appendix H: COVID-19 Self-Screen Questionnaire
- Appendix I: Area Specific COVID-19 Plans
- Appendix J: Testing and Vaccine Locations
- Appendix K: MMB HR/LR Policy # 1446 COVID-19 Proof of Vaccination and Testing

## 1. Screening for Employees and Students

While there is no longer a health screening tool in place, Bemidji State University asks all employees, students, and visitors to complete a daily self-assessment prior to coming to campus or immediately upon arrival. The COVID-19 self-assessment questions can be found in Appendix H.

Following the [COVID-19 Healthcare Emergency Temporary Standard](#) from OSHA, the following areas on campus have a mandatory screening process:

- The Student Center for Health and Counseling

Employees who experience symptoms at home are to communicate their illness to their supervisor and HR. The employee will be informed to stay home, and further information will be communicated. If an employee becomes sick while on campus, they must notify their supervisor and HR and leave campus.

COVID-19 related situations requiring employees to stay home include:

1. If you have COVID symptoms, regardless of whether you are vaccinated or unvaccinated. Remain home until:
  - a. 10 days have passed since you first experienced symptoms; AND
  - b. you have been fever-free without use of medication for 24 hours; AND
  - c. your other symptoms are improving.
2. If you test positive for COVID-19 but have no symptoms, stay home until:
  - a. 10 days have passed since your positive test.
3. If you have been identified through contact tracing as a Close Contact with a COVID-positive person, stay home until:
  - a. 14 days have passed since your date of last exposure.
  - b. Depending on local COVID conditions, you may be able to end quarantine 10 days after your exposure, even without taking a COVID-19 test, OR 7 days after your last exposure if you receive a negative COVID-19 test 5 days or later from your date of last exposure.

You WILL NOT be considered a Close Contact if:

- You are fully vaccinated with no symptoms; OR

- You tested positive for COVID-19 within the last three months and have recovered, and have no symptoms from the current exposure.

Employees and supervisors should be familiar with and follow the [Employee COVID-Related Protocol](#) found on the BSU COVID-19 website.

For contact tracing purposes, any employee who is staying home for any COVID-19-related reason must contact Human Resources. If a student experiences symptoms while at home, they should communicate their illness to their instructors and contact the COVID-19 Hotline at (218) 755-2901, by email at [covid@bemidjistate.edu](mailto:covid@bemidjistate.edu), or by filling out the [Student COVID-19 Reporting Form](#), for further information and guidance. Students who become sick while on campus should notify their instructors, leave campus, and contact the COVID-19 Hotline at (218) 755-2901 or by email at [covid@bemidjistate.edu](mailto:covid@bemidjistate.edu).

Any student living in the BSU residence halls should return to their room and call the COVID-19 Hotline at (218) 755-2901.

Information on quarantine and isolation for students can be found on the [Student Resources](#) page of the BSU COVID-19 webpage.

Bemidji State University will follow Minnesota Department of Health and Beltrami County Public Health guidance and direction on contact tracing and appropriate notifications.

## 2. Cloth Face Coverings

Bemidji State University will comply with standards and expectations of the State of Minnesota, the Minnesota Department of Health and the Center for Disease Control and Prevention (CDC), in regard to face coverings.

**As of July 27<sup>th</sup>, 2021**, the CDC updated their masking guidance to reflect nationwide transmission of the Delta variant.

- To maximize protection from the Delta variant and prevent possibly spreading it to others, wear a mask indoors in public if you are in an area of substantial or high transmission, per CDC definitions.
- Bemidji State University is actively monitoring data from the Minnesota Department of Health, Beltrami County Public Health and the [CDC's transmission data](#).
  - When Beltrami County reaches the substantial transmission level and remains there for seven (7) consecutive days, or immediately upon Beltrami County reaching high transmission level, masking will be required indoors throughout all of Bemidji State University with few exceptions.
  - Masking implemented as a result of Substantial or High transmission will be rescinded if Beltrami County remains at Low or Moderate transmission levels for seven (7) consecutive days.

When Beltrami County is not in Substantial or High transmission, Bemidji State University will follow the CDC's guidance on face coverings:

- If you are fully vaccinated, masks will no longer be required in campus buildings or venues, or outdoor on campus grounds. *Fully vaccinated means two weeks have elapsed since your second dose of either the Pfizer or Moderna vaccines or since your single dose of the Johnson & Johnson vaccine.*
- Mask usage is being continually evaluated based on daily data updates from the CDC.
- If you are not yet vaccinated, masks are **strongly encouraged**.
- Anyone who chooses to wear a mask or face covering for any reason may continue to do so, and we ask that you are supportive of them in their decisions.
  - Wearing a mask is most important if you have a weakened immune system or if, because of your age or underlying medical condition, you are at increased risk for severe disease, or if someone in your household has a weakened immune system, is at increased risk for severe disease, or is unvaccinated. If this applies to you or your household, you might choose to wear a mask regardless of the level of transmission in your area or vaccination status.

Additional information on BSU's masking protocol is available in Appendix B.

Following CDC Guidance and the [COVID-19 Healthcare Emergency Temporary Standard](#) from OSHA, the following areas on campus have a masking requirement regardless of transmission levels in Beltrami County:

- The Student Center for Health and Counseling

### **3. Handwashing and Respiratory Etiquette**

Basic infection prevention measures have been implemented at Bemidji State University. Employee and students are asked to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their time on campus, prior to mealtimes, after sneezing or coughing, and after using the restroom. All employees, students and visitors should consider washing their hands upon entering campus buildings. If hand washing areas are not easily accessible, hand sanitizer with greater than 60 percent alcohol content may be used. While washing hands with soap and water remain the best option to stop the spread of germs and illness, hand sanitizer will be available in various locations in campus buildings.

Employees, students, and visitors are asked to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face (mouth, nose, and eyes in particular) with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterwards. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available in work and classroom spaces.

More information on proper handwashing and respiratory etiquette can be found in Appendix C: Additional Resources.

#### **4. Physical (Social Distancing)**

There are no longer requirements from the Minnesota Department of Health for physical distancing. However, MDH and the CDC still encourage physical distancing of 3-6 feet when possible.

Following CDC Guidance and the [COVID-19 Healthcare Emergency Temporary Standard](#) from OSHA, the following areas on campus have physical distancing requirements:

- The Student Center for Health and Counseling

#### **5. Housekeeping**

Regular housekeeping practices are in place by facilities staff. Per MDH and CDC recommendations high touch surfaces are cleaned at least once daily.

- All cleaning products used meet the U.S. Environmental Protection Agency (EPA) requirements for COVID-19.
- Facilities Services will clean public spaces such as building lobbies, restrooms, door handles, handrails, and elevator buttons at least once daily.
- Departments will be responsible for periodic cleaning of reception areas, service counters, conference rooms, work rooms and other spaces shared by multiple people. Facilities services will provide cleaning supplies and directions for cleaning.
- High touch surfaces in public spaces and in department work areas should be cleaned at least daily.
- If it is known that a student or employee using the campus has become diagnosed with or has a lab confirmed case of COVID-19, cleaning protocols outlined by Minnesota Department of Health will be followed.

#### **6. In the Workplace**

Guidelines for working in your department and workplace are listed below.

- Consider maintaining physical distance when possible. Even 3 feet can offer some protection.
- Consider offering virtual meeting options.
- Breakrooms/lunchrooms and gather areas are open for gathering.
- Sick employees must stay home. See Section 1, Screening for Employees and Students, for guidance on when to remain home and for how long.
- BSU will follow MMB and Minnesota State leave policies. Accommodations for workers with underlying medical or health conditions will be followed as outlined by MMB and Minnesota State. In addition, BSU will follow worker protection rules outlined by the [Minnesota Department of Labor](#).

- BSU acknowledges that it is a community of individuals with different abilities and circumstances. If an individual who has been instructed to return to work on site has concerns about doing so, they should contact employee or student accommodations offices to determine any appropriate accommodation(s). Appropriate reasons for seeking these accommodations would include an underlying medical or health condition or other factors that place you at a higher risk, or if you wish to seek ADA reasonable accommodations related to return to work.
  - Employee Accommodations: Human Resources- Carol Hess (218) 755-2445 or [Carol.Hess@bemidjistate.edu](mailto:Carol.Hess@bemidjistate.edu)
  - Student Accommodations: Accessibility Services- Christian Breczinski (218) 755-3883 or [Christian.Breczinski@bemidjistate.edu](mailto:Christian.Breczinski@bemidjistate.edu)

## 7. Leave and Accommodations

Bemidji State University, through Minnesota State and Minnesota Management and Budget (MMB), has implemented leave policies that promote workers staying 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 family.

- Sick leave information: [https://mn.gov/mmb/assets/1337-sickleave\\_tcm1059-324634.pdf#false](https://mn.gov/mmb/assets/1337-sickleave_tcm1059-324634.pdf#false)
- FMLA Information: <https://www.bemidjistate.edu/offices/human-resources/policies-procedures/>

## 8. Communication and Training

This updated version of this plan was communicated to all employees and students on August X, 2021, and was posted on the [BSU COVID-19 website](#). Previous versions of this plan can also be found on the COVID-19 website.

Additional communication and training will be ongoing as needed and provided to all employees and students. Directors, Managers and Supervisors are to monitor how effective the program has been implemented and share their feedback with their Cabinet member or HR.

This plan has been reviewed and approved by Bemidji State University leadership.

Certified by:  Dr. Faith C. Hensrud, President

## Appendix A: COVID-19 Mitigation and Scenario Levels

Bemidji State University has reviewed and implemented recommended COVID-19 mitigation measures from the Minnesota Department of Health in an effort to mitigate the spread of COVID-19 on campus. Recommended mitigation measures can be found [here](#).

Specific mitigation measures implemented by Bemidji State University include:

- Planned vaccination clinics on campus.
- Available testing access for students at the Student Center for Health and Counseling.
- The ability to hold mass testing clinics for the campus population when necessary.
- Guidance on proper handwashing and respiratory etiquette has been shared and posted around campus.
- Supporting a student or employee's decision to wear a face covering while on campus.
- Protocols for quickly identifying sick students and employees.
- Protocols for contact tracing.
- Protocols for quarantine and isolation in residence halls (following MDH and CDC guidance).
- Protocols for quarantine and isolation for off-campus students and employees (following MDH and CDC guidance).
- Protocols to follow MDH and CDC guidance for travel.
- Phased in approaches for returning to campus:
  - Staggered residence hall move-in.
  - Welcome week activities with multiple locations and remote options to reduce congestion.
  - Orientation week activities with multiple locations and remote options to reduce congestion.
- Regular monitoring of disease trends on campus and in our local community.

In addition to required mitigation measures, MDH has also recommended different response levels for COVID-19 transmission at Higher Education institutions. Each scenario has a color assigned to it, as well as action items for colleges and universities to consider taking. There is specific guidance around academic programming, residence life and dining, student support services, student activities, athletics, etc. More information can be found [here](#).

Bemidji State University monitors known active positives, isolations and quarantine cases in student and employees. This information can be accessed by viewing the [Campus COVID-19 Dashboard](#).

## Appendix B: Indoor Masking During Substantial or High Levels of Transmission

Following the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidance, Bemidji State University will require masking indoors when Beltrami County has substantial or high levels of COVID-19 transmission. The decision to switch to required indoor masking will be made using information provided by Beltrami County Public Health, MDH and the CDC. Beltrami County's transmission level can be viewed on the CDC's [COVID Data Tracker](#). BSU began daily monitoring and tracking of CDC transmission levels on August 1, 2021.

When Beltrami County reaches the substantial or high transmission level, Bemidji State University will implement its masking protocols:

- Monitoring: Mask usage will be implemented on campus if:
  - Beltrami County reaches Substantial spread **and** remains at that level for seven (7) consecutive days, **OR**
  - Beltrami County reached High spread.
- Mask usage implemented as a result of CDC transmission levels will continue until:
  - Beltrami County reaches Low or Moderate spread **and** remains at those levels for seven (7) consecutive days.
- CDC data is updated nightly by 8 p.m. Eastern. Changes in masking requirements resulting from status changes will be communicated to the campus community (*through a process that is currently in development*).
- Exceptions to masking can be found [here](#).



## **Appendix C: Additional Resources**

### **General**

[www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)  
[www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)  
[www.osha.gov](http://www.osha.gov)  
[www.dli.mn.gov](http://www.dli.mn.gov)

### **Handwashing**

[www.cdc.gov/handwashing/when-how-handwashing.html](http://www.cdc.gov/handwashing/when-how-handwashing.html)  
[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)  
<https://youtu.be/d914EnpU4Fo>

### **Respiratory Etiquette: Cover your cough or sneeze.**

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)  
[www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)  
[www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

### **Physical Distancing**

[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)  
[www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

### **Housekeeping**

[www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)  
[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)  
[www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)  
[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)  
<https://www.health.state.mn.us/diseases/coronavirus/schools/cleanihe.html>  
<https://www.health.state.mn.us/diseases/coronavirus/schools/cleanfaq.html>

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

[www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)  
[www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

### **Higher Education COVID-19 Guidance**

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>  
<https://www.health.state.mn.us/diseases/coronavirus/schools/ihe.html>

### **Training**

[www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)  
[www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)  
[www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

## Appendix D: Academic Instruction

Scope of Plan: This plan covers options for in-person courses for fall semester 2021. Any questions should be directed to the appropriate dean.

To mitigate the spread of Covid-19 while maintaining in-person instruction faculty should consider the following strategies

- Getting vaccinated
- Wearing masks (this is required for everyone if our county reaches substantial or high transmission rates according to the CDC – see <https://covid.cdc.gov/covid-data-tracker/#county-view> and Appendix B)
- Using seating charts in their classes to limit student contacts and facilitate contact tracing
- Request installation of plexiglass on the instructor’s work desk in the classroom
- Arranging their classrooms to promote social distancing
- Requesting a larger classroom to allow for social distancing (space is limited)
- Holding office hours in larger spaces or via Zoom or Teams

Instructional conditions in which masks are not required even when masking is required based on county transmission levels:

- When teaching or lecturing in a course at a distance of at least 6 feet from another individual. In this circumstance, instructors should consider using alternatives to face masks (e.g., face shields).
- When a face mask cannot be worn while playing a musical instrument, provided the activity is carried out in accordance with an approved plan.

## **Appendix E: Residential Life**

Students are able to reside in the residence halls for 2021-22 with appropriate changes to services deemed necessary in response to COVID-19.

These two essential priorities remain constant: 1.) to safeguard the health, safety and welfare of our students, faculty, and staff; and 2.) to enable students to progress toward their educational goals.

Services and operations will return to a more in-person experience, as guidance and campus decision allow. This appendix will outline operations for 2021-22 housing following guidance from the Centers for Disease Control and Prevention (CDC), the Minnesota Department of Health (MDH), MinnState, and other applicable agencies or governing bodies.

For the most updated information regarding 2021-22 Housing, please visit: <https://www.bemidjistate.edu/services/reslife/>

### 2021-22 Move In: August 15-20, 2021.

Student move-in is scheduled for Thursday, August 19, 2021, however, students may arrange to move in at any time beginning August 15 by contacting Residential Life. Students may bring up to two guests to help them move-in and face masks will be required, and physical (social) distancing measures will be implemented to safeguard the health, safety, and welfare of everyone.

### **COVID-19 HOUSING ADDENDUM TO BSU HOUSING AGREEMENT**

Bemidji State University aims to deliver its mission while protecting the health and safety of our students and minimizing the potential spread of disease within our community. As a resident, the 2019 Novel Coronavirus or similar public health crisis (“COVID-19”) may impact your housing experience as Housing & Residential Life (HRL) continues to make public health-informed decisions. The below policies and guidelines may be incorporated into the “Terms of Agreement” and are applicable to all residents. As always, we plan to update you with timely information about specific health and safety guidance important for our residents.

#### **Acknowledgement of Risk.**

Bemidji State University holds as paramount the health, safety, and welfare of every member of its community. Bemidji State University, however, cannot guarantee a COVID-19-free environment. Unfortunately, the risk of COVID-19 exposure exists in all public places where people are present. Bemidji State University] is taking all recommended steps to mitigate this risk, but we cannot categorically guarantee you will not get sick. Minimizing the risk of COVID-19 infections (or any other spread of disease) at Bemidji State University is a shared responsibility. As outlined below, every member of our community – including you – must do their part.

### **Health and Safety.**

We expect that all members of the residence hall community—residents, staff, and visitors—act in a manner that demonstrates respect and consideration for those around them, including respect and consideration for the health and safety of all community members. All residents are prohibited from creating a health or safety hazard and the Bemidji State University may request or require a resident to leave the residence halls if their continued presence in the housing community poses a health or safety risk for community members. Residents are required to comply with health and safety laws, orders, ordinances, regulations and health and safety guidance adopted by the Bemidji State University or HRL as it relates to public health crises, including COVID-19. This guidance will evolve as the public health crisis evolves and may include, but is not limited to, social distancing, limitations on mass gatherings, wearing a face covering, COVID-19 diagnostic and surveillance testing (including before or upon/after arrival to campus), contact tracing, disinfection protocols, limitations on guests into residence halls, and quarantine / isolation requirements (including before or upon/after arrival to campus). Adherence to health and safety requirements applies to all residents, staff and visitors and extends to all aspects of residential life, including bedrooms, bathrooms, community kitchens, lounges, study rooms, courtyards, and other common spaces.

### **Quarantine / Isolation / Separation.**

At any time, the Bemidji State University may request or require a resident to leave the residence halls when that resident's continued presence in the housing community poses a health or safety risk for community members. Residents may choose to move to a private family residence during the quarantine or isolation period to receive local/family support, in which case BSU would notify instructors, etc. of the resident's absence. Residents are required to comply with requests from HRL to leave their assigned space due to COVID-19 or other public health emergency. Failure to do so may subject a resident to administrative removal from their assigned space. Not all HRL resident rooms or halls are appropriate for self-quarantine or self-isolation, for example, and in those situations where a resident is recommended to self-quarantine or self-isolate, residents may not be permitted to continue residing in their residential space and will be provided alternative housing arrangements as needed. Relocation to isolate or quarantine does not constitute a termination of a resident's housing contract. Limited cleaning, meal and personal support will be provided to residents in quarantine and isolation.

### **Campus Dining.**

Dining service, including where and how it will be offered to residents, is subject to the discretion of the Bemidji State University and is subject to modification to address public health concerns. Due to health and safety guidance adopted by the Bemidji State University, campus dining may limit the occupancy of dining halls, limit the amount of time students may reside within dining halls, or make other operational adjustments needed to address health and safety concerns.

### **Cleaning.**

HRL will continue to implement and modify its cleaning protocols to address COVID-19 or other public health emergency in the interest of minimizing the spread of disease. HRL will educate and inform residents on appropriate cleaning protocols within their assigned spaces to reduce the spread of COVID-19 within residence halls.

**Termination.**

Upon reasonable notice, HRL reserves the right to terminate housing contracts due to public health emergency needs, including COVID-19. In the event HRL terminates housing contracts due to public health concerns, Bemidji State University will offer fair and reasonable reimbursements for impacted students as appropriate and based on information available at that time.

## **Appendix F: Dining Services**

All regular dining services will be in place for fall 2021. BSU and Aramark will monitor the COVID-19 situation and may make changes as necessary to dining operations.

### *Cleaning and sanitation*

Normal cleaning procedures are still in place in all dining areas on campus.

### *Changes in services*

The health, safety, and wellbeing of BSU community members remains our top priority; as such, delivery of services may vary. Please monitor the [BSU COVID website](#) for changes.

## Appendix G: Campus Cleaning

A crucial part of the BSU Return to Campus plan includes ensuring a safe environment for our entire campus community and visitors. The Facilities Department has been and will continue to work hard to ensure a clean and healthy space for all students, faculty, staff, and visitors. Facilities staff is using the guidance published by the Center for Disease Control and Prevention (CDC), the Minnesota Department of Health, the Minnesota State system office and other relevant guidance from the facility maintenance industry to inform the cleaning process. This planning document provides details on how cleaning and disinfection is happening in campus facilities, and how employees and students can assist with this critical process.

The success of cleaning and disinfection efforts relies on the entire campus community to continue to follow the basic personal health practices outlined by the CDC to limit transmission of the COVID-19 virus.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Please continue to:

- Monitor your health and stay home if you are ill.
- Frequently wash your hands with soap and water for at least 20 seconds. If soap and water are not available, hand sanitizer that contains at least 60% alcohol may be used.
- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing, properly dispose of the tissue, and wash your hands immediately afterward.

The best method of cleaning and disinfecting hands is to wash with soap and water. Students, faculty, staff, and visitors are encouraged to use the restroom facilities on campus to wash their hands on a regular basis, including washing them immediately after arriving on campus and again before leaving campus. Hand sanitizer will be provided at key places around campus for use.

It should be noted that many resources that are an important part of controlling the spread of germs and viruses are in high demand. This includes things like, hand sanitizer and dispensers, disinfectant wipes, disinfectant cleaners, and some personal protective equipment. BSU/NTC has these materials on hand and will continue ordering additional supplies in order to stay appropriately stocked. Medical facilities, long-term care facilities, and emergency responders have top priority for receiving these supplies, please use the supplies available on campus responsibly. Responsible use of these products by the campus community will help ensure availability for everyone.

### Facility Cleaning Operations

The following CDC definitions help for this plan:

- Cleaning- removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces.

This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

- Disinfecting-kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.
- Sanitizing- lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by *either cleaning or disinfecting* surfaces or objects to lower the risk of spreading infection.

General Maintenance Workers (GMWs) make up our diligent and dedicated professional cleaning staff. They are specially trained in cleaning processes and sanitation products to provide a healthy work and learning environment campus wide.

The products used to provide cleaning, disinfection and sanitizing are specially formulated for use in a broad public setting and are generally more potent but less hard than common household cleaners. All products used are listed on the EPA list of chemicals approved for use against COVID-19 and other biological contaminants.

As part of Facilities response to the current global health crisis, additional cleaning measures for high touch surfaces has been implemented in accordance with CDC and MDH guidance; this includes, but is not limited to doors, door handles, light switches, countertops, furniture, restroom fixtures and stalls, elevator, and water fountain buttons. Campus spaces will be cleaned and disinfected once per day. Staffing levels may be adjusted to meet this commitment. Building Services has also created a continuity of operations plan to cover absenteeism due to illness or other needs.

#### **Cleaning after a positive case on campus:**

Following MDH cleaning guidance, as long as regular cleaning has been done in a space, no additional cleaning needs to be completed after a positive case has been identified as having been in a space on campus. When possible, GMW's will do additional cleaning of the identified space(s).

#### **Individual Responsibilities**

We are all responsible for helping to ensure our campus is a clean and health environment. If you see trash, pick it up and throw it away. If an area needs attention, please report it to Facilities.

Although GMWs vacuum and empty trash in individual offices, employees are responsible for cleaning their personal work surfaces such as desktops, computer keyboards/mice, office materials, other high touch surfaces and personal belongings in private office spaces. Building Services will provide an initial start-up cleaning kit supplied with disinfectant wipes, sanitizing spray and paper towels. As the supplies in the kit begin to dwindle, departments will purchase additional supplies through campus stores to be delivered or arranged to pick them up.



The departmental cleaning supply kit may be used by employees to clean individual workspaces. If you have questions about appropriate cleaners for your IT equipment, please follow this link: <https://www.bemidjistate.edu/offices/its/knowledge-base/how-to-properly-clean-it-equipment/>

Individuals are responsible for pickup and cleaning behind themselves in breakrooms, restrooms, and other similar spaces. This is both common courtesy and will assist GMWs when they perform general cleaning and disinfecting in these areas.

Faculty and students can also provide additional disinfecting of high touch areas in classrooms, laboratories, and computer labs. A cleaning supply kit will be provided in these locations for additional disinfecting of high touch areas. GMW's will restock the cleaning kits in classrooms, as necessary. Always follow appropriate laboratory procedures and be sure to properly clean and store all equipment, chemicals, experiment products, and other items used within a lab or classroom.

Students are responsible for cleaning their individual residence hall rooms in accordance with Residence Life policies.

### **Reporting A Concern**

Questions or concerns about service or cleanliness of an area should be directed to Facilities by calling 218-755-3988

## Appendix H: COVID-19 Self-Screen Questionnaire

### Self-Assessment Screening Tool-COVID-19

Employees, students, and visitors please complete self-assessment health screening tool prior coming to campus daily.

Are you experiencing any of the following symptoms?

1. **COUGH (New or Worsening): YES / NO**
2. **SHORTNESS of BREATH (New or Worsening): YES / NO**
3. **TEMPERATURE/FEVER of 100.4 degrees Fahrenheit or above YES / NO**
4. **OR TWO (2) or more of the following symptoms: YES / NO**
  - a. Fever or chills
  - b. Cough
  - c. Shortness of breath or difficulty breathing
  - d. Fatigue
  - e. Muscle or body aches
  - f. Headache
  - g. New loss of taste or smell
  - h. Sore throat
  - i. Congestion or runny nose
  - j. Nausea or vomiting
  - k. Diarrhea

**If you answered “YES” to any of the above questions:**

- **Please do not come to campus.**
  - Residence Hall students should stay in their room and call the COVID hotline.
- Employees should contact their supervisor and Human Resources for additional instructions.
- Students should contact the COVID Hotline: (218) 755-2901

**If you answered “NO” to ALL of the above questions:**

- You are allowed to be on campus

**HUMAN RESOURCES:** [Carol.Hess@bemidjistate.edu](mailto:Carol.Hess@bemidjistate.edu) or 218-755-2445

**Students: Call the COVID Hotline: (218) 755-2901**

## **Appendix I: Area Specific COVID-19 Plans**

Based on requirements from the CDC, MDH or OSHA, some areas on campus are required to have their own specific COVID-19 plan to protect workers, and students and reduce the spread of COVID-19.

Areas with specific COVID-19 Plans include:

- The Student Center for Health and Counseling- under development.

These specific plans can be viewed on the BSU COVID-19 website.

## Appendix J: Testing and Vaccine Locations

### COVID-19 Testing and Vaccination Locations

#### Testing:

If you have been exposed to someone who has tested positive for COVID-19 or are experiencing symptoms of COVID-19, please get tested.

Students: Call the BSU/NTC COVID-19 Hotline at (218) 755-2901 to report a positive test or a potential exposure to someone with COVID-19.

Employees: Contact Carol Hess in Human Resources to report a positive test or a potential exposure to someone with COVID-19.

The following locations in Bemidji offer COVID-19 tests:

- Walgreens
  - 421 Paul Bunyan Dr. NW Bemidji, MN 56601
  - Phone Number: (218) 333- 4032
- CVS
  - 2312 Bemidji Ave N, Bemidji, MN 56601
  - Phone number: (218) 751-1626
- Sanford Health
  - Call (218) 333-5000 to set-up an appointment and get a test location site.
- BSU and NTC Students can also schedule an appointment with the Student Center for Health and Counseling by calling the COVID Hotline at (218) 755-2901.
- If you live outside of the Bemidji area you can use the [MDH Find Testing Location Website](#), to find a testing location near you.

#### Vaccinations:

If you have not yet received a COVID-19 vaccine and would like to, there are various places in Bemidji that offer the COVID-19 vaccine.

- Walgreens
  - 421 Paul Bunyan Dr. NW Bemidji, MN 56601
  - Phone Number: (218) 333- 4032
- CVS
  - 2312 Bemidji Ave N, Bemidji, MN 56601
  - Phone number: (218) 751-1626
- Sanford Health
  - Call (218) 333-5000 to set-up an appointment and get a vaccine clinic location.
- Walmart Pharmacy
  - 2025 Paul Bunyan Dr. NW, Bemidji, MN 56601
  - Phone Number: (218) 755-6132

- Target- CVS Pharmacy
  - 2100 Paul Bunyan Dr NW, Bemidji, MN 56601
  - Phone Number: (218) 759- 01233
- Thrifty White Pharmacy
  - 2000 Paul Bunyan Dr. NW, Bemidji, MN 56601
  - Phone Number: (218) 751- 6380

\*This may not be an exhaustive list, please check with your pharmacy to see if they are offering COVID-19 vaccinations or COVID-19 tests.

## **Appendix K: Testing and Vaccine Locations**

Bemidji State University will be following [Minnesota Management and Budget's HR/LR Policy #1446: COVID-19 Proof of Vaccination and Testing](#) issued on 8/11/2021. This policy goes into effect 9/8/2021 and more information on submitting proof of vaccination, employee testing, etc. will be released as BSU Administration learns more.