



## **COVID-19 Preparedness Plan for College Program**

### **Policy:**

MICC is committed to providing a safe and healthy workplace and College campus for all our participants and employees. On March 17, 2020, MICC followed the State of Minnesota guidelines designed to slow the pace of the spread of COVID-19 and temporarily suspend our in-person services, moving into a distance learning and distance support mode. We returned to in-person College programming on August 14, 2020.

All MICC employees and participants are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our program settings and workspaces, requiring full cooperation among employees and participants served. Only through this cooperative effort can we establish and maintain the safety and health within our MICC community. Empowering participants that we support to remain safe and healthy is of utmost importance in achieving that mission and teaching our participants the skills they need to move forward within the new social structure of the greater community.

MICC employees are vital in delivering our mission, and we are serious about helping to keep our employees safe and healthy. Our plan follows the Center for Disease Control and Prevention (CDC) and Minnesota Department of Health guidelines and federal OSHA standards related to COVID-19.

Supervisors and all employees are responsible for implementing and complying with all aspects of this College Preparedness Plan. They have the full support of the MICC Leadership team in enforcing the provisions of this policy.

### **1.00 Participant Break Travel Precautions**

**1.10** Testing will be required before return to campus from breaks. Participants may return to campus post breaks once they have shared a negative test result. Participants are also encouraged to complete daily symptom and temperature checks in the two weeks leading up to travel and the two weeks post-travel. Participants should not return to campus if they are exhibiting possible COVID-19 symptoms while at home.

**1.11** During the first two weeks of a return to campus from a break, all students will receive additional staff check-ins on top of their weekly Advisor meeting to monitor for possible COVID-19 symptoms. Students' first week post break will consist of a combination of virtual/in-person supports as determined by the Director of College and Director of Careers Programs.

**1.12** Participants are encouraged to decrease exposure risks before travel to or from campus. Participants are encouraged to minimize community contact and only go off-campus for essential errands. Participants will be encouraged to socialize with a reduced group of roommates and peers.

**1.13** Return to campus will be structured, and families will be asked to drop off and pick up participants and belongings outside rather than going into their apartment.

**1.14** Participants will complete a single check-out and check-in during a pre-determined designated window.

**1.15** Programming and services in the two weeks leading into breaks and the two weeks after returning from break will be designed to support reduced exposure. Social activities will have reduced number of participants, virtual options will increase, and on-campus activities will be prioritized. Off-campus learning, such as grocery shopping and transportation classes, will switch to on-campus as much as possible. Certain classes and 1:1 meetings may be offered virtually.

**1.16.** Employees, participants and their families are strongly encouraged to follow [StaySafeMN](#) plans for social gatherings: reduce group sizes of family outings/holiday celebrations, set up seating areas ahead of time that allows for space between people, wear a mask even in private social settings and wear a mask during times when unable to keep at least 6 feet between people who don't live in the same household.

**1.17** MICC Program Leadership will be monitoring and referencing StaySafeMN and the [CDC travel guidelines](#). Due to increased exposure risk, MICC staff will not escort participants through bus or airport security. Participants are encouraged to contact TSA to request a Passenger Support Specialist at least three days before flying. For all modes of travel, participants and families should wear masks, keep 6-foot distance from people outside their household, pack hand sanitizer, wash or sanitize hands upon entrance and exit, pack food and water to avoid purchasing from crowded kiosks and avoid touching either surfaces or their faces/masks.

## **2.00 Participants Exhibiting Possible COVID-19 Symptoms**

**2.10** Participants will be educated on how to self-monitor and will also have weekly wellness check-ins with their assigned Advisor for the following common signs and symptoms of COVID-19: Fever of 100.4 or higher; new and persistent dry cough; difficulty breathing (unable to hold breath for 20-30 seconds); unusual fatigue. Reference

<https://www.health.state.mn.us/diseases/coronavirus/symptoms.html> for the most updated symptom list.

**2.11** When any of these symptoms are present, the participant must notify MICC staff immediately. They will be immediately escorted to their assigned participant housing to minimize exposure to other participants. MICC staff will support the participant in calling their family and a medical provider to inform of the presence of symptoms and to discuss next steps.

**2.12** If a health care provider recommends COVID-19 testing, the participant will be required to get tested. MICC staff will take the participant to the nearest testing site if a family member or local emergency contact is not available.

**2.13** Participants experiencing symptoms and/or awaiting results of COVID-19 testing will remain in quarantine in their assigned participant housing until they receive a negative COVID-19 test or have 3 days with no fever and improved respiratory symptoms and 10 days have passed since first symptoms appeared.

**2.14** Participants who receive a positive COVID-19 test will be supported in returning home or to a local emergency contact for the remainder of their quarantine. The participant may not return to campus until the following criteria is met: 3 days with no fever and improved respiratory symptoms and 10 days have passed since first symptoms appeared.

**2.15** Participants who are quarantining at home or on campus will be able to engage with classes and activities through Google Meet and Google Classroom. Participants who are quarantining on campus will also receive daily virtual check-ins for symptom monitoring, weekly laundry service, daily meal preparation as needed, and weekly grocery support.

**2.16** The roommates of a participant who is displaying COVID-19 symptoms but does not yet have a positive COVID-19 test will be supported in monitoring symptoms daily and will be asked to quarantine. In order to limit exposure, roommates will not be able to temporarily move to a different apartment. However, if they share a bedroom with someone showing symptoms, they will be provided with options for sleeping elsewhere within that same apartment (couch, cot, etc.).

**2.17** Visitors, including other College participants, will not be allowed into an apartment that has someone experiencing possible COVID-19 symptoms.

**2.18** Participants will be supported in immediately calling 911 if emergency warning signs of COVID-19 are present: trouble breathing, persistent pain or pressure in the chest, new confusion, inability to stay awake, bluish lips or face.

**2.19** Employees are required to self-monitor for symptoms daily and must stay at home if displaying any possible COVID-19 symptoms. They are required to follow the same quarantine process as participants before returning to work.

**2.20** Minnesota Department of Health (MDH) has primary responsibility for the overall monitoring of Minnesota residents who may be exposed to the Coronavirus and are responsible for informing MICC of steps they expect us to implement.

**Link to MN Symptom Screener:**

<https://mnsymptomscreener.minnesotasafetycouncil.org/>

### **3.00 Notification of Possible Exposure to COVID-19**

**3.10** If an employee or participant is diagnosed with COVID-19 or there is a presumption of a positive test result, the employee or staff supporting the participant should notify Anna Hilfers, Director of College Programs, Sarah Arentson, Director of Careers Programs, or Sara Collison, Director of Human Resources (employee related). Sara Collison shall notify the Minnesota Department of Health and follow the protocols as directed by MDH.

**3.11** Anna Hilfers, Director of College Programs, or Sarah Arentson, Director of Careers Program, shall notify all employees and participants served in the College Program about a potential exposure to an individual who has contracted the COVID-19 virus.

**3.12** The notification will protect the confidentiality of the individual who has contracted the COVID-19 virus, according to the standards of the federal Health Insurance Portability and Accountability Act (HIPAA).

**3.13** Depending upon the level of risk exposure to the individual with COVID-19 virus, participants may be required to stay within their assigned participant housing for 14 calendar days since the day of the exposure.

### **4.00 Handwashing and Sanitary Practices**

**4.10** Employees and participants will wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially prior to mealtimes, after using the toilet, and before/after touching shared objects.

**4.11** Hand-sanitizer stations are available throughout campus locations and can be used if hands are not visibly dirty.

**4.12** Prior to and after class or individual sessions, employees and participants will sanitize surfaces and materials.

**4.13** Instructors and Advisors will support participants that need additional prompts or personalized support plans for proper washing hands or use of hand sanitizers.

**4.14** Guests are highly discouraged, but if guests need to enter a campus building, the guest(s) will be required to wash or sanitize their hands before or immediately upon entering and follow our social distancing guidelines.

## **5.00 Face Masks and Respiratory Etiquette**

**5.10** Employees must properly wear face masks while supporting participants in person.

**5.11** Participants are required to properly wear face masks that cover their nose and mouth when indoors on MICC's campus (including Colony laundry rooms) or when in an MICC vehicle.

**5.12** Exercise classes will follow CDC guidelines for mask wearing. If participants can maintain social distance during indoor physical exercise, they may be excused from wearing a mask if the level of exertion makes wearing a mask difficult. If participants cannot maintain social distance during outdoor physical exercise, they may be asked to wear masks for safety.

**5.13** Participants are encouraged to try different mask options to find one that is comfortable. If a participant is unable to wear a face mask despite trying various strategies, they may request an accommodation and work with their Advisor to develop an alternative safety plan.

**5.14** Participants will be required to provide their own face mask while on campus. Face masks cannot be shared with others. Education on face masks laundering will be supported through classroom instruction.

**5.15** Participants and employees must comply with local laws and rules about mask wearing in public spaces.

**5.16** Employees, participants, and guests are instructed to cover their mouth and nose with their sleeve or tissue when coughing or sneezing and to avoid touching their faces, in particular their mouth, nose, and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.

## **6.00 Social Distancing**

**6.10** The organization will work to follow state guidelines to reduce the number of participants in shared spaces and classrooms.

**6.11** Employees and participants will be encouraged to keep 6-foot distances when possible during classes, meetings, and social activities.

**6.12** Physical environments will be adapted to limit group sizes in individual rooms throughout the Careers Center and Campus. Where possible, participant seating and Student Center furniture will be configured to support social distancing. MICC has limited capacity at each campus location due to distancing guidelines.

**6.13** Shaking hands, hugging, fist bumps, high fives and other physical forms of greetings or celebrations will not be allowed. Participants and employees will be encouraged to wave or use air high fives instead.

**6.14** In the event that social distancing guidelines prohibit the congregating of large groups, large events will be modified, rescheduled, held virtually, or cancelled.

**6.15** The use of technology like phone calls, email, instant messaging, remote teleconferencing, etc. will be encouraged amongst participants and employees to promote social distancing.

**6.16** MICC will provide flexibility to employees to decrease the amount of people physically present at one time (i.e. staggered shifts, flexibility on work days, etc.).

## **7.00 Housekeeping**

**7.10** Employees and participants will be required to sanitize tables, other surfaces, door handles, light switches, and other common touchpoints throughout the day using a sanitizer/disinfectant. Tables will be cleaned before and after all activities.

**7.11** MICC vehicles will be sanitized at the completion of each trip.

**7.12** Shared computers, mobile devices, and meeting/office rooms will be sanitized each day.

**7.13** MICC will provide additional bottles of Cintas disinfectant to apartments with a possible COVID exposure. Cleaning crews will not enter an apartment with a possible student exposure.

**7.14** MICC will have apartment surfaces cleaned post a quarantine period if confirmed COVID exposure occurred.

**7.15** Cintas neutral disinfectant will kill SARS-3. MICC leadership will determine in the event of a campus wide COVID outbreak if we will use Cintas Ultra Sanitizing Spray service. This is a one-step disinfectant that is effective against a broad-spectrum of bacterial and is viricidal. A trained technician will perform this service.

## **8.00 Guest Policy**

**8.10** Guests are not allowed to visit campus. MICC encourages participants to meet with external service providers via virtual appointments. MICC encourages students to connect virtually with family/friends.

## **9.00 Campus Housing**

**9.10** Participants' roommates will be considered their "family unit" while on campus, as shared bedrooms are unavoidable due to the limited number of apartments available to MICC college participants.

**9.11** Because roommates are considered a "family unit," participants do not need to wear masks or strictly practice social distancing while in their apartments if only fellow roommates are present.

**9.12** Participants are strongly discouraged from visiting peers' apartments. Peers are encouraged to instead visit in the Student Center, courtyard, apartment decks/patios, Donaldson Park, and other outdoor spaces.

**9.13** When visiting peers' apartments, participants are required to wear masks and to adhere to social distancing guidelines.

**9.14** Roommates will be supported by MICC apartment instructors to develop daily hygiene and cleaning routines to support regular sanitation of apartment surfaces.

**9.15** Participant housing will be equipped with internet to allow for remote services to be provided and to support online learning if quarantine needs to occur.

## **10.00 Transportation & Off-Campus Activities**

**10.10** When transporting participants to off-campus events, 15 passenger vans will be limited to 10 people including the driver, mini-vans will be limited to 5 people including the driver, and cars will be limited to 3 people including the driver. Participants will be seated to provide distance between each person as much as possible.

**10.11** MICC staff will follow updates and guidelines from Metro Transit to support the planning of safe transportation classes: <https://www.metrotransit.org/health> and <https://metro council.org/About-Us/What-We-Do/COVID-19.aspx>. Until community integration increases, transportation classes will be held at MICC or within walking distance of campus.

**10.12** Participants will be educated on recommended state guidelines while grocery shopping during class. Should state guidelines change to discourage in-person grocery shopping, participants will be supported in shifting to online shopping.

**10.13** The Social Engagement team will proactively follow updates from the state of Minnesota and CDC guidelines when developing plans for off-campus social activities. They will proactively research all offsite locations to determine if social distancing can occur and if the location is within reentry guidelines.

**10.14** Social activities both on and off-campus may have limited spots for participants to enforce social distancing.

**10.15** The Social Engagement team will utilize MICC campus buildings along with virtual socials and online platforms to decrease unnecessary travel until it is deemed safe.

## **11.00 Individualized Support Services**

**11.10** MICC will limit the use of shared sensory and accommodation resources, like classroom fidgets, to minimize spread of germs. Participants will be supported by Advisors to obtain personal fidgets to bring to classes.

**11.11** Advisors will support participants in developing healthy routines and coping skills for managing COVID-19 related lifestyle changes. Advisors will closely monitor the need for external social emotional or mental health supports.

**11.12** When possible, meetings with participants and families to determine individual support plans will occur virtually to support social distancing. This includes Annual Individual Plan and Risk Assessment meetings.

**11.13** Certain services may be offered remotely to participants such as job development, advisory, or 1:1 supports as appropriate.

**11.14** Participants are strongly discouraged from unnecessary travel during the school year. In the case that travel is essential, participants and their families will work closely with their advisor to develop a personal safety plan when leaving and reentering campus.

## **12.00 Careers Curriculum Delivery**



**12.10** Careers Instructors will follow updates from the state of Minnesota and CDC to be well informed when working on an experiential learning plan that includes practicum sites.

**12.11** Careers Instructors and Job Developers will obtain the safety protocols for practicum and employment sites to educate participants and support them in meeting safety standards. Instructor/Job Developer will share practicum site/employer uniform requirements with students including use of a face mask/shield, use of gloves, etc.

**12.12** Careers Instructors and Job Developers will follow updates from Metro Transit to support participants that use buses for practicum or employment, although walking and biking will be prioritized where possible.

**12.13** Participants who are employed or involved in off-site practicum experiences will be provided additional laundry money to wash work attire more frequently.

**12.14** If a practicum or work site closed due to COVID-19 and participants could have been exposed, participants will be asked to follow the steps outlined earlier in the document. Job Developers will assist students in understanding the employer protocols around a safe re-opening.

**12.15** If a practicum site is temporarily closed, students will participate in classroom activities or virtual volunteering. Back up materials can include additional training certificates, research projects, etc. Back-up activities will be counted towards practicum hours required.

**12.16** If a practicum site closes permanently or long-term, Instructor will teach back up materials while seeking new location for practicum.

**12.16** Job Developers will host monthly online sessions with participants to discuss current employment trends and labor market information throughout the year.

**12.17** Participants who are employed will be required to follow the COVID-19 plan as mandated by the employer. Job Developers will assist participant in learning the safety protocols.

**12.18** If an Instructor is notified that a student is in quarantine, Instructor will inform practicum site. Instructor informs practicum site supervisor of date/time of possible exposure on site. Practicum site may request specific student information, in that scenario, student/guardian must sign release of information.

**12.19** Job Developers will meet with participants in the location that best fits their needs i.e.: in person, outdoors, virtually in Google Meet or via phone call

**12.20** Networking will be completed virtually when available via Google Meets or phone calls.

**12.21** Participants will be asked to bring their own laptop for job search during meetings.

**12.22** Job Developers will assist participants in understanding how they will be notified if there is a COVID-19 exposure at work

**12.23** Job Developers would assist participant in informing supervisor if the individual tested positive for COVID-19 and will need to quarantine.

**12.24** If a participant states they may have been exposed at work, Job Developer will contact employer for more information and will inform Director of Careers Programs first to determine next steps.

### **13.00 Medications**

**13.10** Staff members will sanitize hands immediately before and after monitoring medications.

**13.11** Only one staff member and one participant will be allowed in the Medication Office during medication windows.

**13.12** To enable staff to keep social distancing during medication windows, participants on Time Reminders will use Google Meet to report that they have taken their medications. A second staff member will monitor this Google Meet from a different space than the Medication Office.

**13.13** To maintain six-foot distance between participants waiting their turn for supervised medication administration, MICC will use floor stickers to show participants where to wait. If weather permits, participants will be encouraged to line up in the adjacent courtyard.

### **14.00 Communication, Education, and Training**

**14.10** The initial College Preparedness Plan was provided via email to participants, families, and guardians on June 15, 2020. As further additions or edits need to occur the updated document will be made available to participants, families, and staff.

**14.11** Necessary training will be ongoing and will occur as employees and participants return to campus. Supervisors will monitor the effectiveness of implementation, and training will be updated as necessary.

**14.12** In college apartments and throughout college shared spaces, handwashing visuals and CDC hygiene posters will be displayed, along with posters on COVID-19 symptoms and steps to be taken if symptoms occur.

**14.13** When participants meet with their Advisor, other visual and support tools will be provided based on participant need, such as wallet and lanyard-sized visuals.

**14.14** To ensure participant preparation for fall reentry, participants will be provided an updated COVID-19 packing list, as well as an agreement to review with their families to sign that they understand these guidelines and will do their best to follow them.

**14.15** Participants should not directly enforce these guidelines with other participants. They are encouraged to share concerns with staff members.

Certified by:

Amy Gudmestad

MICC Executive Director