



Return To Learn Department Planning Questionnaire

Instructions: To begin preparations for a return to on-campus instruction of students, all University departments and units need to complete the following readiness and planning questionnaire. Departments should use this form to develop a plan and describe how your department will return to operations. Some guidance comments and suggestions are included to assist you with the process. Feel free to augment this template to meet your needs. For additional guidance and more information, see the Mankato Return to Learn (RTL) COVID-19 Preparedness Plan.

Department/Unit	Student Activities – Community Engagement	
Head of Department	Name	
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	Developer	Date Plan Updated
Plan Development	Karen Anderson	8/31/2020

A: Background Information

Minnesota State University, Mankato in coordination and with the Minnesota State System Office and in compliance with Minnesota Department of Health (MDH) and the Centers for Disease Control and Prevention (CDC) Guidelines have prepared a Mankato RTL COVID-19 Preparedness Plan for the resumption of in-person activities. Departments are requested to inform themselves of the general requirements and demonstrate below their preparedness for in-person activities and inform the Pandemic Operations and Tactics Team what steps they will take to meet these requirements. Departments are also encouraged to include what types of assistance they will need to implement their plans. We recognize the uniqueness of each department and want to ensure preparedness plans are created for each department to safely return to work.

Please make use of the companion document Mankato RTL COVID-19 Preparedness Plan to assist with basic information.



The template follows CDC and MDH guidelines and asks departments to provide a response to questions in the following four areas:

- Promoting Behaviors that Reduce Spread
- Maintaining Healthy Environments
- Maintaining Healthy Operations
- Preparing for When Someone Gets Sick

Additional CDC Higher Education resources for COVID-19 information can be found at:

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>

Recent Minnesota Office of Higher Education COVID-19 information can be found at:

[Minnesota Office of Higher Education Executive Order 20-74 Guidance](#)

B: Your Department's Objectives

Operations within the University will have to be modified. Our goal is to provide a safe, low risk environment for all.

Considering your department's unique mission, you are asked to briefly describe how you will respond to the Mankato RTL Preparedness Plan, and how you can safely conduct business following CDC and MDH guidelines. To guide your work, the areas of promoting behaviors that reduce spread, maintaining healthy environments, maintaining healthy operations, and preparing for when someone gets sick is listed below along with some suggestions to consider.

Please submit your completed document to Loren Jansen, University Security Emergency Manager, at loren.jansen@mnsu.edu.

1. Promoting Behaviors that Reduce Spread

- The University expects students, staff, and visitors to not come to campus if they have any COVID-19 symptoms. *What can your department do to actively encourage students and staff who are sick or have COVID-19 like symptoms to stay home or self-isolate? How will you encourage sick individuals to stay home without fear of reprisals, and ensure students, faculty, and staff are aware of this expectation?*
- The University expects all students, staff, and visitors to practice self-care hand hygiene and respiratory etiquette. *How will you reinforce handwashing as recommended practice and hand sanitizer, if soap and water not available?*
- The University will provide a self-screening checklist to guide students, staff, and visitors on whether they are able to report to class or work. *How will you encourage the health screening requirements for individuals in your area?*
- The University strongly recommends anyone entering campus to wear a face mask. *How will you reinforce the campus expectation on cloth face coverings?*
 - *Anyone entering campus is strongly recommended to wear a face covering.*
 - *Face coverings are strongly recommended to be worn in all hallways, public spaces, common areas, as well as classrooms and instructional spaces.*
 - *Face coverings are strongly recommended in office settings, private office spaces, cubicles, and workstation spaces where social distancing cannot be maintained.*
 - *Face coverings are strongly recommended in outdoor settings where social distancing cannot be maintained.*

Describe Plan: (expand box as needed)

The Event:

Covid Food Assistance Program: food box distribution, Friday, Sept 18, 10:30 am – 12:30 pm Lot 22 South

During the pandemic, Second Harvest Heartland is distributing additional food baskets to people who need them. They send the food in refrigerated/freezer trucks, pre- boxed (3 boxes per family), to a designated location in each county. The community partner only needs to provide the location and about 30 volunteers.

The President's Cabinet recently approved hosting this event on our campus. The date that works for Second Harvest is Friday, September 18, from 10:30 am – 12:30 pm in Lot 22 South.

David Cowan has agreed to work on this with me. Based on past attendance, we anticipate about 700-750 cars.

Promoting Behaviors that Reduce Spread:

This is being held outdoors. Volunteers working with distribution and intake should wear masks. Volunteers directing traffic will not need masks unless another person is in their vicinity. Although we will not turn community members if they do not wear a mask, we will request that that drivers should plan to wear masks during intake. The distance between drivers and intake volunteers should remain at 6 ft. It is important for volunteers who load food boxes into cars (back seat) to keep masks on. We will encourage people to allow us to put the food boxes in the trunk of their car. We will have a bottle of hand sanitizer and gloves available at each food box pallet.



We will ask the Truck Drivers from Second Harvest Heartland to wear masks when they are not in their trucks, and to take the Covid Symptom Check - Daily Self-Screening before they arrive on campus.

The event will take place rain or shine.



2. Maintaining Healthy Environments

Facilities Management/Building Services will provide once a day (M-F) cleaning and sanitizing of most campus spaces, including public spaces, classrooms, and laboratories. With that understanding please evaluate the needs beyond that below.

- The University will provide an initial supply of cleaning products for your space. *What is your plan for self-care cleaning and sanitizing frequently touched surfaces, shared equipment, office appliances, etc.?*
- The University follows CDC and MDH guidelines to maintain at least 6-foot distance between persons. *What modified layouts could you employ to maintain 6-foot distancing, including: moving/removing furniture, tape on floor, ways to reduce office visits, restrict traffic flow patterns - to maintain 6 feet?*
- The University may approve the use of barriers or plexiglass to provide service to students, staff, and visitors. *If it is not possible to physically maintain 6-foot distancing to serve students, staff, and visitors, what special functions do you have that it will be difficult to maintain 6-foot distancing and require Plexiglass/barricades? Please provide location and quantity information – note that distancing options above are preferred.*
- The University will transition employees back to campus in a phased manner. The presence of on-campus employees will increase as our students return to campus for Fall semester. *If physical distancing cannot be accommodated with the above physical changes, can you implement plans to reduce face to face office visits, like telecommunications, Zoom, or on-line processes? Can some employees continue to telework for a period of time?*

Covid Food Assistance Program: food box distribution, Friday, Sept 18, 10:30 am – 12:30 pm Lot 22 South

Safety steps being pursued include required masks for intake and food handling volunteers, putting boxes of food to car trunks as much as possible (avoid back seats if possible), encouraging wearing masks by public, having students spaced 6 ft from each other, one-way flow of traffic, and having hand sanitizer and gloves available at each pallet station.

3. Maintaining Healthy Operations

Facilities Management/Building Services will provide once a day (M-F) cleaning and sanitizing of most campus spaces. With that understanding please evaluate the needs beyond that below.



- The University values the health of our students, staff, and visitors. *What options do you plan to offer students and employees that may be at a higher risk level for severe illness?*
- *Do you have a back-up staffing plan for critical department functions?*
- *How will you modify group gatherings to meet social distancing recommendations?*
- *Do you have a designated COVID-19 Point of Contact for your department to keep current with campus expectations and communications regarding COVID-19 and University operations?*
- *What is the best method to keep your department informed for updates and new guidance?*

Describe Plan: (expand box as needed)

Covid Food Assistance Program: food box distribution, Friday, Sept 18, 10:30 am – 12:30 pm Lot 22 South

Staffing – Several University staff people are working to coordinate this, so if one of us becomes ill, we probably could manage ok based on the shared plan for the day of event.

The plan, as is, allows space between participants and volunteers.

Volunteers need to sign up ahead of time on the Engage portal if they would like to help. They will also need to physically sign in when they arrive on the day of the event. This will aid in contact tracing.

*Note: Intake does not include participant names or contact information, just number of people in households, so if you need a means to keep a contact tracing list, we would need to determine a way to share that info with the public (perhaps a web address?) to indicate if there has been exposure. Past events have been very low risk for spread, but if you need this, we can figure something out.

4. Preparing for When Someone Gets Sick

- The University values the health of our students, employees, and visitors. Sick employees and visitors can be asked to leave campus. Residential students and staff will have a different plan. *What are the instructions for your faculty and staff that witness COVID-19 like symptoms in someone else in your department activities?*
- *What will be your response plan if one of your faculty or staff exhibit COVID-19 like symptoms?*
- The University should receive cleaning requests in a space used by a sick person. *What will be your response plan be, if one of your spaces is identified as being used by a sick person?*
- The University deems it important to continue to provide instruction and services to students, staff, and visitors. *How do you plan to address a potentially high absenteeism rate of employees/students?*

Describe Plan: (expand box as needed)

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When students sign up on Engage for this event, they are instructed to use the Daily Self-Screening before they arrive to volunteer. They should follow the instructions based on what their self-screening indicates. If a student volunteer exhibits symptoms of Covid-19, we will send them home and replace them with another volunteer (requesting back up volunteers on hand)

Because the cars will be driving through the parking lot, exposure is limited, and no need for special covid-19 related clean up from visitors or volunteers. Regular garbage cans should be fine.

This event will be replicated in October 2020 (date tba)