Guidance for Screening Students and Employees for COVID-19 to Participate in In-Person Campus Activities - April 20, 2020

Purpose: This document provides a framework for screening students, faculty, staff, and others for symptoms of COVID-19 before they participate in in-person, face-to-face activities on campus and at the system office where social distancing measures may be difficult to implement or sustain. These activities may include academic instruction in classrooms and labs; service and support to students, employees and other community members; and meetings.

General: Screening students, faculty, staff, and other community members is to help slow the spread of COVID-19 in the community while enabling the safe and effective delivery of academic programs, support services, and management activities. The screening includes three elements: Pre-Activity Communication, On-Site/Day-Of Screening, and Follow-Up. These activities have been coordinated in consultation with the Minnesota Department of Health.

Pre-Activity Communication: Campus and system office leaders should communicate with students, faculty, staff, and other community members to inform individuals and set expectations for conducting and participating in in-person, face-to-face activities on campus and at the system office, especially where social distancing measures may be difficult to implement or sustain. Communication should be recurring for the foreseeable future and take advantage of text messaging, e-mail, social media, website postings, telephone calls, campus signage, and other means. Pre-activity communication should include:

- Your health and safety, and that of all of our students, faculty, staff and others in our campus community, is important to us. This is a shared responsibility.
- Stay at home if you are sick or not feeling well,
  - Contact your instructor, faculty, or supervisor to let them know and get any specific instructions.
  - Contact a healthcare provider should symptoms persist or worsen.
- Wash your hands frequently with soap and water for at least 20 seconds.
  - If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- Cover your coughs and sneezes.
- Practice social distancing by keeping at least 6 feet of space between people.
- Wear a cloth face covering in settings where social distancing cannot be maintained.
- Monitor your health paying particular attention to the presence of a temperature or fever, new or worsening cough, and new or worsening shortness of breath.
**On-Site/Day-Of Screenings:** Where practical, this screening may take place at a single entry point to the campus. Otherwise, it may occur at an entryway to the building or individual class or office settings.

Prior to beginning in-person, face-to-face activities instructors, faculty, or supervisors should screen for symptoms consistent with COVID-19:

- Ask if the student/staff has ANY of the following symptoms:
  - TEMPERATURE/FEVER of 100.4 degrees Fahrenheit or above: YES / NO
  - COUGH (New or Worsening): YES / NO
  - SHORTNESS of BREATH (New or Worsening): YES / NO

- If ALL the ABOVE are NO, the individual can enter the program space. The individual must proceed to wash their hands before having any contact with other students or other staff/instructors.

- If ANY of the ABOVE are YES, the individual WILL NOT BE ALLOWED to enter or nor participate and will be asked to return home. They should then stay home until:
  - They have had no fever for at least 72 hours (without the use of fever reducing medications) AND
  - Other symptoms have improved (for example, when the cough or shortness of breath has improved) AND
  - At least 7 days have passed since their symptoms first appeared

If an individual becomes sick during the day, ask them to go home.

**NOTE:** It is also important to remind students and staff that if a person feels sick for any other reason they should stay home until those symptoms subside. This is consistent with general recommendations of staying home when sick.

**Follow-Up:** At the conclusion of in-person, face-to-face activities instructors, faculty, or supervisors should ask all to:

- Wipe down any surfaces they may have touched
- Wash their hands with soap and water for at least 20 seconds before leaving the area or building.
- Monitor their health, report any changes particularly a temperature or fever, new or worsening cough, and new or worsening shortness of breath to their faculty or supervisor, and seek medical attention as symptoms warrant.
- Wash cloth face covering often. This is especially important after any tactical training exercises that involve direct intense contact with other students or faculty.

**For more information:** Continue to monitor the following resources for the latest in responding to COVID-19 and working to slow its spread:

**Minnesota Department of Health - Coronavirus Disease 2019 (COVID-19):**

[https://www.health.state.mn.us/diseases/coronavirus/index.html](https://www.health.state.mn.us/diseases/coronavirus/index.html)

*Minnesota State is an affirmative action, equal opportunity employer, and educator.*
COVID-19 Hotline: 651-297-1304 or 1-800-657-3504

Educational Materials:
Hand Hygiene: https://www.health.state.mn.us/people/handhygiene/index.html
CDC Print Resources: CLICK HERE

Masking Resources:
The difference Between Alternative Masks and Surgical: https://www.health.state.mn.us/diseases/coronavirus/hcp/masks.pdf
How to sew a simple Fabric Mask: https://www.youtube.com/watch?v=sOJ_sm137fQ&feature=youtu.be