



## **CAMPUS RESTART GUIDELINES**

**LAST UPDATED:**

**July 30, 2020**

*The guidelines outlined in this document are practices Mayville State University expects our students, faculty, staff, and external community members to follow in order to mitigate the spread of Coronavirus and keep community spread low.*

*As the Coronavirus pandemic evolves, so too will our plan. The information contained in this guidebook is subject to change. For the most up-to-date information, please refer to the Mayville State Covid-19 Restart website at:*

<https://mayvillestate.edu/about-msu/fall-2020-covid-19-restart/>

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## GENERAL INFORMATION FOR OUR CAMPUS COMMUNITY

### Mayville State University Restart Guidelines

The health and safety of our students, staff, and faculty is our top priority. Mayville State University is committed to delivering face-to-face instruction on campus beginning with the fall semester of 2020. We believe that face-to-face instruction is an important part of the student experience for our student who choose it. We know the challenges this brings, and our plans are ever-evolving.

It should be noted that all colleges and universities are responding differently. Our response is based on:

- Coordination with local public health professionals and regional medical providers;
- Guidance from the North Dakota Department of Health (ND Smart Restart)
- Centers for Disease Control and Prevention.
- Cross-functional campus taskforce to identify ground-level needs for our campus community.

As the COVID-19 situation evolves, so too will our plan. Updated information regarding Mayville State's response can be found at: <http://www.mayvillestate.edu/about-msu/fall-2020-covid-19-restart/>

### COVID-19 Symptoms and Self-Monitoring

According to the CDC, people with COVID-19 have reported a wide range of symptoms that vary in severity, and some may not exhibit any symptoms. Symptoms may appear 2-14 days after exposure to the virus and may include one or more of the following:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- This list does not include all possible symptoms. CDC will continue to update this list as they learn more about COVID-19.

Mayville State strongly encourages the campus community to assess themselves for symptoms every day before coming to campus. Students, faculty and staff who have symptoms should:

- Immediately contact their health care provider. For students, this may be Student Health located in Berg Hall.
- Students should stay home from classes and notify each of their course instructors.
- Faculty and staff are to immediately notify their supervisor and stay home from work.
- Students are encouraged consult with Brittany Ness, MSU Covid Liaison, for further guidance on how to proceed regarding potential COVID-19 symptoms.

## Tips for COVID-19 Prevention

You are encouraged to stay healthy through these preventive practices:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- **Stay home when you are sick.**
- Cover your cough or sneeze with a tissue.
- Clean and disinfect frequently touched objects and surfaces.
- Be current on all immunizations to stay healthy, including influenza vaccine.

If you are planning to travel, please consider whether your travel is necessary, and if it could possibly be postponed or canceled. If you must travel, wear your mask and try as much as possible to practice social distancing by avoiding large crowds and keeping space between you and others where people congregate. Practice frequent hand hygiene by washing your hands with soap and water or using an alcohol-based product. If you travel, you may face a higher risk contracting COVID-19, significant delays in returning, and/or the requirement to self-isolate upon your return.

## General Guidance for Illness

If an employee or student feels ill, regardless *if it is related to Coronavirus or not*, it is encouraged that he or she stay home if they feel sick.

- **Again, stay home if you feel sick.**
- If you have mild or no symptoms, stay home and practice good social distancing.
- If you have a fever (100.4 or higher), cough, or shortness of breath, call your provider. If you don't have a provider, Sanford-Mayville Clinic may be able to assist you.
- If you are having an emergency, go to the ER or call 9-1-1.
- Take this [NDDoH Risk Assessment](#) to help determine if your symptoms align with COVID-19.
- If you are ill and unable to be tested, the NDDoH is asking you to isolate yourself from those you live with and have contact with for at least 10 days since symptoms first appeared or 72 hours without a fever without the use of fever-reducing medicine.
- Please call prior to visiting any medical provider.
- MSU Student Health appointments are available to students. Call 701-788-6665.

## Testing for Coronavirus

Mayville State does not intend to mandate testing for all faculty, staff and students; however, we anticipate coordinating mass testing options with local public health officials, the North Dakota Department of Health, and NDUS. Arrangements are being made to host testing events for faculty, staff, and students in August. Student athletes will be testing in accordance with NAIA guidelines. More information will go out via campus email once arrangements have been finalized for opportunities to test. Faculty, staff, and students are encouraged to contact their medical provider if there are immediate concerns that warrant a test for Coronavirus.

## Screening for Coronavirus

Employees should self-assess themselves daily for symptoms prior to arriving to campus. If symptoms are present (fever, cough, shortness of breathing, etc.) employees should contact their supervisor and stay home, either taking a sick day or working remotely if possible.

Students may be screened upon checking into their residence halls, athletes may have screening or testing done throughout the season, and opportunities for faculty/staff to be screened may be arranged with local health organizations.

Screening may also occur in classroom settings that involve acting learning practices where social distancing may not be possible.

## Use of Face Coverings/Masks (effective August 10, 2020)

### INTRODUCTION

In response to the SARS-CoV-2/COVID-19 pandemic, the Centers for Disease Control and Prevention (CDC) has issued guidance recommending everyone use cloth face coverings when social distancing of at least 6 feet cannot be accomplished while indoors. The use of cloth face coverings prevents the spread of droplets that could contain the SARS-CoV-2 virus and is not intended to provide respiratory protection as defined by the Occupational Safety and Health Administration (OSHA).

### POLICY

**All individuals on Mayville State University property or participating in an official University event, are required to wear a face covering to contain potentially contaminated droplets while indoors.** Mayville State University will provide two (2) washable and reusable cloth masks to each employee, residential student, and students enrolled in on-campus courses. Those individuals required to wear a face covering are permitted to utilize a cloth mask provided by the University, a cloth mask made in accordance with CDC recommendations, or another reasonable substitute face covering that allows for droplet capture. The use of face coverings in the practice of an individual's religion or as otherwise medically necessary remains welcome at Mayville State University and is not changed or impacted by this policy.

### PRACTICE

The following guidelines have been established regarding general use and requirements of face coverings at Mayville State University:

1. Face coverings are required to be worn by students, faculty, staff, and visitors while indoors. Face covering use is especially important in shared spaces including, but not limited to, conference rooms, classrooms, lab spaces, hallways, and lounges where social distancing may not be possible.
2. Accommodations for individuals who have a physical or medical need for alternative face covering considerations, please seek guidance from:
  - a. Students: Director of Student Success and Support Services
  - b. Faculty and Staff: Vice President for Academic Affairs or Vice President for Student Affairs
3. Face coverings and masks shall be snug fitting around the nose, mouth, and face.
4. Face coverings and masks shall be worn in such a manner that it does not fully cover the face and eyes (i.e. Halloween style or character masks).
5. Employees working alone in an office or performing a solo-related job task are not required to be wearing a face covering.

6. Employees who are required, through the course of their normal duties, to utilize a mask that provides accommodation for their own or another's disability, shall be provided with two (2) masks that provide reasonable accommodation for that disability.
7. Expectations of Members of the Public:
  - a. Members of the public are expected to follow all guidelines regarding general use and requirements of face coverings at Mayville State University as described in this policy.
8. Enforcement
  - a. When a face covering is required in accordance with this policy, enforcement non-compliance without a bonafide exception shall be as follows:
    - i. *Students*: When in a classroom setting, the faculty member in charge of the classroom shall address the non-compliance as a classroom management issue and request the face covering be used. Continued refusal by the student will result in a student code of conduct violation.
    - ii. *Employees*: Supervisors shall address non-compliance directly with employees. Employees shall refrain from addressing non-compliance or perceived non-compliance with other employees and should instead report issues to their direct supervisor.
    - iii. *Members of the Public*: Members of the public shall first be offered a disposable face mask, when possible. If the individual refuses, they will be asked to leave and given options of how they can be served virtually.

## **ACADEMIC INFORMATION**

### **Delivery of Instruction – Fall 2020**

MSU remains focused on resuming full on-campus operations for fall semester and providing a meaningful and enjoyable on-campus experience for residential students and those who travel to campus to attend on-campus classes. A current plan has been established to offer on-campus courses as we have in the past while implementing social distancing practices. We are hopeful to provide our students with full on-campus experiences; however, instructors have been asked to prepare alternative teaching and learning strategies for implementation if course modifications are determined necessary including options such as a combination of on-campus and online instruction and/or fully online instruction for on-campus courses.

Due to the varied nature of MSU programs, there is no one-size-fits-all approach that will effectively meet the instructional needs of all program areas. MSU faculty have planned course activities to ensure essential student outcomes will be met using varied instructional options such as:

- On-campus course offerings while adhering to social distancing
- A combination of on-campus and online instruction
- Fully online instruction
- Virtual simulations or other virtual instruction
- Industry-based fieldwork

Available options for fall semester courses will vary across programs and by course. Students should contact their instructor, academic advisor, or division chair, to discuss available options for fall semester.

### **Modifications to the Academic Calendar**

Mayville State does not intend to modify the 16-week fall semester academic calendar. All students, faculty, and staff will be notified if changes are needed.

### **Remote Connection to Live On-Campus Classrooms**

In some cases, remote connection within the live on-campus classroom via Zoom or other remote connection technology may be possible. Each course instructor will remain focused on ensuring student learning outcomes are met for each course while providing students with a meaningful and enjoyable on-campus learning experience while adhering to social distancing. Instructors will notify students at semester start if the option to remotely connect to the live on-campus classroom is available for their on-campus course.

### **Cleaning and Sanitation – Classrooms**

Routine daily cleaning and periodic deep cleaning of classrooms will be provided by MSU Facilities staff. Disinfectant spray, towels, and gloves will be available in each classroom to be utilized by students and faculty before and after classes to help to reduce the spread of illness within the classroom environment. Hand sanitizer will be available in each classroom, in offices, and in various public locations across campus.

## **Social Distancing - Classrooms**

All classroom and lab spaces planned for on-campus courses have been closely reviewed and measured to determine maximum capacity while adhering to social distancing. Modifications have been made to the classroom or course schedule as needed to allow for social distancing. Such modifications have included but are not limited to:

- Reducing class sizes and expanding the number of available smaller course sections
- Spacing of tables, desks and/or chairs to allow for 6-foot distancing between all individuals
- Utilizing a classroom larger than originally planned.

Close monitoring of course enrollments will continue through fall semester start and additional modifications will be made as needed to promote social distancing.

## **Group Work within the Classroom Setting**

Some learning strategies, such as collaborative group work typically conducted in close contact to others, may need to be modified to allow for social distancing. In select courses where close contact may be unavoidable additional safety precautions, COVID-19 screening practices, and wearing of a mask, face covering, or face shield may be required. Specific course requirements and planned precautions to promote individual health and safety will be shared with students by the course instructor at the start of the semester.

## **Byrnes-Quanbeck Library**

You might notice a few changes within the library building as we have moved things around to encourage social distancing. Previously, we had 5 public access computers for anyone to use; currently, we have 3 but will monitor usage and set up the other 2 if necessary.

To help keep everyone safe while visiting the library, we are doing the following:

- Quarantining returned items for three days as recommended by the Institute of Museum and Library Services.
- Providing disinfectant wipes in public areas and encouraging people to sanitize the space (especially the public computers before use).
- Encouraging the use of the Library Chat feature, even when physically located in the library.
- Posting signs at the Education Building entrance doors that encourage people to practice social distancing and not enter if feeling unwell.
- STEM kits and other materials from the Education & Innovation Center (EIC) will not be available for check out in the immediate future.
- The EIC area of the library will be open by appointment only.
- Chairs have been removed and tables have been spread out.

To contact a librarian, use the "Ask a Librarian" chat available within the library website:

<https://www.mayvillestate.edu/student-resources/library/> from 7:30 a.m. to 4 p.m. Monday through Friday. You can also email [library@mayvillestate.edu](mailto:library@mayvillestate.edu) with an expectation of receiving a reply within one hour during the regular work day.

## **Tutoring**

Available on-campus tutoring services are free to students who seek assistance in learning material for their courses. The tutors are upper-class students who have been recommended by faculty as experts in specific subject matter. Peer tutors are available also in a variety of courses during study sessions and by appointment. Peer tutoring focuses on helping students develop the problem-solving and analytical skills needed to understand, synthesize or apply complex material. Students who would like to utilize on-campus or peer tutoring services should contact Katie Richards at 701-788-4675 or [Katie.Richards.2@mayvillestate.edu](mailto:Katie.Richards.2@mayvillestate.edu).

Smarthinking, an on-demand online tutoring program, is available free of charge to students. You can access a live tutor by logging into your Blackboard course.

## **Student Success and Disability Support Services**

The Student Success Center provides services in various areas of support to any student who would like to enhance his or her academic experience at Mayville State University and provides support services for students with documented disabilities. The Director of Student Success and Support Services will be available to students and faculty by appointment. For more information about services or to complete a disability support form, go to <https://www.mayvillestate.edu/student-resources/student-success-center/> or contact Katie Richards at 701-788-4675 or [Katie.Richards.2@mayvillestate.edu](mailto:Katie.Richards.2@mayvillestate.edu).

Accuplacer testing is available through appointments only. To make an appointment, contact Katie Richards at [katie.richards.2@mayvillestate.edu](mailto:katie.richards.2@mayvillestate.edu).

## **Academic Advising**

The Academic Advising Center is open to serve students, faculty, and staff needing assistance with academic advising, academic planning, career services, or veteran's benefits. Meetings may be held in-person or over Zoom. Appointments are encouraged.

## **Information Technology Services**

The ITS Service Desk will continue to be open during normal hours to assist you on-campus and remotely. To contact the ITS Service Desk call 1-800-437-4104, Ext. 34739 or email: [service.desk@mayvillestate.edu](mailto:service.desk@mayvillestate.edu). Please be at your computer or mobile device and connected to the Internet when you call.

## WORKPLACE GUIDANCE AND EXPECTATIONS

### “Phased-in” Return to the Workplace

As of July 1, 2020, Mayville State implemented a "phased in" return to onsite campus operations. We are hoping to allow for reasonable flexibility with a phased in approach that allows directors/supervisors to develop a plan specific for your area, its needs, and stakeholders that starts to resume onsite operations on or around July 1. This allows for some considerations and flexibility for childcare needs, physically moving PCs and other equipment back to offices, and other items that have been needed over the last few months. The goal is to have a majority of offices reasonably resume onsite operations on or around July 1 to allow time to transition back to campus and get settled in prior to the return of faculty and students.

Needed workspace modifications were determined to allow for social distancing and promoting safe return of onsite campus operations. Examples of needed modifications identified by supervisors included:

- Office moves to reduce staff numbers in smaller office spaces
- Alternating days of work on campus with working remote from home
- Staggering the return of staff to the office across the month of July
- Determining needed cleaning supplies
- Establishing enhanced routine and deep clean procedures in work spaces and across campus wherever meetings and/or gatherings are occurring.
- Plexiglass barriers have been installed in high-traffic areas and shared office spaces where social distancing may not be possible.

### Cleaning and Sanitation – Campus Offices, Departments, and Facilities

Our facilities team has been taking extra steps in light of COVID-19, including additional rounds through office areas, increased attention to frequently touched surfaces to disinfect more common areas (doorknobs, water fountains, bathrooms, etc.).

Facilities will be providing faculty and staff cleaning products within office areas and ensuring items are restocked during their regular rounds. Faculty and staff are encouraged to use cleaning products to help disinfect personal spaces (desk, phone, keyboard, etc.), to disinfect shared technology and equipment (such as copiers and printers) before and after use, and to clean areas between visitors as appropriate.

If a potential COVID-19 case is identified, facilities will follow a “deep clean” process that involves an electrostatic cleaner be used in the area of concern.

Concerns with cleaning or sanitation should be addressed to Director of Facilities Services, Bob Kozojed, at: [bob.kozojed@mayvillestate.edu](mailto:bob.kozojed@mayvillestate.edu).

### Cleaning and Sanitation – Public Water Fountains

Water fountains will remain open. Proper signage and cleaning supplies will be available at each water fountain to remind everyone to sanitize the water fountain before and after use. Reusable water bottle use and use of the touchless water fountains on campus is encouraged whenever possible.

## **Social Distancing - Campus Offices, Departments, and Facilities**

Mayville State faculty, staff, and students are encouraged to follow established social distancing guidelines throughout campus in order to mitigate the potential spread of COVID-19. Measures have been taken to encourage social distancing across campus and include, but are not limited to:

- Wearing a face covering/mask while indoors.
- Occupancy levels in high traffic areas, such as dining services, the wellness center and certain offices.
- Repurposed and/or modified spaces across campus to create more meeting spaces that allow for social distancing.
- Reducing/relocating staff in smaller office spaces.
- Signage, floor markers, and other social distancing reminders across campus.

## **Modifications to Workspaces to Promote Social Distancing**

Employees are encouraged to visit with their supervisor to request any workspace modifications needed to promote social distancing. Employees can also use the following survey link to request workspace modifications or to share needed equipment and supplies to promote social distancing:

[https://mayvillestate.qualtrics.com/jfe/form/SV\\_diqVpYoh70w1eeh](https://mayvillestate.qualtrics.com/jfe/form/SV_diqVpYoh70w1eeh)

## **Purchasing COVID-19 Related Supplies and Equipment**

All requests are to be routed to Karen Poverud, Administrative Assistant to Vice President for Student Affairs and Vice President for Business Affairs, at: [karen.poverud@mayvillestate.edu](mailto:karen.poverud@mayvillestate.edu).

This change in process, moving away from departments initiating COVID -19 purchases, will allow for consolidated, more efficient purchasing, and provide more effective control of limited resources. Moving forward, department PCard purchases or RFPs for COVID-19 supplies and equipment will not be honored.

If you have not already completed the COVID-19 On-Campus Operations Restart Survey, please take a few moments to do so.

[https://mayvillestate.qualtrics.com/jfe/form/SV\\_diqVpYoh70w1eeh](https://mayvillestate.qualtrics.com/jfe/form/SV_diqVpYoh70w1eeh)

## **Remote Work**

Depending on the type of work in a given position, working remotely intermittently to lessen contacts or stagger schedules may be an option to discuss with your supervisor. Positions that were based on-campus prior to March 2020 will remain based on-campus moving forward.

Remote work may be an occasional option for some. Employees should speak with their supervisor as to what would be appropriate and what options may be available.

## **Staggered Work Schedules**

In some offices where social distancing may be difficult, a staggered work schedule may be an option. Employees should speak with their supervisor and/or Cabinet representative as to what would be appropriate and what options may be available.

## **Meetings**

Meetings can be done both face-to-face and over Zoom, however in-person may be necessary in certain situations. Social distancing guidelines will be adhered to for face-to-face meetings. We have identified more meeting spaces and reduced occupancy in some conference rooms on-campus to accommodate social distancing during in-person meetings.

## **Monitoring of Health and Safety Precautions**

We all need to do our part to follow guidelines established by Mayville State, the North Dakota Department of Health, and the Centers for Disease Control and Prevention. Facilities staff will be monitoring the inventory for cleaning products, ensuring their effective use, and keeping records as appropriate. Supervisors are encouraged to monitor their respective areas and report concerns in a timely manner.

## **Travel Guidelines**

Mayville State University strongly advises against any non-essential travel. There is no screening or quarantine required, per Governor Burgum's amended executive order announced on May 8<sup>th</sup> for travel within the United States. Any member of the MSU community – employee or student – who has traveled outside the U.S. must quarantine immediately for a period of 14 days and should not return to MSU. Employees returning from international travel should complete the [North Dakota Department of Health \(NDDoH\) screening form](#).

After completing the form, you will receive an e-mail with the NDDoH recommended direction on self-monitoring as well as other pertinent information. Employees provide this information to their appropriate President's Cabinet member.

## **University Authorized Travel**

College-sponsored travel is authorized for essential functions only. Please work with your direct supervisor for authorization.

## **Personal Travel Plans**

We strongly advise you to reconsider non-essential personal travel. You may face a higher risk of infection, significant delays returning, and/or the requirement to self-quarantine upon your return, all of which could significantly impact your professional and personal obligations at great individual expense. Should you decide to travel, be aware of the risks to your health.

## **Mental and Emotional Wellbeing**

Our Employee Assistance Program (EAP) is available through The Village. Information can be found by clicking here: <http://villageeap.com>. All MSU benefited employees and members of their household are able to seek assistance through The Village EAP. The Village EAP is a confidential, independent counseling program that offers professional guidance in a variety of areas, such as: relationship issues, emotional health issues, drug and alcohol issues, workplace issues, crisis counseling, financial issues, legal issues, and wellness. Services are available 24/7, 365 days a year, with nationwide accessibility. There is no cost to your household, within certain limits.

## MSU COVID-19 Reporting Form

The purpose of the MSU COVID-19 Reporting form is to inform Mayville State that a student or employee has COVID-19, has been identified as a close contact, and/or has symptoms consistent with COVID-19.

Members of the MSU Community are expected to notify the university if they have or know someone from the college community who has:

- tested positive for COVID-19,
- been notified by a state health department official that they have been identified as a close contact to someone that has tested positive for COVID-19,
- symptoms consistent with COVID-19 (Individuals can check their symptoms through the [ND Department of Health COVID-19 Risk Assessment Survey Tool](#)).

## What to Expect After Receiving a Positive COVID-19 Test at MSU

If you have been told you have a positive COVID-19 test, have been identified as a close contact, or are experiencing symptoms of COVID-19 please complete the [MSU COVID Reporting Form](#), so that Brittany is informed of the case.

**SELF-ISOLATE:** If a member of staff, faculty or student has a positive COVID test that employee will be asked to isolate for 10 days from the day of their test plus be fever free for at least 72 hours without taking any fever-reducing medications (making a total of 14 days).

**CONTACT TRACING:** The person who received the positive test will receive a call from a designated contact tracer. The contact tracer will then discuss in great detail all of the people that could be identified as a close contact. Contacts considered will start from 48 hours prior to onset of symptoms, or if the person is asymptomatic the contacts would be identified from the day of the test.

*A close contact is defined as a person who has been within 6 feet of the positive case for a period longer than 15 minutes.*

If you have not been identified as a close contact, please continue to work your normal day as scheduled. We all should be trying our best to follow safe practices of staying 6 feet away from each other as much as possible, wearing a mask when you cannot remain distanced, and washing your hands frequently.

Once close contacts have been identified the contact tracer will begin making phone calls to all those identified as close contacts. This can be a lengthy process. The contact tracer will make phone calls until 9 pm, and then will begin again in the morning.

**DISCLOSURE OF CASES:** When someone has been identified at MSU as a positive COVID case, we will let faculty, staff and students know via email.

**CONFIDENTIALITY/DISCRETION:** Due to HIPPA laws, we cannot release the person's name unless the person is willing to release it. Please know that the contact tracing has begun. If you are the positive case, please work with your department head and Brittany to identify any close contacts that should be notified immediately.

*If you know the positive case and feel like you may be a close contact, but have not been contacted by the contact tracer, please reach out to Brittany to work through any questions.*

## **What to Expect for Close Contact with Someone who has been Tested for COVID, and are Waiting for Results**

If someone in an employee's household has been tested, and is symptomatic, the employee should quarantine until test results come back.

If someone in an employee's household was tested at a mass testing event and is asymptomatic and waiting results- that employee can come back to work and continue to practice social distancing best practices until test results come back.

If an employee thinks they may have been in close contact to someone in the community who has been tested and is awaiting results, that employee should remain at work until test results have been returned and the contact tracer has identified that employee as a close contact.

*Know that there are grey areas to the whole process. If we do not have the answers, we will reach out to those who can provide them. We have to do the best we can in the circumstances we are in. Please try to follow the social distancing recommendations as much as you can- this will help limit close contacts.*

## **Self-quarantine and Continuing Job Duties**

Notify your supervisor as soon as possible. Supervisors will be responsible for notifying Human Resources. Discuss with your supervisor the option of telecommuting (working remotely). While in self-quarantine you should monitor your symptoms following the guidelines from the North Dakota Department of Health.

Self-quarantine will be condition specific:

- If you are **required** to self-quarantine due to exposure, email your supervisor and Human Resources. They will assist with determining what leave to use.
- If you **personally travel** to an area that requires known self-quarantine upon return, email your supervisor and Human Resources. They will assist with determining what leave to use.
- If you self-quarantine by **your own decision**, then our usual leave policies will apply for requesting time off.
- If you were **required to travel** on College business and need to self-quarantine then you may be eligible for administrative leave.

This situation is constantly evolving. Mayville State will comply guidelines, directives, and executive orders given by the state of North Dakota, CDC, and federal entities.

## **Notification of Absence Due to Contracting Coronavirus**

Email your supervisor and HR. They will provide you with instructions, and let you know what, if any, documentation will be required from you.

## **FMLA for COVID-19 Cases**

If the absence involves actual contraction of COVID-19, hospitalization or longer-term treatment, FMLA paperwork may be requested. The Department of Labor has the information regarding this available here: <https://www.dol.gov/agencies/whd/fmla/pandemic>.

## **Care for Family Members Who Contracts COVID-19**

If you have sudden caring responsibilities for a family member, you should report the information to your supervisor and Human Resources. They will assist with determining what leave to use and if working remotely on a temporary basis may be an option for you given your position and situation. The Department of Labor has information regarding this available online at: <https://www.dol.gov/agencies/whd/fmla/pandemic>.

## **Closing of Schools or Childcare Facilities**

If you are unable to work due to caring responsibilities, you should report the information to your supervisor and Human Resources. They will assist with determining what leave to use and explore if working remotely on a temporary basis may be an option for you given your position and situation.

## **Employees at High-Risk for Serious Illness from COVID-19**

Early information as reported by CDC indicates that some people are at a higher risk of getting sick if they come in contact with COVID-19, including:

- Older adults
- Pregnant women
- People who have serious chronic medical conditions like heart disease, diabetes and lung disease.

If you fall into one of these categories, you should be especially careful to take actions to reduce your risk of being exposed to COVID-19, including the precautions previously mentioned.

It is likely that guidance we issue will become role-specific. For example, those who are in roles which have a large amount of face-to-face contact are in a different position than those who work in an isolated way.

HR will ask supervisors to work with the individual to agree how they are best protected. We will address each situation on a case-by-case basis considering individual circumstances and current guidance from healthcare officials.

If you are in self-quarantine in order to reduce risk of being exposed to COVID-19, but not sick, then usual leave policies will apply for requesting time off. See applicable policies for more information. A special exception to the leave policy has been approved due to the Coronavirus; thus you may be able to use sick leave for this event.

## Families First Coronavirus Response Act (FFCRA)

The Families First Coronavirus Response Act, H.R. 6201, became effective April 1, 2020. This act provides additional leave to employees who meet certain criteria. Covered employees eligible for paid sick leave include:

1. Employee subject to a Federal, State, or local quarantine or isolation order related to coronavirus;
2. Employee has been advised by health care provider to self-quarantine due to coronavirus
3. Employee is experiencing symptoms of coronavirus;
4. Employee is caring for an individual who is subject to an order described in (1) or has been advised as described in (2);
5. Employee is caring for their child because the school is closed or childcare provider is unavailable due to coronavirus; or
6. Employee is experiencing a similar condition specified by Secretary of HHS.

## Information for Supervisors

There are many questions and gray areas as to what a supervisor may or may not do in situations involving COVID-19. The following guidelines for supervisors have been established in order to assist in communication with their respective teams:

- **ASKING ABOUT A CORONAVIRUS DIAGNOSIS:** Employers can ask an employee how he or she is feeling in general but should not inquire about a specific illness as that could rise to the level of a disability related inquiry under the ADA.
- **BEING ASKED/REQUIRED TO GO HOME:** Employers have the ability to ask employees showing visible signs of illness to leave the workplace and remain home until they are symptom free.
- **ADA CONSIDERATIONS:** During a pandemic, an ADA-covered employer may ask employees who do not have influenza symptoms to disclose whether they have a medical condition that the CDC says could make them especially vulnerable to influenza complications in *certain situations*:
  - If an employee voluntarily discloses (without a disability-related inquiry) that he has a specific medical condition or disability that puts him or her at increased risk of COVID complications, the employer must keep this information confidential. The employer may ask him to describe the type of assistance he thinks will be needed (e.g. telework or leave for a medical appointment). Employers should not assume that all disabilities increase the risk of complications. Many disabilities do not increase this risk (e.g. vision or mobility disabilities).
  - If a pandemic becomes more severe or serious according to the assessment of local, state or federal public health officials, ADA-covered employers may have sufficient objective information from public health advisories to reasonably conclude that employees will face a direct threat if they contract COVID. Only in this circumstance may ADA-covered employers make disability-related inquiries or require medical examinations of asymptomatic employees to identify those at higher risk of complications.

## Resources for Employees with Continued Concerns or Questions

If an employee has continued concerns or questions regarding Coronavirus and the institution's response, please contact:

1. Your respective Cabinet member
2. Human Resources
3. You may file a formal grievance with the NDUS office

## **ADDITIONAL CAMPUS INFORMATION**

### **Athletics**

Student-athletes at Mayville State will follow all protocols put into place by the university. In addition, all rules and regulations related to COVID-19 set forth by the NAIA and North Star Athletic Association, our National and conference governing bodies, will be followed. This includes screening and testing protocol in order to compete in a safe and healthy environment.

Enhanced sanitation and increased precautions are being implemented in athletic programs, facilities, and operations, which include considerations of occupancy in some facilities, travel, game schedules, and student athlete screening and testing.

Questions regarding Mayville State Athletics should be directed to Ryan Hall, Director of Athletics at [ryan.o.hall@mayvillestate.edu](mailto:ryan.o.hall@mayvillestate.edu).

### **The Wellness Center**

The Mayville State Wellness Center is open to faculty, staff, students, as well as community members with paid memberships. The Wellness Center is operating in accordance with guidelines established through the [North Dakota Smart Restart Plan](#) as it pertains to gyms/fitness centers. Modifications include reduced occupancy, enhanced cleaning and sanitation and considerations for social distancing.

### **Residence Life and Housing**

The residence halls will be open for Fall 2020. Double occupancy rooms will be available, with limited single rooms being offered for students for 2020-2021. Many safeguards have been developed for residential students including increased cleaning, additional disinfectant stations and some modifications to common areas to encourage social distancing.

Mayville State has identified a limited amount of rooms that have been set aside for on-campus residential students who may need to isolate at any point during the semester. In these instances, contactless meal delivery and wellness checks will be provided.

Students who have concerns with living on-campus are asked to discuss options with the Office of Student Life. Please contact Dr. Jeffrey Powell by emailing [jeffrey.powell@mayvillestate.edu](mailto:jeffrey.powell@mayvillestate.edu).

### **Dining Services**

Dining services will be open for Fall 2020. The cafeteria and snack bar will operate at a lower capacity and seating has been modified to follow social distancing guidelines. The cafeteria and snack bar will undergo thorough cleaning and disinfecting on a regular basis. Plexiglass barriers, increased hand sanitizer dispensers and other precautions have been put in place to ensure a clean and healthy environment.

Questions regarding Dining Services should be directed to Bryan Karolus, Director of Dining Services, at [bryan.karolus@mayvillestate.edu](mailto:bryan.karolus@mayvillestate.edu).

## **Bookstore**

The MSU Bookstore plans to offer online ordering for all students beginning August 5. Orders for distance learning students will be shipped as always. Pickup service for on-campus student orders will begin August 17. The Fishbowl will be used to prepare and store orders until they are picked up. Students will be able to use their financial aid with online purchases, just as they would when making a face-to-face purchase.

## **Co-Curricular and Extra-Curricular Activities and Events**

MSU faculty and staff are working hard to establish creative approaches to continue offering courses and co-curricular activities that typically require close contact with needed modification to promote individual health and safety. We may need to modify the approach used to offer these courses and activities or there may be some changes from what we would normally offer so that we better align with social distancing guidelines, but we will continue to encourage students to get involved and get connected—just in different ways.

## RESOURCES AND CONTACTS

### Mayville State COVID-19 Restart Taskforce

A cross-functional taskforce will be established in order to identify and address challenges, obstacles, and considerations needed as Mayville State fully returns to campus for Fall 2020. The goal of the taskforce will be to identify needs and find practical, pragmatic solutions aligned with state, NDUS and CDC guidelines that fit Mayville State’s scale, resources, and campus environment. Faculty, staff, and students are encouraged to speak with taskforce members if they have concerns that they would like brought to a meeting.

The taskforce will be made up of 2 teams: Academic Operations, chaired by Dr. Tami Such; and, Campus Operations, chaired by Dr. Andrew Pflipsen. President Van Horn will serve as ex-officio on both teams. Proposed members of the Taskforce and their respective team assignments include:

<b>Mayville State COVID-19 Restart Taskforce</b>	
<i>Academic Operations</i>	<i>Campus Operations</i>
Dr. Tami Such, chair	Dr. Andrew Pflipsen, chair
Rob Frederick, CIO	Dr. Jeffrey Powell, Student Life
Heather Hoyt, Director of Academic Records	Ryan Hall, Athletics
Misti Wuori, Director of Extended Learning	Tim O’Brien, Athletic Trainer
Christine Gonnella, Instructional Design Specialist	Bob Kozojed, Facilities
Division Chairs:	Bryan Karolus, Dining Services
Dr. Andi Dulski-Bucholz- Education	Susan Cordahl, Staff Senate Representative
Dr. Jeremiah Moen (also Faculty Association President)- HPER	Faculty Rep/Senator:
Dr. Joseph Mehus- Science and Mathematics	Ashley Nelson, HPER
Dr. Lynn DiLivio- Social and Behavioral Sciences	Simon Barker, Student Senate (or another student)
Dr. Erin Kunz- English, Communications, Perf. Arts	Terrel Voth, Student representative
Collette Christoffers- Nursing	Abby Kohls, Student representative
Rhonda Nelson-Business	Brittany Ness, MSU COVID Liaison
Faculty Representatives-	Kelly Kornkven, Library
Dustin Olson, Business	Dan Lorenz, Physical Plant
Dr. Khwaja Hossain, Science & Mathematics	Jim Morowski, Admissions
Brittany Ness- MSU COVID Liaison	Beth Swenson, Public Relations
Greta Paschke- CCF Rep, State Restart Taskforce member	Karen Poverud, VPSA/VPBA Administrative Assistant
Alissa Perkins, Staff Senate President	
Simon Barker, Student Senate (or another student representative)	
Terrel Voth, Student representative	
Abby Kohls, Student representative	
Karen Poverud, VPSA/VPBA Administrative Assistant	

The taskforce will meet weekly until the start of fall classes in August, and as needed throughout the semester. Meetings will occur in the Luckasen Room while maintaining social distancing practices, Zoom remote connection option will be available.

## Human Resources

Questions related to leave and time off, human resource policies, accommodation, and grievances may be directed to Sarah Gasevic, Director of Human Resources at: [sarah.gasevic@mayvillestate.edu](mailto:sarah.gasevic@mayvillestate.edu).

## Facilities Services – Cleaning and Sanitation

Questions related to cleaning and sanitation in classrooms, office spaces, and other facilities, the availability of cleaning products, or for requests for cleaning services may be directed to Bob Kozojed, Director of Facilities at: [bob.kozojed@mayvillestate.edu](mailto:bob.kozojed@mayvillestate.edu).

## President's Cabinet

President's Cabinet serves as Mayville State's leadership team and meets regularly to discuss items impacting the Mayville State campus community. All faculty, staff, and students are encouraged to reach out to their respective Cabinet member if there questions or concerns regarding COVID-19 or any other issue. Your feedback is welcomed and appreciated.

Dr. Brian Van Horn, President

- Email: [brian.vanhorn@mayvillestate.edu](mailto:brian.vanhorn@mayvillestate.edu)

Dr. Tami Such, Interim Vice President for Academic Affairs

- Email: [tami.such@mayvillestate.edu](mailto:tami.such@mayvillestate.edu)

Dr. Andrew Pflipsen, Vice President for Student Affairs and Institutional Research

- Email: [andrew.pflipsen@mayvillestate.edu](mailto:andrew.pflipsen@mayvillestate.edu)

Mr. Steven Bensen, Interim Vice President for Business Affairs

- Email: [steven.bensen@mayvillestate.edu](mailto:steven.bensen@mayvillestate.edu)

Dr. Lon Jorgensen, Executive Director of the Foundation

- Email: [lonny.jorgensen@mayvillestate.edu](mailto:lonny.jorgensen@mayvillestate.edu)

Mr. Ryan Hall, Athletic Director

- Email: [ryan.o.hall@mayvillestate.edu](mailto:ryan.o.hall@mayvillestate.edu)

Ms. Beth Swenson, Director of Public Relations and Marketing

- [beth.swenson@mayvillestate.edu](mailto:beth.swenson@mayvillestate.edu)