

COVID-19 PREPAREDNESS PLAN

Updated August 2020

Dunwoody College of Technology is committed to providing a safe and healthy workplace for employees and students and has developed the following Preparedness Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 at Dunwoody, and that requires full cooperation among faculty, staff, and students. Only through this cooperative effort can we establish and maintain the safety and health of our college community.

Faculty and staff are responsible for implementing and complying with all aspects of this Preparedness Plan. Dunwoody College managers and supervisors will enforce the provisions of this policy.

Employees are our most important assets. We are serious about safety and health and keeping our employees working at Dunwoody. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. Dunwoody will keep employees informed of new and changing procedures during this process through regular communications. Feedback has been solicited throughout the process and employees are invited to provide feedback and express concerns. Our Preparedness Plan follows guidelines from the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH), as well as Federal OSHA standards related to COVID-19, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- housekeeping – cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to employees; and
- management and supervision necessary to ensure effective implementation of the plan.

We will continue to update this plan as conditions change.

SCREENING AND POLICIES FOR EMPLOYEES AND STUDENTS EXHIBITING SIGNS AND SYMPTOMS OF COVID-19

Employees have been informed of and are encouraged to self-monitor for signs and symptoms of COVID-19. Symptoms include a fever of 100.4F or above, a cough, and/or shortness of breath. The following policies and procedures are being implemented to assess employee and student health status prior to entering the workplace and for employees and students to report when they are sick or experiencing symptoms.

HEALTH SCREENING

Upon entrance, each person will receive a temperature screening via thermal imaging, which will generate a green or red image. Entrants who see a red image will be asked to step aside for further action. People who see the green image will swipe an ID card as an attestation that the entrant does not currently have or has not recently had symptoms of COVID-19 and that the entrant has not had contact with anyone with confirmed COVID-19 in the last 14 days. If a person cannot attest to these statements, that individual will be asked to step aside for further action.

COMMUNICATION IF SICK/EXPERIENCING SYMPTOMS

Employees who are sick or experiencing symptoms of COVID-19 should immediately contact Human Resources at humanresources@dunwoody.edu.

Students should contact their faculty advisor if they are sick or experiencing symptoms of COVID-19. The faculty advisor will then contact the Dean of Students, Kelli Sattler, at ksattler@dunwoody.edu.

Dunwoody will contact local health officials to coordinate a response if needed.

Employees and students who have exhibited symptoms will be required to remain at home until at least ten (10) days have passed since the onset of symptoms, at least 24 hours have passed with no fever without the use of fever reducing medications, and they have experienced improvement in respiratory and other symptoms. If an employee or student has tested positive for COVID-19, but has had no symptoms, self-isolation is required for 10 days after the date the test was given. Dunwoody also requires that employees and students who have come in close contact with someone who has a confirmed case of COVID-19 self-isolate for 14 days.

Dunwoody has also implemented a policy of informing employees if they have been exposed to a person with COVID-19 on campus and requiring them to quarantine for the required amount of time. If Dunwoody is informed of an employee diagnosed with COVID-19, Human Resources will contact employees who may have been in contact with the diagnosed person and will require those individuals to quarantine for 14 days.

In addition, a policy has been implemented to protect the privacy of employees' health status and health information. All health information will be kept in employee benefit/medical files in Human Resources.

EMPLOYEE LEAVE

Dunwoody College has implemented leave policies that promote employees staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

In addition to the FFCRA leave policy, Dunwoody College provides paid sick leave to employees, which can also be used in conjunction with the FFCRA leaves.

Employees with underlying medical conditions or who have household members with underlying health conditions should communicate that to Human Resources. Dunwoody will work with those employees individually on reasonable accommodations, which could include working from home, or sick leave/PTO.

HAND WASHING

Basic infection prevention measures are being implemented on campus at all times. Employees and contractors are instructed 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 workday, prior to any mealtimes and after using the toilet. All visitors to campus will be required use hand sanitizer immediately upon entering the facility. Hand sanitizer stations have been installed at all major entrances to the campus and will be checked daily by the Facilities Department. Signage regarding hand washing has been installed in all restrooms around campus.

WEARING A MASK IS REQUIRED

In keeping with the Governor's Executive Order, a cloth face mask must be worn at all times, with the following exceptions: when eating or drinking in a stationary, socially-distanced location or when employees are alone at their desks.

SOCIAL DISTANCING

Social distancing is being implemented on campus through the following engineering and administrative controls:

- Floor signage indicating social distancing have been installed in common waiting locations such as the Public Safety Desk, IT Support Center, Admissions, Learning Commons, and the Accounting window.
- Protective shields have been installed in high-traffic areas where interactions between individuals is needed.
- Furniture, desks, equipment, and tables have been spread out to provide social distancing in group areas.
- Schedules have been arranged to limit the number of individuals on campus and in specific spaces at any one time.
- Additional sanitization of high-traffic, high-touch areas has been implemented, including the use of air sanitization methods.

Employees and visitors are prohibited from gathering in groups and confined areas, including elevators, and from using other employees' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

HOUSEKEEPING

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc.

COMMUNICATIONS AND TRAINING

This Preparedness Plan was communicated through to all employees and posted to the company's internal website on May 6, 2020 and necessary training was provided. Additional communication and training will be ongoing via the Observer or other methods as appropriate and provided to all employees who did not receive the initial training. Managers and supervisors are to monitor how effective the program has been implemented by routine check-ins with staff and monitoring of spaces and usage. Staff and faculty are to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by Dunwoody College of Technology management and was posted throughout the workplace on May 6, 2020. The document was updated and reposted on August 5, 2020.