

# Community Health Plan

Updated August 2021

## **Dunwoody College of Technology**

is committed to providing a safe and healthy workplace for employees and students and has developed the following Community Health Plan in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 and other diseases 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 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. Our Community Health 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.

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 and Students 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 have been 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**

All entry doors into both of Dunwoody's buildings have signs that state: "By entering this building, you are affirming the following:

- I am not experiencing any COVID-19 symptoms
- I have not come into close contact with anyone who has COVID-19 or COVID-19 symptoms"

### **MASK REQUIREMENT**

Facial coverings are required for individuals who are not fully vaccinated.

### **COMMUNICATION IF SICK/ EXPERIENCING SYMPTOMS**

Employees who are sick or experiencing symptoms of COVID-19 should immediately contact Human Resources at [humanresources@dunwoody.edu](mailto: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](mailto:ksattler@dunwoody.edu).

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

For more detail on quarantining and isolating, please see the Minnesota COVID-19 Response web page at [mn.gov/covid19](http://mn.gov/covid19).

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.

### **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 should 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.

### **SOCIAL DISTANCING**

Social distancing has been implemented on campus through various engineering and administrative controls, including the installation of protective shields in high-traffic areas where interaction between individuals is needed.

Dunwoody also encourages students, employees, and visitors to campus to wear a mask if they are not vaccinated.

### **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.