COVID-19 Preparedness Plan

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INTRODUCTION

Rasmussen University is committed to providing a safe and healthy environment for all our students and employees. Accordingly, the following COVID-19 Preparedness Plan has been developed to ensure safe campus operations, including participation in community-based clinical or practicum environments.

Our goal is to mitigate the potential for transmission of COVID-19 in the classroom, workplace, and community. Rasmussen University recognizes that many states have implemented various protocols for the safe operations of institutions of higher learning and businesses. The University will continue to review these plans to provide for the health and safety of students and employees.

All students, employees, and authorized visitors of Rasmussen University are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Leadership, supervisors of staff, and faculty have the full support of the University in enforcing the provisions of this plan.

Rasmussen’s COVID-19 Preparedness Plan (“Plan”) includes how our University will implement, at a minimum, the following:

- infection prevention protocols;
- cleaning and disinfection protocols;
- prompt identification and isolation of sick persons; and
- personnel to ensure implementation of the plan.

This Plan is created to meet any mandates set forth by local, state, and federal governmental or health agencies where Rasmussen University operates physical facilities, and considers public health recommendations related to minimizing the risk of transmission of COVID-19. Additionally, this Plan includes policies and procedures to minimize the risk of transmission of COVID-19 in accordance with the Occupational Safety and Health Administration’s (“OSHA”) COVID-19 Emergency Temporary Standard published June 10, 2021 as it applies to Rasmussen University employees who provide healthcare services or healthcare support services in healthcare clinical facilities.

Types of Facilities and Work Sites

For the purposes of this Plan, the locations where students are present or employees work within a non-healthcare setting will be generally referred to as a “Non-Healthcare Facility,” which include, but are not limited to campus facilities, central office facilities, off-campus instructional sites with a non-healthcare purpose, off-campus student work study sites with a non-healthcare purpose, and community-based practicum, clinical, or externship sites with a non-healthcare purpose. Non-Healthcare Facilities may or may not be under the management and/or control of Rasmussen University.

For the purposes of this Plan, the locations where students are present or employees work within a healthcare setting will be generally referred to as “Healthcare Work Site,” which include, but are not limited to off-campus work study sites with a healthcare purpose or community-based practicum, clinical, or externship sites with a healthcare purpose (e.g., a clinical rotation in a hospital, ambulatory care, or long-term care setting). Healthcare Work Sites are not under the management or control of Rasmussen University.
<table>
<thead>
<tr>
<th>Non-Healthcare Facilities</th>
<th>Healthcare Work Sites</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Managed and Controlled by Rasmussen University</strong></td>
<td><strong>Not Managed and/or Controlled by Rasmussen University</strong></td>
</tr>
<tr>
<td>• Campus Facilities</td>
<td>• Off-Campus Instructional Sites with a Non-Healthcare Purpose such as the HERO Center</td>
</tr>
<tr>
<td>• Learning Center Facilities</td>
<td>• Community-Based Practicum, Clinical, or Externship Sites with a Non-Healthcare Purpose</td>
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<tr>
<td>• Central and Regional Offices</td>
<td>• Off-Campus Student Work Study Sites with a Non-Healthcare Purpose</td>
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</table>

Assumption of Risk

Physical presence at a Non-Healthcare Facility or Healthcare Work Site presents a risk of exposure to COVID-19 even when preventative measures are undertaken. Students, employees, and authorized visitors will be required to read and acknowledge this plan showing an understanding that visiting a Non-Healthcare Facility or Healthcare Work Site for any reason is a voluntary decision and operates as an express assumption of risk.
INFECTION PREVENTION PROTOCOLS

All members of the Rasmussen University community must cooperate in a concerted effort to prevent the spread of illness. The following protocols are in effect and must be followed when present at both Non-Healthcare Facilities and Healthcare Work Sites unless specifically stated otherwise. When Rasmussen students and employees are present at off-campus work study sites with a non-healthcare or healthcare purpose or at community-based clinical, practicum, or externship sites with a non-healthcare or healthcare purpose, students and employees are required to follow the protocols of the off-campus or community-based site.

Physical Presence Protocols

- To the greatest extent possible, Rasmussen University will offer courses in a distance learning modality.
- Student use of Non-Healthcare Facilities is limited to students who have scheduled on-site instruction or scheduled pre-approved activities directly related to enrollment.
- Prospective students may be present at Non-Healthcare Facilities for pre-approved admissions-related activities.
- Employees may be present at Non-Healthcare Facilities to support the instruction and operations activities as needed. For all other work, employees may coordinate with their supervisor to work remotely and/or on-site at Non-Healthcare Facilities. Employees who are classified as work study students may be present at campus facilities during their scheduled work shifts to support on-site instruction or operations activities.
- Employees who are classified as work study students placed in off-campus student work study sites with a non-healthcare or healthcare purpose may be present at Non-Healthcare Facilities or Healthcare Work Sites during their scheduled work shifts.
- Vendors or guest instructors who must visit Non-Healthcare Facilities to provide instruction or services must adhere to all University protocols; and employees responsible for the ongoing implementation of this plan must monitor and enforce the University protocols.
- No community visitors will be allowed entry to Non-Healthcare Facilities or Healthcare Work Sites until further notice. Exceptions to this provision include prospective students, vendors, and guest instructors as limited above and community visitors representing an advisory board, accreditor, licensor, public health or safety official (e.g. police officer, fire fighter, EMS, etc.), or other representative of a regulatory entity performing their official duties. Community visitors allowed to visit Non-Healthcare Facilities or Healthcare Work Sites for this purpose must adhere to all University protocols; and employees responsible for the ongoing implementation of this plan must monitor and enforce the University protocols.

Hygiene Protocols

- Stay home when sick
- Avoid touching eyes, nose, and mouth.
- Cover coughs or sneezes with a tissue, then throw the tissue in the trash.
- Wash hands often with soap and water for at least 20 seconds, especially after using the restroom; before eating; and after blowing nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Consider changing clothes when arriving home from school/work and washing any clothing that has been in public spaces.

Masking Protocols at Non-Healthcare Facilities

- All persons must wear a mask while indoors at a Non-Healthcare Facility of Rasmussen University (including campuses, central offices, or any other facility under the management and control of
A face mask may be temporarily removed by persons who are alone, including when alone in an office, a room, or a cubicle with walls that are higher than face level. Under no circumstances, however, may a face mask be removed by a person located in a classroom or laboratory.

- In areas where eating or drinking is permitted, masks may be removed while eating or drinking.

- All persons are required to follow any masking protocols imposed by a Non-Healthcare Facility that is not under the management and/or control of Rasmussen University, including but not limited to off-campus instructional sites with a non-healthcare purpose, off-campus student work study sites with a non-healthcare purpose, and community-based practicum, clinical, or externship sites with a non-healthcare purpose.

- Should mask-wearing prevent a person from having an equal opportunity to participate fully in an educational or employment experience, an accommodation may be requested. Students may start the accommodations process with the campus accommodations coordinator and through https://www.rasmussen.edu/student-life/disability-services/. Employees should consult with the human resources department to request a medical accommodation.

### Masking Protocols at Healthcare Work Sites

- All students are required to follow any masking protocols imposed by a Healthcare Work Site.

- All employees who provide “Healthcare Services” (defined as services that are provided to individuals by professional healthcare practitioners for the purpose of promoting, maintaining, monitoring, or restoring health and are delivered through various means including: hospitalization, long-term care, ambulatory care, home health and hospice care, emergency medical response, and patient transport) or “Healthcare Support Services” (defined as services that facilitate the provision of healthcare services and include but are not limited to patient intake/admission, patient food services, equipment and facility maintenance, housekeeping services, healthcare laundry services, medical waste handling services, and medical equipment cleaning/reprocessing services) are required to follow any masking protocols imposed by a Healthcare Work Site when those protocols are greater than what is minimally required by Rasmussen University as outlined below.

- The following requirements apply to all employees whose assigned work site is at a Healthcare Work Site for the purpose of providing Healthcare Services or Healthcare Support Services via a practicum, clinical, or externship agreement between Rasmussen University and the Healthcare Work Site:
  - For the purposes of this requirement, a facemask is a surgical, medical procedure, dental, or isolation mask, also referred to as a medical procedure mask.
  - Employees must wear a facemask indoors at the Healthcare Work Site or when occupying a vehicle with other people for work purposes.
  - Employees must change the facemask at least once per day or whenever they are soiled or damaged.
  - Supervisors of these employees placed at Healthcare Work Sites for the purposes of providing Healthcare Services or Healthcare Support Services must ensure the employees have been provided sufficient supply and access to facemasks to meet this requirement at Rasmussen University’s cost.
  - The following exceptions to this facemask requirement apply only when allowed by the Healthcare Work Site’s masking protocol:
    - When an employee is alone in a room at the Healthcare Work Site.
    - While an employee is eating and drinking at the Healthcare Work Site, if eating and drinking is allowed.
    - When an employee is wearing respiratory protection.
    - When it is important to see a person’s mouth (e.g., communicating with an individual who...
is deaf or hard of hearing) and the conditions do not permit a facemask that is constructed of clear plastic. Employee must wear an alternative face covering under such circumstance, such as a face shield, if conditions permit.

- When employees cannot wear facemasks due to a medical necessity, medical condition, or disability as defined in the Americans with Disabilities Act and the employee has been granted a disability accommodation in accordance with Rasmussen University human resources procedures.
- When the employer can demonstrate that the use of a facemask presents a hazard to an employee of serious injury or death (e.g., arc flash, heat stress, interfering with the safe operation of equipment).
- Any employee not wearing a facemask must remain at least 6 feet away from all other people.
  - Where a face shield is required to comply with the Masking Protocol, the employee must ensure that face shields are cleaned at least daily and are not damaged.

Respirator Protocols at Healthcare Work Sites and Other PPE Requirements

- All students are required to follow any respirator protocols and other PPE requirements imposed by a Healthcare Work Site.
- All employees who provide Healthcare Services or Healthcare Support Services are required to follow any respirator protocols or other PPE requirements imposed by a Healthcare Work Site when those protocols are greater than what is minimally required by Rasmussen University as outlined below.
- The following requirements apply to all employees whose assigned work site is at a Healthcare Work Site for the purpose of providing Healthcare Services or Healthcare Support Services via a practicum, clinical, or externship agreement between Rasmussen University and the Healthcare Work Site:
  - For the purposes of this requirement, a respirator is means a type of personal protective equipment that is certified by National Institute for Occupational Safety and Health under 42 CFR part 84 (See https://www.cdc.gov/niosh/npptl/topics/respirators/disp_part/default.html).
  - When Rasmussen University has knowledge that placement at a practicum, clinical, or externship site will cause employees to have exposure to a person with suspected or confirmed COVID-19 for the purpose of providing Healthcare Services including but not limited to aerosol-generating procedures, Rasmussen University will provide the employee with an NIOSH-approved respirator and the employee is expected to use it in accordance with the requirements of 29 C.F.R. § 1910.134, which includes fit testing. Additionally, Rasmussen University will provide the employee with gloves, an isolation gown or protective clothing, and eye protection; and employee is expected to use it accordingly.

- If Rasmussen University is unable to procure and supply respirators, fit testing, and other PPE to meet this requirement and the Healthcare Work Site is unable to provide this personal protective equipment on behalf of Rasmussen University for the provision of Healthcare Services to its patients, then Rasmussen University must inform the Healthcare Work Site that Rasmussen University will not be able to participate in the practicum, clinical, or externship experience if it causes Rasmussen employees to sustain this level of exposure.
- If Rasmussen University does not have prior knowledge that placement at a practicum, clinical, or externship site will cause employees to have exposure to a person with suspected or confirmed COVID-19 for the purpose of providing Healthcare Services including but not limited to aerosol-generating procedures and the supervising faculty employee at the Healthcare Work Site learns of the practicum, clinical, or externship site’s intent to have Rasmussen University employees perform such procedures, then the supervising faculty member must immediately suspend the practicum, clinical, or externship site experience until Rasmussen has the opportunity to provide
the necessary respiratory equipment and PPE.
  o If the appropriate PPE is used and employees are asked to perform aerosol-generating procedures on a person with suspected or confirmed COVID-19, employees must limit the number of employees present during the procedure to only those essential for patient care and procedure support and ensure that the procedure is performed in an existing airborne infection isolation room. If the Healthcare Work Site asks the employee to perform such procedures and these conditions are not met, then the supervising faculty member must immediately suspend the practicum, clinical, or externship site experience until Rasmussen can reassess the Healthcare Work Site.

Social Distancing Protocols
• In all facility and work site types, individuals should limit physical contact with others, including but not limited to handshakes, hugs, high-fives, etc.
• In all facility and work site types, avoid touching high-touch surfaces to the greatest extent possible.
• In Non-Healthcare Facilities, limit face-to-face desk layouts, where possible.
• In Non-Healthcare Facilities, any assigned seating requirements or workstation requirements set by staff, faculty, or supervisors, must be observed and followed by all students and employees.
• Certain learning experiences—such as those within Nursing, Health Sciences, and Law Enforcement courses—may necessitate instruction or practice of person-to-person skills that do not allow for limited physical contact.
  o Such person-to-person skills may occur in all facility and work site types, but only to the extent necessary to satisfy the requirements of accreditors, state professional licensing agencies, or industry certifications.
  o Industry standard PPE guidelines and best practices of health care professionals must be followed to the greatest extent possible while engaging in such person-to-person skills.
  o Some programs may be given more strict PPE guidelines at the discretion of the University, depending on the level of interaction required between students, to mitigate against the spread of COVID-19 while engaging in person-to-person skills.

Travel-Based Restrictions
Unvaccinated individuals returning from either international or cruise ship travel, regardless of destination ports, should not visit any Rasmussen University campus or central/regional office sooner than 5 days after traveling. All international and cruise ship travelers, regardless of vaccination status, are recommended to monitor for symptoms and get tested 3-5 days after returning from travel. Anyone experiencing symptoms or testing positive should follow self-isolation protocols and report illness to the Local COVID Lead.

CLEANING AND DISINFECTING PROTOCOLS
These cleaning and disinfecting protocols apply to Non-Healthcare Facilities under the management or control of Rasmussen University. Non-Healthcare Facilities that are not under the management and control of Rasmussen University and Healthcare Work Sites may maintain their own cleaning and disinfecting protocols and may require Rasmussen University students and employees to participate in the cleaning and disinfecting of spaces used by students and employees. Students and employees are expected to comply with the requirements of Non-Healthcare Facilities that are not under the management and control of Rasmussen University and Healthcare Work Sites except where the request is unreasonable or would adversely affect the health and safety of students and employees.
Cleaning removes dirt and most germs and is usually done with soap/detergent and water. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore risk of spreading infection.

Disinfecting kills most germs, depending on the type of chemical (e.g., EPA-registered disinfectants), and only when the chemical product is used as directed on the label. Disinfecting does not necessarily clean dirty surfaces or remove germs, but killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

Cleaning and Disinfecting Protocols

- Nightly cleaning services will be conducted by third-party janitorial firms per the terms of their contracts with Rasmussen, including the cleaning of high touch surfaces; counter tops; door handles and push plates; toilet and sink valves and handles; restroom partition doors and locking mechanisms; and the mopping of laboratory room floors.
- At the conclusion of each class period, faculty members supervising the classroom environment will require students, faculty, or other staff present to wipe down that classroom’s hard surfaces with a pre-made disinfecting wipe or a pre-mixed disinfectant and paper towel. An isopropyl alcohol solution should be used on computers and IT equipment. Hard surfaces include, but are not limited to, classroom desks and tables; hard-surface chairs, chair backs, and chair arms; computer keyboards, mice, screens, monitors, and monitor bezels; drawer/cabinet pulls; door handles and push panels; and any other high touch surface. Any person asked to participate in routine disinfecting must be provided gloves.
- The following cleaning and disinfecting protocols apply to the laboratory environment:
  - At the start of each laboratory period and between learner groups, faculty members supervising the laboratory environment will require students, faculty, or other staff present to follow the posted COVID-19 Cleaning Skills Lab and Simulation Equipment guide posted in each skills or simulation lab, including cleaning and disinfecting of manikins, simulators, and simulation IT equipment.
  - All other non-simulation equipment, instruments, and tools used during the laboratory session must be disinfected at the end of the laboratory session using a 70 percent isopropyl alcohol solution.
  - Hard surfaces in the laboratory environment (as described in the classroom environment above) must be disinfected at the end of the laboratory session with pre-made disinfectant wipes or pre-mixed disinfectant solution.
  - Floors do not need to be mopped as they will be mopped in the evening by the third-party janitorial service.
  - Any person asked to participate in routine disinfecting must be provided gloves.
- Employees are expected to clean and disinfect high-touch areas in offices and workstations after use by the employee at the end of shift, including but not limited to desks, chairs, keyboards, touch screens, controls, door handles, telephones, etc.
- Employees are expected to immediately clean surfaces and objects that are visibly soiled. Use soap or detergent to clean these surfaces or objects. If choosing to disinfect, dirty surfaces should be cleaned before disinfection.
- After cleaning and disinfecting activities are completed, students, faculty, staff members should wash their hands with soap and water.
- In addition to the normal cleaning and disinfecting protocols detailed in the Plan, if a confirmed case of COVID-19 is reported at a Non-Healthcare Facility under the management and control of Rasmussen University and the positive individual was on site within 24 hours of the time of notification, that site will close until at least 24 hours have passed since the positive person was on site. If the site must reopen before 24 hours have passed since the positive person was on site, then an enhanced cleaning will be
completed by a third-party janitorial firm.
PROMPT IDENTIFICATION OF SICK PERSONS

Self-Screening Protocols Prior to Traveling to a Non-Healthcare Facility or Healthcare Work Site

Students, employees, and authorized visitors are required to self-screen for signs and symptoms of COVID-19 via a Daily Self-Screening Checklist (https://www.rasmussen.edu/pdf/Daily-Self-Screening-for-COVID-19.pdf) prior to traveling to a Rasmussen University facility. All are required to perform the self-screening, including those that may have received the COVID-19 vaccine wholly or in part.

<table>
<thead>
<tr>
<th>IF YOU...</th>
<th>THEN YOU MUST...</th>
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<tbody>
<tr>
<td>If you feel healthy, but recently had close contact with an asymptomatic person who had close contact with a person with COVID-19 (i.e. a contact of a contact)</td>
<td>Complete a Daily Self-Screening Checklist before coming to a Non-Healthcare Facility or Healthcare Work Site (<a href="https://www.rasmussen.edu/pdf/Daily-Self-Screening-for-COVID-19.pdf">https://www.rasmussen.edu/pdf/Daily-Self-Screening-for-COVID-19.pdf</a>). Consult a healthcare professional and follow CDC guidance (<a href="https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html">https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html</a>) if symptoms develop.</td>
</tr>
<tr>
<td>If you feel healthy, but had close contact with a person with COVID-19, starting from 2 days before they had any symptoms (or, for asymptomatic patients, 2 days before the positive specimen collection date):</td>
<td><strong>Do not come to a Non-Healthcare Facility or Healthcare Work Site. Instead, notify the Local COVID-19 Lead.</strong></td>
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Self-Quarantine Protocol:
- Prohibited from physical presence at a Non-Healthcare Facility or Healthcare Work Site.
- If symptoms develop during the self-quarantine period, then notify the Local COVID-19 Lead, consult a healthcare professional, and follow CDC guidance on “What to Do If You Are Sick.” (https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html).

Exemptions:
- A student, employee, or authorized visitor may not self-impose an exemption. It may only be offered by the Local COVID-19 Lead.
- A student, employee, or authorized visitor who is a healthcare worker outside of their relationship to the University is exempt if all the following are true:
  - Healthcare worker always wore the appropriate PPE while in contact with the COVID-19-positive individual,
  - Healthcare worker’s employer allowed the worker to continue working in the facility following the exposure, and
  - Healthcare worker remains asymptomatic.
- A student, employee, or authorized visitor who has received the required dose(s) of a COVID-19 vaccine is exempt if all the following are true:
  - Student or employee can provide to Rasmussen documentation of administration of the required dose(s) of an approved COVID-19 vaccine,
  - The administration date of the final dosage of vaccine is a minimum of 14-days prior to the date of close contact with an individual testing positive for COVID-19, and
  - Student or employee remains asymptomatic.

Return to Non-Healthcare Facility or Healthcare Work Site*:
- After 5-days since last exposure has passed, and
- Experience no symptoms, and
- Have not tested positive for COVID-19.
**VACCINE STATUS:** Having received the COVID-19 vaccine wholly or in-part does not exempt a person exhibiting symptoms from the requirement to report being symptomatic or from having the self-isolation protocol imposed.

*In all cases, follow the guidance of your doctor and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Some people, for example those with conditions that weaken their immune system might continue to shed virus even after they recover. Community-based clinical or practicum site requirements for returning from quarantine and/or isolation must also be met, even when they differ from Rasmussen University’s requirements. Rasmussen University retains the sole right to determine when an individual may return to a Non-Healthcare Facility or Healthcare Work Site following a self-isolation protocol.*

**Development of Symptoms While at a Non-Healthcare Facility or Healthcare Work Site**

Each Non-Healthcare Facility under the management and control of Rasmussen University shall designate a space as an Isolation Room to be solely used in the event a student, employee, or authorized visitor becomes ill. The purpose of the room is to provide a holding location for the individual to be picked up or attended by emergency services. The Isolation Room will be disinfected after use by a person with COVID-19 symptoms.

If a student, employee, or authorized visitor develops a cough, fever, shortness of breath, or other symptoms identified on the Daily Self-Screening Checklist; receives notification that they have tested positive for COVID-19; or learns that they had been in close contact with an individual diagnosed with COVID-19 while at a Non-Healthcare Facility or Healthcare Work Site, then:

- Notify the Local COVID-19 Lead
- Immediately go to the isolation room, if present at a Non-Healthcare Facility under the management and control of Rasmussen University.
- Contact health care provider via phone for consultation.
- Do not use public transportation. Either a) drive home, if able; or b) contact a friend/family member(s) for transportation. If present at a Non-Healthcare Facility under the management and control of Rasmussen University, remain in the isolation room until campus departure.

After leaving the building:

- See Cleaning Protocols above regarding normal procedures for daily cleanings and objects or surfaces that are visibly soiled, including hand washing after any cleaning.
• Local COVID-19 Lead will notify appropriate point of contact if presence was at a Non-Healthcare Facility not under the management and control of Rasmussen University or Healthcare Work Site.
• The sick individual should remain in contact with the Local COVID-19 Lead to ensure proper support is provided to the student or employee.
• Sick individual must self-isolate according to the Self-Isolation Protocol described herein.
• For students, the dean and faculty will provide, whenever possible, homework make-up assignments. If a student misses clinical, every attempt will be made to provide make-up sessions for the student to ensure success and mastery of objectives. However, depending on the severity and length of the absence, a medical leave may be the best option for the student. The dean, faculty, and advisor will collaborate to ensure the best options have been vetted for the student. Existing policies and practices regarding student attendance remain in effect.
• For employees, the employee’s manager will work with the employee and put the employee in contact with the human resources department for further guidance consistent with the University’s employee sick policies.

Diagnosis of COVID-19 Following a University Facility Visit
• Students and employees with on-going physical presence at a Non-Healthcare Facility or Healthcare Work Site who learn of a positive diagnosis of COVID-19 are expected to report this status to the Local COVID-19 Lead prior to returning to a Non-Healthcare Facility or Healthcare Work Site. The Lead will impose a self-isolation protocol as outlined in this section and the positive student or employee will not be able to return to a Non-Healthcare Facility or Healthcare Work Site until the criteria for return are met as outlined above.
• Authorized visitors who have a one-time visit to a Non-Healthcare Facility (e.g., a prospective student who visits a campus for an admissions campus tour) who learn of a positive diagnosis of COVID-19 in the 5-days following their one-time visit to a Non-Healthcare Facility are expected to report this status to the Local COVID-19 Lead to ensure that contact tracing can be performed and others with which the visitor had contact can be notified.

Documentation of Reported COVID-19 Symptoms and Health Information
• Upon notification that a student or employee has been diagnosed with COVID-19, has COVID-19 symptoms, or has had close contact with a person diagnosed with COVID-19, the COVID-19 Lead will contact the student/employee to gather necessary information for the University response.
• All COVID-19 health information collected will be kept in a confidential health record separate from the student’s academic record or employee’s employment record. Access to this information will be granted on a need-to-know basis for purposes of the University response and planning, and only to the extent allowed under law.

Response to a Confirmed Case of COVID-19
• Upon notification of a confirmed COVID-19 case at a Non-Healthcare Facility or Healthcare Work Site, the Local COVID-19 Lead must promptly contact the University COVID-19 Lead. The Local COVID-19 Lead will contact the appropriate health officials for required reporting and guidance.
• In addition to the normal cleaning and disinfecting protocols detailed in the Plan, if a confirmed case of COVID-19 is reported at a Non-Healthcare Facility under the management and control of Rasmussen University and the positive individual was on site within 24 hours of the time of notification, that site will close until at least 24 hours have passed since the positive person was on site. If the site must reopen before 24 hours have passed since the positive person was on site, then an enhanced cleaning will be completed by a third-party janitorial firm.
• The Local COVID Lead will perform contact tracing to attempt to identify all persons who may have been in contact with the diagnosed individual at a Non-Healthcare Facility or Healthcare Work Site. Unless required by the local health authority, the name of the infected individual will not be disclosed.
• The Local COVID-19 Lead will notify individuals when they have been in contact with a diagnosed individual.
PERSONNEL TO ENSURE IMPLEMENTATION OF THE PLAN

Rasmussen University’s goal is to help mitigate the transmission of COVID-19 in both Non-Healthcare Facilities and Healthcare Work Sites. The COVID-19 Mobilization Committee is responsible for conducting hazard assessments of Non-Healthcare Facilities and Healthcare Work Sites whenever changes at the sites create a new potential risk of employee exposure to COVID-19.

Students and employees are all responsible for supporting, complying with, and providing recommendations to further improve this COVID-19 Preparedness Plan. Students and employees may submit suggestions for changes to this Plan by emailing the COVID-19 Mobilization Committee at covid-19@rasmussen.edu. The COVID-19 Mobilization Committee will refer the suggestion to the appropriate sub-committee for research, consideration, and recommendation to the full Committee. If the COVID-19 Mobilization Committee deems the suggestion to be desirable, then the Committee will develop an action plan around the idea to present to Executive Leadership for approval. If approved, the Committee will work to implement any change throughout the Rasmussen University system.

The COVID-19 Leads, listed below, monitor and enforce this COVID-19 Preparedness Plan at their respective Non-Healthcare Facilities managed and controlled by Rasmussen University. The COVID-19 Leads have Rasmussen University’s full support in monitoring and enforcing this COVID-19 Preparedness Plan and have the authority to ensure compliance with all aspects of this Plan.

Academic Deans and Deans of Nursing who oversee practicum, clinical, and externship agreements between Rasmussen University and Healthcare Work Sites are responsible for ensuring employees understand the expectations when placed at a Healthcare Work Site. Academic Deans and Deans of Nursing are also responsible for ensuring employee compliance while at these Healthcare Work Sites.

Campus Directors (CDs) will lead the campus management team to manage the ongoing implementation of this plan. When a campus-based Non-Healthcare Facility under the management and control of Rasmussen University is open for operations, no less than two (2) employees, including a Manager on Duty (MOD), will supervise and support the plan, students, and faculty. Employees who are classified as work study students in the role of student ambassadors may be utilized to meet the required minimum employees present when a campus-based Non-Healthcare Facility is open for operations and may be utilized to support the plan. However, the ultimate responsibility for implementing and enforcing the plan at a Non-Healthcare Facility under the management and control of Rasmussen University rests with the MOD.

When a non-campus Non-Healthcare Facility under the management and control of Rasmussen University is open for operations, supervisory managers are responsible for implementation of this plan as it pertains to their employees.

Supervising faculty members are responsible for implementation of this plan when employees and students are present at Non-Healthcare Facilities not under the management and control of Rasmussen University or are present at Healthcare Work Sites.

All PPE and cleaning supplies must be stored in accordance with product recommendations, and in a secure and locked area. Access to PPE and cleaning supplies is restricted to those persons with responsibilities for distribution and use.
<table>
<thead>
<tr>
<th>Non-Healthcare Facility Managed and Controlled by Rasmussen University</th>
<th>Phone Number</th>
<th>Local COVID-19 Lead Name and Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>FL – Central Pasco Campus</td>
<td>813-435-3601</td>
<td>Mary Kohler; <a href="mailto:mary.kohler@rasmussen.edu">mary.kohler@rasmussen.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lynette Barcewicz; <a href="mailto:lynette.barcewicz@rasmussen.edu">lynette.barcewicz@rasmussen.edu</a></td>
</tr>
<tr>
<td>FL – Fort Myers Campus</td>
<td>239-477-2100</td>
<td>Terri Hothem; <a href="mailto:terri.hothem@rasmussen.edu">terri.hothem@rasmussen.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lisa Johnson; <a href="mailto:lisa.johnson1@rasmussen.edu">lisa.johnson1@rasmussen.edu</a></td>
</tr>
<tr>
<td>FL – Ocala Campus</td>
<td>352-629-1941</td>
<td>Laurie Harmon; <a href="mailto:laurie.harmon@rasmussen.edu">laurie.harmon@rasmussen.edu</a></td>
</tr>
<tr>
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<td>Karen Guty; <a href="mailto:karen.guty@rasmussen.edu">karen.guty@rasmussen.edu</a></td>
</tr>
<tr>
<td>FL – Orlando Learning Center</td>
<td>407-635-8200</td>
<td>Andy Binanti; <a href="mailto:andy.binanti@rasmussen.edu">andy.binanti@rasmussen.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jenny Johnson; <a href="mailto:jenny.johnson@rasmussen.edu">jenny.johnson@rasmussen.edu</a></td>
</tr>
<tr>
<td>FL – Orlando Regional Office</td>
<td></td>
<td>Erika Johns; <a href="mailto:erika.johns@rasmussen.edu">erika.johns@rasmussen.edu</a></td>
</tr>
<tr>
<td>FL – Tampa/Brandon Campus</td>
<td>813-246-7600</td>
<td>Lynette Barcewicz; <a href="mailto:lynette.barcewicz@rasmussen.edu">lynette.barcewicz@rasmussen.edu</a></td>
</tr>
<tr>
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<td>Brooke Cobb; <a href="mailto:brooke.cobb@rasmussen.edu">brooke.cobb@rasmussen.edu</a></td>
</tr>
<tr>
<td>IL – Aurora/Naperville Campus</td>
<td>630-888-3500</td>
<td>Dana Pesavento; <a href="mailto:dana.pesavento@rasmussen.edu">dana.pesavento@rasmussen.edu</a></td>
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<td>Christopher Roe; <a href="mailto:christopher.roe@rasmussen.edu">christopher.roe@rasmussen.edu</a></td>
</tr>
<tr>
<td>IL – Mokena/Tinley Park Campus</td>
<td>815-534-3300</td>
<td>Lydia Falbo; <a href="mailto:lydia.falbo@rasmussen.edu">lydia.falbo@rasmussen.edu</a></td>
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<td>Melissa Copeland; <a href="mailto:melissa.copeland@rasmussen.edu">melissa.copeland@rasmussen.edu</a></td>
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<tr>
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<td></td>
<td>Christopher Roe; <a href="mailto:christopher.roe@rasmussen.edu">christopher.roe@rasmussen.edu</a></td>
</tr>
<tr>
<td>IL – Oak Brook Central Office</td>
<td>630-366-2800</td>
<td>Jonathan Edwards; <a href="mailto:jonathan.edwards@rasmussen.edu">jonathan.edwards@rasmussen.edu</a></td>
</tr>
<tr>
<td>IL – Rockford Campus</td>
<td>815-316-4800</td>
<td>Caroline Gulbrandsen; <a href="mailto:caroline.gulbrandsen@rasmussen.edu">caroline.gulbrandsen@rasmussen.edu</a></td>
</tr>
<tr>
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<td>Tammy Flanders; <a href="mailto:tammy.flanders@rasmussen.edu">tammy.flanders@rasmussen.edu</a></td>
</tr>
<tr>
<td>IL – Romeoville/Joliet Campus</td>
<td>815-306-2600</td>
<td>Christopher Roe; <a href="mailto:christopher.roe@rasmussen.edu">christopher.roe@rasmussen.edu</a></td>
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<tr>
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<td>Denise Brown; <a href="mailto:denise.brown2@rasmussen.edu">denise.brown2@rasmussen.edu</a></td>
</tr>
<tr>
<td>KS – Overland Park Campus</td>
<td>913-491-7870</td>
<td>Etta Steed; <a href="mailto:etta.steed@rasmussen.edu">etta.steed@rasmussen.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sharon White-Lewis; <a href="mailto:sharon.whitelew@rasmussen.edu">sharon.whitelew@rasmussen.edu</a></td>
</tr>
<tr>
<td>KS – Topeka Campus</td>
<td>785-228-7320</td>
<td>Etta Steed; <a href="mailto:etta.steed@rasmussen.edu">etta.steed@rasmussen.edu</a></td>
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<tr>
<td></td>
<td></td>
<td>Sharon White-Lewis; <a href="mailto:sharon.whitelew@rasmussen.edu">sharon.whitelew@rasmussen.edu</a></td>
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<tr>
<td>MN – Blaine Campus</td>
<td>763-795-4720</td>
<td>Tracy Tepley; <a href="mailto:tracy.tepley@rasmussen.edu">tracy.tepley@rasmussen.edu</a></td>
</tr>
<tr>
<td>MN – Bloomington Campus</td>
<td>952-545-2000</td>
<td>Tracy Tepley; <a href="mailto:tracy.tepley@rasmussen.edu">tracy.tepley@rasmussen.edu</a></td>
</tr>
<tr>
<td>MN – Brooklyn Park/Maple Grove Campus</td>
<td>763-493-4500</td>
<td>Tracy Tepley; <a href="mailto:tracy.tepley@rasmussen.edu">tracy.tepley@rasmussen.edu</a></td>
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<tr>
<td>MN – Eagan Campus</td>
<td>651-687-9000</td>
<td>Andy LaMere; <a href="mailto:andrew.lamere@rasmussen.edu">andrew.lamere@rasmussen.edu</a></td>
</tr>
<tr>
<td>MN – Lake Elmo/Woodbury Campus</td>
<td>651-259-6600</td>
<td>Andrew LaMere; <a href="mailto:andrew.lamere@rasmussen.edu">andrew.lamere@rasmussen.edu</a></td>
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<tr>
<td>MN – Mankato Campus</td>
<td>507-625-6556</td>
<td>Donna Wenkel; <a href="mailto:donna.wenkel@rasmussen.edu">donna.wenkel@rasmussen.edu</a></td>
</tr>
<tr>
<td>MN – Moorhead Campus</td>
<td>218-304-6200</td>
<td>Audrey Charchenko; <a href="mailto:audrey.charchenko@rasmussen.edu">audrey.charchenko@rasmussen.edu</a></td>
</tr>
<tr>
<td>MN – St. Cloud Campus</td>
<td>320-251-5600</td>
<td>Tracy Tepley; <a href="mailto:tracy.tepley@rasmussen.edu">tracy.tepley@rasmussen.edu</a></td>
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<tr>
<td>MN – Twin Cities Central Office</td>
<td>952-806-3900</td>
<td>Lauren DeMartre; <a href="mailto:laurendemarte1@rasmussen.edu">laurendemarte1@rasmussen.edu</a></td>
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<tr>
<td>ND – Fargo Campus</td>
<td>800-817-0009</td>
<td>Audrey Charchenko; <a href="mailto:audrey.charchenko@rasmussen.edu">audrey.charchenko@rasmussen.edu</a></td>
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<tr>
<td></td>
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<td>Shantelle Smith; <a href="mailto:shantelle.smith1@rasmussen.edu">shantelle.smith1@rasmussen.edu</a></td>
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<tr>
<td>WI – Green Bay Campus</td>
<td>920-593-8400</td>
<td>Jenn Endries; <a href="mailto:jenn.endries@rasmussen.edu">jenn.endries@rasmussen.edu</a></td>
</tr>
<tr>
<td>WI – Wausau Campus</td>
<td>715-841-8000</td>
<td>Jennifer Koback; <a href="mailto:jennifer.koback@rasmussen.edu">jennifer.koback@rasmussen.edu</a></td>
</tr>
<tr>
<td>Grad Studies Campus</td>
<td>815-316-4860</td>
<td>Josh Hamilton; <a href="mailto:josh.hamilton@rasmussen.edu">josh.hamilton@rasmussen.edu</a></td>
</tr>
</tbody>
</table>
Employee Training
All employees are required to complete COVID-19 Preparedness Plan: Safe Return to Campus Operations Training prior to being able to have physical presence in a Non-Healthcare Facility or Healthcare Work Site. Once training has been completed, employees will be expected to review email training notices sent by the COVID-19 Mobilization Committee as the Preparedness Plan is amended, updated, or changed. Notifications are also posted on Rasmussen University’s website at https://www.rasmussen.edu/coronavirus/.

Following the viewing of the recorded training, employees with questions are encouraged to interact with the COVID-19 Mobilization Committee by submitting their questions to covid-19@rasmussen.edu.

Non-Retaliation
Rasmussen University employees have a right to the protections required by OSHA’s COVID-19 Emergency Temporary Standard as applicable to Rasmussen University employees present at Healthcare Work Sites that are not under the management and/or control of Rasmussen University. Rasmussen University will not discharge or in any manner discriminate against any employee for exercising their right to the protections required by OSHA’s COVID-19 Emergency Temporary Standard, or for engaging in actions that are required by OSHA’s COVID-19 Emergency Temporary Standard.