

# RASMUSSEN COLLEGE

## COVID-19 Preparedness Plan

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## INTRODUCTION

Rasmussen College is committed to providing a safe and healthy environment for all of our students and employees. Accordingly, the following COVID-19 Preparedness Plan has been developed to ensure a safe return to campus operations.

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

All students, faculty, and staff of Rasmussen College 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 College in enforcing the provisions of this plan.

Rasmussen's COVID-19 Preparedness Plan ("Plan") includes how our College will implement, at a minimum, the following:

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

This Plan is created to meet the guidelines set forth by local, state, and federal health agencies, and additional state orders in effect where Rasmussen College operates physical facilities.

## INFECTION PREVENTION PROTOCOLS

All members of the Rasmussen College community must cooperate in a concerted effort to prevent the spread of illness. At campuses and offices, the following protocols are in effect and must be followed.

### Physical Presence Protocols

- To the greatest extent possible, Rasmussen College will offer courses in a distance learning modality.
- Student use of campus facilities is limited only to students who have scheduled on-campus instruction or scheduled pre-approved activities directly related to enrollment. Student use of campus facilities is limited only to the time of the scheduled on-campus instruction or pre-approved activity.
- Employees whose physical presence is not necessary to support required on-campus instruction will be expected to continue remote work to the greatest extent possible, excepting employment activities required for minimum business operations, until further notice.
- Vendor interactions should be conducted via WebEx or phone to the greatest extent possible. Vendors who must visit the campus to provide the vendor's services must adhere to all College protocols.
- No community visitors will be allowed entry to a College location until further notice. The only exception to this provision is for community visitors representing an 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 a College location for this purpose must adhere to all College protocols.

### Hygiene Protocols

- 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

- Students, employees, and vendors are required to wear a face mask inside a Rasmussen College facility at all times.
  - *Exceptions:* When a minimum social distance of 6-ft is maintained, a face mask may be temporarily removed inside a Rasmussen College facility:
    - By persons communicating with an individual who is deaf or hearing impaired or has a disability, medical condition, or mental health condition that makes communication with that individual while wearing a face covering difficult;
    - By persons who are alone, including when alone in an office, a room, an enclosed work area, or a cubicle with walls that are higher than face level; or
    - By staff, faculty, and students who provide and wear a face shield instead of a mask, under one of the following circumstances:

- To lecture or participate in classroom activities where it is important for the face to be seen as determined by the faculty instructor;
  - Where a face mask may pose a hazard due to the nature of the class or activity as determined by the faculty instructor (for example, in a laboratory component of a class); or
  - When staff or faculty are providing direct support student services and a face covering impedes the service being provided as determined by the staff or faculty member.
- Students, employees, and vendors are required to wear a face mask outside while on the premises of a Rasmussen College facility, including parking lots, outdoor seating areas, and building entry lines.
  - *Exceptions:* When a minimum social distance of 6-ft is maintained, a face mask may be temporarily removed outside while on the premises of a Rasmussen College facility:
    - By persons in a private vehicle that is being used for private purposes while parked on the premises of a Rasmussen College facility; or
    - By persons eating or drinking in an outdoor seating area on the premises of a Rasmussen College facility.
- If a student, employee, or vendor arrives to a College facility without a face mask, then a mask may be provided by the College. A reminder will be given that a mask is required for future physical presence at a College facility. Repeated attempts to enter the campus or office without a mask may result in academic or workplace attendance ramifications and entry may be denied.
- In cases where a mask cannot be worn due to medical reasons, a disability accommodation must be requested and approved.
  - 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 HR to request a medical accommodation.
- Face masks may include homemade cloth face masks, as long as they meet CDC guidelines and are washed daily when worn. CDC guidelines may be reviewed at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.

### Social Distancing Protocols

- Maintain a distance of at least 6 feet (about two arms' length) from other people.
- Eliminate physical contact with others, including but not limited to handshakes, hugs, high-fives, etc.
- Avoid touching high-touch surfaces to the greatest extent possible.
- Follow all directional signs to reduce the flow of traffic in confined hallways. Do not loiter in hallways.
- Eliminate face-to-face desk layouts, where possible.
- Assigned seating requirements or work station requirements by staff, faculty, or supervisors, must be observed and followed.
- No gatherings of greater than 25 people in the same classroom, meeting room, or enclosed physical space are allowed until further notice. Classrooms and meeting rooms will be organized to allow for 6-ft of spacing between those present in the space. If the minimum distance of 6-ft between those present cannot be maintained, then the maximum number of persons must be reduced until minimum distance requirements are met.

- Common areas, including but not limited to student break rooms, study areas, and unused classrooms are closed.
- Employee break rooms are partially closed. Employees may use the refrigerator and microwave in the employee break room, but may not use the space for eating, gathering, or seating.
- Communal coffee makers, water coolers, water fountains, and vending machines are closed.
- Certain residential 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 proper social distancing at all times.
  - Such person-to-person skills may occur, but only to the extent necessary to satisfy the requirements of accreditors, state professional licensing agencies, or industry certifications.
  - 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.
- Employees will not utilize other employees' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

### Travel-Based Restrictions

All students and employees of Rasmussen College are required to self-disclose recent travel to the Local COVID-19 Lead at their campus prior to returning to any Rasmussen College campus or central/regional office if the travel meets any of the following conditions:

1. Any international travel outside of the United States.
2. The travel included any time aboard a cruise ship regardless of destination ports.

Rasmussen College will impose a 14-Day Travel-Based Restriction on any student or employee meeting any one of the above conditions regardless of whether the individual is symptomatic or asymptomatic; and the 14-day restriction will commence the day following return from the qualifying-conditioned travel. A Travel-Based Restriction will prohibit the student or employee from participating in any Rasmussen College activity that requires in-person presence at a Rasmussen College campus or central/regional office or that requires in-person presence at off-site events sponsored and controlled by the College.

### Non-Essential Business Travel

All non-essential business travel of the College has been cancelled until further notice. The College will continue to assess its travel planning in consultation with governmental recommendations and health guidelines.

## CLEANING, DISINFECTING, AND DECONTAMINATION PROTOCOLS

*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 Protocols

- Nightly cleaning services will be conducted by third-party janitorial firms per the terms of their contracts with Rasmussen.

### Cleaning and Disinfecting Protocols after On-Site Activities

- At the end of each on-campus class, students and employees are expected to clean and disinfect high-touch areas in the classroom or laboratory environment, including but not limited to tables, counters, chairs, keyboards, touch screens, controls, door handles, simulation equipment, laboratory equipment, etc.
- Employees are expected to regularly clean and disinfect high-touch areas in offices and work stations used by the employee, including but not limited to desks, chairs, keyboards, touch screens, controls, door handles, telephones, etc.

### Decontamination Protocol After Facility Exposure to Confirmed COVID-19 Case

- Should a known case of COVID-19 occur on the premises, the location will be closed until an enhanced cleaning has been conducted by the third-party janitorial firm.
- The enhanced cleaning will follow the most recent recommendations and guidelines on environmental cleaning published by the CDC and Work Health Organization (WHO) and OSHA and may include use of broad spectrum kill disinfectant products and techniques.
- Focus areas will be touch points the infected individual may have come in contact with and common area spaces.

## PROMPT IDENTIFICATION OF SICK PERSONS

### Assumption of Risk

On-campus instructional activities that cannot be performed in a distance learning modality and on-site employment activities that cannot be performed remotely present a risk of exposure to COVID-19 even when social distancing, hygiene, and other preventative measures are undertaken. Students and employees will be required to read and acknowledge this plan showing an understanding that visiting a campus, office, or other location of the College to pursue an academic experience or to work is a voluntary decision and operates as an express assumption of risk.

### Self-Screening Protocols Prior to Traveling to College Facility

Students, employees, and vendors are required to self-screen for signs and symptoms of COVID-19 via a Daily Self-Screening Checklist prior to traveling to a Rasmussen College facility.

IF YOU...	THEN YOU MUST...
If you feel healthy and have not been in close contact with a person with COVID-19:	Check for symptoms before coming to a College facility. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19. <ul style="list-style-type: none"> <li>• Complete a Daily Self-Screening Checklist before coming to a College facility.</li> <li>• 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.</li> </ul>
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)	Check for symptoms before coming to a College facility. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19. <ul style="list-style-type: none"> <li>• Complete a Daily Self-Screening Checklist before coming to a College facility.</li> <li>• 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.</li> </ul>
If you feel healthy, but had close contact with a person with COVID-19 within the last 14-days:  <i>(Close Contact is spending 10 or more minutes within six feet of an individual with confirmed COVID-19, including a period of time of 48 hours before the individual became symptomatic)</i>	<p><b><u>Do not come to a College facility.</u></b></p> <p><i>Self-Quarantine:</i></p> <ul style="list-style-type: none"> <li>• Stay home until 14 days after last exposure.</li> <li>• Check temperature twice a day and watch for symptoms of COVID-19.</li> <li>• Notify Local COVID-19 Lead.</li> <li>• 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.</li> </ul> <p><i>Return to College Facility:</i></p> <ul style="list-style-type: none"> <li>• After 14-days since last exposure has passed, and</li> <li>• Experience no symptoms of COVID-19</li> </ul>

IF YOU...	THEN YOU MUST...
<p>If you:</p> <ul style="list-style-type: none"> <li>• Have been diagnosed with COVID-19 after being tested for COVID-19, or</li> <li>• Are waiting for test results, or</li> <li>• Have cough, fever, shortness of breath, or other symptoms identified on the Daily Self-Screening Checklist</li> </ul>	<p><b><u>Do not come to a College facility.</u></b></p> <p><i>Self-Isolate:</i></p> <ul style="list-style-type: none"> <li>• Stay home.</li> <li>• Notify Local COVID-19 Lead.</li> <li>• Consult a healthcare professional and follow CDC guidance for caring for yourself (<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>)</li> </ul> <p><i>Return to College Facility *:</i></p> <ul style="list-style-type: none"> <li>• If you were symptomatic, but never had a test to confirm diagnosis, then all of the following must be true to return: <ul style="list-style-type: none"> <li>○ 10 days since symptoms first appeared, <i>and</i></li> <li>○ 3 days with no fever without use of fever-reducing medications, <i>and</i></li> <li>○ Other symptoms have improved (i.e. when your cough or shortness of breath have improved)</li> </ul> </li> <li>• If you were symptomatic and were diagnosed after being tested, then all of the following must be true to return: <ul style="list-style-type: none"> <li>○ 10 days since symptoms first appeared, <i>and</i></li> <li>○ 3 days with no fever without use of fever-reducing medications, <i>and</i></li> <li>○ Other symptoms have improved (i.e. when your cough or shortness of breath have improved)</li> </ul> </li> <li>• If you were tested, but were never symptomatic, then the following must be true to return: <ul style="list-style-type: none"> <li>○ 10 days have passed since test</li> </ul> </li> </ul> <p>This guidance is current as of this publication, but is superseded by any additional CDC guidance published at: <a href="https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html">https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html</a></p>

\* 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.

**Development of Symptoms While at a College Facility**

Each Rasmussen facility shall designate a space as an Isolation Room to be solely used in the event a student or employee becomes ill. The purpose of the room is to provide a holding location for the student or employee 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 vendor 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 College facility, then:

- Notify the Local COVID-19 Lead and immediately go to the isolation room on campus.
- 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. Remain in the isolation room until campus departure.

After leaving the building:

- Local COVID-19 Lead will institute appropriate cleaning, disinfecting, or decontamination protocols.
- 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 CDC guidelines.
- 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 College's employee sick policies.

### 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 College 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 College response and planning, and only to the extent allowed under law.

### Response to a Confirmed Case of COVID-19

- Upon notification that a confirmed COVID-19 case on campus or in an office of the College, the Local COVID-19 Lead must promptly contact the College COVID-19 Lead for support and guidance. The College and Local COVID-19 Leads will contact the appropriate health officials for required reporting and guidance.
- The College location will be closed until an enhanced cleaning has been conducted by the third-party janitorial firm.
- The enhanced cleaning will follow the most recent recommendations and guidelines on environmental cleaning published by the CDC and Work Health Organization (WHO) and OSHA and may include use of broad spectrum kill disinfectant products and techniques.
- The Local COVID Lead, in coordination with the College COVID-19 Lead, will perform contact tracing to attempt to identify all persons who may have been in contact with the diagnosed

individual at a Rasmussen College location. 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.
- Individuals without close contact with the person who is sick can return to the location immediately after disinfection.

## PERSONNEL TO ENSURE IMPLEMENTATION OF THE PLAN

Campus Directors (CD) will lead the campus management team to manage the ongoing implementation of this plan. When a class is occurring on-campus, no less than two (2) employees, including a Manager on Duty (MOD), will supervise and support the plan, students and faculty, including keeping the campus closed to all other visitors as outlined previously.

To the greatest extent possible, a Dean is the optimal MOD when residential instruction is occurring. Similarly, when classes are not occurring but scheduled vendors are on campus, no less than two (2) employees, including the MOD, will supervise and support the plan, including keeping the campus closed to all other visitors as outlined previously.

Managers are responsible for implementation of this plan for employees present at non-campus facilities who must be physically present to perform work responsibilities that cannot be performed remotely.

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.

## INSTITUTIONAL CERTIFICATION

This COVID-19 Preparedness Plan has been certified by Rasmussen College executive leadership and will be posted throughout campus and central/regional office facilities. It will be updated as necessary.

On behalf of Rasmussen College, I affirm my commitment to implement and follow this COVID-19 Preparedness Plan.

Certified/Signed by:



**Ann Leja**  
**Interim President**  
**October 16, 2020**