COVID-19 Preparedness Plan
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INTRODUCTION

Rasmussen University 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, 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, faculty, and staff 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 the guidelines set forth by local, state, and federal health agencies, and additional state orders in effect where Rasmussen University operates physical facilities.

Assumption of Risk

On-campus instructional activities, community-based clinical/practicum activities, and on-site employment activities that cannot be performed remotely or in a distance learning modality 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, community-based clinical/practicum site, or other location of the University to pursue an academic experience or to work 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. At campuses and offices, the following protocols are in effect and must be followed. When Rasmussen students and faculty are present in community-based clinical or practicum facilities, students and faculty are required to follow the protocols of the community-based clinical or practicum facility.

Physical Presence Protocols

- To the greatest extent possible, Rasmussen University 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 University protocols; and campus personnel responsible for the ongoing implementation of this plan must monitor vendors and enforce the University protocols for vendors with physical presence.
- No community visitors will be allowed entry to a University 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 University location for this purpose must adhere to all University protocols; and campus personnel responsible for the ongoing implementation of this plan must monitor community visitors and enforce the University protocols for community visitors with physical presence.

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 made of two or more layers of washable, breathable fabric inside a Rasmussen University 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 University 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 made of two or more layers of washable, breathable fabric outside while on the premises of a Rasmussen University 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 University facility:
  - By persons in a private vehicle that is being used for private purposes while parked on the premises of a Rasmussen University facility; or
  - By persons eating or drinking in an outdoor seating area on the premises of a Rasmussen University facility.

If a student, employee, or vendor arrives to a University facility without a face mask, then a mask may be provided by the University. A reminder will be given that a mask is required for future physical presence at a University 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/](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 of being made of two or more layers of washable, breathable fabric 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](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html)

**Double Masking:** The CDC currently has not changed its recommendation of wearing a single mask that has two or more layers of washable, breathable fabric as of the date of this publication. Rasmussen University requires all students, faculty, and staff to wear a single mask that has two or more layers of washable, breathable fabric as outlined in the masking protocols above. If a student chooses to double-mask, then this will be in compliance with the masking protocol.

**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.
  - 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 that do not allow for proper social distancing at all times.
- 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 University are required to self-disclose recent travel to the Local COVID-19 Lead at their campus prior to returning to any Rasmussen University 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 University will impose a 14-Day Self-Quarantine Protocol on any student or employee meeting any one of the above conditions and the 14-day restriction will commence the day following return from the qualifying-conditioned travel. A Self-Quarantine Protocol will prohibit the student or employee from participating in any Rasmussen University activity that requires in-person presence at a Rasmussen University campus or central/regional office or that requires in-person presence at off-site events sponsored and controlled by the University.

Non-Essential Business Travel
All non-essential business travel of the University has been cancelled until further notice. The University will continue to assess its travel planning in consultation with governmental recommendations and health guidelines.
CLEANING AND DISINFECTING 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 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.
Disinfecting Protocol After Facility Exposure to Confirmed COVID-19 Case

- Should a known COVID-19 exposure incident occur on the premises during the past 72 hours, the location will be closed until an enhanced cleaning has been conducted by the third-party janitorial firm.
- The cleaning will follow, at a minimum, the most recent recommendations and guidelines on environmental cleaning published by the CDC and World 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

Self-Screening Protocols Prior to Traveling to University Facility

Students, employees, and vendors 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.**

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<tr>
<th>IF YOU...</th>
<th>THEN YOU MUST...</th>
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| If you feel healthy and have not been in close contact with a person with COVID-19: | Check for symptoms before coming to a University facility. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.  
  - Complete a Daily Self-Screening Checklist before coming to a University facility.  
| 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 University facility. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.  
  - Complete a Daily Self-Screening Checklist before coming to a University facility.  
| If you feel healthy, but had close contact with a person with COVID-19 within the last 14-days: | **Do not come to a University facility or community-based clinical or practicum site. Instead, notify the Local COVID-19 Lead.**  
  (Rasmussen University defines *Close Contact* as (1) spending a cumulative 15 minutes or more over a 24-hour period within six feet of an individual testing positive for COVID-19, (2) attending a class, laboratory, or clinical session in an enclosed space with an individual testing positive for COVID-19, or (3) living in the same household as an individual testing positive for COVID-19) |

**Self-Quarantine Protocol:**

- Prohibited from physical presence at a University facility or University-sponsored clinical or practicum 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 or employee may not self-impose an exemption. It may only be offered by the Local COVID-19 Lead after a formal inquiry.  
- A student or employee 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 or employee who has received the required dose(s) of an approved 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 University Facility or Community-Based Clinical or Practicum Site:**

- After 14-days since last exposure has passed, and  
- Experience no symptoms of COVID-19
### IF YOU...  

If you:  
- Have tested positive for COVID-19, or  
- Are symptomatic and waiting for test results, or  
- Have cough, fever, shortness of breath, or other symptoms identified on the Daily Self-Screening Checklist  

### THEN YOU MUST...  

*Do not come to a University facility or community-based clinical or practicum site. Instead, notify the Local COVID-19 Lead.*  

**Self-Isolation Protocol:**  
- Prohibited from physical presence at a Rasmussen University facility or University-sponsored clinical or practicum site.  

**Return to University Facility or Community-Based Clinical or Practicum Site:**  
- If you were symptomatic, but never had a test to confirm diagnosis, then all of the following must be true to return:  
  - 10 days since symptoms first appeared,  
  - 3 days with no fever without use of fever-reducing medications,  
  - No longer exhibit any symptoms.  
  - **Exception:** Because the loss of taste or smell may persist after recovery for several months, a person may return from self-isolation protocol while still experiencing a loss of taste or smell provided all other conditions are met.  
  - If you were symptomatic and were diagnosed after being tested, then all of the following must be true to return:  
    - 10 days since symptoms first appeared,  
    - 3 days with no fever without use of fever-reducing medications,  
    - No longer exhibit any symptoms.  
    - **Exception:** Because the loss of taste or smell may persist after recovery for several months, a person may return from self-isolation protocol while still experiencing a loss of taste or smell provided all other conditions are met.  
  - If you tested positive, but were never symptomatic, then the following must be true to return:  
    - 10 days have passed since test administration date.  

* 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. Rasmussen University retains the sole right to determine when an individual may return to a University facility following a self-isolation protocol.  

### Development of Symptoms While at a University 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, vendor, or community member 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 University 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 University’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 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 on campus or in an office of the University, the Local COVID-19 Lead must promptly contact the University COVID-19 Lead for support and guidance. The University and Local COVID-19 Leads will contact the appropriate health officials for required reporting and guidance.
- If the exposure incident was within 72 hours of the time of notification of a confirmed COVID-19 case on campus or in an office of the University, then the University location will be closed until an enhanced cleaning has been conducted by the third-party janitorial firm.
- The cleaning will follow, at a minimum, the most recent recommendations and guidelines on environmental cleaning published by the CDC and World 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 University 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 University 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 University executive leadership and will posted throughout campus and central/regional office facilities. It will be updated as necessary.

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

Certified/Signed by:

[Signature]

Ann Leja
Interim President
April 28, 2021