

United Theological Seminary COVID-19 Preparedness Plan

INTRODUCTION

United Theological Seminary is providing scheduled access to the campus in order for staff, faculty, and students to use the building as needed for work or other seminary-related activities. The protocols listed here apply when faculty and staff enter the United campus building. We have created an addendum to this document with specific protocols for students. The expectation to work from home whenever possible remains in place.

United is committed to providing a safe and healthy workplace for all staff and faculty when on campus. To ensure we have a safe and healthy workplace, United has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. All faculty and staff are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 at our workplace and that requires full cooperation among all faculty and staff.

We have developed a COVID-19 Taskforce to monitor our Preparedness Plan and ensure United is complying with all applicable federal, state, and local requirements.

The COVID-19 Preparedness Plan is administered by Vonda Pearson, Director of Human Resources and Operations. However, all staff and faculty are equally responsible for supporting, implementing, complying with, and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Please contact Vonda if you have any questions about the Preparedness Plan.

United's COVID-19 Preparedness Plan follows the guidance developed by the state of Minnesota, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- ensuring sick employees stay home, prompt identification and isolation of sick persons;
- social distancing – employees must be at least six-feet apart;
- employee hygiene and source controls, including face coverings;
- workplace building and ventilation protocol;
- workplace cleaning and disinfection protocol;
- drop-off, pick-up, and delivery practices and protocol; and
- communication protocol.

DO NOT COME TO CAMPUS IF YOU ARE EXPERIENCING COVID-19 SIGNS AND SYMPTOMS

Staff and faculty should self-monitor for signs and symptoms of COVID-19. If you are experiencing any signs or symptoms of COVID-19, do not come to campus, contact your healthcare provider and update your supervisor. Do not return to campus until it is medically advised. If you begin to experience any sign

or symptom of COVID-19 while on campus, leave immediately, contact your healthcare provider and then follow up with your supervisor. Do not return to campus until it is medically advised.

United has leave policies that allow staff and faculty to take time off when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Necessary accommodations for workers with underlying medical conditions or who have household members with underlying health conditions are available.

United will inform all staff and faculty by email and phone if they have been exposed to a person with COVID-19 at their workplace and require them to quarantine for the recommended amount of time.

United will protect the privacy of workers' health status and health information.

SOCIAL DISTANCING – ALL STAFF AND FACULTY MUST BE AT LEAST SIX-FEET APART

Social distancing of at least six feet will be maintained between workers in the workplace through the following means:

- faculty and staff should work remotely whenever possible
- contact your supervisor and Vonda Pearson, HR director, before returning to work on campus to ensure any needed workspace accommodations are in place to provide six feet of social distancing between your workspace and the closest employee
- if you share an office, please contact your officemate to arrange for staggered times in the office and avoid being in the office at the same time
- all conversations between coworkers should maintain six feet of social distancing and only occur when members present are wearing a face mask
- faculty who wish to use a classroom must reserve the room with [Ashley Hovell](#)
- no meetings will be held in individual offices between one or more staff and faculty or visitor(s); exceptions are allowed for two person meetings in an office only if the office space and furniture clearly provide at least six feet of social distancing and both persons are wearing face masks
- two person meetings may be held in any conference or classroom; both persons must be wearing face masks and maintain six feet of social distancing
- three to five person meetings may be held in Steckel or any classroom; all persons must be wearing face masks and maintain six feet of social distancing
- six to ten person meetings must be held in classroom 166; all persons must be wearing face masks and maintain six feet of social distancing
- please avoid using the copier room if another coworker is already in the room
- maintain six feet of social distancing if eating at a table in the kitchen

WORKER HYGIENE, SOURCE CONTROLS AND WEARING A FACE MASK

Staff and faculty should wash their hands for at least 20 seconds with soap and water frequently throughout the day and especially prior to any mealtimes and after using the restroom. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are near entrances and locations in the

workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Faculty and staff should cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands. Please dispose of tissues in provided trash receptacles and wash or sanitize your hands immediately afterward.

Wearing a face mask inside the seminary is required with exceptions for persons with disabilities or special health needs. You may remove your mask if you are alone at your individual workspace or office. When you leave your workspace or office, you must wear your face mask.

Use of the kitchen is limited to using the microwave and refrigerator only. The coffee maker may not be used. Food will not be served or shared communally. No cups, glassware, dishware, and silverware may be used. United will make every effort to secure disposable cups, plates, and utensils for faculty and staff to use during mealtimes. Faculty and staff are encouraged to bring their own water bottle, coffee in a travel mug, and self-contained food items as much as possible to limit the use of disposable items. Six feet of social distancing must be practiced when eating at the kitchen tables. Please sanitize your hands before and after touching any items in the kitchen.

Faculty and staff must obtain prior permission from Tim Senapatiratne, Director of the Library, for access to the physical book collection and archives. This will allow for sufficient time for virus mitigation between use of the material.

WORKPLACE BUILDING AND VENTILATION PROTOCOL

Operation of the building includes necessary sanitation, assessment and maintenance of building systems including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. Ventilation systems are being properly used and maintained.

WORKPLACE CLEANING AND DISINFECTION PROTOCOL

Regular cleaning and disinfecting is being conducted of high-touch areas (door handles, breakroom tables, high touch hard surfaces, light switches, faucets) with CDC approved disinfecting products by the janitorial service contracting with our landlord.

Cleaning and disinfecting individual desks and keyboards is the responsibility of each staff and faculty member. United will make every attempt to secure disinfecting wipes to be used by staff and faculty in their individual workspace.

DROP-OFF, PICK-UP AND DELIVERY PRACTICES AND PROTOCOL

All mail and packages are being left outside United's door in the Case building corridor. Only authorized staff are distributing the mail and packages.

Marked bins outside the north United door are being utilized for the pick-up and drop-off of library books. Please contact Tim Senapatiratne, Director of the Library, for further details.

COMMUNICATION PROTOCOL

This COVID-19 Preparedness Plan was communicated by email to all staff and faculty on Thursday, August 13. Any necessary updates will be communicated by email to all staff and faculty.

All faculty and staff are to take an active role and collaborate in carrying out the various aspects of this plan. This COVID-19 Preparedness Plan has been approved by United's Leadership Team and made available to staff and faculty on August 13. It will be updated as necessary by Vonda Pearson, Director of Human Resources and Operations, and communicated by email to all staff and faculty.

Certified by:

A handwritten signature in black ink, appearing to read "Lewis P. Zecher". The signature is written in a cursive style with a large initial "L".

President, United Seminary of the Twin Cities
August 13, 2020