

United Theological Seminary COVID-19 Preparedness Plan for Students

INTRODUCTION

The campus of United Theological Seminary is operating with a model of scheduled access for Fall 2020. The protocols listed here are in place in order for staff, faculty, and students to use the building as needed for work and limited seminary-related activities such as one-on-one meetings between students and faculty, appointments with staff, and small group meetings by reservation.

United is committed to providing a safe and healthy environment for all students, staff, and faculty. To ensure we have a safe and healthy campus, United has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. The COVID-19 taskforce was created to monitor our Preparedness Plan and ensure United is complying with all applicable federal, state, and local requirements for gathering in enclosed spaces. The COVID-19 Preparedness Plan is administered by Vonda Pearson, Director of Human Resources and Operations. However, all students, 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.

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 persons stay home, prompt identification and isolation of sick persons;
- expectations of social distancing;
- hygiene and source controls, including face coverings;
- building ventilation, cleaning, and disinfection protocol;
- library drop-off/pick-up protocol; and
- communication protocol.

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

All students, 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 until cleared by your healthcare provider. If you begin to experience any sign or symptom of COVID-19 while on campus, leave immediately, contact your healthcare provider, then follow up with [Vonda Pearson](#) with the date you were on campus so we can comply with contact tracing protocols. Do not return to campus until it is medically advised. If you experience signs and symptoms of COVID-19 or have a known exposure to someone with a positive test within two weeks of having been on campus, please contact Vonda Pearson to implement contact tracing.

United will inform any students, staff, or faculty by email and phone if they have been exposed to a person with COVID-19 while on campus and recommend they get tested and quarantine for the required amount of time.

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

SOCIAL DISTANCING OF AT LEAST SIX-FEET APART

If students come to campus for a meeting, they are to maintain social distancing through the following means:

- all conversations should be held while maintaining six feet of social distancing and only occur when all present are wearing a face mask
- no meetings will be held in individual offices unless 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
- student groups may reserve a room for a meeting of fewer than 10 people by emailing [Ashley Hovell](#), Executive Administrative Assistant. The student making the reservation will be responsible for taking down names and contact numbers for all participants and ensuring compliance with the Preparedness Plan including social distancing and wearing face masks.

HYGIENE, SOURCE CONTROLS AND WEARING A FACE MASK

It is recommended that all people 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 other locations on campus so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

All people on campus 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 campus is required with exceptions for persons with disabilities or special health needs. Masks will be available if you don't have one.

The kitchen is not available for use by students. When on campus for an appointment, students may bring their own water bottle, coffee in a travel mug, and self-contained food items requiring no preparation. This policy helps ensure the limited use of the kitchen.

Students 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. Please see additional information regarding the use of the Library on the [United website](#).

BUILDING VENTILATION, CLEANING AND DISINFECTION 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.

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.

LIBRARY DROP-OFF/PICK-UP PROTOCOL

Marked bins outside the North door of United's campus 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 approved by United's Leadership Team and communicated by email to all students, staff, and faculty on Thursday, August 13. Any necessary updates will be communicated by email to the full United community and be posted on United's website.

Certified by:



President, United Theological Seminary of the Twin Cities

August 13, 2020