



# 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, 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.

<b>Non-Healthcare Facilities</b>		<b>Healthcare Work Sites</b>
<i>Managed and Controlled by Rasmussen University</i>	<i>Not Managed and/or Controlled by Rasmussen University</i>	<i>Not Managed and/or Controlled by Rasmussen University</i>
<ul style="list-style-type: none"> <li>• Campus Facilities</li> <li>• Learning Center Facilities</li> <li>• Central and Regional Offices</li> </ul>	<ul style="list-style-type: none"> <li>• Off-Campus Instructional Sites with a Non-Healthcare Purpose such as the HERO Center</li> <li>• Community-Based Practicum, Clinical, or Externship Sites with a Non-Healthcare Purpose</li> <li>• Off-Campus Student Work Study Sites with a Non-Healthcare Purpose</li> </ul>	<ul style="list-style-type: none"> <li>• Community-Based Practicum, Clinical, or Externship Sites with a Healthcare Purpose</li> <li>• Off-Campus Student Work Study Sites with a Healthcare Purpose</li> </ul>

### Assumption of Risk

Physical presence at a Non-Healthcare Facility or Healthcare Work Site presents a risk of exposure to COVID-19 even when social distancing, hygiene, and other 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. Student use of Non-Healthcare Facilities is limited to the time of the scheduled on-site instruction or pre-approved activity.
- Prospective students may be present at Non-Healthcare Facilities for pre-approved admissions-related activities. All admissions-related activities involving on-site presence of prospective students must be pre-scheduled.
- Campus-based employees may be present at Non-Healthcare Facilities to support required on-site instruction or pre-approved on-site operations activities. Campus-based employees whose physical presence is not necessary to support on-site instruction or pre-approved on-site operations activities will be expected to continue remote work unless otherwise coordinated with their supervisor.
- Central office-based employees will be expected to continue remote work to the greatest extent possible, excepting employment activities required for minimum business operations unless or as otherwise coordinated with their supervisor.
- Employees whose primary work site is at an off-campus instructional site with a non-healthcare purpose or a community-based practicum, clinical, or externship site with a non-healthcare or healthcare purpose may be present at Non-Healthcare Facilities or Healthcare Work Sites to support required on-site instruction.
- 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.
- Vendor interactions should be conducted via WebEx or phone to the greatest extent possible. Vendors who must visit Non-Healthcare Facilities to provide the vendor's services must adhere to all University protocols; and employees 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 Non-Healthcare Facilities or Healthcare Work Sites until further notice. The only exception to this provision is for prospective students as limited above and 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 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 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 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 Rasmussen University) if, for the area in which the facility is located, the wearing of masks is: (1) recommended by the CDC, or (2) required by governmental order (including but not limited to a governor's executive order, or a city- or county-level mandate). Masks are not required at Non-Healthcare Facilities of Rasmussen University in areas where no such recommendations or requirements are in effect. Rasmussen University will monitor mask recommendations and requirements on at least a weekly basis.
  - *Exception:* When a minimum social distance of 6 feet is maintained, 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.
- 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.
- Rasmussen University strongly recommends and encourages the following people wear a mask or face covering while present indoors or outdoors at a Non-Healthcare Facility:
  - People who are not fully vaccinated against COVID-19.
  - People who are fully vaccinated against COVID-19, but it has not yet been two weeks since the administration of the last dose of vaccine.
  - People who are fully vaccinated against COVID-19 and are immunocompromised, or at increased risk for severe disease from COVID-19, or if they have someone in their household who is immunocompromised, at increased risk of severe disease, or not fully vaccinated.
- No person shall be prevented from wearing a mask or face covering while present indoors or outdoors at a Non-Healthcare Facility should they so choose. Harassment and/or retaliation related to any individual's choice to wear or not wear a mask or face covering is strictly prohibited.
- In areas where eating or drinking is permitted, masks may be removed while eating or drinking.
- 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](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.
  - 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, maintain a distance of at least 6 feet (about two arms' length) from other people.
- In all facility and work site types, eliminate 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 all facility and work site types, follow all directional signs to reduce the flow of traffic in confined hallways. Do not loiter in hallways.
- In Non-Healthcare Facilities, eliminate face-to-face desk layouts, where possible.



- In Non-Healthcare Facilities, assigned seating requirements or work station requirements set by staff, faculty, or supervisors, must be observed and followed by all students and employees.
- In Non-Healthcare Facilities, no gatherings of greater than 25 people in the same classroom, meeting room, or enclosed physical space are allowed until further notice.
- In Non-Healthcare Facilities under the management or control of Rasmussen University, 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.
- 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 proper social distancing at all times.
  - 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.
  - 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.
- In all facility and work site types, 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, employees, and authorized visitors 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 10-Day Self-Quarantine Protocol on any student, employee, or authorized visitor meeting any one of the above conditions and the 10-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 Non-Healthcare Facility or Healthcare Work Site. A student, employee, or authorized visitor on the 10-Day Self-Quarantine Protocol is exempt from completing the quarantine period if all the following are true:

- The person 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 the vaccine is a minimum of 14-days prior to the beginning of the travel,
- The person remains asymptomatic and follows all the CDC and governmental recommendations or requirements after travel. Refer to the self-screening protocols in this Plan if you develop symptoms and/or test positive.



## 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

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.

#### 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 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.**

IF YOU...	THEN YOU MUST...
If you feel healthy and have not been in close contact with a person with COVID-19:	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.
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)	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.
<p>If you feel healthy, but had close contact with a person with COVID-19 within the last 14-days:</p> <p>(Rasmussen University defines <i>Close Contact</i> 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, clinical session, or meeting in an enclosed space with an individual testing positive for COVID-19, or (3) working in an enclosed space in a cubicle or at a workstation that is not comprised of walls on at least three sides that are higher than face level with an individual testing positive for COVID-19, or (4) living in the same household as an individual testing positive for COVID-19)</p>	<p style="text-align: center;"><b><u>Do not come to a Non-Healthcare Facility or Healthcare Work Site. Instead, notify the Local COVID-19 Lead.</u></b></p> <p><u>Self-Quarantine Protocol:</u></p> <ul style="list-style-type: none"> <li>• Prohibited from physical presence at a Non-Healthcare Facility or Healthcare Work Site.</li> <li>• 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.” (<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><u>Exemptions:</u></p> <ul style="list-style-type: none"> <li>• A student, employee, or authorized visitor may not self-impose an exemption. It may only be offered by the Local COVID-19 Lead.</li> <li>• 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:             <ul style="list-style-type: none"> <li>○ Healthcare worker always wore the appropriate PPE while in contact with the COVID-19-positive individual,</li> <li>○ Healthcare worker’s employer allowed the worker to continue working in the facility following the exposure, and</li> <li>○ Healthcare worker remains asymptomatic.</li> </ul> </li> <li>• 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:             <ul style="list-style-type: none"> <li>○ Student or employee can provide to Rasmussen documentation of administration of the required dose(s) of an approved COVID-19 vaccine,</li> <li>○ 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</li> <li>○ Student or employee remains asymptomatic.</li> </ul> </li> </ul> <p><u>Return to Non-Healthcare Facility or Healthcare Work Site:</u></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 tested positive for COVID-19, or</li> <li>• Are symptomatic and 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>VACCINE STATUS:</b> 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.</p>	<p style="text-align: center;"><b><u>Do not come to a Non-Healthcare Facility or Healthcare Work Site. Instead, notify the Local COVID-19 Lead.</u></b></p> <p><u>Self-Isolation Protocol:</u></p> <ul style="list-style-type: none"> <li>• Prohibited from physical presence at a Non-Healthcare Facility or Healthcare Work Site.</li> <li>• Consult a healthcare professional and follow CDC guidance for on “What to Do If You Are Sick.” (<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><u>Return to University Facility or Community-Based Clinical or Practicum Site*:</u></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>○ No longer exhibit any symptoms. <ul style="list-style-type: none"> <li>▪ <i>Exception:</i> 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.</li> </ul> </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>○ No longer exhibit any symptoms. <ul style="list-style-type: none"> <li>▪ <i>Exception:</i> 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.</li> </ul> </li> </ul> </li> <li>• If you tested positive, 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 administration date.</li> </ul> </li> </ul>

\* 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 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:

- Local COVID-19 Lead will institute appropriate cleaning or disinfecting protocols, if presence was at a Non-Healthcare Facility under the management and control of Rasmussen University.
- 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 14-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 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 at a Non-Healthcare Facility under the management and control of Rasmussen University and was within 72 hours of the time of notification, then the Non-Healthcare Facility 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 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.
- 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

Rasmussen University's goal is to prevent 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](mailto: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 (CD) 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, including keeping the campus-based Non-Healthcare Facility closed to those not authorized to be present under the Physical Presence Protocols. 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 as it relates to front desk duties. 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.

## COVID-19 Leads

<b>Non-Healthcare Facility Managed and Controlled by Rasmussen University</b>	<b>Phone Number</b>	<b>Local COVID-19 Lead Name and Email Address</b>
FL – Central Pasco Campus	813-435-3601	Brenda Garcia; brenda.garcia2@rasmussen.edu Mary Kohler; mary.kohler@rasmussen.edu
FL – Fort Myers Campus	239-477-2100	Tracie Steed; tracie.steed@rasmussen.edu Lisa Johnson; lisa.johnson1@rasmussen.edu
FL – Ocala Campus	352-629-1941	Laurie Harmon; laurie.harmon@rasmussen.edu Karen Guty; karen.guty@rasmussen.edu
FL – Orlando Learning Center	407-635-8200	Andy Binanti; andy.binanti@rasmussen.edu Allison Hamilton; allison.hamilton@rasmussen.edu
FL – Orlando Regional Office		Jessica Cisek; jessica.cisek@rasmussen.edu
FL – Tampa/Brandon Campus	813-246-7600	Lynette Barcewicz; lynette.barcewicz@rasmussen.edu Brooke Cobb; brooke.cobb@rasmussen.edu
IL – Aurora/Naperville Campus	630-888-3500	Christopher Roe; christopher.roe@rasmussen.edu Dana Pesavento; dana.pesavento@rasmussen.edu
IL – Centro de Aprendizaje	773-987-3270	Claudia Lule; claudia.lule@rasmussen.edu
IL – Mokena/Tinley Park Campus	815-534-3300	Maria Martinez; maria.martinez@rasmussen.edu Dennis Safka; dennis.safka@rasmussen.edu
IL – Oak Brook Central Office	630-366-2800	
IL – Rockford Campus	815-316-4800	Caroline Gulbrandsen; caroline.gulbrandsen@rasmussen.edu Laila Torres; Laila.torres@rasmussen.edu
IL – Romeoville/Joliet Campus	815-306-2600	Christopher Roe; christopher.roe@rasmussen.edu Denise Brown; denise.brown@rasmussen.edu
KS – Overland Park Campus	913-491-7870	Etta Steed; etta.steed@rasmussen.edu Sharon White-Lewis; sharon.whitelewis@rasmussen.edu
KS – Topeka Campus	785-228-7320	Etta Steed; etta.steed@rasmussen.edu Sharon White-Lewis; sharon.whitelewis@rasmussen.edu
MN – Blaine Campus	763-795-4720	Tracy Tepley; tracy.tepley@rasmussen.edu Sarah Kacena; sarah.kacena@rasmussen.edu
MN – Bloomington Campus	952-545-2000	Tracy Tepley; tracy.tepley@rasmussen.edu Kris Kallies; kristopher.kallies@rasmussen.edu
MN – Brooklyn Park/Maple Grove Campus	763-493-4500	April Ray; april.ray@rasmussen.edu Kathleen Smith; kathleen.smith3@rasmussen.edu
MN – Eagan Campus	651-687-9000	Andy LaMere; andrew.lamere@rasmussen.edu Megan Leach; megan.leach@rasmussen.edu
MN – Lake Elmo/Woodbury Campus	651-259-6600	Andy LaMere; andrew.lamere@rasmussen.edu Jacqueline James; jacqueline.james@rasmussen.edu
MN – Mankato Campus	507-625-6556	Donna Wenkel; donna.wenkel@rasmussen.edu Kathy Sanger; kathy.sanger@rasmussen.edu
MN – Moorhead Campus	218-304-6200	Robert Neuteboom; robert.neuteboom@rasmussen.edu Shantelle Smith; shantelle.smith1@rasmussen.edu
MN – St. Cloud Campus	320-251-5600	Laurie Larson; laurie.larson@rasmussen.edu Sandra Bogenrief; sandra.bogenrief@rasmussen.edu
MN – Twin Cities Central Office	952-806-3900	Bridget Gilbertson; bridget.gilbertson@rasmussen.edu
ND – Fargo Campus	800-817-0009	Robert Neuteboom; robert.neuteboom@rasmussen.edu Audrey Charchenko; audrey.charchenko@rasmussen.edu
WI – Green Bay Campus	920-593-8400	Jenn Endries; jenn.endries@rasmussen.edu Julie Williams; julie.williams1@rasmussen.edu

Non-Healthcare Facility Managed and Controlled by Rasmussen University	Phone Number	Local COVID-19 Lead Name and Email Address
WI – Wausau Campus	715-841-8000	Jamie Kahon; jamie.kahon@rasmussen.edu Jennifer Koback; Jennifer.koback@rasmussen.edu

### 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](mailto: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.