



# Smart Restart Fall 2020

Guidelines, Protocols, and  
Monitoring System for Safely  
Returning to Campus

**Be seen. Be heard. Be well.**

Revised 10/16/2020

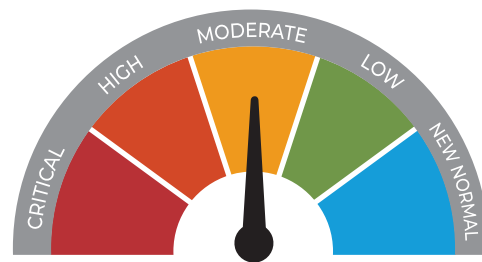
# Minot State University Smart Restart Fall 2020

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In early March, Minot State University — along with campuses across the country — began to make changes to their academic schedule due to COVID-19. Following Spring Break, the University shifted all instruction to online and finished the Spring 2020 semester and conducted the entire Summer 2020 semester via remote learning. As we look forward to students returning to campus for the Fall 2020 semester, [Minot State Beavers Restart](#) is creating an engaging and effective learning environment while implementing multiple strategies to reduce risk in the Minot State and Minot communities. This includes rearranging classrooms, installing new technology, fitting physical barriers in labs, clinics, and offices, and continuing to develop protocols for safety.

This Smart Restart Fall 2020 document includes guidelines, protocols, and monitoring systems for safely returning to campus. Minot State is following CDC guidelines as referenced in the [ND Smart Restart Guidance for Employers](#) while utilizing a system parallel to the North Dakota Department of Health's determination of the state's risk level. These include five levels: Level 1 – New Normal (blue), Level 2 – Low Risk (green), Level 3 – Moderate Risk (yellow), Level 4 – High Risk (orange), and Level 5 – Critical (red).

Currently, Ward County and Minot are in yellow, Level 3 – Moderate Risk.



## RISK LEVEL

Even though we are in a global pandemic, attending Minot State is still an exciting time of new beginnings and experiences. We are the perfect size to be a part of something big and believe student health and wellbeing are the foundations of happiness and success at University and beyond.

**Be seen. Be heard. Be well.**

*Minot State University reserves the right to apply additional department-specific or campus-wide requirements as needed to ensure the safety of all members of the community.*

## Risk/Action Levels

The following is an overview of the guidelines Minot State will use to identify the level of risk for COVID-19 and the appropriate measures to be taken based on those risks. Although each progressive level involves increased precautionary measures and actions, there remain precautions and actions applicable at all levels.

Athletics will adhere to NCAA and NSIC guidelines in addition to following the prescribed campus guidelines.



### LEVEL 1 – NEW NORMAL

Normal operations at capacity resume under heightened hygiene and cleaning standards. Physical distancing encouraged. PPE not required.



### LEVEL 2 – LOW RISK

Dining services' seating limited to 75% capacity with takeout meals readily available. Blend of in-person and remote learning. Physical distancing encouraged and PPE required campus-wide. Athletic events open to public, limited to 75% capacity with cap of 200 people.



### LEVEL 3 – MODERATE RISK

Dining services' seating limited to 50% capacity with takeout meals readily available. Blend of in-person and remote learning. Physical distancing strongly encouraged and PPE required campus-wide. Gatherings discouraged. Individuals in high-risk environments screened regularly. Athletic events open to public where physical distancing is possible, limited to 50% capacity with cap of 100 people.



### LEVEL 4 – HIGH RISK

Dining services' seating limited to 25% capacity with takeout meals readily available. All classes use remote delivery. Physical distancing encouraged and PPE required campus-wide. Gatherings prohibited. Athletic events canceled.



### LEVEL 5 – CRITICAL

All Level 4 stipulations remain in force. Physical distancing expected always. Non-essential offices closed. All non-essential employees will work from home.



## LEVEL 1 – NEW NORMAL

**Physical distancing:** Encouraged but not mandated campus-wide.

**PPE:** Not required.

**Testing:** Available to those with symptoms as capacity allows.

**Screening:** Self-screening encouraged; not implemented campus-wide.

**Modes of instruction:** Regular class offerings maintained at capacity.

**Employees:** Departments will operate normally.

**Student Center:** Open with normal operations with heightened cleaning, standard precautions, and awareness of health guidelines. Physical distancing is encouraged but not required. In-person programming, meetings, and events take place with regular hygiene and cleaning standards. Public attendance is permitted. Swimming pool open with normal occupancy and activities.

**Wellness Center:** Will operate under normal occupancy and regular programming. Patrons will not need to schedule appointments.

**Residence Life:** Office will be open. In-person programming, meetings, and events resume under heightened hygiene and cleaning standards. Visitation is allowed.

**MSU Life:** Student organization programming, meetings, and events resume under heightened hygiene and cleaning standards.

**Student Health Clinic and Counseling Services:** Open by appointment only. SHC is offering limited services (accepting non-COVID-19 related patients) in person. CS is seeing students at their choice of phone call, virtually, and limited in-person visits. Both under heightened hygiene and cleaning standards. Temperature checks at entrance. Masks and physical distancing are mandatory, and COVID-19 screening call prior to all appointments. COVID-19 symptomatic students are provided further direction.

**Sodexo dining:** Operations normal with regular occupancy. Employees follow NDDoH guidelines. Physical distancing is encouraged but not mandated, no PPE is required at this level.

**Athletics:** Events will be open to the public.

**The public:** Allowed at events and in campus facilities.



## LEVEL 2 – LOW RISK

**Physical distancing:** Encouraged campus-wide.

**PPE:** Masks must be worn by students, faculty, staff, and visitors when:

- a. In a classroom or other instructional space, or when attending an event held indoors;
- b. In an indoor common space (lounges, hallways, elevators, study areas, bathrooms, the Library, etc.);
- c. Interacting with others;
- d. In the cafeteria, except when eating or drinking;
- e. Riding in a vehicle with one or more additional persons on University-sponsored business/activity;

**Testing:** Available to all faculty, staff, and students as capacity allows.

**Screening:** Performed regularly on those in high-risk environments (e.g. clinicals, weight room, etc.)

**Modes of instruction:** In-person classes with 6-feet distancing; HyFlex model to blend in-person and remote learning; online (synchronous and asynchronous).

**Employees:** Departments will maintain physical distancing and operate under University mask directives.

**Student Center:** Common spaces/lounges open and disinfected with increased frequency. Masks required at all times in common spaces. Personnel will maintain regular activity while practicing physical distancing. In-person programming, meetings, and events maintained if proper physical distancing protocols are followed. Swimming pool open while practicing physical distancing, limited to 10 participants.

**Wellness Center:** Limited to 75% occupancy and regular programming. Patrons will use Bookings to schedule appointments for the rock wall and Group X classes.

**Residence Life:** Office will assist people using physical distancing and encourage interactions over the phone or email. In-person programming, meetings, and events maintained if proper physical distancing protocols are followed. Masks required at all times in common spaces. Lounges and common spaces disinfected with increased frequency. Visitation between rooms is allowed. Residence Life student staff must wear masks when doing rounds in the building or responding to a call.

**MSU Life:** Student organization programming, meetings, and events maintained if proper physical distancing protocols and the NDDoH room capacity guidelines are followed; individually packaged giveaways permitted; food self-service discouraged.

**Student Health Clinic and Counseling Services:** Will limit face-to-face visits and encourage virtual telehealth visits. Temperature checks at entrance. Masks and physical distancing are mandatory, and COVID-19 screening call prior to all appointments. COVID-19 symptomatic students are provided further direction.

**Sodexo dining:** Operations limited to 75% normal capacity with physical spacing of 6 feet required, spaces disinfected frequently. Self-service stations closed. Takeout/Grab-n-Go meals available to students on any dining plan upon request. Employees follow NDDoH guidelines. Masks required except when eating or drinking. Closed to the public.

**Athletics:** Events open to the public, limited to 75% capacity with cap of 200 people.

**The public:** Allowed at scheduled University events and activities.



## LEVEL 3 – MODERATE RISK

**Physical distancing:** Strongly encouraged campus-wide.

**PPE:** Masks must be worn by students, faculty, staff, and visitors when:

- a. In a classroom or other instructional space, or when attending an event held indoors;
- b. In an indoor common space (lounges, hallways, elevators, study areas, bathrooms, the Library, etc.);
- c. Interacting with others;
- d. In the cafeteria, except when eating or drinking;
- e. Riding in a vehicle with one or more additional persons on University-sponsored business/activity;

**Testing:** Available to all faculty, staff, and students as capacity allows.

**Screening:** Performed regularly on those in high-risk environments (e.g. clinicals, weight room, etc.)

**Modes of instruction:** In-person classes with 6-feet distancing; HyFlex model to blend in-person and remote learning; online (synchronous and asynchronous).

**Employees:** Departments will limit all interactions with students and visitors, making use of alternative means of communications and services.

**Student Center:** Common spaces/lounges open and disinfected with increased frequency. Masks required at all times in common spaces. Personnel will maintain regular activity while practicing physical distancing. Public attendance is by invitation-only. Swimming pool open to MSU instructional classes only, while practicing physical distancing and limited to 10 participants.

**Wellness Center:** Will be limited to 50% occupancy with limited in-person programming combined with virtual programming. Patrons will use Bookings to schedule appointments for all Wellness Center services.

**Residence Life:** Office will ask that masks be worn and will assist students using physical distancing. In-person programming, meetings, and events discouraged if physical distancing cannot be maintained; if possible, move to online. Physical distancing is expected and masks are required at all times in common spaces and lounges. Residence Life student staff must wear masks when doing rounds or responding to a call.

**MSU Life:** In-person and student organization programming, meetings, and events discouraged; distribution of giveaways and food at student events is discouraged; food self-service prohibited.

**Student Health Clinic and Counseling Services:** Will see only emergent students face to face. Temperature checks at entrance. Masks and physical distancing are mandatory, and COVID-19 screening call prior to all appointments. COVID-19 symptomatic students are provided further direction.

**Sodexo dining:** Operations limited to 50% normal capacity with physical spacing of 6 feet required. Self-service stations closed. Takeout/Grab-n-Go meals available to students on any dining plan upon request. Employees follow NDDoH guidelines. Masks required except when eating or drinking. Closed to the public.

**Athletics:** Events will be open to the public where physical distancing is possible, limited to 50% capacity with cap of 100 people.

**The public:** Allowed at invitation-only University events and activities.



## LEVEL 4 – HIGH RISK

**Physical distancing:** Strongly encouraged campus-wide.

**PPE:** Masks must be worn by students, faculty, staff, and visitors when:

- a. In a classroom or other instructional space, or when attending an event held indoors;
- b. In an indoor common space (lounges, hallways, elevators, study areas, bathrooms, the Library, etc.);
- c. Interacting with others;
- d. In the cafeteria, except when eating or drinking;
- e. Riding in a vehicle with one or more additional persons on University-sponsored business/activity;

**Testing:** Available to all faculty, staff, and students as capacity allows.

**Screening:** Daily self-screening and temperature logging encouraged for all students and employees.

**Modes of instruction:** All classes offered using remote delivery (online - synchronous or asynchronous).

**Employees:** Departmental employees will alternate working from home in order to reduce the risk of the whole department being exposed.

**Student Center:** Common spaces open with physical distancing practices. Masks required at all times in common spaces. Non-essential personnel will work from home at the discretion of their vice president; patrons will be assisted by phone or email. Public attendance is prohibited. Swimming pool closed.

**Wellness Center:** Will be closed (ND Smart Restart Guidelines for fitness centers recommends closure of fitness facilities). Programming will be delivered virtually.

**Residence Life:** Office will be locked, and residents will be allowed entry with a mask, with the preference of being assisted on the phone or through email. In-person programming, meetings, and events prohibited; online is the only option. Lounge areas are limited to physical distancing guidelines and visitation of outside guests is prohibited. Masks are required at all times in common spaces. Residence Life student staff must wear masks when doing rounds in the building or responding to a call.

**MSU Life:** In-person and student organization programming, meetings, and events prohibited, including curbside pickup events; Beaver Dam closed; distribution of giveaways and food prohibited.

**Student Health Clinic and Counseling Services:** Will be locked and face-to-face visits prohibited. All appointments will be virtual. Emergent students will be directed via phone or virtually. Employees will stagger work schedules and/or work from home. COVID-19 symptomatic students provided further direction.

**Sodexo dining:** Operations limited to 25% normal capacity with physical spacing of 6 feet required. Self-service stations closed. Takeout/Grab-n-Go meals available to students on any dining plan upon request. Employees follow NDDoH guidelines. Masks are required except when eating or drinking.

**Athletics:** All events and games will be canceled.

**The public:** Prohibited from campus.



## LEVEL 5 – CRITICAL

**Physical distancing:** Expected always of all students and employees.

**PPE:** Masks must be worn by students, faculty, staff, and visitors when:

- a. In a classroom or other instructional space, or when attending an event held indoors;
- b. In an indoor common space (lounges, hallways, elevators, study areas, bathrooms, the Library, etc.);
- c. Interacting with others;
- d. In the cafeteria, except when eating or drinking;
- e. Riding in a vehicle with one or more additional persons on University-sponsored business/activity;

**Testing:** Available to all faculty, staff, and students as capacity allows.

**Screening:** Daily self-screening and temperature logging encouraged for all students and employees; required prior to any necessary in-person meetings.

**Modes of instruction:** All classes offered using remote delivery (online – synchronous or asynchronous).

**Employees:** All non-essential employees will work from home.

**Student Center:** Common areas and lounges closed. Masks required at all times in common spaces. Non-essential personnel will work from home at the discretion of their vice president; patrons will be assisted by phone or email. Public attendance prohibited. Swimming pool closed.

**Wellness Center:** Will be closed (ND Smart Restart Guidelines for fitness centers recommends closure of fitness facilities). Programming will be delivered virtually.

**Residence Life:** Office will be locked, and residents will be assisted over the phone or through email. When possible, staff will stagger work schedules between the office and home. Meetings and events are only online. Residents who can move home will be asked to do so. Visitation is prohibited.

**MSU Life:** In-person and student organization programming, meetings, and events prohibited, including mailed and curbside pickup events; Beaver Dam closed; distribution of giveaways and food prohibited.

**Student Health Clinic and Counseling Services:** Will be locked and continue to assist and see students via telehealth. Emergent students will be directed via phone or virtually. All employees will work from home. COVID-19 symptomatic students are provided further direction.

**Sodexo dining:** Operations limited to 25% normal capacity with physical spacing of 6 feet required. Self-service stations closed. Takeout/Grab-n-Go meals available to all students on any dining plan upon request. Employees follow NDDoH guidelines. Masks are required except when eating or drinking.

**Athletics:** All events and games will be canceled.

**The public:** Prohibited from campus.



# Quarantine/Isolation Protocol

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## Symptoms, close contact, or positive COVID-19 test result protocols

In the event a student experiences symptoms of COVID-19, the student is asked to follow these procedures:

1. The student will contact the MSU Student Health Clinic at 701-858-3171 or on-call cell at 701-818-7051 and self-quarantine until receiving direction from the clinic's staff.
2. The student will wear a mask to the clinic and be tested.
3. While waiting for results, the student will quarantine in their residence hall room or at their place of residence. If the student has roommates, those roommates will also be expected to quarantine at their place of residence. Meals will be delivered to each student quarantining on campus, and a mask will be required anytime quarantining students leave their rooms.
4. Students who test positive will remain isolated for two weeks or until cleared by a health official. If a student residing in a residence hall tests positive, the student will be isolated. The student will be encouraged to return home if possible. If students are unable to return home, the student will be moved to Dakota Hall or an auxiliary residence, and meals will be delivered. Students who must be isolated or quarantined will be given support and access to many services and virtual activities on campus, including counseling services.

Students living off-campus will be asked to isolate in their own residence. Space limitations and other circumstances may require that students who have identified an acceptable place to isolate in North Dakota will be asked to isolate in that place.

5. Anyone exposed through close contact with a confirmed case will need to quarantine in their own rooms until cleared by the North Dakota Department of Health.

## Communication Plans

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### North Dakota Department of Health notifies the Student Affairs office of a **POSITIVE TEST RESULT** for COVID-19

#### **A. If student, residing on campus:**

1. Contact Residence Life and begin isolation plan and meal delivery.
2. Work with NDDoH to help with contact tracing as necessary and any other assistance needed.
3. Develop student health monitoring plan.
4. Offer counseling support.
5. Plan academic support including IT.
  - Instructors will be notified of situation by the office of Student Affairs to offer appropriate delivery of educational programming.
6. VPSA will contact Facilities Management to sanitize all potentially impacted areas on campus.
7. Communicate positive case, while respecting student privacy rights, to University community through Public Announcements.

#### **B. If student, residing off campus:**

1. Work with NDDoH to help with contact tracing as necessary and any other assistance needed.
2. Develop student health monitoring plan.

3. Offer counseling support.
4. Plan academic support including IT.
  - Instructors will be notified of situation by the office of Student Affairs to offer appropriate delivery of educational programming.
5. Communicate positive case, while respecting student privacy rights, to University community through Public Announcements.

**C. If an employee of Minot State:**

1. Work with NDDoH to help with contact tracing as necessary and any other assistance needed.
2. Initiate employee isolation at home until cleared by the NDDoH.
3. Contact supervisor of employee to develop plan.
4. VPSA will contact Facilities Management to sanitize all potentially impacted areas on campus.
5. Offer HR support and advocacy.
6. Communicate positive case, while respecting employee privacy rights, to University community through Public Announcements.

**North Dakota Department of Health notifies the Student Affairs Office of a CLOSE CONTACT of a person who has tested positive for COVID-19**

**A. If student, residing on campus:**

1. Contact Residence Life and begin quarantine plan and meal delivery.
2. Work with NDDoH to help with contact tracing as necessary and any other assistance needed.
3. Develop student health monitoring plan.
4. Offer counseling support.
5. Plan academic support including IT.
  - Instructors will be notified of situation by the office of Student Affairs to offer appropriate delivery of educational programming.

**B. If student, residing off campus:**

1. Work with NDDoH to help with contact tracing as necessary and any other assistance needed.
2. Develop student health monitoring plan
3. Offer counseling support
4. Plan academic support including IT.
  - Instructors will be notified of situation by the office of Student Affairs to offer appropriate delivery of educational programming.

**C. If an employee of Minot State:**

1. Work with NDDoH to help with contact tracing as necessary and any other assistance needed.
2. Initiate employee quarantine at home until cleared by the NDDoH.
3. Contact supervisor of employee to develop plan.
4. Offer HR support and advocacy.

**MASS (MORE THAN 10) POSITIVE TEST reports or close contacts**

**A. If student, residing on campus:**

1. Contact Residence Life and begin isolation plan and meal delivery. Students may go home, be placed in Dakota Hall, or auxiliary site such as the Grand Hotel.
2. Work with NDDoH to help with contact tracing as necessary and any other assistance needed.
3. Develop student health monitoring plan.

4. Offer counseling support.
5. Plan academic support including IT.
  - Instructors will be notified of situation by the office of Student Affairs to offer appropriate delivery of educational programming.
6. VPSA will contact Facilities Management to sanitize all potentially impacted areas on campus.
7. Communicate positive case, while respecting student privacy rights, to University community through Public Announcements.

**B. If student, residing off campus:**

1. Work with NDDoH to help with contact tracing as necessary and any other assistance needed.
2. Develop student health monitoring plan.
3. Offer counseling support.
4. Plan academic support including IT.
  - Instructors will be notified of situation by the office of Student Affairs to offer appropriate delivery of educational programming.
5. Communicate positive case, while respecting student privacy rights, to University community through Public Announcements.

**C. If an employee of Minot State:**

1. Work with NDDoH to help with contact tracing as necessary and any other assistance needed.
2. Initiate employee isolation at home until cleared by the NDDoH.
3. Contact supervisor of employee to develop plan.
4. VPSA will contact Facilities Management to sanitize all potentially impacted areas on campus.
5. Offer HR support and advocacy.
6. Communicate positive case, while respecting employee privacy rights, to University community through Public Announcements.

## COVID-19: What's the Difference Between Physical Distancing, Quarantine and Isolation?

	<b>PHYSICAL DISTANCING</b>	<b>QUARANTINE</b>	<b>ISOLATION</b>
<b>Who is it for?</b>	People who haven't been exposed to the virus or are not aware of exposure to the virus.	People who don't currently have symptoms of the virus but were exposed to the virus.	People who are already sick from the virus.
<b>What is it?</b>	A precautionary measure used to help prevent the spread of the virus.	A prevention strategy used to monitor people who were exposed to the virus for a period of time to see if they become ill.	A prevention strategy used to separate people who are sick with the virus from healthy people.
<b>Where does it take place?</b>	Takes place outside the home in public places like grocery stores and work environments.	Takes place in a home setting.	Can take place in a home when medical attention is not required. Takes place in a hospital when medical care is required.
<b>When do I use it?</b>	At all times until further directed by the ND Department of Health.	If you have recently traveled internationally or have known exposure to the virus.	If you have tested positive or have symptoms and have not yet obtained a test.
<b>How long is it for?</b>	At all times until further directed by the ND Department of Health.	14 days after your last exposure. Once your quarantine period has ended, if you do not have symptoms, you may return to your normal routine.	A minimum of 10 days from the beginning of symptoms and 24 hours after your fever is gone without the use of fever-reducing medicine and other symptoms have significantly improved.
<b>What does this mean for my daily life?</b>	<ul style="list-style-type: none"> <li>• Avoid large gatherings.</li> <li>• Stay 6-feet away from people.</li> <li>• If you are unable to stay 6-feet away from other people, wear a cloth face covering.</li> <li>• Call or video-chat with friends or loved ones, particularly those that are elderly or have underlying health conditions that places them at high-risk.</li> <li>• If possible, work from home.</li> <li>• Practice good hygiene and avoid shaking hands or touching your face.</li> <li>• If you become ill and need medical attention, call your health care provider.</li> </ul>	<ul style="list-style-type: none"> <li>• Stay at home and avoid close contact with others.</li> <li>• Do not attend school, work or any other setting where you cannot maintain a 6-foot distance from other people.</li> <li>• Call or video-chat loved ones.</li> <li>• For food, medication and other necessities, obtain through friends or family, or use a contactless delivery service.</li> <li>• Practice standard hygiene and precautionary measures like not sharing household items, washing your hands, and cleaning frequently touched surfaces often.</li> <li>• Monitor your symptoms. If you become ill and need medical attention, call your health care provider.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not leave your home unless it is in an emergency. If you are in a home with others, stay in a "sick" room by yourself and, if possible, do not share a bathroom.</li> <li>• If you have a pet and live with others, do not touch your pet.</li> <li>• For food, medication and other necessities, obtain through friends or family, or use a contactless delivery service. Try to stock up for the duration of the isolation.</li> <li>• Practice standard hygiene and precautionary measures like not sharing household items, washing your hands, and cleaning frequently touched surfaces often.</li> <li>• If a caregiver cleans your room or bathroom, they should wear a mask and wait as long as possible after you've used the bathroom.</li> <li>• Contact your health care provider immediately if you experience severe symptoms.</li> </ul>