



Hennepin Technical College™

January 25, 2022

Dear HTC Campus Community,

This message is intended to update and provide you with information related to the COVID-19 pandemic. As a campus community, **we continue to be in a lay-low/reduce foot traffic on campus** status and must remain diligent in following all the established guidelines for our own and others protection. This means:

- Classes continue to be in-person, online or a mix of both as previously planned; individual faculty members have the authority over the delivery method of their classes.
- We encourage you to hold meetings and other gatherings remotely using Zoom or Teams and keep social contact to a minimum.
- For non-teaching positions, supervisors are encouraged to consider telework options where it is appropriate with position responsibilities and ensuring student needs are met.
- Mask wearing will continue to be required inside all campus buildings until further notice.

LOWERING YOUR RISK

To lower your risk and protect yourself and others:

- Get vaccinated; get boosted
- Wear a mask; you are **encouraged to wear a surgical mask under your cloth mask or wear a N95/KN95** mask for additional protections
- Maintain social distancing
- Wash your hands
- If you feel sick stay home and get tested

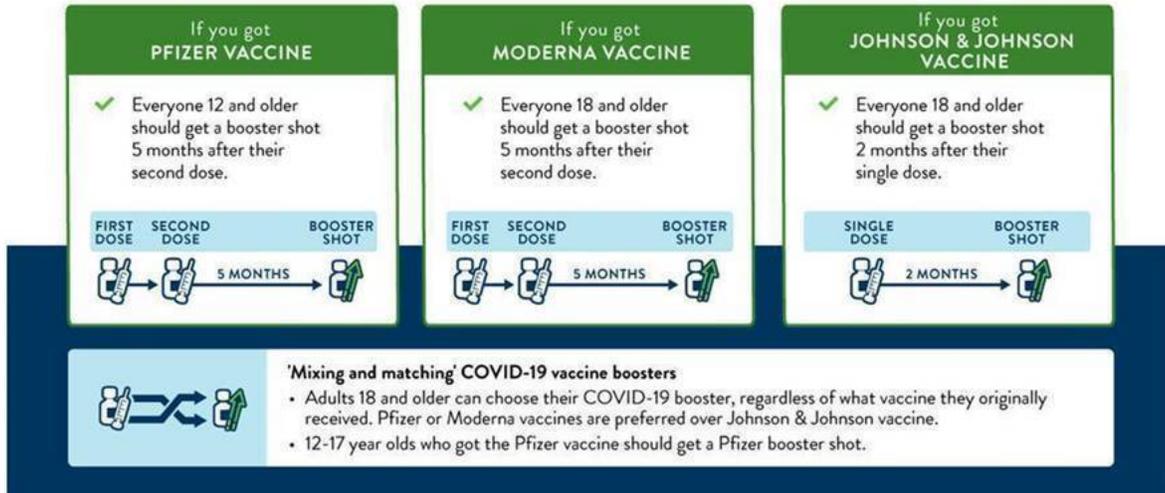
WHEN TO GET A BOOSTER SHOT

If you received:

- Pfizer or Moderna vaccine, you are due for a booster 5 months after your 2nd dose
- Johnson & Johnson vaccine, you are due 2 months after your single dose

GET A BOOSTER SHOT WHEN YOU ARE DUE.

STAY SAFE MN



ON-CAMPUS VACCINATION CLINICS

HTC will be hosting vaccination clinics from 10:00 am – 4:00 pm at the Eden Prairie campus on Tuesday, February 8 and from 10:00 am – 4:00 pm at the Brooklyn Park campus on Tuesday, February 15. Watch for more information on how to register for a vaccine or booster at one of these clinics. As in the past, these clinics will be open to all students, faculty, staff as well as the community.

MASK UPDATES (OSHA APPENDIX D, attached)

Minnesota Department of Health (MDH) recommends wearing a high-quality mask to help limit the spread of COVID-19, including variants like Omicron. Examples of high-quality masks are N95/KN95 masks, which are very good at blocking droplets. If you cannot get that type of mask, wear a well-fitting mask with at least two layers of tightly woven fabric. You can also layer a disposable mask under a cloth mask to increase effectiveness.

If you choose to wear a N95/KN95 mask, please review the attached OSHA Appendix D, Information for Employees Using Respirators (i.e. N95 or KN95 masks) When Not Required under Standard. If you provide masks to your students, you must provide them options other than N95/KN95 and, if they choose a N95/KN95 mask, you must also provide them with OSHA Appendix D.

MDH, the system office and HTC have not mandated the wearing of N95/KN95 masks; it is only encouraged as a better option than a cloth mask.

TESTING

Testing continues to be available to all Minnesota residents at no cost – anyone can get tested for COVID-19 with or without insurance. [Community testing sites](#) offer rapid antigen nasal swab tests, PCR saliva tests or both. Review the [Community Testing sites](#) web page for additional information on the different test types as well as recommendations on which type of test you should get.

Another option for testing is [Vault Saliva Testing at home](#). The Vault saliva test kits are polymerase chain reaction (PCR) tests, and check if you have COVID-19 right now and can spread it to others. PCR tests are the most accurate tests for detecting the virus that causes COVID-19.

A third option is to order 4 free at-home COVID-19 tests shipped to you via the USPS: [COVIDtests.gov](#). These tests usually ship in 7-12 days and can be ordered now for future use.

REPORTING POSITIVE TEST RESULTS

All students, faculty and staff are requested to **report all COVID-19 positive test** results to Randy Roehrick, Director of Public Safety, at 952-995-1525 or randy.roehrick@hennepintech.edu. In addition, faculty and staff should also report their positive test results to Paula Caspers, Human Resources Specialist, at 952-995-1487 or paula.caspers@hennepintech.edu.

You should **report all positive test** results even if you are learning, teaching or working remotely and have not been on campus. Knowing of all positive cases within the HTC community, both on and off campus, helps us continue to make the best and safest decisions for all.

COVID EXPOSURE OR POSITIVE TEST

Please review and share the attached flow-chart (HTC COVID Flowchart) for steps to take if you have been exposed to COVID-19 and if you test positive for COVID-19. Detailed information can also be found on the MDH webpage: [Close Contacts and Quarantine: COVID-19](#).

Questions or concerns regarding the 5-day quarantine can be directed to Randy or Paula when you report your positive test result:

- Students should report their positive test results to Randy Roehrick, Director of Public Safety, at 952-995-1525 or randy.roehrick@hennepintech.edu
- Faculty and staff should report their positive test results to Paula Caspers, Human Resources Specialist, at 952-995-1487 or paula.caspers@hennepintech.edu

REMINDER: EMPLOYEE ASSISTANCE PROGRAM (EAP)

At some point in our lives, each of us needs a little extra help. Counselors are ready to support you and your family. As part of your benefits, you receive free, confidential help through our EAP, LifeMatters, so you can get the support you need when you need it.

LifeMatters is available 24/7:

- 📞 Call: 1-800-657-3719 or 651-259-3840
- 💬 Chat: Text “Hello” to 61295
- 🖱️ Click: [Browse an online resource library or connect via email](#) [password: stmn1]

As always, your health, safety, and wellbeing continue to be our top priority and are the paramount driver of our decisions. We work closely with and take guidance from the Minnesota State system office, Minnesota Office of Higher Education (OHE), and the Minnesota Department of Health (MDH). All information shared in this email can always be found on our HTC web page: [HTC COVID-19 web page](#).

Stay Well. Stay Healthy.

COVID Response Team
Hennepin Technical College

Hennepin Technical College | 952-995-1300 | 9000 Brooklyn Blvd, Brooklyn Park | www.hennepintech.edu



If you've been exposed to COVID-19

Fully vaccinated and up-to-date with boosters

Not fully vaccinated and not up-to-date with boosters

Wear a mask around others for 10 days.
Test on day 5.

Stay home for 5 days.
Wear a mask around others for 10 days.
Test on day 5.

If you develop symptoms, get a test and stay home.



If you've tested positive for COVID-19



Isolate regardless of vaccination status. Stay home for 5 days.

Symptoms

No symptoms

Continue to stay home until your symptoms subside.
Wear a mask around others for 5 additional days.

You may leave your house after the first 5 days.
Wear a mask around others for 5 additional days.

1910.134 App D - (Mandatory) Information for Employees Using Respirators (i.e. N95 or KN95 masks) When not Required Under Standard.

Part Number: 1910

Part Number Title: Occupational Safety and Health Standards

Subpart: 1910 Subpart I

Subpart Title: Personal Protective Equipment

Standard Number: [1910.134 App D](#)

Title:(Mandatory) Information for Employees Using Respirators When not Required Under Standard.

Appendix D to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators (N95 or KN 95) When Not Required Under the Standard

Respirators (i.e. N95 or KN95 masks) are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

- Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
- Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
- Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
- Keep track of your respirator so that you do not mistakenly use someone else's respirator.