



## Hennepin Technical College™

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November 18, 2021

Faculty and Staff,

### **HTC Communication About MMB Policy #1446-COVID-19 Proof of Vaccination and Testing and Return to Work**

Thank you for your continued diligence in ensuring HTC campuses are safe for everyone. This is a reminder for Faculty, Staff and Student Workers who have been teleworking or working remote and will be returning to campus to work or attend a meeting or event in the coming weeks. Prior to coming to campus, please carefully review [MMB's HR/LR Policy #1446: COVID-19 Proof of Vaccination and Testing](#) and follow all steps to ensure you are in compliance. All Faculty, Staff and Student Workers must submit an attestation form and those who are unvaccinated or opt not to provide proof of vaccination must complete testing prior to being on campus for more than 10 minutes, or otherwise providing agency services outside of your home. Test kits are available at the BPC campus HR offices from 8:00 am - 4:00 pm and the EPC office on Wednesdays from 8:00am - 4:00pm. If you require a test to be available outside of these hours, please email [human.resources@hennepintech.edu](mailto:human.resources@hennepintech.edu) to make other arrangements.

### **HTC Communication About Illness, Notification of a Positive Test Result and Quarantine**

It is the season for cold and flu and now we have COVID in the mix so as we head into the holidays and family gatherings start to happen, we have a few important reminders. If you are experiencing cold or flu symptoms that are [common symptoms of COVID](#), stay home until symptoms resolve and follow the [Minnesota Department of Health Decision Tree](#) and [CDC Guidelines for when you are sick](#). Anyone receiving a positive test result, whether vaccinated or not, should immediately quarantine for 10 days and MUST notify HTC of the positive test result so contract tracing can begin and close contacts can be notified. You should stay home for 10 days from the start of symptoms or from positive test result date if no symptoms and contact your supervisor AND the HTC Human Resources Department at 763-488-2645 or [human.resources@hennepintech.edu](mailto:human.resources@hennepintech.edu). Supervisors should also notify Human Resources anytime a member of their Faculty or staff notifies them of a positive test result to ensure the information has been received by HR. Thank you for helping us protect our HTC family and their extended families during this holiday season.

See Flow Chart: COVID-19 Procedure. Additional important information is available on the Hennepin Technical College COVID-19 page and the MMB website. The Human Resource.

COVID Response Team  
Hennepin Technical College