

November 22, 2021

Dear HTC Campus Community,

As we have communicated since the beginning of the COVID-19 pandemic, your health, safety, and well-being are our top priorities. Although we have not seen an increase in transmission at Hennepin Technical College, both the State of Minnesota and Hennepin County are experiencing increases similar to last holiday season.

As a **pro-active step to reduce transmission** of COVID-19, we are taking this opportunity to remind you of safety measures on campus as well as taking steps to **reduce foot traffic** on campus from Monday, November 29 through Friday, December 17, 2021.

REDUCE FOOT TRAFFIC ON CAMPUS

Effective November 29, 2021, HTC would like to reduce the foot traffic on campus and join together to be vigilant in our safety measures to lower the risk of transmitting COVID-19 within our community. In order to reduce foot traffic on campus, all faculty and staff are being asked to work with their Dean/Supervisor to determine a plan of action for the remaining weeks of fall term. Areas where foot traffic is already low may not need to make any changes or adjustments. In addition, large events or gatherings on campus are discouraged.

FACE COVERINGS

As a reminder face coverings are required in all indoor spaces at HTC, regardless of vaccination status. Detailed information regarding face coverings including definitions, standards and expectations is located in MMB HR/LR Policy #1442 [Face Coverings For Agency Staff Policy](#) (mn.gov), updated 08/04/2021.

ADDITIONAL SAFEGUARDS ON CAMPUS

- When possible, maintaining social distancing of 3-6 feet between people.
- Frequent hand washing: Wash your hands often with soap and water for a least 20 seconds, especially after you have been in a public space
- Staying home if you are sick or experiencing any symptoms of COVID-19.
- Reporting any symptoms regarding COVID-19 to Randy Roehrick, Director of Public Safety, at 952-995-1525 or randy.roehrick@hennepintech.edu

HOLIDAYS AND GATHERINGS

There are several ways to enjoy holiday traditions and protect your health. We encourage you to take the following steps to make your holiday gatherings safer.

- **Get vaccinated.** The best way to keep your family and friends safe is to get vaccinated.
- Lay low before you go. Minimize activities that present a high risk of exposure (attending crowded indoor public events, etc.) a couple of weeks before holiday gatherings or travel so you don't get COVID-19 and spread it at a holiday event.
- **Get tested.** Take advantage of COVID-19 testing options so you can know before you go. You can go to a testing site or use the at-home testing program. It is especially important to get tested if you have symptoms or were in close contact with someone who has COVID-19.
- **Stay home if you are sick.** If you have symptoms or test positive, stay home and away from others. Do not attend or host a gathering.
- **Wear well-fitting masks over your nose and mouth** if you are in public indoor settings if you are not fully vaccinated, and even if you are fully vaccinated in communities experiencing substantial or high levels of COVID-19 transmission—that includes all of Minnesota. Masks are required on public transportation, including buses and airplanes.
- **Gather outdoors or in an area with good ventilation.** If indoors, bring in fresh air by opening windows and doors if possible. Learn more about how to improve airflow, ventilation, circulation, and more at [Indoor Air Considerations: COVID-19](#).
- **Avoid crowded settings.** Gather in a place where people can keep space between each other.

Additional guidance can be found on CDC: [Holiday Celebrations](#).

Refer to the [HTC COVID-19 web page](#) and the [Minnesota Department of Health website](#) for up-to-date information.

We look forward to continuing to work together, as a community, to ensure success for our students.

Stay Well. Stay Healthy.

COVID Response Team
Hennepin Technical College