

# **Northland Community and Technical College**



## **Pandemic Influenza Plan**

**January 2012**

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## Purpose

The purpose of the Northland Community and Technical College (NCTC) Pandemic Influenza Plan is to provide a coordinated and comprehensive response to an influenza pandemic in order to help ensure continuation of education and services.

Julie Fenning, Safety Officer, has been designated as the Pandemic Influenza Coordinator. Six task forces were formed with chairpersons designated as follows:

Overall Coordinating	Julie Fenning
Academic Administration	Kent Hanson
Communications	Dan Klug
Operations	Becky Lindseth
Facilities	Bob Gooden & Clinton Castle

College and community representatives served on each of the task forces and served as the coordinating forum for determining the content of the plan. This document puts in place a set of operational guidelines for NCTC to manage during an influenza pandemic. The plan addresses how NCTC will strive to maintain essential services of the college. Essential services are those functions that keep a college operating.

The Overall Coordinating Committee serves as the primary group that is responsible for the “command and control” function in the event of a pandemic. The Overall Coordinating Committee is responsible to ensure that the following items are decided or addressed during the course of a Pandemic Influenza:

- a) cancellation of classes, sporting events and/or other public events;
- b) closure of campus;
- c) stockpiling non-perishable food and equipment that may be needed in the case of an influenza pandemic.
- d) continuation of essential services and functions.

The Overall Coordinating Committee will work with state and local public health and other local authorities to identify legal authority, decision makers, trigger points, and thresholds to institute community containment measures such as closing (and re-opening) the college. The Overall Coordinating Committee will also work with the local health department to discuss an operational plan for surge capacity for healthcare and other mental health and social services to meet the needs of the college and community during and after a pandemic. The Overall Coordinating Committee will serve as the primary contact during the recovery phase which will deal with the consequences of the pandemic.

The planning document is by no means complete nor is it intended to be. There are a multitude of issues both common and unique that may have to be taken into consideration when a pandemic occurs.

## **Assumptions**

The impact of a future influenza pandemic is unknown; however it is clear that if a pandemic occurs, traditional operational continuity assumptions will be inadequate. The following influenza pandemic assumptions were utilized in the development of the NCTC Plan:

1. A pandemic could last 6-8 weeks and include several waves over the course of a year.
2. Up to 30% of the workforce could be out sick during a pandemic with absenteeism occurring in rolling waves which rise and fall over the course of several weeks. Absenteeism could reach 40% during the peak of a pandemic. People may decide to stay home to care for family members or to stay home with children when schools are closed. Fear of exposure may lead to lower rates of attendance before an actual outbreak begins. Up to 2 percent of the 30 percent who fall ill may die.
3. Employer flexibility will be necessary and might include; staggered shifts, expansion of physical space between work stations or allowing employees to work from home.
4. Leave policies may need to be flexible.
5. Employees may need personal protective equipment (PPE) to maintain critical services. This requires implementation of PPE policies and procedures and ensuring the required training and fit testing is done.
6. Availability of supplies will be limited because of hoarding, combined with limited production and transportation limits.
7. Assistance from outside organizations, county, state and federal government will not be likely if the outbreak is nationwide.
8. Ensure that essential functions have been identified and staff has been cross trained to maintain essential functions. If cross training isn't an option due to licensure, ensure that memorandums of understanding are in place with individuals/jurisdictions with the same certification.
9. Written job action sheets and instructions are in place for position responsibilities that are identified as a Priority of Service 2 in the event that someone not familiar with the position is needed to perform the duties.
10. Encourage sick employees to stay home.

# **Continuity of Operations**

## **Overall Coordinating**

1. President
2. Vice President of Academic Affairs and Student Services
3. Executive Director of Administrative Services
4. Safety Officer
5. Director of Finance
6. Director of Technology
7. Directors of Facilities
8. Chief Development Officer

## **Academic Administration**

### **Academic Affairs**

1. Kent Hanson, Vice President of Academic Affairs and Student Services
2. Norma Konschak, Dean of Academic Affairs, TRF
3. Brian Huschle, Dean of Academic Affairs, EGF
4. Dean of Nursing
5. Mary Fontes and Steve Crittenden, Deans of Student Services

### **Admissions**

1. Jennifer Donarski
2. Susie Harrie
3. Nicki Carlson
4. Tom Greelis
5. Sue Ridley

### **Advising**

1. Rocky Ammerman
2. Lisa Bottem
3. Nicki Carlson
4. Kelsy Blowers
5. Pam Schorsch
6. Kate Schmalenberg

### **Communication Sequence**

1. Tom Greelis
2. Carol Dahl
3. Nicki Carlson
4. Jennifer Donarski
5. Susie Harrie
6. Sue Ridley

### **Counseling**

1. Kelsy Blowers
2. Kate Schmalenberg

### **Dropping/Adding**

1. Rocky Ammerman
2. Lisa Bottem
3. Andrea Moses

### **Enrollment Verifications**

1. Rocky Ammerman
2. Lisa Bottem
3. Jodi Halsa
4. Carol Dahl
5. Andrea Moses

### **Financial Aid**

1. Gerald Schulte
2. Rhonda Hettervig
3. Gail Johnson
4. Mya Zutz

### **Grades (Processing)**

1. Jodi Halsa
2. Rocky Ammerman
3. Andrea Moses

### **Graduation**

1. Lisa Bottem
2. Rocky Ammerman
3. Andrea Moses

### **Information Request**

1. Tom Greelis
2. Nicki Carlson
3. Gene Klinke
4. Karen Meine
5. Susie Harrie
6. Pam Schorsch

### **International Student Processing**

1. Lisa Bottem
2. Rocky Ammerman
3. Mary Fontes

### **ISRS Validation Updates**

1. Rocky Ammerman

**Mail (Processing)**

1. Personnel Available

**Multicultural Student Services**

1. Eugene Klinke

**Placement**

1. Steve Crittenden

**Probation/Suspension (SAP)**

1. Rocky Ammerman
2. Lisa Bottem
3. Kelsy Blowers

**Prospects (Processing)**

1. Tom Greelis
2. Nicki Carlson
3. Gene Klinke
4. Karen Meine
5. Susie Harrie
6. Pam Schorsch

**PSEO (Processing)**

1. Jodi Halsa
2. Rocky Ammerman
3. Kate Schmalenberg

**Recruiting (Phone)**

1. Gene Klinke
2. Nicki Carlson
3. Pam Schorsch

**Registration**

1. Web-based System
2. Rocky Ammerman
3. Lisa Bottem
4. Jodi Halsa
5. Andrea Moses

**Reports/Reporting**

1. Scott Godfrey
2. Rocky Ammerman
3. Gene Klinke
4. Pat Amiot

**Transcripts (Official)**

1. Rocky Ammerman



2. Andrea Moses
3. Jodi Halsa

#### **VA Enrollment Verification**

1. Rocky Ammerman
2. Lisa Bottem
3. Pam Schorsch

#### **Communications**

1. Dan Klug, Chief Development Officer
2. Jason Trainer, Director of Marketing and Communications
3. Chad Sperling, Director of Creative Services

#### **Operations**

##### **Human Resources Transactions**

1. Michelle Benitt
2. Kristi Lane
3. Minnesota West

##### **Human Resources (Other)**

1. Kristi Lane
2. Becky Lindseth

##### **Payroll (Employee)**

1. Tiffanie Bieganeck
2. Minnesota West

##### **Payroll (Student)**

1. Kristi Lane
2. Minnesota West

#### **Healthcare**

1. Brian Huschle and Norma Korschak, Deans of Academic Affairs
2. Sue Field, RN Director and Barb Forrest, PN Director
3. Kathy Huschle and Elizabeth McMahon

#### **Facilities**

College facilities use and the role of maintenance personnel will depend largely on the number of campus activities that will remain in place in the various scenarios. The Directors of Facilities will be on the Overall Coordinating Committee and will work with committee members to determine facility and maintenance needs based on the decisions to interrupt campus activities.

##### **EGF**

1. Bob Gooden

2. Bryan Berger
3. Shawn Vandal

**TRF**

1. Clinton Castle
2. Robbi Brateng
3. Brian Larson

## **Priority of Services**

A priority of services designation was utilized in the development of the NCTC Plan. NCTC services were assigned a priority which determines which services must be provided

Priority Service 1 - Those activities that must remain uninterrupted. Generally, these would include agencies and facilities that operate 24 hours a day.

Priority Service 2 - This includes those activities that can be disrupted temporarily or might be periodic in nature, but must be re-established within a few days.

Priority Service 3 - Those activities that can be disrupted temporarily (a couple of days to a week) but must be re-established sometimes before the pandemic wave is over (6-8 weeks).

Priority Service 4 - These activities can be deferred for the duration of pandemic influenza wave (more than 8 weeks).

As a State of Minnesota agency, NCTC serves as a support agency for incident and resource management. As a support agency, NCTC recognizes that a severe pandemic may create a need for reallocation of state resources to ensure delivery of priority services.

Transfers of resources and employees within agencies are at the discretion of the agency head (subject to the provisions of existing labor contracts and Departments of Finance and Employee Relations rules).

NCTC has determined that employees that perform services and functions at priority service 4 may be available for transfer to other state facilities in order to maintain priority service 1.

## **Planning Scenarios**

The NCTC Pandemic Plan addresses five scenarios of action in the Plan.

Scenario 1 – An outbreak of influenza has reached North America with suspected or confirmed human cases in North America. Review essential services and determine how this scenario will impact on campus activities and what if any countermeasures would you do to minimize the impact. (The goal is to stay open)

Scenario 2 - An outbreak of influenza has occurred in the geographic region within Minnesota. There is a “rolling wave” of absenteeism of up to 30% reduction in the work force and a large portion of the student body is sick. The absenteeism rates climb and fall over the course of several weeks. Review essential services and determine how this scenario will impact on campus activities and what if any countermeasures would you do to minimize the impact. (The goal is to stay open)

Scenario 3 – An outbreak of influenza has occurred throughout Minnesota and the geographic region and there is significant human to human transmission. As part of the local pandemic plan or by Governor’s Executive Order the campus has become an inoculation site for the region. Review essential services and 3 determine how this scenario would impact on campus activities and what if any countermeasures should be taken to minimize the impact. (The goal is to stay open)

Scenario 4 - By Governor’s Executive Order the institution is directed to become a quarantine/isolation site for the region. This will mean that the Governor has closed the campus and students who could get home are sent home. Individuals from outside your campus community are being brought to your facilities. Review essential services and determine how this scenario would impact on campus activities and what if any countermeasures would be taken to minimize the impact.

Scenario 5 - By Governor’s Executive Order the institution has been directed to close. This is a precautionary measure to help minimize the spread of the influenza. Students are sent home. Review essential services and determine how this scenario would impact on campus activities and what if any countermeasures would be taken to minimize the impact.

## Priority of Services

Overall Coordinating .....	2
Academic Administration	3
Academic Affairs	3
Instruction	3
Admissions	3
Advising	3
Communication Sequence	3
Counseling	3
Dropping/Adding	3
Enrollment Verifications	3
Financial Aid	3
Grades (Processing)	3
Graduation	3
Information Request	3
International Student Processing	3
ISRS Validation Updates	3
Mail (Processing)	3
Multicultural Student Services	3
Placement	3
Probation/Suspension (SAP)	3
Prospects (Processing)	3
PSEO (Processing)	3
Recruiting (Phone)	3
Registration	3
Reports/Reporting	3
Transcripts (Official)	3
VA Enrollment Verification	3
Operations	
Food Services .....	4
Bookstore .....	3
Business and Finance .....	3
Human Resources .....	2
Absence from Regular Duty Forms .....	2
Advertising Vacancies .....	3
Assignment Forms for HR Transactions .....	2
Column and Step Placement Forms .....	3/4
First Report of Injury .....	2
Insurance .....	2
Out of State Travel Forms .....	3/4
Parking/Access Fees .....	4
Parking Permits (for EGF campus) .....	4

Position Descriptions .....	4
Reassignment Forms .....	4
Retirement .....	3
Tuition Waiver .....	4
Unemployment .....	3
Vacancy Announcements .....	4
Workers Compensation .....	2
Payroll (Employee and Student) .....	2
Employee Business Expense Forms .....	3
Employee Leave (Accrual and Use) .....	2
Information Technology .....	2
Facilities	
Security .....	2
Maintenance (Physical Plant) .....	2
Healthcare .....	2
Communications .....	2

## Pre-Planning:

It will be necessary to engage employees in planning contingencies for a pandemic.

1. Faculty have developed a plan to continue delivery of instruction in the event of an interruption. Alternative methods of delivery may include D2L, email or telephone communications.
2. Student services, learning services and financial aid will be asked to identify what services can be continued in the event the buildings are closed.
  - a. Student Services Administrators will schedule a college-wide meeting to identify which tasks can be continued and necessary personnel to complete the tasks.
3. Identify tasks that can be completed by tele-commuting.
4. Identify essential functions that must be maintained in the event of a pandemic.
5. Cross-train staff to perform essential functions.
6. Written job action sheets and instruction completed for essential functions.
7. Planning should consider the need for stockpiling of essential supplies. Discuss with key suppliers a plan for regular shipments in the event of shortages or disruptions in transportation systems.
  - Double the supply of rubber gloves.
  - Increase supply of paper supplies (tissues and paper towels)
  - Double virucidal cleaning supplies. (Coverage TB for large surface cleaning, Sani Cloths for small surfaces, Avigard 3M Hand Sanitizer for public areas)
8. Communicate the possibility of a pandemic – and your organization’s preparedness to manage it – very early to staff. Discuss with staff possible health and safety issues, potential for stand down, and “leave” arrangements if they are ill or need to look after those who are, or who have been “shut out” of childcare and school, etc.
  - Distribute hand sanitizer to employees at pre-service including hand washing information.
9. Meet Me Conference call timelines to be established for future use.
  - Mondays, 7:00 a.m. Conference Call
  - Establish pandemic information update on the Web.
10. Encourage annual influenza vaccination for employees, in coordination with Public Health.
  - Increase access to vaccinations on site (time of day, length of time available, multiple days).
  - Increase awareness of need and dispel myths. (HR to ratchet up campaign.)
11. Establish guidelines for preventing the spread of influenza at the worksite (e.g., promoting respiratory hygiene/cough etiquette, and prompt exclusion of people with influenza symptoms).
  - Posters
  - Hand and surface hygiene practices.

- If you even think you are sick, stay home. “It’s a crime to infect others!:
  - Establish a “Clean and Go” procedure for all employees and students. (Shared work areas such as desktops and tables, and frequently touched surfaces such as door handles, stair rails, etc. are cleaned and disinfected regularly. Routinely used cleaning products (EPA-registered disinfectants, bleach solution) may be used.)
12. Establish guidelines for employees who have been exposed to pandemic influenza, are suspected to be ill, or become ill at the worksite (e.g., infection control response, immediate mandatory sick leave).
- Follow state guidelines.
13. Disseminate programs and materials covering pandemic fundamentals (e.g., signs and symptoms of influenza, modes of transmission), personal and family protection and response strategies (e.g., hand hygiene, coughing/sneezing etiquette, contingency plans).
- Develop and post visual alerts with key infection control messages (hand hygiene, covering coughs and sneezes, and social distancing) should be posted in the workplace (including entrances, notice boards, conference rooms, break rooms, and restrooms). For information, see: <http://www.bereadymn.com/>
    - Posters
    - Web links
    - TV Monitors
    - Activate pandemic web page
    - Post visual alerts at all entry points to the facility, advising staff and visitors not to enter if they have symptoms of influenza.
14. Post visual alerts at all entry points to the facility, advising staff and visitors not to enter if they have symptoms of influenza.
15. Assess and remediate facilities for readiness:
- Update restroom hand washing stations.
  - Adequate and appropriate supplies (automated paper towel dispensers, removing cloth dispensers, automated soap dispensers, automated soap dispensers are full).
  - Consult with facility managers regarding the percentage of building air exchange.
16. Develop and post visual alerts with key infection control messages (hand hygiene, covering coughs and sneezes, and social distancing) should be posted in the workplace (including entrances notice boards, conference rooms, break rooms, and restrooms). For materials, please see: <http://www.health.state.mn.us/divs/idepc/dtopics/infectioncontrol/cover/>
17. Establish a “Clean and Go” procedure for all employees and students. (Shared work areas such as desktops and tables, and frequently touched surfaces such as door handles, stair rails, etc. are cleaned and disinfected regularly. Routinely used cleaning products (EPA-registered disinfectants, bleach solution) may be used.)
18. Develop a “dark” website that will be utilized in the event of a pandemic influenza outbreak as a medium for communicating with students and employees.

19. Assess the heating, ventilation, and air condition (HVAC) systems.

## Scenarios

**Scenario 1** - *An outbreak of influenza has reached North America with suspected or confirmed human cases in North America. Review essential services and determine how this scenario will impact on campus activities and what if any countermeasures would you do to minimize the impact. (The goal is to stay open)*

### Overall Coordinating

- Coordinate an education and awareness campaign across the college for employees and students regarding personal safety in coordination with the Healthcare and Communications Task Forces.
- Review priority service 2 functions and services and develop a list of telecommuting priorities.
- Ensure employees that provide priority service 2 functions and services are notified of their designation and how they will be managed in the event of a pandemic.
- Review priority service 3 functions and services.
- Review priority service 4 functions and services to determine list of employees that may be reassigned within the college, if necessary.
- Ensure departments stockpile essential supplies.
- To encourage social distancing, ensure students and employees are encouraged to use services of the various departments by phone, e-mail or fax.
- Ensure information is disseminated to employees regarding expectations of use of sick leave, vacation and personal leave.
- Work with state and local public health and other local authorities to identify legal authority, decision makers, trigger points, and thresholds to institute community containment measures such as closing (and re-opening) the college.
- Work with the local health department to discuss an operational plan for surge capacity for healthcare and other mental health and social services to meet the needs of the college and community.
- Work with the local community to participate in exercises of the community's pandemic plan.
- Implement the continuity of operations schedule to provide overall coordination of the college functions and services.

### Academic Administration

- Work with communications committee to provide information to employees.
- Inform faculty to expedite contingency preparations for potential building closures.



- Cross train employees on student services functions and procedures in accordance with the continuity of operations schedule.
- Communicate the availability of counseling services to meet the needs of students and employees with anxiety related to the possibility of Pandemic Influenza.

## **Communications**

- Draft internal and external bulletins and announcements addressing the potential fear and anxiety of employees, students and families that may result from rumors or misinformation with the Advisory Group coordinator.
  - a. The internal communication plan addresses the following target groups: employees, students, work study, and specific risk groups.
  - b. The external communication plan addresses the following target groups: parents, donors, boards, press, general public, and health-care workers
  - c. Conduct an educational campaign, self-protection information, hand washing, and promote seasonal flu vaccination.
  - d. Communications plan takes into consideration an overview of all available campus media channels, including internet, campus-wide e-mail, voice, online messaging, press releases, campus radio and newspapers, 800 numbers, etc.
  - e. An official campus influenza pandemic web site will be created and linked with other appropriate webs sites such as <http://www.health.state.mn.us/divs/idepc/diseases/flu>.
- Relationships with medical and public health specialists have been established who are able to help with the development of accurate and timely messages during a pandemic.
- Begin preparing communications for Scenario 2.

## **Operations**

### Food Services

- Food services are contracted services.
- Request verification contract service provider has adequately prepared to address pandemic.

### Bookstore

- Cross train employees on bookstore procedures. (Two employees are available on each campus to perform day-to-day business transactions.)
- Customers can access the book stores as usual.

## Business and Finance

- Cross train employees on business office procedures. We have three employees at TRF and EGF that can handle day to day business transactions in the business offices.
- Customers can access the business office as usual.

## Human Resources/Payroll

- Cross train employees on human resources office procedures in accordance with the continuity of operations schedule.
- Cross train employees on payroll (employee and student) procedures in accordance with the continuity of operations schedule.
- Ensure information is disseminated to employees in coordination with the Communications and Overall Coordinating Task Forces to alleviate employee anxieties regarding influenza.
- Ensure priority service 2 functions and services are identified and begin to discuss telecommuting priorities with the Overall Coordinating Committee.
- Prepare a list of individuals that may be contacted to serve as temporary employees (intermittents, retirees, and previous temporary employees).
- Inform employees that provide priority service 2 functions and services are aware of their designation and how they will be managed in the event of a pandemic.
- Stockpile essential departmental supplies.
- To minimize social contact, encourage employees to use services of the department by phone, e-mail or fax.
- Ensure information is disseminated to employees in coordination with the Communications and Overall Coordinating Task Forces regarding expectations of use of sick leave, vacation and personal leave.
- Begin to prepare to implement processes for scenario 2.

## Technology

- Assess essential IT needs of NCTC.
- Update all SOP for IT essential services.
- Identify essential personnel and inform them of their responsibilities.
- Update SOP for VPN Connections and Employees working from home.
- Assess Needs for webpage support and communications.
- Assess needs for IT work-study.
- Cross train all IT staff on various areas on ITS.
- “Buddy” with MnSCU IT personnel and MSCTC programmer located in Perham to provide essential services if needed.
- Provide all essential IT staff and “Buddy” personnel access to administrative passwords.
- Perform weekly disinfection of user areas.
- Post updates and all communications on the web and/or e-mail.

- Offer training sessions to essential employees to make connections and work from home.
- Identify staff members who will work from home if emergency response level is activated.
- Perform drills with work at home equipment and employees.
- IT travel between campuses may be limited or prohibited.
- Image laptops configured for work at home purposes and prepare for checkout procedures.
- Ensure Network Center Generator and Battery Backup system are maintained and working properly.
- Assess the needs for additional D2L courses.
- Stockpile: needed supplies such as toner and disinfectant wipes

## Healthcare

- Provide sufficient and accessible infection control supplies (e.g., hand-hygiene products, tissues and receptacles for their disposal) in all agency locations.
- Educate employees and visitors about the symptoms of influenza and not to enter the workplace if they are symptomatic.
- Post visual alerts at all entry points to the facility, advising staff and visitors not to enter if they have symptoms of influenza.
- Insure there are adequate supplies of tissues, hand hygiene products (e.g., soap and water, paper towels, alcohol-based hand rubs), cleaning supplies, and surgical masks (for people who become ill at work) for employees.

## Facilities

- All maintenance and groundskeeping personnel will be informed of protective measures needed when handling materials on college grounds or facilities. Other protective measures will be implemented and students and employees will be notified of any areas on college grounds that should not be accessed or utilized.
- The Maintenance Dept. will begin to take appropriate measures to stockpile essential supplies.

**Scenario 2** - *An outbreak of influenza has occurred in the geographic region within Minnesota. There is a “rolling wave” of absenteeism of up to 30% reduction in the work force and a large portion of the student body is sick. The absenteeism rates climb and fall over the course of several weeks. Review essential services and determine how this scenario will impact on campus activities and what if any countermeasures would you do to minimize the impact. (The goal is to stay open)*

## **Overall Coordinating**

- Coordinate an education and awareness campaign across the college for employees and students regarding personal safety in coordination with the Healthcare and Communications Task Forces.
- Implement telecommuting agreement for employees that perform priority service 2 functions and services, if appropriate.
- Review priority service 3 functions and services.
- Ensure departments have sufficient essential supplies.
- Students are directed to use services of the various departments by phone, e-mail or fax, whenever possible.
- Employees are directed to use services of the various departments by phone, e-mail or fax, whenever possible.
- Ensure information is disseminated to employees regarding expectations of use of sick leave, vacation and personal leave and who to notify in the event of absence.
- Work with state and local public health and other local authorities to identify legal authority, decision makers, trigger points, and thresholds to institute community containment measures such as closing (and re-opening) the college.
- Work with the local health department to discuss an operational plan for surge capacity for healthcare and other mental health and social services to meet the needs of the college and community.
- Implement the continuity of operations schedule to provide overall coordination of the college functions and services.
- To maximize social distancing, determine cancellation of sporting events.
- To maximize social distancing, determine cancellation of public events.
- Ensure needs of students in public rental complexes are being met.
- Based on employee attendance, determine suspension of priority service 4 functions and services and reassignment of employees, if necessary.
- Based on employee attendance, determine suspension of various instructional courses/programs.
- Management Education faculty are directed to suspend on-site farm visits.
- Visual alerts are posted at all entry points to the facility, advising employees and visitors not to enter if they have symptoms of influenza.
- Workplace visitors are strictly limited to those essential for the operation of services.
- Implement travel restrictions, if appropriate.

## **Academic Administration**

- In an effort to reduce social contact the following recommendations are made to the overall coordinating committee:
  1. Cancel athletic and student life events.
  2. Cancel recruiting and marketing trips. (Plan developed to continue recruiting/admissions during reduced social contact period.)
  3. Reschedule all college-wide meetings to polycom, ITV, telephone.

4. Initiate faculty D2L contingency plan.
5. Cancel non-essential travel for meetings and conferences.
6. College employees will be notified of leave options.
7. Coordinate with healthcare committee to provide necessary supplies for essential services.
  - Contact by faculty to students will be made using email or D2L.
  - Implement tele-commuting for identified employees.
  - Building will remain open.
  - Offer counseling services as possible at work sites and through distance (phone or email) counseling.

## **Communications**

- Activate internal and external bulletins and updates for the College's website, telephone hotline, and for mass email.
  - a. The internal communication plan addresses the following target groups: employees, students, work study, and specific risk groups.
  - b. The external communication plan addresses the following target groups: parents, donors, boards, press, general public, and health-care workers.
- Consider restricting movement on and off campus for activities/athletic events.
- Request employees and their families to report all influenza cases.
- Compose communications with the campus Healthcare Committee regarding signs/symptoms, protocol for referral of suspected cases.

## **Operations**

### Food Service

- Contracted Services – availability of services dependent upon staffing of contract service provider.

### Bookstore

- Cross train employees on bookstore procedures. (Two employees are available on each campus to perform day-to-day business transactions.)
- Restrict the number of customers that can enter the bookstores at any one time and/or restrict sales to telephone only and mail essential books and supplies to customers.
- Daily receipting would continue.

## Business and Finance

- Cross train employees on business office procedures. (Three employees are available on each campus to perform day-to-day business transactions in the business office.
- Restrict access to business office in TRF to cashier window only. Restrict access to EGF office to front desk only.
- Daily receipting could continue.

## Human Resources/Payroll

- Implement the continuity of operations schedule to provide human resources functions and services.
- Implement the continuity of operations schedule to provide payroll functions and services.
- Implement telecommuting agreements for individuals who perform priority service 2 functions and services when practicable.
- Contact individuals to determine availability to serve as temporary employees.
- Inform employees that provide priority service 2 functions and services how they will be managed during a pandemic.
- Continue to stockpile essential departmental supplies.
- To establish employee contact control, employees will be directed to use services of the department by phone, e-mail or fax.
- Ensure information is disseminated to employees in coordination with the Communications and Overall Coordinating Task Forces regarding implementation of travel restrictions if appropriate.
- Ensure, in coordination with the Healthcare Task Force, that sufficient and accessible infection control supplies are available for employees at all locations.
- Ensure information is disseminated to employees in coordination with the Communications and Overall Coordinating Task Forces regarding expectations of use of sick leave, vacation and personal leave.
  - If the Governor has NOT declared an emergency - the normal contract and plan provisions for sick leave, vacation, annual leave, and personal leave continue to apply.
  - Employees will be directed to report to their supervisor if they have been in contact.
  - Employees will be advised to consult with a physician if they become ill.
  - Employees will be advised to not report to work if they become ill.
- Ensure, in coordinating with the Healthcare Task Force, that employees are educated about the symptoms of influenza and do not enter the workplace if they are symptomatic.

## Technology

- Identify essential personnel and inform them of their responsibilities. Administrators available on both campuses, Perham Office and MnSCU IT personnel.

- Review IT staffing schedules and remote connections
- Review IT needs for increased VPN connections and increase if necessary.
- Provide configured laptops to essential employees to work from home (ISRS, SEMA4, MAPS, and SCUPPS). Have imaged laptops available for further checkout.
- Provide SOP with work from home instructions to those checking out a laptop
- Servers can be maintained from home using VPN connections. SOP in place.
- Review and support increased courses and students in D2L. Backup administrators in Bemidji, Moorhead and MnSCU.
- IT travel between campuses may be prohibited
- Provide security camera access to needed employees working remotely
- Set alarm protecting Network center
- **Essential IT services**
  - NCTC\_Employee and/or EGF\_SRV01 Server (State apps, E-mail)
  - Web Server
  - VPN Server
  - D2L site administration
  - Student Netmail
  - Employee Central Servers

## **Healthcare**

- Limit face-to-face customer service to those activities that are essential to the health of others.
- Provide information for the at-home care of ill employees and family members consult Department of Health for current advice on taking care of ill patients).
- Strictly limit work place visitors to those essential for the operation of critical functions.
- Supervisor initiates immediate mandatory sick leave for ill employees.
- Advise the ill employee not to return to work until they are healthy and no longer infectious (using MN Department of Health/Center for Disease Control definition of the infectious period for pandemic influenza).
- Encourage employees who have recovered from pandemic influenza and are unlikely to be re-infected (they will have natural immunity) to return to work as soon as they are healthy and no longer infectious.

## **Facilities**

The Facilities Task Force assumes that food services may be closed in this scenario, as well as other common areas, such as computer labs and other activities open to the general public, to reduce the spread of the illness. If many of the activities are suspended for a period of time, the use of the facilities is reduced, and roles of maintenance personnel will be focused on other housekeeping duties necessary to prevent the spread

of illness. Preventive measures that employees and students should follow will be communicated to all employees.

***Scenario 3*** - *An outbreak of influenza has occurred throughout Minnesota and the geographic region and there is significant human to human transmission. As part of the local pandemic plan or by Governor's Executive Order the campus has become an inoculation site for the region. Review essential services and 3 determine how this scenario would impact on campus activities and what if any countermeasures should be taken to minimize the impact. (The goal is to stay open)*

## **Overall Coordinating**

- In compliance with the Governor's Executive Order, designate physical space to serve as an inoculation site for the region.
- Communicate with the college community (employees and students) the Governor's Executive Order and arrange for relocation of courses/programs in order to accommodate the physical space utilized for inoculation site.
- Coordinate an education and awareness campaign across the college for employees and students regarding personal safety in coordination with the Healthcare and Communications Task Forces.
- Implement telecommuting agreement for employees that perform priority service 2 functions and services, if appropriate.
- Review priority service 3 functions and services.
- Ensure departments have sufficient essential supplies.
- Students are directed to use services of the various departments by phone, e-mail or fax, whenever possible.
- Employees are directed to use services of the various departments by phone, e-mail or fax, whenever possible.
- Ensure information is disseminated to employees regarding expectations of use of sick leave, vacation and personal leave and who to notify in the event of absence.
- Work with state and local public health and other local authorities to identify legal authority, decision makers, trigger points, and thresholds to institute community containment measures such as closing (and re-opening) the college.
- Work with the local health department to discuss an operational plan for surge capacity for healthcare and other mental health and social services to meet the needs of the college and community.
- Implement the continuity of operations schedule to provide overall coordination of the college functions and services.
- To maximize social distancing, determine cancellation of sporting events.
- To maximize social distancing, determine cancellation of public events.
- Ensure needs of students in public rental complexes are being met.
- Based on employee attendance, determine suspension of priority service 4 functions and services and reassignment of employees, if necessary.



- Based on employee attendance, determine suspension of various instructional courses/programs.
- Management Education faculty are directed to suspend on-site farm visits.
- Visual alerts are posted at all entry points to the facility, advising employees and visitors not to enter if they have symptoms of influenza.
- Workplace visitors are strictly limited to those essential for the operation of services.
- Implement travel restrictions.

## **Academic Administration**

- Communicate the impact of governor's order on the operation of the college.
- Initiate plan to maintain essential services/functions.

## **Communications**

- In cooperation with the campus Facilities Committee provide internal and external communications to students, faculty and staff with regards to what rooms are assigned for inoculation sites and not available for classes.
  - a. In conjunction with the Advisory Group Coordinator, continue communication(s) to campus community regarding status of disease spread, self protection and college response, (e-mail & website).
  - b. Restrict movement on and off campus for activities/athletic events.

## **Operations**

### Food Service

- Contracted Services – availability of services dependent upon staffing of contract service provider.

### Bookstore

- Cross train employees on bookstore procedures. (Two employees are available on each campus to perform day-to-day business transactions.)
- Restrict the number of customers that can enter the bookstores at any one time and/or restrict sales to telephone only and mail essential books and supplies to customers.
- Daily receipting would continue.

## Business and Finance

- Cross train employees on business office procedures. (Three employees are available on each campus to perform day-to-day business transactions in the business office.
- Restrict access to business office in TRF to cashier window only. Restrict access to EGF office to front desk only.
- Daily receipting could continue.

## Human Resources/Payroll

- Implement the continuity of operations schedule to provide human resources functions and services.
- Implement the continuity of operations schedule to provide payroll functions and services.
- Implement telecommuting agreements for individuals who perform priority service 2 functions and services when practicable.
- Contact individuals to determine availability to serve as temporary employees.
- Inform employees that provide priority service 2 functions and services how they will be managed during a pandemic.
- Continue to stockpile essential departmental supplies.
- To establish employee contact control, employees will be directed to use services of the department by phone, e-mail or fax.
- Ensure information is disseminated to employees in coordination with the Communications and Overall Coordinating Task Forces regarding implementation of travel restrictions.
- Ensure, in coordination with the Healthcare Task Force, that sufficient and accessible infection control supplies are available for employees at all locations.
- Ensure information is disseminated to employees in coordination with the Communications and Overall Coordinating Task Forces regarding expectations of use of sick leave, vacation and personal leave.
  - If the Governor has NOT declared an emergency - the normal contract and plan provisions for sick leave, vacation, annual leave, and personal leave continue to apply.
  - Employees will be directed to report to their supervisor if they have been in contact.
  - Employees will be advised to consult with a physician if they become ill.
  - Employees will be advised to not report to work if they become ill.
- Ensure, in coordinating with the Healthcare Task Force, that employees are educated about the symptoms of influenza and do not enter the workplace if they are symptomatic.
- The latest Minnesota Department of Health recommendations will be followed regarding managing employees who become ill, contact definition, and contact management.

- Employees who feel ill, or if someone observes that another person is exhibiting symptoms of influenza at work, they are to contact Julie Fenning, Safety Officer, by telephone immediately, if at all possible.
- Comply with requests from the Office of the Chancellor or the Department of Employee Relations regarding data collection:
  - positive time reports
  - vacation, sick, and other leave records
  - records of disciplinary actions
  - budget and accounting records of transferred employees
  - daily log of major events

### Technology

- Identify essential personnel and inform them of their responsibilities. Administrators available on both campuses, Perham Office and MnSCU IT personnel
- Review IT staffing schedules and remote connections
- Review IT needs for increased VPN connections and increase if necessary.
- Provide configured laptops to essential employees to work from home (ISRS, SEMA4, MAPS, and SCUPPS). Have imaged laptops available for further checkout.
- Provide SOP with work from home instructions to those checking out a laptop
- Servers can be maintained from home using VPN connections. SOP in place.
- Review and support increased courses and students in D2L. Backup administrators in Bemidji, Moorhead and MnSCU.
- IT travel between campuses may be prohibited
- Provide security camera access to needed employees working remotely
- Set alarm protecting Network center
- **Essential IT services**
  - NCTC\_Employee and/or EGF\_SRV01 Server (State apps, E-mail)
  - Web Server
  - VPN Server
  - D2L site administration
  - Student Netmail
  - Employee Central Servers

### **Healthcare**

Cooperate with local and state public health efforts.

Continue to monitor the pandemic outbreak in the community and identify a portion or portions of the campus (non-instructional) to be restricted to providing inoculation services.

Limit face-to-face customer service to those activities that are essential to the health of others.

- Provide information for the at-home care of ill employees and family members (consult Department of Health for current advice on taking care of ill patients).
- Strictly limit visitors to those essential for the operation of critical functions.
- Supervisor initiates immediate mandatory sick leave for ill employees.
- Advise the ill employees not to return to work until they are healthy and no longer infectious (using MN Department of Health/Center for Disease Control definition of the infectious period for pandemic influenza).
- Encourage employees who have recovered from pandemic influenza and are unlikely to be re-infected (they will have natural immunity) to return to work as soon as they are healthy and no longer infectious.

## **Facilities**

- Facilities personnel will work with local officials to determine the best locations within the college facilities for the inoculation sites at the Thief River Falls and East Grand Forks campuses. The goal may be to locate the inoculation sites away from general student and employee traffic, and near an entrance, in an effort to limit the disruption to the learning environment. It is assumed that both campuses could easily accommodate the inoculation site needs.

***Scenario 4*** - By Governor's Executive Order the institution is directed to become a quarantine/isolation site for the region. This will mean that the Governor has closed the campus and students who could get home are sent home. Individuals from outside your campus community are being brought to your facilities. Review essential services and determine how this scenario would impact on campus activities and what if any countermeasures would be taken to minimize the impact.

## **Overall Coordinating**

- In compliance with the Governor's Executive Order, all college courses and activities are cancelled.
- Coordinate communication with the student population that college courses and activities are cancelled until further notice. Ensure the communication directs students to the mechanism that will keep them informed of the status of closure/re-opening.
- Coordinate communication with the employees that college courses and activities are cancelled until further notice. Ensure the communication directs employees to the mechanism that will keep them informed and the expectations for reporting to work or use of leave.
- Coordinate an education and awareness campaign across the college for employees and students regarding personal safety in coordination with the Healthcare and Communications Task Forces.
- Implement telecommuting agreement for employees that perform priority service 2 functions and services.

- Review priority service 3 functions and services for need to continue on a continual or periodic basis.
- Ensure departments have sufficient essential supplies.
- Employees are directed to use services of the priority service 2 departments by phone, e-mail or fax.
- Ensure information is disseminated to employees regarding expectations of use of sick leave, vacation and personal leave and who to notify in the event of absence.
- Work with state and local public health and other local authorities to identify legal authority, decision makers, trigger pints, and thresholds to institute community containment measures such as closing (and re-opening) the college.
- Work with the local health department to discuss an operational plan for surge capacity for healthcare and other mental health and social services to meet the needs of the college and community.
- Implement the continuity of operations schedule to provide overall coordination of the college functions and services.
- Ensure needs of students, who are unable to return home, in public rental complexes are being met.
- Visual alerts are posted at all entry points to the facility, advising individuals that the college has been designated as a quarantine/inoculation site and college courses and programs are suspended until further notice.
- Implement travel restrictions.

## **Academic Administration**

- The campus is closed for all classes, campus activities and athletic events. Internal and external communications will be provided to students, employees with regards to the closure and throughout the recovery process. Communications will be continuously updating the employees and students as to when classes will resume.

## **Communications**

- The campus is closed for all classes, campus activities and athletic events. Internal and external communications will be provided to students, employees with regards to the closure and throughout the recovery process. Communications will be continuously updating the employees and students as to when classes will resume.

## **Operations**

### Food Service

- Contracted Food service is discontinued until facility is reopened.

### Bookstore

- Service is discontinued until facility is reopened.

### Business and Finance

- Cross train employees on business office procedures. (Three employees are available on each campus to perform day-to-day business transactions in the business office.
- Restrict access to business office to telephone calls and inter office or postal service mail.
- Disinfect all packages as they arrive.
- Use latex gloves where possible when handling paperwork.
- Provide masks for employees.

### Human Resources/Payroll

- Implement the continuity of operations schedule to provide human resources functions and services.
- Implement the continuity of operations schedule to provide payroll functions and services.
- Implement telecommuting agreements for individuals who perform priority service 2 functions and services when practicable.
- Contact individuals to determine availability to serve as temporary employees.
- Inform employees that provide priority service 2 functions and services how they will be managed during a pandemic.
- Continue to stockpile essential departmental supplies.
- To establish employee contact control, employees will be directed to use services of the department by phone, e-mail or fax.
- Ensure, in coordination with the Healthcare Task Force, that sufficient and accessible infection control supplies are available for employees that provide priority service 2 functions and services.
- Ensure information is disseminated to employees in coordination with the Communications and Overall Coordinating Task Forces regarding expectations of use of sick leave, vacation and personal leave.
  - If the Governor has NOT declared an emergency - the normal contract and plan provisions for sick leave, vacation, annual leave, and personal leave continue to apply.
  - Employees will be directed to report to their supervisor if they have been in contact.
  - Employees will be advised to consult with a physician if they become ill.
  - Employees will be advised to not report to work if they become ill.
- Ensure, in coordinating with the Healthcare Task Force, that employees are educated about the symptoms of influenza and do not enter the workplace if they are symptomatic.

- The latest Minnesota Department of Health recommendations will be followed regarding managing employees who become ill, contact definition, and contact management.
- Employees who feel ill, or if someone observes that another person is exhibiting symptoms of influenza at work, they are to contact Julie Fenning, Safety Officer, by telephone immediately, if at all possible.
- Comply with requests from the Office of the Chancellor or the Department of Employee Relations regarding data collection:
  - positive time reports
  - daily attendance reports
  - vacation, sick, and other leave records
  - records of disciplinary actions
  - budget and accounting records of transferred employees
  - daily log of major events
  - list of priority service 4 employees that are available for transfer to other state facilities in order to maintain priority service 1.

## Technology

- Essential IT staff will work from home if possible to provide technical support and services to essential employees working from home
- Contact MnSCU ITS staff to provide technical services not covered
- Contact Regional D2L site administrators or MnSCU D2L admin to assist with courses
- Provide Technical support contact information to essential employees working from home
- **Essential IT services**
  - NCTC\_Employee and/or EGF\_SRV01 Server (State apps, E-mail)
  - Web Server
  - VPN Server
  - D2L site administration
  - Student Netmail
  - Technical Support
  - Employee Central Servers

## Facilities

- On-campus food services may need to be provided for this scenario, as well as appropriate sleeping, restroom and shower facilities. The Facilities Task Force will identify areas best suited for this scenario and concentrate all their efforts in maintaining those areas.
- Unused areas of the college will be restricted.
- Security and maintenance services may be needed on a 24-hour basis, 7 days a week, depending on the number of people quarantined at the campuses.

**Scenario 5** - *By Governor's Executive Order the institution has been directed to close. This is a precautionary measure to help minimize the spread of the flu. Students are sent home. Review essential services and determine how this scenario would impact on campus activities and what if any countermeasures would be taken to minimize the impact.*

## **Overall Coordinating**

- In compliance with the Governor's Executive Order, the college is closed and all courses and activities are cancelled.
- Coordinate communication with the student population that college courses and activities are cancelled until further notice. Ensure the communication directs students to the mechanism that will keep them informed of the status of closure/re-opening.
- Coordinate communication with the employees that the college is closed and all courses and activities are cancelled until further notice. Ensure the communication directs employees to the mechanism that will keep them informed and the expectations for reporting to work or use of leave.
- Coordinate an education and awareness campaign across the college for employees and students regarding personal safety in coordination with the Healthcare and Communications Task Forces.
- Implement telecommuting agreement for employees that perform priority service 2 functions and services.
- Review priority service 3 functions and services for need to continue on a continual or periodic basis.
- Ensure departments have sufficient essential supplies.
- Employees are directed to use services of the priority service 2 departments by phone, e-mail or fax.
- Ensure information is disseminated to employees regarding expectations of use of sick leave, vacation and personal leave and who to notify in the event of absence.
- Work with state and local public health and other local authorities to identify legal authority, decision makers, trigger points, and thresholds to institute community containment measures such as closing (and re-opening) the college.
- Work with the local health department to discuss an operational plan for surge capacity for healthcare and other mental health and social services to meet the needs of the college and community.
- Implement the continuity of operations schedule to provide overall coordination of the college functions and services.
- Ensure needs of students, who are unable to return home, in public rental complexes are being met.
- Visual alerts are posted at all entry points to the facility, advising individuals that the college has been closed by the Governor's Executive Order and that all courses and activities are cancelled until further notice.



- Respond to requests from the Office of the Chancellor and the Department of Employee Relations regarding employees that perform priority service 4 functions and services.

## **Academic Administration**

- The campus is closed for all classes, campus activities and athletic events.
- Internal and external communications will be provided to students and employees with regards to the closure and throughout the recovery process. Communications will be continuously updating the students as to when to report back to work and when classes will resume.

## **Communications**

- The campus is closed for all classes, campus activities and athletic events.
- Internal and external communications will be provided to students and employees with regards to the closure and throughout the recovery process. Communications will be continuously updating the students as to when to report back to work and when classes will resume.

## **Operations**

### Food Service

- Contracted Food service is discontinued until facility is reopened.

### Bookstore

- Service is discontinued until facility is reopened.

### Business and Finance

- Cross train employees on business office procedures. (Three employees are available on each campus to perform day-to-day business transactions in the business office.
- Restrict access to business office to telephone calls and inter office or postal service mail.
- Disinfect all packages as they arrive.
- Use latex gloves where possible when handling paperwork.
- Provide masks for employees.

## Human Resources/Payroll

- Implement the continuity of operations schedule to provide human resources functions and services.
- Implement the continuity of operations schedule to provide payroll functions and services.
- Implement telecommuting agreements for individuals who perform priority service 2 functions and services when practicable.
- Contact individuals to determine availability to serve as temporary employees.
- Inform employees that provide priority service 2 functions and services how they will be managed during a pandemic.
- Continue to stockpile essential departmental supplies.
- To establish employee contact control, employees will be directed to use services of the department by phone, e-mail or fax.
- Ensure, in coordination with the Healthcare Task Force, that sufficient and accessible infection control supplies are available for employees that provide priority service 2 functions and services.
- Ensure information is disseminated to employees in coordination with the Communications and Overall Coordinating Task Forces regarding expectations of use of sick leave, vacation and personal leave.
  - If the Governor has NOT declared an emergency - the normal contract and plan provisions for sick leave, vacation, annual leave, and personal leave continue to apply.
  - Employees will be directed to report to their supervisor if they have been in contact.
  - Employees will be advised to consult with a physician if they become ill.
  - Employees will be advised to not report to work if they become ill.
- Ensure, in coordinating with the Healthcare Task Force, that employees are educated about the symptoms of influenza and do not enter the workplace if they are symptomatic.
- The latest Minnesota Department of Health recommendations will be followed regarding managing employees who become ill, contact definition, and contact management.
- Employees who feel ill, or if someone observes that another person is exhibiting symptoms of influenza at work, they are to contact Julie Fenning, Safety Officer, by telephone immediately, if at all possible.
- Comply with requests from the Office of the Chancellor or the Department of Employee Relations regarding data collection:
  - positive time reports
  - daily attendance reports
  - vacation, sick, and other leave records
  - records of disciplinary actions
  - budget and accounting records of transferred employees
  - daily log of major events
  - list of priority service 4 employees that are available for transfer to other state facilities in order to maintain priority service 1.

## Technology

- Essential IT staff will work from home if possible to provide technical support and services to essential employees working from home
- Contact MnSCU ITS staff to provide technical services not covered
- Contact Regional D2L site administrators or MnSCU D2L admin to assist with courses
- Provide Technical support contact information to essential employees working from home
- **Essential IT services**
  - NCTC\_Employee and/or EGF\_SRV01 Server (State apps, E-mail)
  - Web Server
  - VPN Server
  - D2L site administration
  - Student Netmail
  - Technical Support
  - Employee Central Servers

## **Facilities**

- During cold temperatures, the heating systems will need to be monitored. The systems can be monitored daily by building checks and through a computerized system available from a remote site.
- Security cameras will remain in operation throughout the building and any problems reported will be investigated through the use of the tapes.
- Entrances to the colleges will be barricaded and appropriate signage posted. If necessary, security officers may be posted at the highway entrances.

## **Recovery Plan**

- Initiate tuition plan
- Adjust course schedule based on enrollment.
- Provide counseling services for matters relating from reentry to grief.
- Advising/completion plans for students whose programs were interrupted.

## APPENDIX A

### *NCTC- Pandemic Planning Committees*

#### **Overall Coordinating**

Julie Fenning – Chair  
Becky Lindseth  
Anne Temte, President  
Kent Hanson  
Dan Klug  
Norma Konschak  
Stacey Hron  
James Jesme  
Bob Gooden  
Clinton Castle  
James Retka  
Cindy Cedergren  
Law Enforcement and County Nurses (Pennington/Polk)

#### **Academic Administration**

Norma Konschak – Co-Chair  
Brian Huschle – Co-Chair  
Steve Crittenden  
Kent Hanson  
Mary Fontes  
Dorinda Sorvig  
Norm Halsa  
Ron Dvergsten  
Sherry Lindquist  
Lori Johnson  
Cynthia Jorstad  
Ellen Brehmer  
Linda Samuelson  
Rob Jung

#### **Operations**

Becky Lindseth – Chair  
Michelle Berg – Taher  
Shannon Jesme  
Dave Olsen  
Tiffanie Bieganeck  
Stacey Hron  
Karleen Delorme  
Scott Foss

#### **Facilities**

Clinton Castle – Co-chair  
Bob Gooden – Co-chair  
James Jesme  
Tim Bergerson  
Bryan Berger  
Housing – Greater Minnesota Mgmt.

#### **Communications**

Dan Klug - Chair  
Jason Trainer  
Karen Meine  
Diane Rapacz  
Gene Klinke  
Dave Grafstrom  
Kelsy Blowers  
Kirsten Michalke

#### **Healthcare**

Chair  
Beth McMahon  
Barb Forrest  
Mary Bydal  
Sue Field  
Tony Sorum  
Kathy Huschle  
Dan Sponsler  
Carmen Stinson

## APPENDIX B

### ***Individual Supplies:***

The following list provides recommendations for at-home stockpiling which is applicable for most emergency situations, and can easily be adapted to an extended in-home stay due to a pandemic:

#### **Water – Store Two week Supply**

1. Purchased bottled water or store tap water in clean, airtight plastic containers
2. Plan for one gallon of water per person per day
3. Water should be stored in a cool, dark place with the date labeled on the container
4. Have some water purification tablets on hand (could be useful in the event of an extended water service outage).

#### **Food**

1. Store at least 3-5 days supply of non-perishable food per person
  - Ready-to-eat canned meats, fish, fruits, vegetables, beans, and soups
  - Protein or fruit bars
  - Dry cereal or granola
  - High Energy foods like Peanut butter or nuts
  - Dried fruit
  - Crackers, Jelly
  - Canned or boxed juices
  - Canned or jarred baby food and formula
  - Condiments such as sugar, salt and pepper
  - Foods for persons on special diets
  - Cookies
  - Hard Candy
  - Instant Coffee and Sweetened Cereals
  - Granola Bars and Trail Mix
  - Vitamins
2. Bulk food items such as
  - Wheat
  - Powdered Milk, Corn
  - Soybeans can be stored for long periods of time.

#### **First-Aid Kit - Have a first-aid kit for home and each vehicle.**

- Sterile adhesive bandages in assorted sizes, gauze pads
- Hypoallergenic Adhesive tape – Triangular bandages, Sterile Gauze Roll
- Bandages, Ace Bandages
- Scissors
- Tweezers Needle
- Moistened Towelettes
- Antiseptic
- Thermometer

- Tongue Depressors
- Tube of Petroleum Jelly or other lubricant
- Safety Pins
- Cleansing Soap
- Latex Gloves and Sunscreen
- Aspirin and Other pain medication
- Anti Diarrhea Medication
- Syrup of Ipecac
- Activated Charcoal
- Antacids and Laxatives

**Tools & Supplies-Recommended keeping some/all items handy for all-around use:**

- Battery-powered Radio
- Flashlight
- Extra batteries of assorted sizes (Check Shelf life before purchasing)
- Duct Tape
- Aluminum Foil
- Rope
- Bow Saw
- Mess Kits or paper cups, plates and plastic utensils
- Cash (Include Change) and/ or travelers Checks
- Non-Electric Can Opener and Utility Knife
- Small ABC Fire Extinguisher
- Tube Tent, Pliers, Adjustable Wrench
- Compass
- Waterproof Matches
- Plastic Storage Containers
- Signal Flares
- Paper and Pencil or pen
- Needles and Thread
- Medicine Dropper
- Whistle
- Plastic Sheeting and
- Local Map

**For Sanitation:**

- Pack Toilet Paper
- Soap and Liquid Detergent
- Feminine Supplies
- Plastic Bucket and Lid
- Disinfectant
- Household Chlorine Bleach

**Clothing and Bedding:**

- Assemble one or two complete changes of clothing per person
- Sturdy Shoes or Work Boots
- Rain Gear

- Blankets or Sleeping Bags
- Hats and Gloves
- Thermal Underwear
- Sunglasses

**Specialty Items:**

- Babies – Formula, Diapers, Bottles, Powdered Milk, and Medications
- Adults – Medications, Prescriptions, Denture Needs, Eye Glasses and/ or Contact Lenses and Related Supplies, and Personal Hygiene Items
- Entertainment – Games, Books, and Several quiet toys for children
- Equipment – NOAA Weather Radio

## APPENDIX C

### *College Supplies*

The following list provides recommendations for college stockpiling which is applicable for most emergency situations:

1. Sufficient and accessible infection control supplies (e.g. hand-hygiene products, tissues and receptacles for their disposal) provided in a wide variety of locations.
2. Supply of building cleaning and disinfecting products.
3. Supply of toilet paper products.
4. Laundry soap and bleach.
5. Extended supply of non-perishable foods. Coordinate with food/dining services vendor.
6. Paper and plastic eating utensils; paper drinking cups.
7. Supply of plastic trash bags and containers to allow frequent disposal of normal waste plus possibly infected wastes.
8. Protective masks.
9. If dependent upon outside delivery of fuel oil, consider topping up tanks frequently in case of delivery interruptions.
10. HVAC repair parts and maintenance materials.
11. Other facilities/building supplies normally needed on a frequent basis.
12. Fire suppression products.
13. Bottled water.
14. First aid supplies.
15. NOAA weather radio.



## APPENDIX D

### *Workplace Cleaning for Employees who Share Work Areas*

Protecting the health of employees by reducing the possibility that they will be exposed to humans or animals infected with pandemic influenza is paramount. For employees who share work areas, the area is to be cleaned by each employee prior to departure at the end of their work shift.

- Shared work areas such as desktops and tables, and frequently touched surfaces such as door handles, stair rails, faucet handles, etc. are to be cleaned and disinfected between users.
- Telephones and other equipment, if shared are to be cleaned and disinfected between users.
- Specialized cleaning solutions are not needed. Routinely used cleaning products (EPA-registered disinfectants or bleach solution) may be used. Mixing ¼ cup household bleach with 1 gallon of water makes bleach solution. This solution should be mixed fresh daily.

## APPENDIX E

### *Employee Influenza Fact Sheet*

**Influenza (“flu”) is a sudden, respiratory disease that spreads easily from person-to-person. It is characterized by the sudden onset of fever, body aches, sore throat, headache, tiredness, and cough.**

**Advice for employees:**

- Do not come to work if you are ill, especially if you have influenza symptoms.
- Influenza is often spread by coughs and sneezes so cover your nose and mouth with a tissue or your upper arm when you are coughing, sneezing or blowing your nose.
- Tissues should be thrown away immediately, and hands should be cleaned with an alcohol-based hand rub or washed with soap and water for 15-20 seconds (this is generally around the time it takes to sing the ABC song) and dried with paper towels or an automatic hand dryer.
- People also become infected with influenza and other viruses by contaminating their hands with the virus and then touching their eyes, nose, or mouth. It is important to keep hands away from the mucous membranes of the eyes, nose, and mouth and clean your hands at least several times a day to minimize the risk of self-inoculation with influenza virus.
- Avoid exposure to the saliva of other people by not sharing glasses and eating utensils, etc.

## APPENDIX F

### *Social Distancing Strategies in the Workplace*

- If possible, arrange for employees to work from home or work flex hours to avoid crowding at the workplace.
- Avoid meeting people face to face – use the telephone, video conferencing and the Internet to conduct agency as much as possible, even when participants are in the same building.
- If possible, separate work teams into different work locations.
- Staggered work shifts to minimize contact with other employees.
- Avoid any unnecessary travel and cancel or postpone non-essential meetings, gatherings, workshops, and training sessions.
- If possible, allow intervals between shifts so that the worksite can be thoroughly ventilated (either opening all doors and windows or turning up air conditioning system).
- Bring lunch and eat at desk or away from others (avoid the lunch room, cafeteria, and crowded restaurants).
- Introduce staggered lunch times so numbers of people in the lunch room are reduced.
- Do not congregate in areas where people socialize. Do what needs to be done and then leave the area.
- If a face-to-face meeting with people is unavoidable, minimize the meeting time, choose a large meeting room and sit at least three feet away from other people, if possible.
- Avoid shaking hands or hugging other people.
- Use stairs instead of crowded elevators.
- Set up systems where clients can request information via phone, email, and fax, and have information ready for fast pickup or delivery.

## APPENDIX G

### *Social Distancing Measures Outside of the Workplace*

- Stay away from crowds! If you absolutely cannot avoid a crowded setting, minimize the amount of time spent there.
- Avoid public transportation, walk, cycle, drive a car, or go early or late to avoid rush hour crowding on public transport.
- If public transportation is used, ensure good ventilation within the vehicle, clean hands often and ensure that everyone covers coughs and sneezes.
- Stock up on basic items to reduce the necessity to shop.
- Shop at stores that are less busy and have shorter checkout lines.
- Shop at off peak hours.
- If possible, order groceries over the phone/on-line for delivery or quick pickup.
- Arrange to pay bills at ATMs, on-line or over the phone.
- Minimize visitors to your home.
- Cancel or postpone family gatherings, outings, or trips.

## APPENDIX H

### *Differences Between Influenza and the Common Cold*

SYMPTOM	INFLUENZA	COMMON COLD
Fever	Usual, sudden onset, and lasts 3-4 days	Rare
Headache	Usual and can be severe	Rare
Aches and pains	Usual and can be severe	Rare
Fatigue and weakness	Usual and can last 2-3 weeks or more after the acute illness	Sometimes, but mild
Debilitating fatigue	Usual, early onset, and can be severe	Rare
Nausea, vomiting, diarrhea	In children < 5 years old	Rare
Watering of the eyes	Rare	Usual
Runny, stuffy nose	Rare	Usual
Sneezing	Rare in early stages	Usual
Sore throat	Usual	Usual
Chest discomfort	Usual and can be severe	Sometimes, but mild to moderate
Complications	Respiratory failure; can worsen a chronic condition; can be life threatening	Congestion or earache
Fatalities	Well recognized	Not reported

# APPENDIX I

## *The ILI Assessment*

**The ILI assessment tool may be used by administrators/supervisors as a screening tool to determine if employees should be excluded from work due to illness.**

Please check the following:

ILI (influenza-like illness) in the general population is determined by the presence of 1, 2 and 3 and any of 4 a-c, which could be due to the influenza virus:

1. Sudden onset of respiratory illness; **AND**  
\_\_\_\_\_
2. Fever\* greater than 100.4° F (38° C); **AND**  
\_\_\_\_\_
3. Cough; **AND**  
\_\_\_\_\_
4. One or more of the following:
  - \_\_\_\_\_ a. sore throat
  - \_\_\_\_\_ b. joint aches
  - \_\_\_\_\_ c. muscle aches or weakness

\*May not be present in elderly people.

## APPENDIX J

### *Notification Form for Suspect Influenza at Work*

#### **Details of Affected Staff**

Name:	Worksite:	Location of Isolation:
Job Title:	Nationality if Visitor to Site:	Date of Birth:
Address:		
Telephone No: _____ (W)      _____ (H)      _____ (M)		
<b>Symptoms Noticed:</b>		
Fever _____	Body aches _____	
Headache _____	Fatigue _____	
Dry cough _____	Others _____	Details _____
Cold _____		
Time of fever on-set _____		
Time of isolation _____		
Travel history over the past 8 days:		
Countries visited _____		
Flights taken _____		
Where referred:		
Contact List (See separate page)		

#### **Details of Reporter**

Name:
Job Title:
Telephone No: _____ (W)      _____ (H)      _____ (M)

**APPENDIX K**

***Employee Workplace Contact List***

The administrator/supervisor will use the current MDH/CDC definition of a contact, please note persons the ill employee has been in close contact with from one day prior to developing symptoms to the present.

<b>Contact</b>				
	<b>Name</b>	<b>Email</b>	<b>Phone (Work)</b>	<b>Phone (Home)</b>
<b>1.</b>				
<b>2.</b>				
<b>3.</b>				
<b>4.</b>				
<b>5.</b>				
<b>6.</b>				
<b>7.</b>				
<b>8.</b>				
<b>9.</b>				
<b>10.</b>				
<b>11.</b>				
<b>12.</b>				
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<b>14.</b>				
<b>15.</b>				
<b>16.</b>				
<b>17.</b>				
<b>18.</b>				
<b>19.</b>				
<b>20.</b>				