

March 2011 - DRAFT



Pandemic Plan

Purpose

The purpose of the Anoka-Ramsey Community College (ARCC) 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. Orrin Nyhus, Director of Public Safety has been designated as the Pandemic Influenza Coordinator. Six additional teams were formed with chairpersons designated as follows:

Overall Coordinating: Orrin Nyhus, Director of Public Safety

Academic Administration: (Vacant) Mike Seymour Acting

Communications: Mary Jacobson, Director of Marketing and Public Relations

Healthcare: Jennifer Eccles, Educational Services

Facilities: Roger Freeman, Physical Plant Director

Operations: Mike Seymour, Vice President for Administration and Ed Services

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

The Overall Coordinating Team serves as the primary group responsible for the “command and control” function in the event of a pandemic. The Overall Coordinating Team 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 Team 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 Team 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 Team 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 ARCC 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. 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 memorandum's 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.

Planning Scenarios

Minnesota State Colleges and Universities System (MnSCU) developed a Pandemic Planning template containing six scenarios pertaining to a possible pandemic outbreak. Each college/university has been required to develop a response plan for each of the six scenarios. Because ARCC will close at a 30% reduction in work force, our Pandemic Plan addresses action steps for scenario one, two, and three. During the recent H1N1 period, some MnSCU institutions reached Phase 5 but enacted very few of the prescribed activities because it wasn't a lethal event.

Scenario 1 - The influenza has reached the US transmitted from wild bird to wild bird and from wild bird to human. Transmission is made by making direct contact with the wild bird itself, its blood or body fluids, bird droppings or eating undercooked bird. 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 the influenza has occurred on campus, possibly caused by multiple direct contacts with an infected bird(s). 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 - The influenza has changed 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 a work distribution site for the region. Review essential services and 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 site for the campus community. No one is allowed to leave campus including faculty and staff who are currently on campus. Students, faculty and essential staff not currently on campus are not allowed to come to campus. Review essential services and determine how this scenario would impact on campus activities and what if any countermeasures could be taken to minimize the impact. (The goal is to still provide education, if possible)

Scenario 5- 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 6- By Governor's Executive Order the institution has been directed to close. This is a precautionary measure to help minimize the spread of the avian 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 Team

This plan identifies strategies that the college will employ to maintain operations until the college closes due to hardship to students and/or staff. Closure will occur based on the order of our college president or his designee, unless the Governor issues orders closing state agencies.

The Overall Coordinating Team has met and coordinated efforts with Anoka County Public Health Department and the City of Coon Rapids, at which time we discussed surge capacity needs for healthcare and other related services. One of these sessions pointed out that ARCC was mistakenly indicated to be an inoculation site. ARCC previously established an agreement with the American Red Cross to be the work force distribution site, making it unfeasible to serve as an inoculation site. As a result, it was determined that our agreement with the American Red Cross will be honored and the City of Coon Rapids has found an alternative inoculation site. The college has communicated with the Isanti County planners to coordinate information and communication responsibilities with our Cambridge campus and Isanti County.

The Overall Coordinating Team will ensure that pandemic influenza planning is consistent with our existing emergency operations plan, and is coordinated with the pandemic plan of the county for each city. Points of contact have been established to permit communication.

| Organization | Contact | Title | Phone |
|-----------------------------|------------------|-----------------------------|--------------|
| Anoka Co. Public Health | Susan Carolan | County Health Coordinator | 763-422-7046 |
| City of Cambridge | David Pajnic | Police Chief, Emergency Mgr | 763-689-9567 |
| Coon Rapids Police Dept. | Capt. Cary Parks | Emergency Manager | 763-767-6504 |
| Isanti County Public Health | Tony Buttacavoli | Public Health Coordinator | 763-689-8284 |

Once Isanti County, the City of Cambridge, the Anoka County Health Department and the City of Coon Rapids have linkages available, the Overall Coordinating Team will test communication systems. It is essential that testing between ARCC’s Incident Command System, the Incident Command Systems of the local and/or state health department and the Office of the Chancellor is conducted as soon as possible. Drills and exercises will be planned and our Pandemic Plan will be reviewed and revised every (as required) _____.

Academic Administration Team

The Academic Administration Team will provide influenza education sessions to college personnel during fall semester. The Vice President and/or the Director of Public Safety will be responsible for filtering data collection and analysis to the team leads and their support personnel in cooperation with administrative and academic personnel. The college will assess the disruption of a closure on student ability to meet course objectives and employ one or a combination of several strategies. The Academic Administration Team will also be responsible for developing a supplement to syllabi which will address policies for disrupted classes, attendance, incompletes, transcripts, and extension issues. The Educational Services Department currently provides online advising services through RightNow technology. The Counseling/Advising department will explore a plan for increasing online advising and providing remote staffing of the Ask Us service.

Communications Team

The Communications Team will organize communication plans including key points, target audiences, and communication vehicles for the mitigating and preparedness stage, the response stage (scenario 2 – after 30% reduction in workforce), and the recovery stage. The team will also list key communicators outside of the college and regularly monitor outside pandemic information. The team will regularly communicate with public health officials in both service areas, MnSCU communicators, local K-12 school systems and ARCC team leads.

All media relations issues and inquiries should be directed to the Office of Marketing and Public Relations. Student safety will be our primary concern. Communications will address food service, mitigating risk and what to do when faced with specific situations as each stage develops. The Communications Team will work with public health officials and the ARCC Healthcare Team to gather accurate information. Communication will be disseminated to employees of ARCC through the following channels:

- A dedicated web page on www.AnokaRamsey.edu will be established
- WCCO-TV & Radio
- Email
- On-campus TV monitors
- On-campus posters in public areas
- Campus call tree.

Healthcare Team

The Healthcare Team will prepare educational flyers, fact sheets, and posters for distribution to college personnel and students regarding personal and family precautions against influenza. Topics will include transmission routes, signs and symptoms, social distancing, “foam-in, foam-out”, “cover your cough”, hand washing, and family preparation and self-care. Many of these resources are available from state and federal agencies. The Healthcare Team will also be responsible for training custodial staff regarding the cleaning and disposal of bird droppings and dead birds. Protective masks will be provided to custodial staff if contact with birds or bird droppings is necessary. Because health clinic services are not provided on either campus of ARCC, the college does not anticipate providing care to students or college personnel. Students, faculty or staff who become ill while on campus will have the option of transporting themselves to a medical facility or being transported via medical ambulance per college policy.

Facilities Team

The Facilities Team will ensure that the electrical, plumbing, and HVAC (Heating, Ventilation, Air Conditioning) systems remain in operation. Representatives from each utility service and supplier will be contacted to establish points of contacts and assurance of their ability to support the colleges during a pandemic. Custodial staff will receive more intensive training regarding cleaning and disposal of bird droppings and dead birds.

The Facilities Team will determine what our physical plant needs to function for as long as possible. They will determine how long utilities, fuel, tech support and outside resources will last, without the loss of reserved supplies on hand, to ensure a minimal operation of plant. The Facilities Team will help maintain a clean and healthy environment through intensive training and cross training of our engineers and repairmen on both campuses.

Operations Team

Human Resources

Human Resources will monitor faculty and staff absences. Each campus will be responsible for monitoring student absences. Policies and procedures will be updated for each department, allowing employees to work in unfamiliar jobs. Human Resources is developing a telecommuting policy. Each telecommuting employee (*see Appendix A*) will be required to acknowledge that they have read and understood ARCC’s telecommuting policies and procedures.

If a pandemic results in a 30% reduction in our work force and/or student body our college will potentially be closed. At such time, Human Resources will implement necessary action in dealing with employment conditions and compensation, following the guidelines of the various union contracts. ARCC is anticipating guidance from the system office in terms of financial recovery options and from DOER on options for dealing with employees.

Public Safety

The Public Safety Department will provide departments with supplies to minimize airborne and contact transmission of disease. These supplies will include: Alcohol-based hand rub or foam, alcohol-based wipes for surface cleaning of desks and computer keyboards, facial tissues. Alcohol-based hand foam dispensers will be installed in common gathering areas such as libraries, cafeterias, break rooms, computer labs, and the weight rooms. Waste disposal receptacles will be placed by the doors in each restroom to facilitate disposal of toweling after opening doors.

ARCC has two contracted sources for security service. Our daytime security is contracted through Heartland Corporate Security, which provides one full time security officer on the Coon Rapids campus and one full time and two part-time security officers on the Cambridge campus. Our evening security at Coon Rapids is contracted through the city of Coon Rapids Police Reserves. In the event of a pandemic, both of the contracted services will continue to provide security to our campus under reasonable conditions. If ARCC experiences a 30% reduction in our workforce, outside agencies will be contracted and additional security cameras will be installed and monitored remotely.

Pre-Planning

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

1. Faculty will be contacted to help develop 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 telecommuting.
4. Identify essential functions that must be maintained in the event of a pandemic.
5. Cross-train employees to perform essential functions.
6. 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.
7. Communicate the possibility of a pandemic – and our preparedness to manage it – very early to students, faculty and staff. Discuss with them the 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.
8. 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.
9. 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.
 - 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.)
10. 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.
 11. 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).
 12. Post visual alerts at all entry points to the facility, advising staff and visitors not to enter if they have symptoms of influenza.
 13. Assess and remediate facilities for readiness:
 - Adequate and appropriate supplies.
 - Consult with facility managers regarding the percentage of building air exchange.
 14. Assess the heating, ventilation, and air condition (HVAC) systems.

Pandemic Planning Response

1. Mitigation- Pre-planning up to and including confirmed cases of human-to- human transmission of avian flu
2. Preparedness- Suspected case(s) on Campus or suspected/confirmed cases in the United States, less than a 30% reduction in the workforce.
3. Response- Confirmed case(s) on Campus, 30% reduction in the workforce [Only essential personnel required to report to campus.]
4. Recovery- Once health authorities have signaled sustained and efficient human-to-human spread of the virus has occurred, response mechanisms will be initiated.

Scenario 1 - The influenza pandemic has reached the US transmitted from wild bird to wild bird and from wild bird to human. Transmission is made by making direct contact with the wild bird itself, its blood or body fluids, bird droppings or eating undercooked bird. 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)

| Team | Dept | Mitigation |
|-------------------------|------------|--|
| Overall Coordinating | | Posters, hand sanitizers, masks, other PPE, continued planning. |
| Academic Administration | | Influenza education sessions will be provided to college personnel during fall semester, including a presentation by Anoka County Public Health Dept. during fall development days. |
| Academic Administration | | Supplement to syllabi including policies for disrupted classes, attendance, incompletes, transcripts, extensions, etc. |
| Academic Administration | | Considered shorter course framework. |
| Academic Administration | | Consider alternative strategies; i.e. web. |
| Academic Administration | | Encourage e-submission of homework, etc. |
| Academic Administration | | Involve students in planning |
| Academic Administration | | Identify a leader in each academic area (coordinator) for “essential” instruction, sharing materials, communication “trees”, N:drive push out. |
| Academic Administration | | Identify employees for inter-department cross-training from the Educational Services Department. |
| Academic Administration | Counseling | Counseling and Advising Department will explore a plan for increasing online advising and providing remote staffing of AskUs. |
| Communications | | Outline crisis communications plan <ul style="list-style-type: none"> • Identify touch points • Identify primary internal spokespersons and decision makers. • Identify communication procedure for pandemic team. • Organize call log participants and procedures for shut down and recovery. Contact technology regarding backup phone system and server access testing (information hotline). |

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| Communications | | <p>Awareness Campaign Touchpoints (<u>internal audiences</u>)</p> <ul style="list-style-type: none"> • Cover Your Cough Posters • Emergency Kit posters • Student Bulletin • College Bulletin • Website <p>(<u>external audiences</u>)</p> <ul style="list-style-type: none"> • Newsletter articles on Planning |
| Communications | | <p>Awareness Campaign Key Messages (<u>internal audiences</u>)</p> <ul style="list-style-type: none"> • Cover Your Cough • Personal preparedness • Links to Public Health info • ARCC preparedness • Emergency contact information on campus |
| Communications | | Develop list of primary external contacts/partners |
| Operations | All Departments | All departments will update policy/procedure manual to enable staff to assume duties outside of their area. |
| Operations | Facilities | Assure that the electrical, plumbing, and HVAC (Heating, Ventilation, Air Conditioning) systems remain in operation. |
| Operations | Facilities | Establish contacts with representatives of each utility service and supplies, point of contacts and assurance of filling college needs to maintain regular operations. |
| Operations | Facilities | Custodial staff will receive more intensive training regarding cleaning and disposal of bird droppings and dead birds. |
| Operations | Facilities | Determine what the physical plant needs to function for as long as possible. Determine how long utilities, fuel, tech support and outside resources will last, without the loss of reserved supplies on hand to ensure minimal operation of the plant. |
| Operations | Facilities | Maintain a clean and healthy environment by way of training, use of disinfectants, sanitizers and proper procedure of performing cleaning tasks on a regular basis. Ensure sufficient supplies of inventory are in place to guarantee no interruption of performing the proper cleaning of spaces. |
| Operations | Facilities | Ensure the cross-training of our engineers and repairmen to perform the regular maintenance of our plants for both the Cambridge Campus and the Coon Rapids Campus. |
| Operations | Facilities | Ensure the cross-training of staff to ensure the general housekeeping is kept up, and that all precautions in disinfecting, sanitizing and cleaning of spaces are kept at a high standard. |
| Operations | Facilities | Establish and maintain a list of vendors and their internal backup representative that service and supply the department to ensure a steady flow of services and supplies to maintain the college to prevent the plant from suffering from performing its normal operations. |
| Operations | Facilities | Protective masks will be provided to custodial staff if contact with birds or bird droppings are necessary. |
| Operations | Facilities | Treat the lawn with a chemical to detract birds. |
| Operations | Food Service | More food will be available in vending machines. |

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| Operations | Human Resources | Union contracts will be followed for employee sick leave absences due to pandemic influenza. |
| Operations | Human Resources | A list of essential employees has been established (<i>see Appendix A</i>). |
| Operations | Human Resources | Establish a telecommuting policy. |
| Operations | Human Resources | Telecommuting employees will be required to acknowledge that they have read and understand ARCC's telecommuting policies and procedure. |
| Operations | Safety & Security | Provide departments with supplies to minimize airborne and contact transmission of disease. These supplies will include: Alcohol-based hand rub or foam, alcohol-based wipes for surface cleaning of desks and computer keyboards, facial tissues. |
| Operations | Safety & Security | Alcohol-based hand foam dispensers will be installed in common gathering areas such as libraries, cafeterias, break rooms, computer labs, and the weight rooms. |
| Operations | Safety & Security | Waste disposal receptacles will be placed by the doors in each restroom to facilitate disposal of toweling after opening doors. |
| Operations | Technology | Investigate remote access requirements for telecommuters. |
| Operations | Technology | Handout of strategies for continuing classes |

Scenario 2 - An outbreak of influenza has occurred on campus, possibly caused by multiple direct contacts with an infected bird(s). 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)

| Team | Dept | Preparedness |
|-------------------------|-----------------|--|
| Overall Coordinating | | Essential services reviews, stockpiling supplies, communications, contingency plans, cross training. |
| Academic Administration | | Supplement to syllabi including policies for disrupted classes, attendance, incompletes, transcripts, extensions, etc. |
| Academic Administration | | Considered shorter course framework. |
| Academic Administration | | Consider alternative strategies; i.e. web. |
| Academic Administration | | Encourage e-submission of homework, etc. |
| Academic Administration | | Involve students in planning |
| Academic Administration | | Identify a leader in each academic area (coordinator) for “essential” instruction, sharing materials, communication “trees”, N:drive push out. |
| Academic Administration | | Identify employees for inter-department cross-training from the Educational Services Department. |
| Communications | | Identify Key Messages <ul style="list-style-type: none"> • Policies/Procedures • Key personnel |
| Communications | | Update all communication touch points <ul style="list-style-type: none"> • Add a Pandemic Information Hot Line • Add TV monitors |
| Communications | | Test crisis communications plan |
| Operations | Bookstore | Bookstore will be closed. Books will be available for purchase online @ http://www.arccbokstore.com/anoka/main/default.html |
| Operations | Business Office | Fees will be collected on-line, invoices will be paid on-line, and drop boxes will be available. |
| Operations | Facilities | Request staff from within college and or outside state agencies and vendors to assist to sanitizing and cleaning of areas when regular maintenance staff is short and can no longer be maintained by Maintenance Department personnel. |
| Operations | Facilities | Determine length of supplies and when they may be exhausted and recommend when consideration of cutting areas for usage to help reduce the use of supplies. |

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| Operations | Facilities | Ensure outside sources (other state agencies, vendors, contacts) are able to perform tasks as needed to maintain regular to minimal operations of the facilities, and identify when these resources are exhausted leading to a minimum and or complete shut down of the plant and campuses. |
| Operations | Food Service | More food will be available in vending machines. |
| Operations | Human Resources | Union contracts will be followed for employee sick leave absences due to pandemic influenza. |
| Operations | Human Resources | A list of essential employees has been established (<i>see Appendix A</i>). |
| Operations | Human Resources | Establish a telecommuting policy. |
| Operations | Human Resources | Telecommuting employees will be required to acknowledge that they have read and understand ARCC's telecommuting policies and procedure. |
| Operations | Safety & Security | Provide departments with supplies to minimize airborne and contact transmission of disease. These supplies will include: Alcohol-based hand rub or foam, alcohol-based wipes for surface cleaning of desks and computer keyboards, facial tissues. |
| Operations | Safety & Security | Alcohol-based hand foam dispensers will be installed in common gathering areas such as libraries, cafeterias, break rooms, computer labs, and the weight rooms. |
| Operations | Safety & Security | Waste disposal receptacles will be placed by the doors in each restroom to facilitate disposal of toweling after opening doors. |
| Operations | Technology | D2L alternatives |
| Operations | Technology | Handout of strategies for continuing classes |
| Operations | Technology | Telecommuting employees will be issued a laptop meeting software requirements. |

Scenario 3 - The influenza has changed 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 a work distribution 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)

| Team | Dept | Preparedness | Response |
|----------------------|-------------|---|--|
| Overall Coordinating | | Essential services reviews, stockpiling supplies, communications, contingency plans, cross training. | Follow emergency plans, coordinate with community and public health, encourage influenza vaccinations, assess/remediate for readiness. |
| Overall Coordinating | | Address increase of supplies and PPE, verify with key suppliers. | Exercise "clean and go" procedures, |
| Overall Coordinating | | Address leave, shut out and child care issues. | Facilities increase precautionary cleaning/disinfecting measures. |
| Communications | | Identify Key messages | |
| Communications | | Update all communication touch points. | |
| Communications | | Stay in close contact with public health officials and other external contacts. | |
| Operations | Facilities | Ensure outside sources (other state agencies, vendors, contacts) are able to perform tasks as needed to maintain regular to minimal operations of the facilities, and identify when these resources are exhausted leading to a minimum and or complete shut down of the plant and campuses. | |

Scenario 4- By Governor’s Executive Order the institution is directed to become a quarantine site for the campus community. No one is allowed to leave campus including faculty and staff who are currently on campus. Students, faculty and essential staff not currently on campus are not allowed to come to campus. Review essential services and determine how this scenario would impact on campus activities and what if any countermeasures could be taken to minimize the impact. (The goal is to still provide education, if possible)

| Team | Dept | Preparedness | Response | Recovery |
|-------------------------|-------------|---|--|---|
| Overall Coordinating | | | | HR will follow various union contracts, financial recovery options; assess student/faculty ability to meet objectives, honor civil liberties. |
| Academic Administration | | | Combine classes. | |
| Academic Administration | | | Consider “core curriculum”. | |
| Academic Administration | | | Discussion centers. | |
| Academic Administration | | | Entertainment. | |
| Academic Administration | | | Games/fitness/student lounge activities. | |
| Communications | | Identify Key messages | | |
| Communications | | Update all communication touch points. | | |
| Communications | | Stay in close contact with public health officials and other external contacts. | | |
| Operations | Facilities | | | After exhausting all vendors and identifying when services and or supplies are no longer available to ensure the operations of the college, recommend the decrease of operations to help college maintain minimal functions to secure the plant and the facility so not to jeopardize its overall well being. |

Scenario 5- 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.

| Team | Dept | Preparedness | Response | Recovery |
|-------------------------|-------------|---|---|---|
| Overall Coordinating | | | Campus is closed. Students who can get home are sent home, cancel campus activities, restrict travel, review essential services and personnel, and implement any necessary counseling/advising. | HR will follow various union contracts, financial recovery options, assess student/faculty ability to meet objectives, honor civil liberties. |
| Academic Administration | | | ITV Communication plan. | |
| Academic Administration | | | Fully prepare for counseling and advising. | |
| Communications | | Identify Key messages | | |
| Communications | | Update all communication touch points. | | |
| Communications | | Stay in close contact with public health officials and other external contacts. | | |

Scenario 6- 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.

| Team | Dept | Recovery |
|----------------------|------|---|
| Overall Coordinating | | HR will follow various union contracts, financial recovery options, assess student/faculty ability to meet objectives, honor civil liberties. |
| Communications | | Announcement to: <ul style="list-style-type: none"> • Media • Call log • Phone System • Web Home Page • Internal touch points • External touch points |
| Communications | | Re-establish Media Relations Center. (Update Pandemic Information Hot Line) |

Appendices

Appendix A. Essential Employees/Telecommuting Employees

Appendix A. Essential Employees/ Telecommuting Employees

By Department

Bookstore – Kim Bienfang

Matt Venneman

Payroll – Darren Hoff

Karen Northrop
(Back-up vacant)

Business Office – Kim Bienfang

Marilyn Smith

Purchasing – Mirela Gluhic

Laura Anderson

Financial Aid – Mary Raeker - Rebek

Karla Seymour

Records – Michael Seymour

Janine Forrer

Human Resources – Darren Hoff

Dawn Hohmann

Technology – Kim Lynch

Tim Zondlo
Gary Olson
Josh Anderson

Maintenance/ Public Safety

Michael Seymour

Roger Freeman – Maint.

Orrin Nyhus – Public

Safety/Env./Courier/Vehicle Fleet

Safety/Fleet Maint.

Jim Nieswaag – Maint.

Ed Norton – Maint.