

Pandemic Influenza Response Plan

1. Purpose

As the events of the past have shown, the results of pandemic influenza outbreaks have serious disruptive consequences for colleges. The Pandemic Planning Committee at MCAD has developed a basic framework for anticipated pandemic influenza response actions. These actions are delineated by department level responsibilities for planning and implementation. It is expected that detailed standard operating procedures and additional guidelines will be maintained and updated at the department level. This response plan is designed to provide an outline guide for a pandemic influenza outbreak and supplements the Campus Emergency Operations Plan.

2. Background

In 2009 MCAD established a Pandemic Planning Committee to provide a basic framework for anticipated pandemic influenza response actions. The planning committee was made up of senior department personnel selected to represent departments with key functions for continuity of college operations. From national planning templates and review of other college plans a series of planning questions were prepared to assist each department. The planning committee members were charged with the review of all questions appropriate to the their departments activities and developing specific responses identifying key department functions, personnel, and ultimately developing plans, policies and procedures necessary to operational pandemic response planning. Appendix "A" - Pandemic Planning Committees key discussions, decisions, and communications regarding the specific H1N1 outbreak and general pandemic response.

3. Pandemic Responses

Principal pandemic response areas were identified and response activities were described in planning Grids (A-H). Pandemic response initiates with Grid A at the onset of a pandemic somewhere in the world. Responses progress through the Grids B - F as frequency and severity of the outbreak occurs, and may reach a situation requiring campus closure – Grid G. Grid H describes the recovery operations, returning the campus to normal. The grids are included in Appendix "B".

Minnesota Pandemic Influenza Outbreak Phases 1 -7 and CDC Severity Index 1 – 5 are incorporated into the responses outlined in Grids A-H. Appendix "C" – Emergency Planning Phases and Severity

4. Principal Response Area Plans

- a. Academic Affairs
- b. Business Office
- c. Communications
- d. Facilities
- e. Food Service
- f. Housing
- g. Human Resources
- h. Information Technology
- i. Occupational Health & Safety
- j. Public Safety
- k. Student Affairs

5. Assumptions

- a. Closure - College Operations will be maintained up to a 50% faculty absence rate. If absence exceeds this level the college may determine that closure is necessary. If the college closes we intend to keep administrative functions going; continue pay as possible and also pay essential staff a supplement when they are on campus.
- b. Plans – Each department will develop response planning documents supporting the steps outlined in Grids A- H.

APPENDIX A

The following Pandemic Planning Committee key discussion points and decisions were the result of meetings and input from member department representatives.

1. The onset of the 2009 declared pandemic flu event caused the committee to review college response plans and initiate immediate response communications to students, faculty, and staff (Copies of communications are attached to this appendix).
2. Each department must develop a contingency plan based on a review of its key functions and priorities during a pandemic event. A contingency planning guide with a series of questions for each department was distributed to representatives on the committee. There is a need to have each department have key personnel backups and continuity plans in place.
3. The committee was kept informed of the status of pandemic flu outbreak outside the college by timely updates. Links to MN department of Health and the CDC were valuable resources.
4. The frequency and severity of flu affected college community members was reported to the committee as the outbreak progressed.
5. A Flu immunization clinic was held for the regular seasonal flu 9100 shot were administered) and a follow-up flu shot clinic for H1N1 was discussed if the serum was made available (an H1N1 clinic was not scheduled).
6. The committee recommended that adequate antiseptic wipes and hand sanitizers be placed in inventory by Office Services and Custodial Services. Hand sanitizers were placed in common areas like the Cafeteria, Computer labs, Business Office, Public Safety, Library, and by elevators. Facilities is requested to provide the budget for these purchases.
7. An Inventory of rubber gloves, procedure masks, and disposable thermometers were ordered.
8. The committee recommended that RA's have training to respond to student flu like illnesses. Tom Grue, the Occupational Health and Safety Coordinator assembled "Sick Kits" for the RA to give to ill students. The Kit consisted of: procedure masks, disposable thermometers, rubber gloves, and disinfecting wipes and hand sanitizers.
9. Absentee policies for students, faculty, and staff were reviewed to address flu related sickness and absence to insure accommodations and flexibility in administration.
10. The committee reviewed school closure criteria and it was agreed that normal class schedules would be maintained even if absence reached 50%. If absence exceeds this level the college may determine that closure is necessary. At the 75 % level the college would close for academic activities. Staff would continue to report to work after academic closure. Full school closure would take affect with a lack of staffing, loss of services, or state declaration with staffing only to maintain emergency college functions to assure physical building integrity.
11. The emergency communications system was reviewed. MCAD registered with the Health Alert Network (HAN) for communities and organizations to get updated information on emerging and re-emerging infectious diseases. Internal communications systems were reviewed on how best to communicate pandemic information; information will be distributed by a combination of internet, email, text, and voice messaging.
12. Food stockpiles were discussed and it determined that stockpiles are not needed. Vendors would have sufficient distribution capability for our needs during all college open conditions. During a quarantine/closure situation the cafeteria would have meals sufficient for 50 people for 7 days.

13. Communications to Students, Faculty, and Staff to update and inform were sent out on a timely basis. In the future, the templates that are attached can serve as a guide for MCAD communications.
 - A. HR Pandemic Memo to Staff, 9/17/09
 - B. Academic Affairs Memo to Faculty, 9/17/09
 - C. Communications Department Memo to All, 9/17/09
 - D. Student Affairs Memo to Students, 9/17/09
 - E. Continuing Studies Policy and Guidelines for H1N1 Control, 12/5/12
 - F. Procedures for monitoring Student Travel

A. HR Pandemic Memo to Staff, 9/17/09

The N1H1 influenza virus continues to be in the news. Thankfully, there have been no cases at MCAD. Still, to be prepared, we have formed a committee to develop plans in case we should be affected in the future.

We would like to share the following information with you.

Public health officials have recommended simple measures to help prevent or reduce the spread of the flu:

-Wash your hands often with soap and water. When this is not possible, use Purell hand sanitizer, particularly if you are regularly interacting with other employees or students. This is available in Central Supply. Dispensers have also been placed in common areas around the college.

-If you share common equipment with others, regularly wipe it with disinfecting wipes. Flu germs can live on surfaces up to eight hours. Lysol disinfecting wipes are also available in Central Supply.

-Please cover your coughs and sneezes! Use a tissue or sneeze into your elbow. Avoid touching your eyes, nose or mouth; this is how flu germs spread.

-If you are ill, please stay home. Avoid close contact with others, staying in a separate room if possible. If you come to work with flu symptoms, you will be sent home. If you have symptoms of influenza-like illness (generally fever, cough, and upper respiratory symptoms) stay home until you have been fever-free for 24 hours. This will help keep you from infecting others and spreading the virus. Recovery can generally be expected in 5-7 days.

-Supervisors should call me (x1798) if a staff or faculty member has called to inform them that s/he is ill with a flu-like illness, so we know how many of our employees are out ill.

-If you have an ill family member at home with symptoms of the flu, you can come to work as usual.

At this time, the H1N1 vaccine has not been released to the public. It is still important to get the season flu vaccine. **MCAD annual flu clinic will be held October 27th**; if you have HealthPartners insurance, there is no charge for this vaccine. Many other insurance companies also will cover the flu clinic vaccine. You will receive more information on this clinic at a later time.

Here are some web sites that provide useful information on influenza and the H1N1 virus:

General information: <http://www.flu.gov>

CDC list of symptoms and treatment recommendations: <http://cdc.gov/h1n1flu/sick.htm>

Minnesota Department of Health: <http://health.state.mn.us/divs/idepc/diseases/flu/h1n1/>

We will update you should circumstances change.

Pam Newsome

VP Administration

B. Academic Affairs Memo to Faculty, 9/17/09

Hi all:

MCAD's Pandemic Planning Committee has been meeting regularly to set up response mechanisms for H1-N1. Centers for Disease Control guidelines make it clear that self-isolation is the only proven method of preventing the spread of influenza (including H1-N1) through a student population. In hopes of accomplishing this goal, we have made a few changes in policy. Of most concern to you is MCAD's attendance policy.

For the remainder of this academic year, absences due to influenza will not AUTOMATICALLY affect a student's grade. We are REQUIRING students reporting flu symptoms to contact their instructors AND the Office of Student Affairs, which will maintain contact with students. Students WILL be required to make up work in a timely fashion and must also meet all the stated learning goals of the syllabus. MCAD students are notorious for coming to class sick. This year we absolutely do not want that to happen.

Given the likelihood of flu-related absences, the single most important element in your response is to have specific methods and materials prepared. These include but are not limited to:

- Providing material that can be reviewed during office hours.
- Setting up student "buddies" to present technical demonstrations.
- Using electronic media (from BlackBoard to e-mail) to keep students current.

Once again, students are responsible for making up missed class time. We are asking you to provide some concrete ways for them to do so, but leaving the make-up materials and methods up to you.

On another note, we are asking that YOU stay home as well, if you exhibit flu symptoms. (Once again, specifics are noted on the attachment.) Your department chairs are preparing to deal with substitutes as we speak. Should you develop flu symptoms and need to miss class, it's important to contact your chair and Osla Thomason as soon as possible. In the meantime, you might also help your chair identify substitutes and volunteer to substitute if the need arises. The College pays a flat fee for subbing, which will be added to your regular paycheck, whether you are adjunct or ranked.

Finally, MCAD will honor the policy adopted last year of subsidizing FREE (seasonal) flu shots for all adjunct faculty. Ranked faculty and staff have always received flu shots free as part of the College's Health Partners coverage.

Feel free to contact your department chairs with further questions, concerns, or ideas. This conversation will be ongoing. So stay hydrated, get rest, and wash your hands.

Our first all faculty meeting will be Wednesday noon September 30. We will definitely leave time to discuss this issue.

As always, thanks for all you do for MCAD, Vince

MCAD +



Precautions for a Healthy Community

Each year MCAD takes precautions to protect students from accidents and illness on campus, including actions to limit flu exposure. MCAD has been actively monitoring information updates and recommendations from the Centers for Disease Control and Minnesota Department of Health on the H1N1 influenza virus and other pathogens. Additional measures for 2009 include:

- Regular flu shots (and H1N1 shots, if available) will be offered to all on campus
- Additional hand disinfecting stations will be placed on campus
- Greater attention to cleaning/disinfecting in high traffic areas has been scheduled
- Regular information updates will be issued
- An MCAD committee has been formed to plan appropriate preventative measures as well as actionable responses to an incident of contagious disease

Please note:

- Hand washing and good hygiene are necessary to minimize disease transmission (covering mouth and nose when coughing or sneezing). Flu-like symptoms are: fever with either cough or sore throat. If students experience these symptoms, they should seek medical advice and advise the Student Affairs office. When needed, Student Affairs can arrange for transportation vouchers to a local clinic.

D. Student Affairs Memo to Students, 9/17/09



U + THE FLU

Q: Do you have a fever over 100 degrees or chills and a cough or sore throat? (Disposable thermometers are available from Student Affairs, Public Safety and RAs.)

A: Yes, now what?

1: Notify Student Affairs and your teachers (via email) right away!

2: STAY HOME until at least 24 hours after you no longer have a fever. Rest. Stay in bed. Drink fluids to keep from becoming dehydrated.

3: Do NOT go to class. Class absences due to the flu will not lower your grade. (However, students are responsible for making up all missed coursework.)

4: If you live on campus and your family lives nearby, we recommend that you call your parents and go home until you are no longer sick. Self-isolating is the best way to keep from getting your classmates sick. If you cannot go home, try to limit contact with others (roommates and friends) and maintain a distance of at least six feet from people. If contact cannot be avoided, you should wear a surgical mask (available from Public Safety and RAs).

5: Call a health care provider if you are at higher risk for complications (if you are pregnant or have any chronic medical condition) or if your symptoms persist for more than one week. If you do not have your own doctor, you can call Park Nicollet Clinic Urgent Care at (952) 993-3512.

Tips to Staying Healthy:

- Wash your hands.
- Cover your mouth when you cough or sneeze.
- Stay home when you are sick.
- Get a flu shot.

For questions call or email:
(800) 824-6223 or (612) 874-3738
student_affairs@mcad.edu

E. Continuing Studies Policy and Guidelines for H1N1 Control, 9/22/09

M E M O R A N D U M

Date: November 5, 2012

To: Karen Wirth, Pam Newsome, Jen Zuccola, Steve McLaughin, Tom Grue

Cc: Betsy Catron, Lynsi Spaulding, Emily Hietpas

Fr: Lara Roy

Re: Continuing Education Policy and Guidelines for H1N1 Control

The attached policy and guidelines will be distributed to Continuing Education students and instructors only if a Flu Pandemic reaches levels 2 or 3 (Grid D in Appendix)

Note:

The entirety of this document is for internal administrative use and is not intended for publication. For example, the refund policy for Adult Classes and Workshops will not be published.

Minneapolis College of Art and Design

Continuing Education Department

Policy and Guidelines for H1N1 Control

Current: November 5, 2012

Policy Statement

The Continuing Education Department will follow the same policy guidelines adopted by the degree programs at MCAD and communicated by the Student Affairs office, with some modifications to account for differences in program structure and administration.

Centers for Disease Control guidelines indicate that self-isolation is the only proven method of preventing the spread of influenza, including H1N1, through a student population.

Therefore: if Continuing Education students and/or instructors have a fever of over 100 degrees or chills and a cough or sore throat, they should not come to class until at least 24 hours after they no longer have a fever.

The Continuing Education department will communicate this policy directly to instructors via e-mail, to students in the Post-Baccalaureate programs via e-mail, and to students in the Adult Classes and Workshops via paper flyers that will be distributed to the classes.

If a Continuing Education student in an Adult Class or Workshop does not attend a class meeting because they have the symptoms noted in this policy, and they request a refund for the missed class, the refund will be granted.

Guidelines for the Post-Baccalaureate Program

Guidelines for Students:

Follow the guidelines issued by Student Affairs.

[Lara Roy will send these guidelines to the students via e-mail.]

Guidelines for Instructors:

N/A

Guidelines for the Post-Baccalaureate Graphic Design Program

Guidelines for Students:

If you have a fever of over 100 degrees or chills and a cough or sore throat, do not come to class until at least 24 hours after you no longer have a fever.

If you miss class for this reason, send an e-mail to your instructor and to Lara Roy explaining you are missing class for this reason.

Send this e-mail within a day of the missed class.

Class absences due to the flu will not automatically lower your grade as long as you have contacted your instructor and Lara Roy and make up all missed coursework in a timely manner.

Tips for staying healthy: wash your hands, cover your mouth when you cough or sneeze, stay home when you are sick, get a seasonal flu shot. There is not currently a vaccine available for H1N1.

[Lara Roy will send these guidelines to the students via e-mail if a pandemic reaches stages 2-3 as outlined in Grid D of the attached appendix.]

Instructors:

If a student has a fever of over 100 degrees or chills and a cough or sore throat, they should not come to class until at least 24 hours after they no longer have a fever.

In case of a recognized pandemic, absences due to influenza will not automatically affect a student's grade. We are requiring students reporting flu symptoms to contact you directly via e-mail and Lara Roy in the Continuing Education office via e-mail. They are required to send this e-mail within a day of the missed class. Students are required to make up work in a timely fashion and must also meet all the stated learning goals of the syllabus.

Given the likelihood of flu-related absences, consider using electronic media (from BlackBoard to e-mail) to keep students current and encourage the students to keep each other informed via a "buddy system."

Please stay home if you exhibit flu symptoms: a fever of over 100 degrees or chills and a cough or sore throat. Should you develop flu symptoms and need to miss class, it's important to contact our office as soon as possible. In the meantime, you might also help me identify substitutes and make yourself available to substitute if the need arises. Tips for staying healthy: wash your hands, cover your mouth when you cough or sneeze, stay home when you are sick, get a flu shot.

Guidelines for Adult Classes and Workshops

Guidelines for Students:

If you have a fever of over 100 degrees or chills and a cough or sore throat, do not come to class until at least 24 hours after you no longer have a fever.

If you are taking this class for credit and you miss class for this reason, send an e-mail to continuing_education@mcad.edu explaining you are missing class for this reason. Send this e-mail within a day of the missed class. The Continuing Education department will forward this information to your instructor.

Class absences due to the flu will not automatically lower your grade as long as you have contacted Continuing Education and make up all missed coursework in a timely manner.

Tips for staying healthy: wash your hands, cover your mouth when you cough or sneeze, stay home when you are sick, get a seasonal flu shot. There is not currently a vaccine available for H1N1.

[A paper version of these guidelines will be created for class distribution.]

Guidelines for Instructors:

If a student has a fever of over 100 degrees or chills and a cough or sore throat, they should not come to class until at least 24 hours after they no longer have a fever.

In case of a recognized pandemic, absences due to influenza will not automatically affect a student's grade. We are requiring students reporting flu symptoms to contact the Continuing Education office. The Continuing Education office will forward this information to you. Students are required to make up work in a timely fashion and must also meet all the stated learning goals of the syllabus.

Given the likelihood of flu-related absences, consider using electronic media (for example, e-mail) to keep students current and encourage the students to keep each other informed via a “buddy system.”

Please stay home if you exhibit flu symptoms: a fever of over 100 degrees or chills and a cough or sore throat. Should you develop flu symptoms and need to miss class, it's important to contact me as soon as possible. In the meantime, you might also help me identify substitutes and make yourself available to substitute if the need arises.

F. Procedures for Monitoring Student Travel

Procedures for monitoring student travel:

1. Off campus study students are required to register their international travels with the U.S. State Department: <https://travelregistration.state.gov/ibrs/ui/>
2. Off campus study students are asked to email copies of their itineraries to the International Student Advisor.
3. Incoming international exchange and international students must email itineraries to the International Student Advisor.

Note: MCAD will host only one new international exchange student spring 2010 semester from Austria. <http://vienna.usembassy.gov/en/index.html> No guidance has been posted about the pandemic flu and visas.

http://vienna.usembassy.gov/en/embassy/cons/niv_cat_student.htm

Procedures for communicating to students about travel restrictions and re-entry:

1. Off campus students are given a copy of the Pre-Departure & Arrival Checklist during mandatory meetings. The checklist instructs them to register with the American Embassy in their host country and lists the web addresses of the U.S. State Department, Transportation and Security Administration, Centers for Disease Control and Prevention.
2. Off campus study students are given the website of the nearest consulate of the host country and warned about the risks of international travel.
3. Off campus study students remain responsible for reading MCAD all-student emails.
4. Off campus study students can subscribe to a travel information email subscription list for Travel Warnings, Public Announcements, Consular Information Sheets and Department of State via email at:
<https://travelregistration.state.gov/ibrs/ui/pages/common/Subscribe.aspx>

Plans for communicating with students prior, during and after crisis:

1. NAFSA: The Association of International Educators has posted links to the WHO and CDC. NAFSA has links to specific countries' individual pandemic plans at

<http://www.nafsa.org/resourcelibrary/Default.aspx?id=8298>

The CDC has not recommended people avoid domestic travel.

<http://www.nafsa.org/knowledgecommunity/default.aspx?id=9044>

International student service advise:

<http://www.nafsa.org/resourcelibrary/default.aspx?id=16748>

Study abroad office advise:

<http://www.nafsa.org/resourcelibrary/Default.aspx?id=8581>

Recommendations on travel

http://travel.state.gov/travel/tips/health/health_1181.html

Off campus study destinations and U.S. consulates closest to host schools for spring 2010 semester and their flu postings:

Ireland

http://dublin.usembassy.gov/info_travelers.html

Japan

<http://osaka.usconsulate.gov/wwwhe-H1N1ACS.html>

United Kingdom

http://london.usembassy.gov/cons_new/news/consnews011.html

Japan:

The Consulate in Chicago has not posted any restrictions on visas:

<http://www.us.emb->

japan.go.jp/english/html/travel_and_visa/travel_and_visa_index.htm

However airlines have posted that Customs and Immigration officials screen for the flu:

http://www.ana.co.jp/topics/notice090428/index02_e.html

Ireland:

As of today there are no quarantines for swine flu for Ireland:

<http://www.embassyofireland.org/home/index.aspx?id=81883>

<http://www.swineflu.ie/>

United Kingdom:

news update: <http://ukinusa.fco.gov.uk/en/newsroom/?view=News&id=20864121>

APPENDIX B

GRID A	
Minnesota Response Phase P1	
<i>Confirmed, sustained human-to-human transmission outside of United States</i>	
Communications	<ul style="list-style-type: none"> • Participate in Pandemic Planning Committee
Student Affairs	<ul style="list-style-type: none"> • Student Affairs will determine locations of students traveling to foreign location • Document exchange students points of departure • Evaluate insurance program to offer immunization coverage
Housing	<ul style="list-style-type: none"> • Participate on Pandemic Planning Committee
Academic Affairs	<ul style="list-style-type: none"> • Academic Cabinet begins planning discussions
Information Technology	<ul style="list-style-type: none"> • Work with committees to review existing institutional policies and begin more focused planning discussions with Technology staff
Public Safety	<ul style="list-style-type: none"> • Response plan reviewed by AVP of Facilities and Asst. Director of Public Safety
Facilities	<ul style="list-style-type: none"> • Response plan reviewed by AVP of Facilities and department supervisors
Human Resources	<ul style="list-style-type: none"> • Determine locations of employees traveling to foreign locations • Review and confirm employee emergency information (generally part of open enrollment information) • Review response Plan
Occupational Health and Safety	<ul style="list-style-type: none"> • Provide updates on flu status • Notify housing to identify students who have been to flu affected areas • Order PPE for inventory • Schedule/activate Pandemic Planning Committee • Evaluate clinics/medical providers for resident students
Business Office	<ul style="list-style-type: none"> • Participate on Pandemic Planning Committee`
Food Service	<ul style="list-style-type: none"> • Food service is open

GRID B**Minnesota Response Phase P2–P3***P2: Suspected or confirmed human case in North America**P3: Outbreak in the U.S.*

Communications	<ul style="list-style-type: none">• Review communications plan regarding pandemic disease
Student Affairs	<ul style="list-style-type: none">• Monitor numbers of students with ILI
Housing	<ul style="list-style-type: none">• Train Residents (RA's) to respond to requests from students who have influenza like illness (ILI)• Distribute flu kits to RA's
Academic Affairs	<ul style="list-style-type: none">• Academic Cabinet sets up substitute lists with Academic Affairs staff.• Faculty prepare off-site coursework for students absences• Review student absence policy
Information Technology	<ul style="list-style-type: none">• Work with committees to review existing institutional policies and begin more focused planning discussions with Technology staff• Work with Technology Committee to determine key academic and administrative support roles and services that will require primary Technology staff support
Public Safety	<ul style="list-style-type: none">• Review internal emergency contact lists• Review external back up contracts/vendors (Wackenhut, etc)• Review first aid stockpiles for PPE, and first aid supplies for flu symptoms• Determine alternate departments to answer main college phone• Determine identify off site alarm monitoring service
Facilities	<ul style="list-style-type: none">• Review emergency contact lists• Verify PPE stockpiles• Inventory of supplies, i.e. cleaning, disinfectant, fuel,• Review supplier and vendor contracts• Identify locations for 30 day PPE supply storage
Human Resources	<ul style="list-style-type: none">• Monitor employee absence numbers• Ensure appropriate designations of essential employees on position descriptions• Work with department managers on cross training essential functions three deep (i.e. Facilities, IT, Public Safety)
Occupational Health and Safety	<ul style="list-style-type: none">• Contact emergency providers to verify contact numbers and procedures
Business Office	<ul style="list-style-type: none">• Purchasing to ensure adequate inventory of hand sanitizers and disinfecting wipes are maintained
Food Service	<ul style="list-style-type: none">• Ensure condiments are available in individual serving packets• Place hand sanitizers and hand washing signs in appropriate locations in cafeteria• Ensure backup staff is available in cafeteria

GRID C

Minnesota Response Phase P4–P6

P4: Suspected or confirmed human case in Minnesota

P5: Limited Outbreak in Minnesota

P6: Widespread cases throughout Minnesota

Pandemic Severity Index 1

Voluntary home isolation of ill adults and children recommended

No other social distancing recommended

Communications	<ul style="list-style-type: none"> • Design hand-washing reminders and information
Student Affairs	<ul style="list-style-type: none"> • Communicate up to date information about flu (symptoms, etc) to students via email, intranet, mailbox stuffing, postings. (See U+the Flu handout) • Provide disposable thermometers in Student Affairs Office. When students report being ill, send note reminding them to contact faculty, self-isolate, etc. The email is forwarded to the Housing Director so that he can see if student is in housing. Maintain file of students reporting they are ill
Housing	<ul style="list-style-type: none"> • Housing Director receives notifications from Student Affairs as students self-report illness. Housing Director calls those students who are campus residents to urge them to: <ol style="list-style-type: none"> 1) go home to parent's house if possible 2) if can't go home, self-isolate in apartment and maintain social distance (i.e., do not share bedroom), utilize flu kit supplies (i.e., sanitize common surfaces after use), and remind not to leave apartment / return to class until 24 hours after symptoms gone. Housing Director notifies RAs of cases in their building. RA distributes flu kit to ill resident and reiterate above info • RAs report own illness to Housing Director and other RAs and identifies alternate RA(s) are identified to cover duties until well. • RA posts sign outside apartment door notifying residents to contact other RAs and the Housing Office as needed for assistance during this time • For severe illnesses: <ol style="list-style-type: none"> 1) response will be evaluated on a case-by-case basis 2) students needing medical attention will be provided taxi vouchers 3) RAs and professional staff will evaluate when and how to provide food, supplies, medication
Academic Affairs	<ul style="list-style-type: none"> • Academic Cabinet sets up substitute lists with Academic Affairs staff. • Faculty prepare off-site coursework for students absences • Change absence policy for students
Information Technology	<ul style="list-style-type: none"> • Reevaluate institutional support and service priorities • Define necessary levels of support, plan for back-up staffing for both core technology functions including vendor supported services and departmental managed services • See supplemental ITS Support Levels Overview for clarification
Public Safety	<ul style="list-style-type: none"> • Hand out procedure masks at Front desk when necessary to people who voluntarily report they are ill • Record all who voluntarily report they are sick and report to Occupational Health and Safety coordinator, HR, and Student Affairs

	<ul style="list-style-type: none"> • Ensure staff has adequate PPE for preventing flu exposure
Facilities	<ul style="list-style-type: none"> • Review locations for isolation of students • Determine needs for essential personnel housing on campus • Order 30 day supplies previously identified for essential limited campus operation • Consider procedures for closing the campus • Distribute paper products and cleaning supplies to identified storage locations, including supplies for housing. i.e. toilet paper, paper towels • Ensure appropriate placement of hand sanitizers in public areas
Human Resources	<ul style="list-style-type: none"> • Communicate information on flu precautions and policies on employee absences, pay, and leave to supervisors and employees
Occupational Health and Safety	<ul style="list-style-type: none"> • E-mail updates, as needed, to the Emergency Operations committee • Meet monthly to discuss concerns • Review locations with staff for disinfecting wipes and hand sanitizers • Determine if immunization clinics are scheduled in community and communicate locations • Identify personnel required to wear N95 masks for medical respirator screening
Business Office	<ul style="list-style-type: none"> • Monitoring status of payroll, payables and purchasing as to necessary needs to meet expectations. Needs will be met through cross training if regular personnel are incapacitated.
Food Service	<ul style="list-style-type: none"> • Cafeteria remains open – backup staff identified

GRID D

Minnesota Response Phase P4–P6

P4: Suspected or confirmed human case in Minnesota

P5: Limited Outbreak in Minnesota

P6: Widespread cases throughout Minnesota

Pandemic Severity Index 2 and 3

Voluntary home isolation of ill adults and children recommended

Voluntary quarantine of household members in homes with persons recommended

Child and adult social distancing recommended by MDH for a period of 4 weeks

Communications	<ul style="list-style-type: none"> • Provide backup to Public Safety for outside communications to College • Correspond or meet with MPCC communications officers regarding illness on other campuses • Review business continuity planning regarding communications
Student Affairs	<ul style="list-style-type: none"> • Same as Grid C, additionally make taxi vouchers available for students in need of transportation to doctor
Housing	<ul style="list-style-type: none"> • Same as Grid C • Encourage residents to keep a 3 -5 day supply of non-perishable foods in their residences
Academic Affairs	<ul style="list-style-type: none"> • Continue tracking absenteeism
Information Technology	<ul style="list-style-type: none"> • Reevaluate institutional support and service priorities • Define necessary levels of support, plan for back-up staffing for both core technology functions including vendor supported services and departmental managed services • See supplemental ITS Support Levels Overview for clarification. • Review face-to-face support areas and services • Work with existing committee structures to determine level of administrative and academic support for isolated students
Public Safety	<ul style="list-style-type: none"> • Hand out masks at Front desk when necessary to people who voluntarily report they are ill • Record all who voluntarily report they are sick and report to Occupational Health and Safety coordinator, HR, and Student Affairs • Consider need to change officer scheduling to 12 hour shifts as a result of reduced staffing • During business hours, transfer main college phone line to alternate department admin assistants when Public Safety is responding to emergency situations • As needed, transfer alarm monitoring to off site vendor to accommodate (1) officer operations • Implement cell phone call transfer • Disinfect keys when signed out to external/internal vendors, service providers that must visit resident apartments (?) • When entering infected areas staff should wear proper PPE
Facilities	<ul style="list-style-type: none"> • Increase frequency of disinfecting of high-touch services • Reduction of non-essential custodial duties, i.e. vacuuming, recycling, dust mopping, etc. • Close specific restrooms, classrooms, mechanical systems • Assure three deep essential personnel for, utilities, maintenance, and custodial • Activate contract for external HVAC support, when needed • Consider potential for tiered building shut down based on lack of essential personnel • Prepare for the lodging of essential personnel • When entering infected areas staff should wear proper PPE
Human Resources	<ul style="list-style-type: none"> • Reinforce importance of ill employees remaining at home • Review policies on leave and pay with employees and supervisors

Occupational Health and Safety	<ul style="list-style-type: none">• Activate Emergency Operations committee to meet weekly• Advise college of locations for immunization clinics
Business Office	<ul style="list-style-type: none">• Monitoring status of payroll, payables and purchasing as to necessary needs to meet expectations. All necessary needs will be met through cross training if regular personnel are incapacitated.
Food Service	<ul style="list-style-type: none">• Cafeteria remains open – backup staff identified

Minnesota Response Phase P4–P6*P4: Suspected or confirmed human case in Minnesota**P5: Limited Outbreak in Minnesota**P6: Widespread cases throughout Minnesota****Pandemic Severity Index 4 and 5****Voluntary home isolation of ill adults and children recommended**Voluntary quarantine of household members in homes with persons recommended**Child and adult social distancing recommended by MDH for a period of 12 weeks*

Communications	<ul style="list-style-type: none"> • Manage all media inquiries • Monitor social media for posts from the MCAD community that might spread misinformation or panic • Correspond with Occupational Health and Safety regarding numbers of sick faculty, staff, and students
Student Affairs	
Housing	<ul style="list-style-type: none"> • RA's are expected to have a communications role to inform students of potential or impending Academic closure actions
Academic Affairs	<ul style="list-style-type: none"> • Continue tracking absenteeism
Information Technology	<ul style="list-style-type: none"> • Reevaluate institutional support and service priorities • Define necessary levels of support, plan for back-up staffing for both core technology functions including vendor supported services and departmental managed services • See supplemental ITS Support Levels Overview for clarification. • Review face-to-face support areas and services • Work with existing committee structures to determine level of administrative and academic support for isolated students
Public Safety	<ul style="list-style-type: none"> • Hand out masks at Front desk when necessary to people who voluntarily report they are ill • Record all who voluntarily report they are sick; report to Occupational Health and Safety coordinator(?) and Student Affairs • Consider need to change officer scheduling to 12 hour shifts as a result of reduced staffing • During business hours, transfer main college phone line to alternate department admin assistants (?) • As needed, transfer alarm monitoring to off site vendor to accommodate (1 officer) department operations • When entering infected areas staff should wear proper PPE
Facilities	<ul style="list-style-type: none"> • Implement tiered shut down of buildings if directed by Presidents Advisory Council (PAC) • Implement on-site personnel strategies to maintain essential campus services • Prepare for the closing of campus • Activate contract for external HVAC, custodial support, when needed • Monitor paper and cleaning supplies in identified locations; resupply where necessary
Human Resources	<ul style="list-style-type: none"> • Implement social distancing procedures as needed, consideration for cancelling non-essential campus meetings • Worksite accommodations/modifications may include changes to work schedule and telecommuting when possible • Offices rearranged to provide more distance between desks/workstations
Occupational Health and Safety	<ul style="list-style-type: none"> • .Continue to meet with Emergency Operations Committee • Monitor severity of illness and alert PAC
Business Office	<ul style="list-style-type: none"> • Monitoring status of payroll, payables and purchasing as to necessary needs to meet expectations. All necessary needs will be met through

	cross training if regular personnel are incapacitated.
Food Service	<ul style="list-style-type: none">• Coordinate additional food delivery to campus as needed• Wrapped plastic ware is distributed at the cash register area

GRID F
<i>Academic closure due to inadequate faculty staffing(>50% absence)</i>

<i>Regular staff and administration reports to work</i>	
Communications	<ul style="list-style-type: none"> • Work with the President's Office to craft communications to the MCAD community • Manage all media inquiries • Monitor social media for posts from the MCAD community that might spread misinformation or panic • Correspond with Occupational Health and Safety regarding numbers of sick faculty, staff, and students • Meet with Emergency Operations Committee • Meet or correspond with other MPCC communications officers regarding trends at other schools
Student Affairs	<ul style="list-style-type: none"> • Notify Students of school closure
Housing	<ul style="list-style-type: none"> • Advise students that Academic closure has been declared and that all students are asked leave campus until classes resume or until further notice • Residents who cannot leave will be instructed on requirements for remaining on campus
Academic Affairs	<ul style="list-style-type: none"> • Alert all faculty • Ask faculty to prepare make-up plan for each class
Information Technology	<ul style="list-style-type: none"> • Reevaluate institutional support and service priorities as well as off-site server management • Review grid of fully supported off-campus managed servers. • Define necessary levels of support, plan for back-up staffing for both core technology functions including vendor supported services and departmental managed services • See supplemental ITS Support Levels Overview for clarification. Review face-to-face support areas and services • Work with existing committee structures to determine level of administrative and academic support for isolated students and faculty
Public Safety	<ul style="list-style-type: none"> • Provide public safety services with reduced staff by extending hours • Utilize contract security to supplement staffing needs
Facilities	<ul style="list-style-type: none"> • Implement selected building shutdown to maintain reduced college operations • Prepare for college closure of all building • Custodial services reduced to essential services • Maintenance to extend work hours to meet essential services • Utilize contract building service providers to supplement maintenance staff
Human Resources	<ul style="list-style-type: none"> • Continue to implement social distancing procedures • Provide temporary employment agency information to department managers as necessary
Occupational Health and Safety	<ul style="list-style-type: none"> • Continue to meet With Emergency Operations Committee • Monitor severity of illness and alert PAC and Communications Office
Business Office	<ul style="list-style-type: none"> • Plan for ensuring the continuation of payroll and accounting operations in the event of high employee absenteeism. • Develop contingency plans to minimize business operational impact of tuition reimbursement due to school closing during academic year. • Develop procedures for rapid procurement and payment for supplies, equipment, and services. • Develop procedures for pick-up and delivery of mail • Develop procedures to ensure adequate cash flow.
Food Service	<ul style="list-style-type: none"> • Cafeteria closed • Coordinate food deliveries to campus if dorm quarantine exists

GRID G

Full School Closure resulting from loss of utilities, lack of staffing, or state declaration

Communications

- Work with the President's Office to craft communications to the MCAD community
- Manage all media inquiries

	<ul style="list-style-type: none"> • Monitor social media for posts from the MCAD community that might spread misinformation or panic • Correspond with Occupational Health and Safety regarding numbers of sick faculty, staff, and students • Meet with Emergency Operations Committee • Continue to meet or correspond with other MPCC communications officers regarding trends at other schools • Review/practice communications plan for re-opening campus facilities
Student Affairs	<ul style="list-style-type: none"> • Notify students of school closure
Housing	<ul style="list-style-type: none"> • Communicate to remaining students that that the campus is closing and that all building and access to services will not be available • Arrange for alternative housing
Academic Affairs	<ul style="list-style-type: none"> • Plan for makeup time if necessary
Information Technology	<ul style="list-style-type: none"> • Reevaluate institutional support and service priorities as well as off-site server management • Review grid of fully supported off-campus managed servers • Define necessary levels of support, plan for back-up staffing for both core technology functions including vendor supported services and departmental managed services • See supplemental ITS Support Levels Overview for clarification. • Review face-to-face support areas and services • Work with existing committee structures to determine level of administrative and academic support for isolated students, staff and faculty
Public Safety	<ul style="list-style-type: none"> • Public safety will operate with reduced staff to ensure security of closed campus • Provide access for emergency deliveries, staff and contractors • Post signs at all entrances
Facilities	<ul style="list-style-type: none"> • Maintenance will provide essential staff to ensure integrity of closed campus building • Custodial will be provide on-call services as needed • Monitor/control building HVAC remotely if necessary
Human Resources	<ul style="list-style-type: none"> • Review hardship pay policies and payment of essential personnel
Occupational Health and Safety	<ul style="list-style-type: none"> • Coordinate teleconference meeting of Emergency Operations Committee
Business Office	<ul style="list-style-type: none"> • Payroll <ul style="list-style-type: none"> ○ Payroll accountant will work an alternative schedule ○ Payroll will be processed at an off-site location ○ Payroll advices and checks will be distributed via internal mailboxes or U.S. Postal Service ○ Use cross-trained, back-up employee to process payroll ○ Payroll accountant will remotely instruct untrained employees • Accounts Payable <ul style="list-style-type: none"> ○ Short-term postponement of accounts payable processing ○ Contact bank to waive second signature requirement
Food Service	<ul style="list-style-type: none"> • Cafeteria closed

GRID H

Minnesota Response Phase P7

Recovery and preparation for subsequent waves

Communications	<ul style="list-style-type: none"> • Work with the President's Office to craft communications to the MCAD community
----------------	--

	<ul style="list-style-type: none"> • Manage all media inquiries • Monitor social media for posts from the MCAD community that might spread misinformation or panic • Correspond with Occupational Health and Safety regarding numbers of sick faculty, staff, and students • Meet with Emergency Operations Committee • Continue to meet or correspond with other MPCC communications officers regarding trends at other schools
Student Affairs	<ul style="list-style-type: none"> • Inform all students when classes will resume
Housing	<ul style="list-style-type: none"> • Re-commission student housing
Academic Affairs	<ul style="list-style-type: none"> • Restart classes
Information Technology	<ul style="list-style-type: none"> • Evaluate service response and review/verify integrity of on-site technology equipment
Public Safety	<ul style="list-style-type: none"> • Recall staff and communicate work schedules
Facilities	<ul style="list-style-type: none"> • Evaluate need for replacement personnel • Evaluate damaged equipment caused from shut down and reactivate all building systems • Re-stock essential supplies • Disinfect/clean high touch campus surfaces • Clean up of all areas prior to use of student housing and academic buildings
Human Resources	<ul style="list-style-type: none"> • Notification to employees of campus re-opening • Coordinate hiring for vacant positions • Evaluate need for on-site grief counseling by EAP
Occupational Health and Safety	<ul style="list-style-type: none"> • Critique college response and communicate findings and recommendations
Business Office	<ul style="list-style-type: none"> • Payroll <ul style="list-style-type: none"> ○ Return to business as usual procedures • Accounts Payable <ul style="list-style-type: none"> ○ Return to business as usual procedures
Food Service	<ul style="list-style-type: none"> • Cafeteria is reopened

APPENDIX C

Emergency Planning Phases and Severity

The MCAD response by each department area in grids A – H will likely happen both independently and in coordination with the overall community response to a

pandemic situation, with the timing of responses determined by the specific nature of the of the events. Pre-determined phases described in Table 1 have been developed by international (WHO), national (CDC), and the state (MN Dept of Health) organizations. Response actions will depend on the severity of the pandemic. The CDC will determine the severity of a given pandemic based upon the proportion of deaths reported among critically ill persons early in the outbreak and designate a Pandemic Severity Index of 1 – 5. The CDC will recommend specific community mitigation strategies based upon the designated Severity Index (Table 2)

Table 1

Pandemic Influenza Outbreak Planning Phases		
WHO Phase	US Stage	Minnesota Response Phase
Phase 3: No or very limited human-to-human transmission	Stage 1: Suspected human outbreak overseas	Phase P0: Suspected human outbreak overseas
Phase 4: Evidence of increased human-to-human transmission Phase 5: Evidence of significant human-to-human transmission	Stage 2: Confirmed human outbreak overseas	Phase P1: Confirmed, sustained human-to-human transmission overseas
Phase 6: Efficient and sustained human-to-human transmission	Stage 3: Widespread human outbreaks in multiple locations overseas	
	Stage 4: First human case in North America	
	Stage 5: Spread throughout the U.S.	Phase P3: Outbreak in the U.S.
Phase P4: Suspected or confirmed human case in Minnesota		
Phase P5: Limited outbreak in Minnesota		
	Phase P6: Widespread throughout Minnesota	
	Stage 6: Recovery and preparation for subsequent waves	Phase P7: Recovery and preparation for subsequent waves

Table 2

Summary of Community Mitigation Strategies By Pandemic Severity Index (CDC)			
Interventions by Setting	Pandemic Severity Index		
	1	2 and 3	4 and 5
Home Voluntary isolation of ill at home (adults and	Recommend	Recommend	Recommend

children); combine with use of antiviral treatment as available and indicated			
Voluntary quarantine of household members in homes with ill persons (adults and children); consider combining with antiviral prophylaxis if effective, feasible, and quantities sufficient.	Generally not recommended	Consider	Recommend
School Child social distancing -dismiss students from schools and school-base activities, and closure of child care programs	Generally not recommended	Consider ≤ 4 weeks	Recommend ≤ 12 weeks
-reduce out-of-school social contacts and community mixing	Generally not recommended	Consider ≤ 4 weeks	Recommend ≤ 12 weeks
Workplace/Community Adult social distancing -decrease number of social contacts (e.g., encourage teleconferences, alternatives to face-to-face meetings) -decrease distance between persons (e.g., reduce density in public transit, workplace) -modify, postpone, or cancel selected public gatherings to promote social distance (e.g., stadium events, theater performances) -modify work place schedules and practices (e.g., telework, staggered shifts)	Generally not recommended	Consider	Recommend
	Generally not recommended	Consider	Recommend
	Generally not recommended	Consider	Recommend
	Generally not recommended	Consider	Recommend