



Pandemic Plan

March 2007

Updated December 2008

Table of Contents

1.0	Introduction.....	5
1.1	Pandemic Influenza Background	5
1.2	Pandemic Influenza Response Plan Coordinating Committee	5
1.3	Overall Planning & Coordination Committee	7
2.0	Academic & Student Affairs Administration Committee.....	9
	MnSCU Scenario 1	Error! Bookmark not defined.
2.1	Academic Affairs	9
2.2	Admissions/Registration/Financial Aid	9
2.3	International Studies and Foreign Students	10
2.4	Counseling	11
3.0	Operations Committee	12
3.1	Food Services.....	12
3.2	Bookstores.....	13
3.3	Business and Finance.....	14
3.4	Human Resources	14
3.5	Technology	16
3.6	Child Care	17
4.0	Facilities Committee	17
4.1	Physical Plant and Facilities	17
4.2	Student Housing Services	18
4.3	Campus Security.....	19
5.0	Healthcare Committee	20
	MnSCU Scenario 2	22
6.0	Academic Affairs	22
6.1	Admissions/Registration/Financial Aid	22
6.2	International Studies and Foreign Students	23
6.3	Counseling	24
7.0	Operations Committee	25
7.1	Food Services.....	25
7.2	Bookstores.....	26
7.3	Business and Finance.....	26
7.4	Human Resources	27
7.5	Technology	29
7.6	Child Care	30
8.0	Facilities Committee	30
8.1	Physical Plant and Facilities	30
8.2	Student Housing Services	31
8.3	Campus Security.....	31
9.0	Healthcare Committee	33
	MnSCU Scenario 3	35
9.1	Academic Affairs	35

9.2	Admissions/Registration/Financial Aid	35
9.3	International Studies and Foreign Students	36
9.4	Counseling	37
10.0	Operations Committee	37
10.1	Food Services.....	37
10.2	Bookstores.....	37
10.3	Business and Finance.....	39
10.4	Human Resources	39
10.5	Technology	40
10.6	Child Care.....	42
11.0	Facilities Committee	43
11.1	Physical Plant and Facilities	43
11.2	Student Housing Services	44
11.3	Campus Security.....	44
12.0	Healthcare Committee	45
	MnSCU Scenario 5	48
12.1	Academic Affairs.....	48
12.2	Admissions/Registration/Financial Aid.....	48
12.3	International Studies and Foreign Students	49
12.4	Counseling	50
13.0	Operations Committee	50
13.1	Food Services.....	50
13.2	Bookstores.....	50
13.3	Business and Finance.....	50
13.4	Human Resources	51
13.5	Technology	51
13.6	Child Care.....	51
14.0	Facilities Committee	52
14.1	Physical Plant and Facilities	52
14.2	Student Housing Services	52
14.3	Campus Security.....	52
15.0	Healthcare Committee	53
	MnSCU Scenario 6	56
15.1	Academic Affairs.....	56
15.2	Admissions/Registration/Financial Aid.....	56
15.3	International Studies and Foreign Students	56
15.4	Counseling	56
16.0	Operations Committee	57
16.1	Food Services.....	57
16.2	Bookstores.....	57
16.3	Business and Finance.....	57
16.4	Human Resources	57
16.5	Technology	58
16.6	Child Care.....	58
17.0	Facilities Committee	58
17.1	Physical Plant and Facilities	58

17.2 Student Housing Services	59
17.3 Campus Security	59
18.0 Healthcare Committee	60

1.0 Introduction

The Pandemic Influenza Response Plan establishes guidelines and protocols to be implemented prior to, during, and subsequent to a pandemic influenza outbreak. The primary goals of the plan are three-fold:

- To minimize the potential impact of a pandemic epidemic on the health of our students and employees
- To provide continuity of classes and services and minimize business interruptions
- To provide assistance to the greater Austin, Albert Lea and Owatonna communities by working with all three county government agencies and state agencies as appropriate.

1.1 Pandemic Influenza Background

Influenza, also known as the flu, is a disease that attacks the respiratory tract (nose, throat, and lungs) in humans. Different from a viral “cold,” influenza usually comes on suddenly and may include fever, headache, tiredness, dry cough, sore throat, nasal congestion, and body aches.

World-wide pandemics of influenza occur when a new or different virus emerges to which the population has little immunity. For example, public health experts are currently concerned about the risk of a pandemic influenza arising from the current epidemic of influenza that has been affecting domestic and wild birds in Asia and spreading rapidly to other parts of the world. When such strains of avian influenza interact with the common strains of human influenza, a mutation can occur that leads to a virus capable of human-to-human transmission, initiating a pandemic strain of influenza. Experts estimate that as much as 35 percent of the population will become ill. This level of disease activity would disrupt all aspects of society and severely affect the economy.

Although the timing, nature, and severity of the next pandemic cannot be predicted with any certainty, preparedness planning is imperative to lessen the impact of a pandemic. Therefore, minimizing disruption to college operations will require a coordinated response.

1.2 Pandemic Influenza Response Plan Coordinating Committee

The Pandemic Response Coordinator (PRC) is charged with overseeing the coordination of the Pandemic Influenza Response Plan and regularly monitoring national, state, and local public health agencies’ Pandemic Influenza response guidelines. The PRC works closely with the Coordinating Committee (CC), and the Freeborn, Mower, and Steele County community teams, which are comprised of local government agency

representatives. The CC reports directly to the President of Riverland Community College. The frequency of reports is dependent upon the level of emergency response.

Pandemic Coordinator: Beth Fondell, VP of Finance & Facilities

Assistant Coordinator: Judy Enright, Physical Plant Director

1. Overall Coordinating Committee:

Steve Bowron, Dean of Academic Affairs
Kari Busch, Dean of Academic Affairs
Brad Doss, Business Manager
James Douglass, Director of Communications
Judy Enright, Physical Plant Director
Beth Fondell, VP of Finance & Facilities
Kris Gullord, Director of Student Activities & Organizations
Dan Harber, Manager of Institutional Technology Operations
Ulysses Izaola, Coordinator of Student Activities and Director of Student Housing
Ron Langrell, Executive VP
Terry Leas, College President
Ken Quinn, Safety Officer
Celeste Ruble, VP of Employee & Public Relations
Jan Waller, Dean of Academic Affairs

2. Academic & Student Affairs Administration Committee (includes student housing):

Steve Bowron, Dean of Academic Affairs
Kris Gullord, Director of Student Activities & Organizations
Ulysses Izaola, Coordinator and Director of Student Activities/Housing
Ron Langrell, Executive VP
Terry Leas, College President
Jan Waller, Dean of Academic Affairs

3. Operations Committee:

Brad Doss, Business Manager
Dan Harber, Manager of Institutional Technology Operations
Terry Leas, College President
Celeste Ruble, VP of Employee & Public Relations

4. Facilities & Security Committee:

Judy Enright, Physical Plant Director
Terry Leas, College President
Ken Quinn, Safety Officer

5. Healthcare Committee:

Kari Busch, Dean of Academic Affairs
Terry Leas, College President

6. Communications Committee:

James Douglass, Communications Director

Terry Leas, College President

Celeste Ruble, VP of Employee & Public Relations

1.3 Overall Planning & Coordination Committee

Intentions:

The college president and vice presidents will be among those to decide whether to keep the institution open for classes or to shut down altogether for a specified period of time, which is consistent with the weather closure policy. The criterion utilized will be the number of affected students, staff, faculty, and administration and the virulence of the strain according to health officials within our communities. The president, vice presidents, and other administrators will be among those deciding what constitutes essential services. Availability of qualified personnel and mutual aid services within the region will be utilized in making such a decision. The college president, in coordination with the Governor and chancellor's office, will be in charge of specific activities under the National Incident Management System. Command and control will be handled according to the chain of authority; presented in the Crisis Management Plan: president, executive vice president, vice president of finance & facilities, vice president of employee & public relations, academic deans.

The Office of the Chancellor and the Governor will provide guidance for any legal and ethical issues during a pandemic that may require governmental bodies to overrule existing legislation or individual human rights. These decisions need a legal framework to ensure transparent assessment and justification of the measures that are being considered. We will face no concerns if we try to enforce quarantine (over-ruling individual freedom of movement) because the college will be enforcing a quarantine status. We may lose local autonomy and the ability to fulfill our mission as a college if there is a shift in the state assets. Amounts of readily available supplies, adequate staffing to support essential services will be required if there is a compulsory vaccination or implementation of emergency shifts in essential services.

Releasing appropriate information to families will cause an increased risk for violations regarding data privacy under HIPPA, FERPA, and the Minnesota Data Privacy Practices Act. The decisions made by this institution will be guided by the policies that are already set in place. The decisions will ultimately rest with the Governor's office and the chancellor's office. Student affairs distributes educational materials and information to students. The vice president of employee & public relations distributes educational materials and information to employees; all other supervisory positions will be responsible for distributing information in their areas. The vice president of employee & public relations is responsible for coordinating with local area systems. The deans will monitor their programs and the amount of contact with possible contaminants. Student affairs will have a system to track information on students who are attending and returning. The vice president of employee & public relations will have a system to track information on employees who are attending and returning.

Rosters of students, faculty, and staff attendance will be monitored and made available to necessary individuals. Faculty will collect data on students; Student affairs will be the collection point. Supervisors will collect data on staff and faculty; the vice president of employee & public relations will be the collection point. The Administrative Council will analyze data and develop policies and procedures accordingly. All results and analysis will be coordinated with the respective local health departments in Mower, Freeborn, and Steele counties for implementation.

Public health measures such as social distancing, quarantine and travel restrictions will restrict access to the vaccine(s). Because access to vaccines and antiviral drugs during a pandemic will be extremely limited, non-medical interventions may be the only way to delay the spread of the disease. Many of these interventions, however, may affect human behavior and human rights and therefore need a strong educational and legal basis. Moreover, most of the interventions are based on limited evidence. Therefore, transparent decision-making and frank information-sharing should go hand-in-hand.

Anticipated Outcomes/Measures:

Monitoring incidence and prevalence consists of ongoing collection, interpretation, and dissemination of data to enable the development of evidence-based interventions. The following specific groups will pay particular attention to the monitoring and interpretation and dissemination of evidence based interventions:

- a. Agricultural programs that may come in contact with affected animals**
- b. Research programs**
- c. Student health staff**
- d. Returning students, faculty, and staff traveling abroad**

MnSCU Scenario 1

An 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. (Your goal is to stay open)

2.0 Academic & Student Affairs Administration Committee

2.1 Academic Affairs

Intentions:

Develop a plan to ensure ongoing academic affairs services in the event of a reduction in work force. Five deans and the executive vice president are responsible for the supervision of ongoing academic affairs services. A plan will include an alphabetical rotation of administrators on duty. We will draft an institutional leave policy that includes a plan for suspending programs and classes. Classes will then be elongated into the next session, so students will have the ability to complete their programs of study. Online courses currently available will continue to run if support people are available at the time. Access to selected tutoring services will be available via telephone and internet. Emergency closure procedures are available in the Student Handbook and on the college website regarding cancellation or changes in the event of an emergency.

Anticipated Outcomes/Measures:

- **Achieve the goal of academic affairs operating and serving the essential needs of our students, faculty, and staff.**
- **Coordination and utilization of a rotating scheduling system of the five deans occurred without incident, and substitutes are listed on the rotation plan to cover the possibility of one of the deans being unavailable.**
- **Elongation of classes and the availability of our on-line programs met the needs of our students.**
- **Notification of cancellations to all staff, faculty, and students via our web page.**

2.2 Admissions/Registration/Financial Aid

Intentions:

Direction will be given to staff to travel from site to site to ensure ongoing admissions/registration/financial aid services in the event of a reduction in work force. The Office of the Chancellor provides the college president the authority to address the financial concerns of students on an individual basis resulting from prolonged absences from class or temporary closure of the institution.

Address decreased tuition receivables if there is a significant reduction in returning students or faculty. No plan has been developed; however, we will proceed according to existing employment policies and contracts. It is possible our Business Interruption Insurance policy would cover some loss of revenue.

A system for monitoring the whereabouts of students during a pandemic will be established. Student Housing has a policy statement; however, we need to develop an attendance monitoring policy for students.

Recruiting and continuing the admissions process during quarantine will not be implemented.

Develop a plan to continue or stop financial aid. No plan has been developed at this time; however, we would continue to award aid to eligible students. Awards would be modified in cases of student withdrawal from the college.

Anticipated Outcomes/Measures:

- **Notification was give to staff that had the responsibility of traveling to cover the reduction in work force.**
- **Communication from the president’s office regarding specific concerns with specific individual student(s) and their financial aid to the Admission/Registration/Financial Aid Departments occurred during the pandemic/crisis.**
- **Implementation of a plan to cover a loss in revenue due to a reduction in receivables protected our institution on a short-term basis.**
- **Implementation of a plan to monitor the whereabouts of all students during a pandemic/crisis in conjunction with the student housing policy statement provided the college and the students with the most effective health safety precautions possible during a pandemic.**
- **Cessation of recruiting and admissions processes helped protect future students and mitigated the reduction of the workforce in this area.**
- **Modification of financial aid awards was within the federal and state guidelines.**

2.3 International Studies and Foreign Students

Intentions:

Make administrative decisions on policies based on past practices for trip cancellation, restricted travel regions, repatriation, academic credit issues, and shelter-in-place guidelines. As part of the orientation process, students, faculty, and staff will be directed to the United States State Department website for answers regarding safety and potential personal financial obligations prior to traveling abroad to affected areas.

No plans have been developed for communicating with and assisting students, faculty and staff who may be restricted from returning to the United States from affected countries, or who may be quarantined while overseas. SEVIS status would be revised on

a case-by-case basis to assist international students, faculty, and staff that may be restricted from returning to their homelands if the United States is affected, or who may be quarantined while in the United States.

International students would be offered space in student housing as needed and as available. No plans have been developed to review health status and incubation concerns for faculty, staff, and students, upon return to the home campus. College sick leave policies will apply. Students will complete a Release of Information form before travel to address inquiries from families regarding student foreign travel.

Contracts between the college and the travel agency will address the consequences of travel restrictions on partnering organizations and will clarify each institution's obligations in the event of an outbreak and who pays. Recommendations on hygiene supply kits will be added to the checklist for global trip planning provided to faculty, staff, and students specific to foreign locations in which they are planning to visit or study.

Anticipated Outcomes/Measures:

- **The website was accessed through the United States State Department and all guidelines were followed regarding travel.**
- **Development of a plan was completed for communicating with and assisting students, faculty, and staff who may be restricted from returning to the United States from affected countries or who may be quarantined while overseas.**
- **SEVIS status was revised on a case-by-case basis to assist international students, faculty, and staff that may be restricted from returning to their homelands if the United States is affected or who may be quarantined while in the United States.**

2.4 Counseling

Intentions:

Implement the crisis intervention practices in the crisis management plan to provide counseling services to faculty, staff, and students pre-, during, and post event with special recognition to the significant number of deaths anticipated.

A certified distance counselor will offer counseling services by distance delivery; additional certified distance counselors will be trained.

Anticipated Outcomes/Measures:

- **Implementation of crisis intervention practices in the Crisis Management Plan provided counseling services to faculty, staff, and students pre-, during, and post event with special recognition to the significant number of deaths anticipated.**
- **Contracted certified distance counselor who provided services utilizing distance delivery methodology.**

- **Additional certified distance counselors were trained to be utilized during a pandemic.**

3.0 Operations Committee

3.1 Food Services

Intentions:

Food Services have identified the person in their department who is responsible for helping education, prepare and designate individual roles pre-, during and post-pandemic. Essential employees and other critical contractors are identified (e.g., raw materials, suppliers, subcontractor services/products, and logistics). Stockpiles of essential supplies will begin (e.g., pre-packaged plastic utensils, hygiene products, cleaning supplies, and non-perishable food items).

Planning will begin for scenarios that may result in an increase or decrease in demand for our services (e.g., effect restrictions on mass gatherings or need for consolidating food service operations at either the West or East buildings).

Potential impact of a pandemic of business financials will be reviewed; however, the new contract for food services to Riverland Community College will address staying in operations during the first three scenarios.

All stockpiled inventories are reviewed monthly to ensure expiration dates are not exceeded. Up-to-date, reliable pandemic information will be solicited from community public health, emergency management, law enforcement, and other sources, and sustainable links will be made. An emergency communication plan will be implemented to communicate information to staff and employees.

Policies for preventing influenza spread at the work site will be implemented (e.g., promoting respiratory hygiene, cough etiquette and prompt exclusion of people with influenza symptoms). Programs and materials covering pandemic fundamentals will be disseminated to staff and employees (e.g., signs and symptoms of influenza, modes of transmission, personal and family protection and response strategies, hand hygiene, coughing and sneezing etiquette, and other contingency plans).

Policies will be established 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 and immediate mandatory sick leave). The pandemic team will set up authorities, triggers, and procedures for implementing and terminating the foodservice provider response plan, altering business operations, and transferring business knowledge to key employees. The foodservice provider will allow employee absences during a pandemic due to factors such as personal illness, family member community containment measures, quarantines, school and/or business closures, and public transportation closures. The foodservice provider will continue to track annual influenza vaccinations for employees. Guidelines

will be implemented to modify the frequency and face-to-face contact (e.g., handshaking, seating in meetings, food service layout) among employees and customers.

Stockpiling of supply inventories will address deficiencies along with menu modifications. Alternate suppliers have been identified to ensure minimal food deliveries. If the college closes, the contract with the foodservice provider will be suspended.

Anticipated Outcomes/Measures:

- **Planned essential employees and other critical contractors were identified (e.g., raw materials, suppliers, subcontractor services/products, and logistics before and implemented during the pandemic crisis).**
- **Essential supplies were compiled for the pandemic; (e.g., pre-packaged plastic utensils, hygiene products, cleaning supplies, and non-perishable food items).**
- **Identification of an increase or decrease in demand for foodservice operations (e.g., effected restrictions on mass gatherings or need for consolidating food service operations) at either the West or East buildings occurred during the pandemic.**
- **Reviewed stockpiled inventories were completed monthly to ensure expiration dates were not exceeded.**
- **Solicitation of pandemic information from our community public health, emergency management, law enforcement, and other sources, and sustainable links were made.**
- **Implementation of policies for preventing influenza spread were disseminated to all staff prior to the pandemic (e.g., promoting respiratory hygiene, cough etiquette, and prompt exclusion of people with influenza symptoms).**
- **Implementation of mandatory sick leave policies were activated for employees who were exposed to pandemic influenza, were suspected to be ill or became ill at the worksite.**
- **Stockpiling of supply inventories addressed deficiencies along with menu modifications during the pandemic.**
- **Alternate suppliers were identified to ensure minimal food deliveries during the pandemic. If the college closes, the contract with the foodservice provider will be suspended.**

3.2 Bookstores

Intentions:

Order books over the website and ship them to students, so they will not have to go into the bookstore. Depending on the need and timing, we may increase staff involved with this process.

Anticipated Outcomes/Measures:

- **Coordination of this service addressed the needs of our students and lowered the risk level of exposure to these staff during the pandemic.**

3.3 Business and Finance

Intentions:

Encourage students to pay tuition via the website for financial transactions such as paying bills and collecting receipts when staffing is reduced. The college currently has a remote server to access college network and applications which will allow employees to provide financial services from their homes. We are researching if more are needed.

Employees are cross-trained to cover multiple areas to ensure the ongoing business and finance services in the event of a reduction in work force. Employees have been cross-trained to cover multiple areas to maintain payroll and accounts payable, to maintain the purchasing of goods and service, to ensure appropriate funds transfer to meet financial and regulatory obligations of the institution, and to secure potentially vulnerable cash handling in the event a substantial number of employees are absent during a pandemic.

Employees submit timesheets and leave requests electronically through a web-based eTimesheet application. Supervisors approve timesheets and leave requests through the same system. Supervisors also have the ability to create timesheets and leave requests for direct reports if employees do not have internet access. The payroll specialist accesses approved timesheets and leave requests and inputs payroll data into the State of Minnesota SEMA4 system via an internet application. Payroll can be processed entirely from any remote State of Minnesota computer.

Anticipated Outcomes/Measures:

- **Payment of tuition and all other financial transactions such as paying bills and collecting receipts were completed via the website while the staffing was reduced during a pandemic.**
- **Cross training of employees helped to ensure coverage in multiple areas including maintaining payroll and accounts payable, purchasing of goods and services, ensuring appropriate fund transfer to meet financial and regulatory obligations of the institution, and to secure potentially vulnerable cash handling.**
- **Payroll can be processed entirely from any remote State of Minnesota computer.**

3.4 Human Resources

Intentions:

Cross-train employees within each division to fulfill the most essential duties in the department by replacing workers who are ill or otherwise do not report to work. We will work with the regional human resource directors on a continuous basis to lend support or request support if possible to ensure a quick ability to make temporary appointments. Some duties may work with telecommuting agreements. We will provide work-out-of-class assignments where and when necessary. Each supervisor will be responsible to cross-train employees within their departments. If the Governor has not declared an emergency, the normal contract and plan provisions for vacation and annual leave continue to apply. Such requests may be granted to the extent feasible and within the confines of the applicable contract or plan. If the workforce is too depleted and the

college is not closed, we will need to analyze each request for leave carefully. Staff and faculty members must inform their supervisor of any and all absences and must complete a leave form prior to a scheduled absence or immediately upon return of an unplanned absence to address FMLA issues. Rosters will be completed for each supervisor. We will indicate within our rosters who is on leave and if it is an approved or unapproved leave. If it is obvious an employee is ill and unable to perform the functions of the position, we may request the employee to provide a wellness slip from his or her physician.

Apply normal contract provisions to employees on other authorized paid or unpaid leaves such as sabbatical, jury duty, military, and others. We will recall employees on leaves according to staffing needs and the contract provisions. We currently have three levels of cross-training for ensuring continuing paychecks and benefits for employees, an arrangement which is comparable with system and state-wide plans.

Replace our telecommuting policy with the new system policy.

Provide training by the RTD trainers. Each student and college employee will be responsible to use all provided safety equipment and procedures in their daily work or class assignments. All students and college personnel shall cooperate in all safety and prevention programs and training as they pertain to their area of study or work. College personnel will report all incidents by filing an incident report with the Human Resources office.

Inform employees of the emergency at the time of closing. Students will be notified through appropriate student support services and academic offices. Notification of employees not on duty or students not on campus will occur through announcements on radio, television, college website and telephone greeting, including **Power 96, KATE 1450 AM, KROS 1340 AM & 106.9 FM, KAUS 1480AM & 100FM, KTTC TV, KRFO 1390 AM & 105 FM, KOWZ 100.9 FM, KSTP TV, WCCO 830 AM, KAAL TV, KNFX 970 AM, KRCH 101.7 FM, KWEB 1270 AM, KMFX 102.5 FM, KIMT TV, www.riverland.edu, www.cancellations.com and Desire2Learn.**

Activate the college telephone tree (initiated by the vice president of employee and public relations under the direction of the president).

Inform essential personnel who must report to work during times the college is closed or there is a delayed opening due to emergency procedures, and we must develop procedures for notification of such personnel at these sites. The following personnel are designated as essential for purposes of closing due to inclement weather or other emergencies:

- Austin East Scott Brechtel and Tom Enfield
- Austin West Howard Oldenkamp
- Albert Lea Darwin Peterson
- OCUC John Cosgrove

When applicable, our telecommuting policy may be implemented for non-essential personnel. Email is available offsite to all students, staff, and faculty. D2L is also available to all faculty and students. Limited functionality can be made available to a small number of students (<35 concurrent users) to access campus computing resources from home. The capability of providing campus computing resources to staff/faculty offsite is being investigated. E-mail, correspondence, and telephone will be used to provide support and benefit information to employees' families other than face-to-face.

Anticipated Outcomes/Measures:

- **Cross-training of employees within each division fulfilled essential duties in the department to replace workers who were ill or otherwise were not reporting during the pandemic.**
- **Implementation of collaborative management efforts in all areas produced the ability to serve the needs of our students during the pandemic.**
- **Dissemination of information to employees, students, and staff during the pandemic and at the time of closing was successful utilizing announcements on radio, television, college website and telephone greeting, including Power 96, KATE 1450 AM, KROS 1340 AM & 106.9 FM, KAUS 1480AM & 100FM, KTTC TV, KRFO 1390 AM & 105 FM, KOWZ 100.9 FM, KSTP TV, WCCO 830 AM, KAAL TV, KNFX 970 AM, KRCH 101.7 FM, KWEB 1270 AM, KMFX 102.5 FM, KIMT TV, www.riverland.edu, www.cancellations.com and Desire2Learn.**
- **Activation of the college telephone tree (initiated by the vice president of employee and public relations under the direction of the president) gave guidance during the pandemic period.**

3.5 Technology

Intentions:

Utilize outside consultants and MnSCU MIS staff if college MIS staff cannot or refuse to report to work. The entire D2L application is available from off-site, so as long as the Office of the Chancellor can maintain the site, one local D2L administrator could work from a remote location to add courses and students for additional courses. A remote server would have to be configured for staff and faculty if more staff work from home using the Internet. The remote server would handle the physical functionality, and the supervisors would have to make sure that appropriate personnel were cross-trained and had security clearance pre-defined to do the work to ensure that staff members have necessary security access to handle ISRS, SEMA4, eTimesheet and SCUPPS transactions from home.

Anticipated Outcomes/Measures:

- **Utilization of consultants, MIS, and MnSCU staff covered the needs of the MIS department during the crisis.**
- **Implementation of a remote server and staff having the necessary security access information would produce this result.**

3.6 Child Care

Intentions:

Child-care department would access available resources to provide training for their employees related to working with and minimizing transmission in a pandemic flu situation. The child-care department would not remain open for a long period of time because of the high transmission capability in a child-care environment.

Anticipated Outcomes/Measures:

- **Implementation of staff education occurred for the child-care department; this education was conducted and will continue to be offered on an as-needed basis.**
- **Provision of parent education resources for the families by the child-care department helped to keep the families informed.**
- **Practicing of healthy hygiene habits with the children and staff helped to reduce any possible transmission of the disease.**
- **Purchasing of M95 masks for all employees of this department helped to decrease the transmission of the disease.**

4.0 Facilities Committee

4.1 Physical Plant and Facilities

Intentions:

Post signs to encourage people to minimize contact with affected animals and humans. Abrasive floor matting will be provided so people can clean their footwear prior to entering the building to minimize the spread of potentially infectious materials through campus buildings.

Ensure the ongoing provision of essential services in the event of a reduction in work force with recent cross training and layers of back-up personnel. The new Science lab areas in Austin West and Albert Lea have been designated as on-campus isolation areas that do not have re-circulated air.

Quarantine and isolation areas could be Austin West and Albert Lea science labs. Inoculation areas would be Austin-Gym, Albert Lea-Skylight Room, Owatonna-Commons. Triage areas–Nursing labs at Albert Lea and Austin.

We have purchased bleach, antiseptic instant hand cleanser, antimicrobial soap, gloves, and bags from our usual vendor. We buy supplies quarterly. Natural gas and electricity are provided by local utilities. We have the capacity for six days of back-up fuel for the Austin boilers.

The college owns two 12- passenger vans that could be used to transport personnel to secondary facilities if needed. All can be driven by available employees who have been identified as eligible drivers for the State of Minnesota.

Plans are in place to monitor and operate boilers and other building systems for all four Riverland sites from a remote site by at least two qualified essential employees. We have six employees with the necessary licenses to operate the boilers.

We do not anticipate any problems if staffing is reduced and contractors are unavailable or refuse to come on campus regarding waste pick-up, the cleaning of buildings, snow-removal, emergency weather response or securing construction contract work. We have sufficient staff cross-trained to provide minimal services. In the event of too much snow or severe weather, we would follow our current policy and close the building for the day.

Anticipated Outcomes/Measures:

- **Posted signs discouraged people from contact with affected animals and humans which minimized the potential for spreading the pandemic.**
- **Provided essential services during a reduction in the work force with recent cross training and layers of back up personnel allowed us to serve our students.**

4.2 Student Housing Services

Intentions:

The student housing manager is designated to ensure ongoing student housing services in the event of a reduction in the work force and the vice president of finance and facilities will assist.

In case of an ill manager, the student managers will cover and in the case that they are all ill, the vice president of finance and facilities will take responsibility. Monthly newsletters will be sent to apartments with healthy cooking tips, and proper ways of cooking various foods will be included. Monthly meetings are also held that will touch on these topics.

In the case that on-campus housing has been identified for use as isolation units for students who may not be able to be isolated off-campus or at home students may be moved to other units to make sure the ill student(s) can be isolated on a space-available basis. A plan will be implemented that will identify on-campus isolation areas that have private bathrooms for use. It is possible that an entire unit can be vacated for use by ill students, dependent on space availability. Evaluation centers to send students who believe they have been exposed or exhibit flu-like symptoms will also be covered in the plan. Several places in the community will be identified to accommodate such an illness. Access to dorms will be restricted or prohibited as necessary. Medical personnel and the student housing manager or designee will deliver supplies or services.

Anticipated Outcomes/Measures:

- **Ongoing student housing services were provided during the event and with a reduction in work force.**
- **In case of an ill manager, the student managers covered and when they were all ill, the vice president of finance and facilities took over the responsibility.**
- **Monthly newsletters were sent to apartments with healthy cooking tips and proper ways of cooking various foods was included.**

- **Monthly meetings were held to discuss the above topics.**
- **Access to dorms was restricted or prohibited as necessary. Medical personnel and the student housing manager or designee delivered supplies or services.**

4.3 Campus Security

Intentions:

Ensure the ongoing provision of campus security in the event of a reduction in work force. This issue has been addressed with cross-trained employees so the buildings will remain open during regular hours. Card access, keys and codes may be used for after-hour needs.

Secure and protect selected areas on campus declared off limits for both short- and long-term periods of quarantine:

Austin West: there are four sets of fire doors to seclude the nursing area that could be used for quarantine.

Austin East: we could use the theater or gymnasium.

Albert Lea: we could use the south end of the building that includes the nursing room. The fire doors could be closed to that wing.

Owatonna: we would have to barricade the doors leading to the food court.

Plans have been made to barricade drives with vehicles and personnel to secure and protect the campus' premises if declared off limits for both short- and long-term periods of quarantine. We would follow our usual procedures for security since the buildings would remain open. The communications department will follow established procedures.

Staples, food, water, and healthcare items will be secured under lock and key with only essential personnel having access.

Albert Lea/Freeborn County, Austin/Mower County, and Owatonna/Steele County have not finished their plans but are including us as they proceed, so we understand the plans and expected limitations of local police, fire, and all other local emergency services. Freeborn and Mower Counties have identified Austin High School as the counties' immunizations center.

The college president and communications department will follow the current communications policy regarding all media matters and inquiries.

With cross training and intermittent employees, 1-2 persons per shift in each building will maintain minimal service when the minimum level of security is required. Intermittent employees, supervisors, and administrators will provide back-up if staff cannot or refuse to report to work.

Anticipated Outcomes/Measures:

- **Provision of campus security during any reduction in work force maintained the safety of those on-campus and our facilities.**

5.0 Healthcare Committee

Intentions:

Health services are not available on campus but in the case of a pandemic emergency, they could be offered by our nurse practitioners with coordination of a local physician. Collaboration is ongoing for communicating with local health departments and hospital emergency rooms. Planning and communicating with parents and families will be done according to HIPPA, FERPA, and Minnesota Data Privacy Practices Act.

No plans and protocols have been established for pre-event counseling with students. We will collaborate with local health departments as well as the guidelines/policies that will be put in place from the state department of health. The appropriate type and amount of personal protective equipment has been identified and a source has been located. Our campus is not equipped to offer a health clinic. However, our labs could be identified in a community provider plan (to be equipped in emergency).

All supervisors shall inform employees of the emergency at the time of closing. Students will be notified through appropriate student support services and academic offices.

Notification of employees not on duty or students not on campus: Both employees and students will be notified through announcements on radio, television, college website and telephone greeting, including **Power 96, KATE 1450 AM, KROS 1340 AM & 106.9 FM, KAUS 1480AM & 100FM, KTTC TV, KRFO 1390 AM & 105 FM, KOWZ 100.9 FM, KSTP TV, WCCO 830 AM, KAAL TV, KNFX 970 AM, KRCH 101.7 FM, KWEB 1270 AM, KMFX 102.5 FM, KIMT TV, www.riverland.edu, www.cancellations.com and Desire2Learn.**

The college telephone tree may need to be activated by the vice president of employee and public relations under the direction of the college president.

Students will be referred to their healthcare providers for evaluation when they have flu-like symptoms to determine the likelihood of a flu exposure and to minimize contact and self exposure.

Certain faculty and personnel are trained to dispose of hazardous waste resulting from a flu outbreak.

Anticipated Outcomes/Measures:

- **Health services were not provided on campus during the pandemic.**
- **Planning and communicating with parents was completed according to HIPPA, FERPA, and Minnesota Data Privacy Practices Act.**
- **Notification of employees not on duty or students not on campus: Both employees and students were notified through announcements on radio, television, college website and telephone greeting, including Power 96, KATE**

1450 AM, KROS 1340 AM & 106.9 FM, KAUS 1480AM & 100FM, KTTC TV, KRFO 1390 AM & 105 FM, KOWZ 100.9 FM, KSTP TV, WCCO 830 AM, KAAL TV, KNFX 970 AM, KRCH 101.7 FM, KWEB 1270 AM, KMFX 102.5 FM, KIMT TV, www.riverland.edu, www.cancellations.com and Desire2Learn.

- **Students were referred to their healthcare providers for evaluation if they exhibited flu-like symptoms to determine the likelihood of flu exposure and to minimize contact and self exposure.**
- **Training of employees occurred before the outbreak on how to dispose of hazardous waste resulting from a flu outbreak.**

MnSCU Scenario 2

An outbreak of an influenza has occurred on campus, possibly caused by multiple direct contacts with an infected animal or human). There is a 30% reduction in the work force and a large portion of the student body is sick. 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)

6.0 Academic Affairs

Intentions:

Develop a plan to ensure ongoing academic affairs services in the event of a reduction in work force. Five deans and the executive vice president are responsible for the supervision of ongoing academic affairs services. A plan will include an alphabetical rotation of administrators who are on duty. We will draft an institutional leave policy that includes a plan for suspending programs and classes. Classes will then be elongated into the next session, so students will have the ability to complete their programs of study. Online courses currently available will continue to run if support people are available at the time. There has been no procedure developed for students in isolation to obtain class lectures and participate in exams. Access to selected tutoring services will be available via telephone and internet. Emergency closure procedures are available in the Student Handbook and on the college website regarding cancellation or changes in the event of an emergency.

Anticipated Outcomes/Measures:

- **Continuation in services from academic affairs will result in meeting the essential needs of our students, faculty, and staff.**
- **The rotation of scheduling of the five deans will occur without incident and substitutes are listed on the rotation plan to cover the possibility of one of the deans being unavailable.**
- **Extension of classes and the availability of our on-line programs met the needs of our students.**
- **Notification of cancellations to all staff, faculty, and students via our web page.**

6.1 Admissions/Registration/Financial Aid

Intentions:

Direction will be given to staff to travel from site to site to ensure ongoing admissions/registration/financial aid services in the event of a reduction in work force. The Office of the Chancellor provides the president the authority to address the financial concerns of students on an individual basis to address financial concerns of students resulting from prolonged absences from class or temporary closure of the institution.

No plan has been developed to address decreased tuition receivables if there is a significant reduction in returning students or faculty; however, we will proceed according to existing employment policies and contracts. It is possible our Business Interruption Insurance policy would cover some loss of revenue.

Monitoring the whereabouts of students during a pandemic will be determined. Student housing has a policy statement; however, we need to develop an attendance-monitoring policy for students.

Recruiting and continuing the admissions process during quarantine will not be implemented.

Develop a plan to continue or stop financial aid. No plan has been developed at this time; however, we would continue to award aid to eligible students. Awards would be modified in cases of student withdrawal from the college.

Anticipated Outcomes/Measures:

- **Notice was given to staff that had the responsibility of traveling to cover the reduction in work force.**
- **Communication from the president's office regarding specific concerns with specific individual student(s) and their financial aid to the Admission/Registration/Financial Aid Departments occurred during the pandemic.**
- **Development of a plan to cover a loss in revenue due to a reduction in receivables will protect our institution on a short-term basis.**
- **Implementation of a plan to monitor the whereabouts of all students during a pandemic in conjunction with the student housing policy statement will provide the college and the student with the most effective health safety precautions possible during a pandemic.**
- **Cessation of recruiting and admissions processes will help to further protect future students and will help with the reduction of the workforce in this area.**
- **Modification of financial aid awards will be within the federal and state guidelines.**
- **Recruiting and continuing the admissions process during quarantine will not be implemented.**

6.2 International Studies and Foreign Students

Intentions:

Administrative decisions will be made on policies based on past practices for trip cancellation, restricted travel regions, repatriation, academic credit issues and shelter-in-place guidelines. As part of the orientation process, students, faculty, and staff will be directed to the United States State Department website for answers regarding safety and potential personal financial obligations prior to traveling abroad to affected areas. No plans have been developed for communicating with and assisting students, faculty, and staff who may be restricted from returning to the United States from affected countries or

who may be quarantined while overseas. SEVIS status would be revised on a case-by-case basis to assist international students, faculty, and staff that may be restricted from returning to their homelands if the United States is affected or who may be quarantined while in the United States. International students would be offered space in student housing as needed and as available. No plans have been developed for faculty, staff, and students upon return to the home campus to review health status and incubation concerns. College sick leave policies will apply. Students complete a release-of-information form before travel to facilitate inquiries from families regarding student foreign travel. Contracts between the college and the travel agency will address the consequences of travel restrictions on partnering organizations and will clarify each institution's obligations in the event of an outbreak and who pays. Recommendations on hygiene supply kits will be added to the checklist for global trip planning provided to faculty, staff, and students specific to foreign locations in which they are planning to visit or study.

Anticipated Outcomes/Measures:

- **Implementation and utilization of policies created during a pandemic regarding safety and potential personal and financial obligations took place. This website can be accessed through United States State Department.**
- **Development of a plan was completed for communicating with and assisting students, faculty, and staff who may be restricted from returning to the United States from affected countries or who may be quarantined while overseas.**
- **SEVIS status is revised on a case-by-case basis to assist international students, faculty, and staff that may be restricted from returning to their homelands if the United States is affected or who may be quarantined while in the United States.**

6.3 Counseling

Intentions:

Implement the crisis intervention practices in the crisis management plan to provide counseling services to faculty, staff, and students pre-, during, and post event with special recognition to the significant number of deaths anticipated. A certified distance counselor will offer counseling services by distance delivery. Additional certified distance counselors will be trained.

Anticipated Outcomes/Measures:

- **Implementation of crisis intervention practices in the crisis management plan provided counseling services to faculty, staff, and students' pre-, during, and post event with special recognition to the significant number of deaths anticipated.**
- **Contract certified distance counselor who will provide services utilizing distance delivery methodology. Additional certified distance counselors were trained to be utilized during a pandemic.**

7.0 Operations Committee

7.1 Food Services

Intentions:

A pandemic team has been identified and provided with defined roles and responsibilities for preparedness. Essential employees and other critical inputs are identified (e.g., raw materials, suppliers, subcontractor services/products, and logistics). Stockpiles of essential supplies will begin (e.g., pre-packaged plastic utensils, hygiene products, cleaning supplies, and non-perishable food items).

Planning will begin for scenarios that may result in an increase or decrease in demand for our services (e.g., effect restrictions on mass gatherings or need for consolidating food service operations) at either the West or East buildings.

Potential impact of a pandemic of business financials will be reviewed; however, the new contract for food services to Riverland Community College will address staying in operations during the first three scenarios.

All stockpiled inventories are reviewed monthly to ensure expiration dates are not exceeded. Up-to-date, reliable pandemic information will be solicited from community public health, emergency management, law enforcement, and other sources, and sustainable links will be made. An emergency communication plan will be implemented to communicate information to staff and employees.

Policies for preventing influenza spread at the work site will be implemented (e.g., promoting respiratory hygiene, cough etiquette and prompt exclusion of people with influenza symptoms). Staff and employees will be disseminated with 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 and sneezing etiquette, and other contingency plans).

Policies will be established 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 and immediate mandatory sick leave). The pandemic team will set up authorities, triggers, and procedures for implementing and terminating the foodservice provider's response plan, altering business operations, and transferring business knowledge to key employees. The foodservice provider will forecast and allow for employee absences during a pandemic. The foodservice provider will continue to track annual influenza vaccination for employees. Guidelines will be implemented to modify the frequency and face-to-face contact (e.g., handshaking, seating in meetings, food service layout among employees and customers).

Stockpiling of supply inventories will address deficiencies along with menu modifications. Alternate suppliers have been identified to ensure minimal food deliveries. If the institution closes, the contract will be suspended. During this pandemic, the foodservice provider will meet contract requirements if the college remains open.

Anticipated Outcomes/Measures:

- **Planned essential employees and other critical contractors were identified (e.g., raw materials, suppliers, subcontractor services/products) and implemented during the pandemic crisis.**
- **Essential supplies were compiled for the pandemic (e.g., pre-packaged plastic utensils, hygiene products, cleaning supplies, and non-perishable food items).**
- **Identification of an increase or decrease in demand for foodservice operations (e.g., effect restrictions on mass gatherings or need for consolidating food service operations) at either the West or East buildings occurred during the pandemic.**
- **Implementation of the new contract for food services to Riverland Community College addresses remaining in operation.**
- **Reviewed stockpiled inventories are completed monthly to ensure expiration dates are not exceeded. Pandemic information was solicited from community public health, emergency management, law enforcement, and other sources, and sustainable links were made.**
- **Implementation of policies regarding preventing influenza spread were disseminated to all staff prior to the pandemic (e.g., promoting respiratory hygiene, cough etiquette, and prompt exclusion of people with influenza symptoms).**
- **Implementation of policies established for employees who have been exposed to pandemic influenza, are suspected to be ill or become ill at worksite (e.g., infection control response and immediate mandatory sick leave).**
- **Stockpiling of supply inventories addressed deficiencies along with menu modifications during the pandemic. Alternate suppliers were identified to ensure minimal food deliveries during the pandemic.**
- **If the institution closes, the foodservice contract with the college will be suspended during the pandemic. The foodservice provider will meet contract requirements during all other times.**

7.2 Bookstores

Intentions:

Order books over the website and ship them to students, so they will not have to go into the bookstore. Depending on the need and timing, we may increase staff involved with this process.

Anticipated Outcomes/Measures:

- **Coordination of this service addressed the needs of our students and lowered the risk level of exposure to these staff during the pandemic.**

7.3 Business and Finance

Intentions:

Encourage students to pay tuition via the website for financial transactions such as paying bills and collecting receipts when staffing is reduced. The college currently has a remote server to access college network and applications which will allow employees to provide financial services from their homes. We are researching if more are needed.

Employees are cross-trained to cover multiple areas to ensure the ongoing business and finance services in the event of a reduction in work force. Employees have been cross-trained to cover multiple areas to maintain payroll and accounts payable, to maintain the purchasing of goods and service, to ensure appropriate funds transfer to meet financial and regulatory obligations of the institution, and to secure potentially vulnerable cash handling in the event a substantial number of employees are absent during a pandemic.

Employees submit timesheets and leave requests electronically through a web-based eTimesheet application. Supervisors approve timesheets and leave requests through the same system. Supervisors also have the ability to create timesheets and leave requests for direct reports if employees do not have internet access. The payroll specialist accesses approved timesheets and leave requests and inputs payroll data into the State of Minnesota SEMA4 system via an internet application. Payroll can be processed entirely from any remote site with a State of Minnesota computer.

Anticipated Outcomes/Measures:

- **Payment of tuition and all other financial transactions such as paying bills and collecting receipts were completed via the website while the staffing was reduced during a pandemic.**
- **Cross training of employees helped to ensure coverage in multiple areas maintaining payroll and accounts payable, purchasing of goods and service, ensuring appropriate funds transfer to meet financial and regulatory obligations of the institution, and to secure potentially vulnerable cash handling.**
- **Payroll can be processed entirely from any remote site with a State of Minnesota computer.**

7.4 Human Resources

Intentions:

Cross-train employees within each division to fulfill the most essential duties in the department by replacing workers who are ill or otherwise do not report to work. We will work with the regional human resource directors on a continuous basis to lend support or request support if possible to ensure a quick ability to make temporary appointments. Some duties may work with telecommuting agreements. We will provide work-out-of-class assignments where and when necessary. Each supervisor will be responsible to cross-train employees within their departments. If the Governor has not declared an emergency, the normal contract and plan provisions for vacation and annual leave continue to apply. Such requests may be granted to the extent feasible and within the confines of the applicable contract or plan. If the workforce is too depleted and the college is not closed, we will need to analyze each request for leave carefully. Staff and faculty members must inform their supervisor of any and all absences and must complete

a leave form prior to a scheduled absence or immediately upon return of an unplanned absence to address FMLA issues. Rosters will be completed for each supervisor. We will indicate within our rosters who is on leave and if it is an approved or unapproved leave. If it is obvious an employee is ill and unable to perform the functions of the position, we may request the employee to provide a wellness slip from his or her physician.

Apply normal contract provisions to employees on other authorized paid or unpaid leaves such as sabbatical, jury duty, military, and others. We will recall employees on leaves according to staffing needs and the contract provisions. We currently have three levels of cross-training for ensuring continuing paychecks and benefits for employees, an arrangement which is comparable with system and state-wide plans.

Replace our telecommuting policy with the new system policy.

Provide training by the RTD trainers. Each student and college employee will be responsible to use all provided safety equipment and procedures in their daily work or class assignments. All students and college personnel shall cooperate in all safety and prevention programs and training as they pertain to their area of study or work. College personnel will report all incidents by filing an incident report with the Human Resources office.

Inform employees of the emergency at the time of closing. Students will be notified through appropriate student support services and academic offices. Notification of employees not on duty or students not on campus will occur through announcements on radio, television, college website and telephone greeting, including **Power 96, KATE 1450 AM, KROS 1340 AM & 106.9 FM, KAUS 1480AM & 100FM, KTTC TV, KRFO 1390 AM & 105 FM, KOWZ 100.9 FM, KSTP TV, WCCO 830 AM, KAAL TV, KNFX 970 AM, KRCH 101.7 FM, KWEB 1270 AM, KMFX 102.5 FM, KIMT TV, www.riverland.edu, www.cancellations.com and Desire2Learn.**

Activate the college telephone tree (initiated by the vice president of employee and public relations under the direction of the president).

Inform essential personnel who must report to work during times the college is closed or there is a delayed opening due to emergency procedures, and we must develop procedures for notification of such personnel at these sites. The following personnel are designated as essential for purposes of closing due to inclement weather or other emergencies:

- Austin East Scott Brechtel and Tom Enfield
- Austin West Howard Oldenkamp
- Albert Lea Darwin Peterson
- OCUC John Cosgrove

When applicable, our telecommuting policy may be implemented for non-essential personnel. Email is available offsite to all students, staff, and faculty. D2L is also

available to all faculty and students. Limited functionality can be made available to a small number of students (<35 concurrent users) to access campus computing resources from home. The capability of providing campus computing resources to staff/faculty offsite is being investigated. E-mail, correspondence, and telephone will be used to provide support and benefit information to employees' families other than face-to-face.

When the pandemic event has passed the college president will determine, based on information obtained from the Governor, Chancellor and local authorities, the timing to re-open the college. Facilities staff will come in to work one day before other employees so disinfecting and other cleaning practices can be done to provide a safe working environment for employees. The president will follow the college communications policy and utilize communication methods identified in the "Human Resources" and "Healthcare Committee" sections of this plan to broadcast the re-opening schedule to employees, students and the general public.

Anticipated Outcomes/Measures:

- **Cross-training of employees within the division fulfilled essential duties in the department to replace workers who were ill or otherwise were not reporting during the pandemic.**
- **Implementation of collaborative management efforts in all areas was able to serve the needs of our students during the pandemic.**
- **Dissemination of information to employees, students, and staff during the pandemic and at the time of closing was successful utilizing announcements on radio, television, college website and telephone greeting. Power 96, KATE 1450 AM, KROS 1340 AM & 106.9 FM, KAUS 1480AM & 100FM, KTTC TV, KRFO 1390 AM & 105 FM, KOWZ 100.9 FM, KSTP TV, WCCO 830 AM, KAAL TV, KNFX 970 AM, KRCH 101.7 FM, KWEB 1270 AM, KMFX 102.5 FM, KIMT TV, www.riverland.edu, www.cancellations.com and Desire2Learn.**
- **Activation of the college telephone tree (initiated by the vice president of employee & public relations under the direction of the college president) gave guidance during the pandemic period.**
- **Start-up activities after the pandemic event were conducted effectively through proper communication and advance cleaning preparation by the Facilities department.**

7.5 Technology

Intentions:

Utilize outside consultants and MnSCU MIS staff if college MIS staff cannot or refuse to report to work. The entire D2L application is available from off-site, so as long as the Office of the Chancellor can maintain the site, one local D2L administrator could work from a remote location to add courses and students for additional courses. A remote server would have to be configured for staff and faculty if more staff work from home using the Internet. The remote server would handle the physical functionality, and the supervisors would have to make sure that appropriate personnel were cross-trained and had security clearance pre-defined to do the work to ensure that staff members have

necessary security access to handle ISRS, SEMA4, eTimesheet and SCUPPS transactions from home.

Anticipated Outcomes/Measures:

- **Utilization of consultants, MIS, and MnSCU staff covered the needs of the MIS department during the crisis.**
- **Implementation of a remote server and staff having the necessary information would produce this result.**

7.6 Child Care

Intentions:

Child care department would access available resources to provide training for their employees related to working with and minimizing transmission in a pandemic flu situation. The child care department would not remain open for a long period of time because of the high transmission capability in a child care environment.

Anticipated Outcomes/Measures:

- **Implementation of staff education occurred for the child care department; this education was conducted and will continue to be offered on an as needed basis.**
- **Provision of parent education resources for the families by the child care department helped to keep the families informed.**
- **Practicing of healthy hygiene habits with the children and staff helped to reduce any possible transmission of the disease.**
- **Purchasing of N95 masks for all employees of this department helped to decrease the transmission of the disease.**

8.0 Facilities Committee

8.1 Physical Plant and Facilities

Intentions:

Post signs to encourage people to minimize contact with affected animals and humans. Abrasive floor matting will be provided so people can clean their footwear prior to entering the building to minimize the spread of potentially infectious materials through campus buildings.

Ensure the ongoing provision of essential services in the event of a reduction in work force with recent cross training and layers of back-up personnel. The new Science lab areas in Austin West and Albert Lea have been designated as on-campus isolation areas that do not have re-circulated air.

Quarantine and isolation areas could be Austin West and Albert Lea science labs. Inoculation areas would be Austin-Gym, Albert Lea-Skylight Room, Owatonna-Commons. Triage areas–Nursing labs at Albert Lea and Austin.

We have purchased antiseptic instant hand cleanser, antimicrobial soap, gloves, and bags from our usual vendor. We buy supplies quarterly. Natural gas and electricity are provided by local utilities. We have the capacity for six days of back-up fuel for the Austin boilers.

The college owns two 12- passenger vans that could be used to transport personnel to secondary facilities if needed. All can be driven by available employees who have been identified as eligible drivers for the State of Minnesota.

Plans are in place to monitor and operate boilers and other building systems for all four Riverland sites from a remote site by at least two qualified essential employees. We have six employees with the necessary license to operate the boilers.

We do not anticipate any problems if staffing is reduced and contractors are unavailable or refuse to come on campus regarding waste pick-up, the cleaning of buildings, snow-removal, emergency weather response or securing construction contract work. We have sufficient staff cross-trained to provide minimal services. In the event of too much snow or severe weather, we would follow our current policy and close the building for the day.

Anticipated Outcomes/Measures:

- **Posted signs discouraged people from contact with affected animals and humans which minimized the potential for spreading the pandemic.**
- **Provided essential services during a reduction in the work force with recent cross training and layers of back up personnel allowed us to serve our students.**

8.2 Student Housing Services

Intentions:

The student housing manager is designated to ensure ongoing student housing services in the event of a reduction in the work force and the vice president of finance and facilities will assist. In case of an ill manager, the student managers will cover and in the case that they are all ill, the vice president of finance and facilities will take responsibility. Monthly newsletters will be sent to apartments with healthy cooking tips, and proper ways of cooking various foods will be included. Monthly meetings are also held that will touch on these topics.

In the case that on-campus housing has been identified for use as isolation units for students who may not be able to be isolated off-campus or at home students may be moved to other units to make sure the ill student(s) can be isolated on a space-available basis. A plan will be implemented that will identify on-campus isolation areas that have private bathrooms for use. It is possible that an entire unit can be vacated for use by ill students, dependent on space availability. Evaluation centers to send students who believe they have been exposed or exhibit flu-like symptoms will also be covered in the plan. Several places in the community will be identified to accommodate such an illness. Access to dorms will be restricted or prohibited as necessary. Medical personnel and the student housing manager or designee will deliver supplies or services.

Anticipated Outcomes/Measures:

- **Ongoing student housing services were provided during the event and with a reduction in work force.**
- **In case of an ill manager, the student managers covered and when they were all ill, the vice president of finance and facilities took over the responsibility.**
- **Monthly newsletters were sent to apartments with healthy cooking tips and proper ways of cooking various foods was included.**
- **Monthly meetings were held to discuss the above topics.**
- **Access to dorms was restricted or prohibited as necessary. Medical personnel and the student housing manager or designee delivered supplies or services.**

8.3 Campus Security

Intentions:

Ensure the ongoing provision of campus security in the event of a reduction in work force. This issue has been addressed with cross-trained employees so the buildings will remain open during regular hours. Card access, keys and codes may be used for after hour needs.

Secure and protect selected areas on campus declared off limits for both short- and long-term periods of quarantine:

Austin West: there are four sets of fire doors to seclude the nursing area that could be used for quarantine.

Austin East: we could use the theater or gymnasium.

Albert Lea: we could use the south end of the building that includes the nursing room. The fire doors could be closed to that wing.

Owatonna: we would have to barricade the doors leading to the food court.

Plans have been made to barricade drives with vehicles and personnel to secure and protect the campus' premises if declared off limits for both short and long-term periods of quarantine. We would follow our usual procedures for security since the buildings would remain open. The communications department will follow established procedures.

Staples, food, water, and healthcare items will be secured under lock and key with only essential personnel having access.

Albert Lea/Freeborn County, Austin/Mower County, and Owatonna/Steele County have not finished their plans but are including us as they proceed, so we understand the plans and expected limitations of local police, fire, and all other local emergency services. Freeborn and Mower Counties have identified Austin High School as the counties' immunizations center.

The college president and communications department will follow the current communications policy regarding all media matters and inquiries.

With cross training and intermittent employees, 1-2 persons per shift in each building will maintain minimal service when the minimum level of security is required. Intermittent employees, supervisors, and administration will provide back-up if staff cannot or refuse to report to work.

Anticipated Outcomes/Measures:

- **Provision of campus security during any reduction in work force maintained the safety of those on-campus and our facilities.**

9.0 Healthcare Committee

Intentions:

Health services are not available on campus but in the case of a pandemic emergency, they could be offered by our nurse practitioners with coordination of a local physician. Collaboration is ongoing for communicating with local health departments and hospital emergency rooms. Planning and communicating with parents and families will be done according to HIPPA, FERPA, and Minnesota Data Privacy Practices Act.

No plans and protocols have been established for pre-event counseling with students. We will collaborate with local health departments as well as the guidelines/policies that will be put in place from the state department of health. The appropriate type and amount of personal protective equipment has been identified and a source has been located. Our campus is not equipped to offer a health clinic. However, our labs could be identified in a community provider plan (to be equipped in emergency).

All supervisors shall inform employees of the emergency at the time of closing. Students will be notified through appropriate student support services and academic offices.

Notification of employees not on duty or students not on campus: Both employees and students will be notified through announcements on radio, television, college website and telephone greeting, including **Power 96, KATE 1450 AM, KROS 1340 AM & 106.9 FM, KAUS 1480AM & 100FM, KTTC TV, KRFO 1390 AM & 105 FM, KOWZ 100.9 FM, KSTP TV, WCCO 830 AM, KAAL TV, KNFX 970 AM, KRCH 101.7 FM, KWEB 1270 AM, KMFX 102.5 FM, KIMT TV, www.riverland.edu, www.cancellations.com and Desire2Learn.**

The college telephone tree may need to be activated (initiated by the vice president of employee and public relations under the direction of the college president).

Students will be referred to their healthcare providers for evaluation when they have flu-like symptoms to determine the likelihood of flu exposure and to minimize contact and self exposure.

Certain faculty and personnel are trained to dispose of hazardous waste resulting from a flu outbreak.

Anticipated Outcomes/Measures:

- **Health services were not provided on campus during the pandemic.**
- **Planning and communicating with parents was completed according to HIPPA, FERPA, and Minnesota Data Privacy Practices Act.**
- **Notification of employees not on duty or students not on campus: Both employees and students were notified through announcements on radio, television, college website and telephone greeting. Power 96, KATE 1450 AM, KROS 1340 AM & 106.9 FM, KAUS 1480AM & 100FM, KTTC TV, KRFO 1390 AM & 105 FM, KOWZ 100.9 FM, KSTP TV, WCCO 830 AM, KAAL TV, KNFX 970 AM, KRCH 101.7 FM, KWEB 1270 AM, KMFX 102.5 FM, KIMT TV, www.riverland.edu, www.cancellations.com and Desire2Learn.**
- **Students were referred to their healthcare providers for evaluation if they presented with flu like symptoms to determine the likelihood of flu exposure to minimize contact and self exposure.**
- **Training of employees occurred before the outbreak on how to dispose of hazardous waste resulting from a flu outbreak.**

MnSCU 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 an inoculation site for the region. (The goal is to stay open)

9.1 Academic Affairs

Intentions:

Develop a plan to ensure ongoing academic affairs services in the event of a reduction in work force. Five deans and the executive vice president are responsible for the supervision of ongoing academic affairs services. A plan will include an alphabetical rotation of administrators on duty. We will draft an institutional leave policy that includes a plan for suspending programs and classes. Classes will then be elongated into the next session, so students will have the ability to complete their programs of study. Online courses currently available will continue to run if support people are available at the time. Access to selected tutoring services will be available via telephone and internet. Emergency closure procedures are available in the Student Handbook and on the college website regarding cancellation or changes in the event of an emergency.

Anticipated Outcomes/Measure:

- **Academic Affairs continued to operate and serve the essential needs of our students, faculty, and staff.**
- **Rotation scheduling of the five deans occurred without incident and substitutes are listed on the rotation plan to cover the possibility of one of the Deans being unavailable.**
- **Elongation of classes and the availability of our on-line programs met the needs of our students.**
- **Notification of cancellations to all staff, faculty, and students via our web page.**

9.2 Admissions/Registration/Financial Aid

Intentions:

Direction will be given to staff to travel from site to site to ensure ongoing admissions/registration/financial aid services in the event of a reduction in work force. The Office of the Chancellor provides the college president the authority to address the financial concerns of students on an individual basis resulting from prolonged absences from class or temporary closure of the institution.

Address decreased tuition receivables if there is a significant reduction in returning students or faculty. No plan has been developed; however, we will proceed according to existing employment policies and contracts. It is possible our Business Interruption Insurance policy would cover some loss of revenue.

A system for monitoring the whereabouts of students during a pandemic will be established. Student Housing has a policy statement; however, we need to develop an attendance monitoring policy for students.

Recruiting and continuing the admissions process during quarantine will not be implemented.

Develop a plan to continue or stop financial aid. No plan has been developed at this time; however, we would continue to award aid to eligible students. Awards would be modified in cases of student withdrawal from the college.

Anticipated Outcomes/Measures:

- **Notification was give to staff that had the responsibility of traveling to cover the reduction in work force.**
- **Communication from the president’s office regarding specific concerns with specific individual student(s) and their financial aid to the Admission/Registration/Financial Aid Departments occurred during the pandemic/crisis.**
- **Implementation of a plan to cover a loss in revenue due to a reduction in receivables protected our institution on a short-term basis.**
- **Implementation of a plan to monitor the whereabouts of all students during a pandemic/crisis in conjunction with the student housing policy statement provided the college and the students with the most effective health safety precautions possible during a pandemic.**
- **Cessation of recruiting and admissions processes helped protect future students and mitigated the reduction of the workforce in this area.**
- **Modification of financial aid awards was within the federal and state guidelines.**

9.3 International Studies and Foreign Students

Intentions:

Make administrative decisions on policies based on past practices for trip cancellation, restricted travel regions, repatriation, academic credit issues, and shelter-in-place guidelines. As part of the orientation process, students, faculty, and staff will be directed to the United States State Department website for answers regarding safety and potential personal financial obligations prior to traveling abroad to affected areas.

No plans have been developed for communicating with and assisting students, faculty and staff who may be restricted from returning to the United States from affected countries, or who may be quarantined while overseas. SEVIS status would be revised on a case-by-case basis to assist international students, faculty, and staff who may be restricted from returning to their homelands if the United States is affected, or who may be quarantined while in the United States.

International students would be offered space in student housing as needed and as available. No plans have been developed to review health status and incubation concerns for faculty, staff, and students, upon return to the home campus. College sick leave policies will apply. Students will complete a Release of Information form before travel to address inquiries from families regarding student foreign travel.

Contracts between the college and the travel agency will address the consequences of travel restrictions on partnering organizations and will clarify each institution's obligations in the event of an outbreak and who pays. Recommendations on hygiene supply kits will be added to the checklist for global trip planning provided to faculty, staff, and students specific to foreign locations in which they are planning to visit or study.

Anticipated Outcomes/Measures:

- **The website was accessed through the United States State Department and all guidelines were followed regarding travel.**
- **Development of a plan in regards to communicating with and assisting students, faculty and staff who may be restricted from returning to the United States from affected countries, or who may be quarantined while overseas.**
- **SEVIS status is revised on a case-by-case basis to assist international students, faculty and staff that may be restricted from returning to their homelands if the United States is affected, or who may be quarantined while in the United States.**

9.4 Counseling

Intentions:

Implement the crisis intervention practices in the crisis management plan to provide counseling services to faculty, staff, and students pre-, during, and post event with special recognition to the significant number of deaths anticipated.

A certified distance counselor will offer counseling services by distance delivery; additional certified distance counselors will be trained.

Anticipated Outcomes/Measures:

- **Implementation of crisis intervention practices in the Crisis Management Plan provided counseling services to faculty, staff, and students pre-, during, and post event with special recognition to the significant number of deaths anticipated.**
- **Contracted certified distance counselor who provided services utilizing distance delivery methodology.**
- **Additional certified distance counselors were trained to be utilized during a pandemic.**

10.0 Operations Committee

10.1 Food Services

Intentions:

A pandemic team has been identified and provided with defined roles and responsibilities for preparedness. Essential employees and other critical inputs are identified (e.g., raw materials, suppliers, subcontractor services/products, and logistics). Stockpiles of

essential supplies will begin (e.g., pre-packaged plastic utensils, hygiene products, cleaning supplies, and non-perishable food items).

Planning will begin for scenarios that may result in an increase or decrease in demand for foodservice operations (e.g., effect restrictions on mass gatherings or need for consolidating food service operations) at either the west or east buildings.

Potential impact of a pandemic of business financials will be reviewed; however, the new contract for food services to Riverland Community College will address staying in operations during the first three scenarios.

All stockpiled inventories are reviewed monthly to ensure expiration dates are not exceeded. Up-to-date, reliable pandemic information will be solicited from community public health, emergency management, law enforcement, and other sources, and sustainable links will be made. An emergency communication plan will be implemented to communicate information to staff and employees.

Policies for preventing influenza spread at the work site will be implemented (e.g., promoting respiratory hygiene, cough etiquette and prompt exclusion of people with influenza symptoms). Staff and employees will be disseminated with 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 and sneezing etiquette, and other contingency plans).

Policies will be established 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 and immediate mandatory sick leave). The pandemic team will set up authorities, triggers, and procedures for implementing and terminating the foodservice provider's response plan, altering business operations, and transferring business knowledge to key employees. The foodservice provider will forecast and allow for employee absences during a pandemic.

The foodservice provider will continue to track annual influenza vaccination for employees. Guidelines will be implemented to modify the frequency and face-to-face contact (e.g., handshaking, seating in meetings, food service layout among employees and customers).

Stockpiling of supply inventories will address deficiencies along with menu modifications. Alternate suppliers have been identified to ensure minimal food deliveries. If the institution closes, the foodservice contract will be suspended. During this pandemic, the foodservice provider will meet contract requirements if the college remains open.

Anticipated Outcomes/Measures:

- **Planned essential employees and other critical contractors were identified (e.g., raw materials, suppliers, subcontractor services/products) and implemented during the pandemic crisis.**
- **Essential supplies were compiled for the pandemic (e.g., pre-packaged plastic utensils, hygiene products, cleaning supplies, and non-perishable food items).**
- **Identification of an increase or decrease in demand for foodservice operations (e.g., effect restrictions on mass gatherings or need for consolidating food service operations) at either the West or East buildings occurred during the pandemic.**
- **Implementation of the new contract for food services to Riverland Community College addresses remaining in operation.**
- **Reviewed stockpiled inventories are completed monthly to ensure expiration dates are not exceeded. Pandemic information was solicited from community public health, emergency management, law enforcement, and other sources, and sustainable links were made.**
- **Implementation of policies regarding preventing influenza spread were disseminated to all staff prior to the pandemic (e.g., promoting respiratory hygiene, cough etiquette, and prompt exclusion of people with influenza symptoms).**
- **Implementation of policies established for employees who have been exposed to pandemic influenza, are suspected to be ill or become ill at worksite (e.g., infection control response and immediate mandatory sick leave).**
- **Stockpiling of supply inventories addressed deficiencies along with menu modifications during the pandemic. Alternate suppliers were identified to ensure minimal food deliveries during the pandemic.**
- **If the institution closes, the contract with the college will be suspended during the pandemic. The foodservice provider will meet contract requirements during all other times.**

10.2 Bookstores

Intentions:

Order books over the website and ship them to students so they will not have to go into the bookstore. Depending on the need and timing, we may increase staff involved with this process.

Anticipated Outcomes/Measures:

- **Coordination of this service via mail addressed the needs of our students and lowered the risk level of exposure to these staff during the pandemic.**

10.3 Business and Finance

Intentions:

Encourage students to pay tuition via the website for financial transactions such as paying bills and collecting receipts when staffing is reduced. The college currently has a remote server to access college network and applications which will allow employees to provide financial services from their homes. We are researching if more are needed.

Employees are cross-trained to cover multiple areas to ensure the ongoing business and finance services in the event of a reduction in work force. Employees have been cross-trained to cover multiple areas to maintain payroll and accounts payable, to maintain the purchasing of goods and service, to ensure appropriate funds transfer to meet financial and regulatory obligations of the institution, and to secure potentially vulnerable cash handling in the event a substantial number of employees are absent during a pandemic.

Employees submit timesheets and leave requests electronically through a web-based eTimesheet application. Supervisors approve timesheets and leave requests through the same system. Supervisors also have the ability to create timesheets and leave requests for direct reports if employees do not have internet access. The payroll specialist accesses approved timesheets and leave requests and inputs payroll data into the State of Minnesota SEMA4 system via an internet application. Payroll can be processed entirely from any remote site with a State of Minnesota computer.

Anticipated Outcomes/Measures:

- **Payment of tuition and all other financial transactions such as paying bills and collecting receipts were completed via the website while the staffing was reduced during a pandemic.**
- **Cross training of employees helped to ensure coverage in multiple areas including maintaining payroll and accounts payable, purchasing of goods and services, ensuring appropriate fund transfer to meet financial and regulatory obligations of the institution, and to secure potentially vulnerable cash handling.**
- **Payroll can be processed entirely from any remote site with a State of Minnesota computer.**

10.4 Human Resources

Intentions:

Cross-train employees within each division to fulfill the most essential duties in the department by replacing workers who are ill or otherwise do not report to work. We will work with the regional human resource directors on a continuous basis to lend support or request support if possible to ensure a quick ability to make temporary appointments. Some duties may work with telecommuting agreements. We will provide work-out-of-class assignments where and when necessary. Each supervisor will be responsible to cross-train employees within their departments. If the Governor has not declared an emergency, the normal contract and plan provisions for vacation and annual leave continue to apply. Such requests may be granted to the extent feasible and within the confines of the applicable contract or plan. If the workforce is too depleted and the college is not closed, we will need to analyze each request for leave carefully. Staff and faculty members must inform their supervisor of any and all absences and must complete a leave form prior to a scheduled absence or immediately upon return of an unplanned absence to address FMLA issues. Rosters will be completed for each supervisor. We will indicate within our rosters who is on leave and if it is an approved or unapproved

leave. If it is obvious an employee is ill and unable to perform the functions of the position, we may request the employee to provide a wellness slip from his or her physician.

Apply normal contract provisions to employees on other authorized paid or unpaid leaves such as sabbatical, jury duty, military, and others. We will recall employees on leaves according to staffing needs and the contract provisions. We currently have three levels of cross-training for ensuring continuing paychecks and benefits for employees, an arrangement which is comparable with system and state-wide plans.

Replace our telecommuting policy with the new system policy.

Provide training by the RTD trainers. Each student and college employee will be responsible to use all provided safety equipment and procedures in their daily work or class assignments. All students and college personnel shall cooperate in all safety and prevention programs and training as they pertain to their area of study or work. College personnel will report all incidents by filing an incident report with the Human Resources office.

Inform employees of the emergency at the time of closing. Students will be notified through appropriate student support services and academic offices. Notification of employees not on duty or students not on campus will occur through announcements on radio, television, college website and telephone greeting, including **Power 96, KATE 1450 AM, KROS 1340 AM & 106.9 FM, KAUS 1480AM & 100FM, KTTC TV, KRFO 1390 AM & 105 FM, KOWZ 100.9 FM, KSTP TV, WCCO 830 AM, KAAL TV, KNFX 970 AM, KRCH 101.7 FM, KWEB 1270 AM, KMFX 102.5 FM, KIMT TV, www.riverland.edu, www.cancellations.com and Desire2Learn.**

Activate the college telephone tree (initiated by the vice president of employee and public relations under the direction of the college president).

Inform essential personnel who must report to work during times the college is closed or there is a delayed opening due to emergency procedures, and we must develop procedures for notification of such personnel at these sites. The following personnel are designated as essential for purposes of closing due to inclement weather or other emergencies:

- Austin East Scott Brechtel and Tom Enfield
- Austin West Howard Oldenkamp
- Albert Lea Darwin Peterson
- OCUC John Cosgrove

When applicable, our telecommuting policy may be implemented for non-essential personnel. Email is available offsite to all students, staff, and faculty. D2L is also available to all faculty and students. Limited functionality can be made available to a small number of students (<35 concurrent users) to access campus computing resources from home. The capability of providing campus computing resources to staff/faculty

offsite is being investigated. E-mail, correspondence, and telephone will be used to provide support and benefit information to employees' families other than face-to-face.

When the pandemic event has passed the college president will determine, based on information obtained from the Governor, Chancellor and local authorities, the timing to re-open the college. Facilities staff will come in to work one day before other employees so disinfecting and other cleaning practices can be done to provide a safe working environment for employees. The president will follow the college communications policy and utilize communication methods identified in the "Human Resources" and "Healthcare Committee" sections of this plan to broadcast the re-opening schedule to employees, students and the general public.

Anticipated Outcomes/Measures:

- **Cross-training of employees within each division fulfilled essential duties in the department to replace workers who were ill or otherwise were not reporting during the pandemic.**
- **Implementation of collaborative management efforts in all areas produced the ability to serve the needs of our students during the pandemic.**
- **Dissemination of information to employees, students, and staff during the pandemic and at the time of closing was successful utilizing announcements on radio, television, college website and telephone greeting, including Power 96, KATE 1450 AM, KROS 1340 AM & 106.9 FM, KAUS 1480AM & 100FM, KTTC TV, KRFO 1390 AM & 105 FM, KOWZ 100.9 FM, KSTP TV, WCCO 830 AM, KAAL TV, KNFX 970 AM, KRCH 101.7 FM, KWEB 1270 AM, KMFx 102.5 FM, KIMT TV, www.riverland.edu, www.cancellations.com and Desire2Learn.**
- **Activation of the college telephone tree (initiated by the vice president of employee and public relations under the direction of the president) gave guidance during the pandemic period.**
- **Start-up activities after the pandemic event were conducted effectively through proper communication and advance cleaning preparation by the Facilities department.**

10.5 Technology

Intentions:

Utilize outside consultants and MnSCU MIS staff if college MIS staff cannot or refuse to report to work. The entire D2L application is available from off-site, so as long as the Office of the Chancellor can maintain the site, one local D2L administrator could work from a remote location to add courses and students for additional courses. A remote server would have to be configured for staff and faculty if more staff work from home using the Internet. The remote server would handle the physical functionality, and the supervisors would have to make sure that appropriate personnel were cross-trained and had security clearance pre-defined to do the work to ensure that staff members have necessary security access to handle ISRS, SEMA4, eTimesheet and SCUPPS transactions from home.

Anticipated Outcomes/Measures:

- Utilization of consultants, MIS, and MnSCU staff covered the needs of the MIS department during the crisis.
- Implementation of a remote server and staff having the necessary security access information would produce this result.

10.6 Child Care**Intentions:**

Child care is closed

Anticipated Outcomes/Measures:

- Child care is closed

11.0 Facilities Committee**11.1 Physical Plant and Facilities****Intentions:**

Post signs to encourage people to minimize contact with affected animals and humans. Abrasive floor matting will be provided so people can clean their footwear prior to entering the building to minimize the spread of potentially infectious materials through campus buildings.

Ensure the ongoing provision of essential services in the event of a reduction in work force with recent cross training and layers of back-up personnel. The new Science lab areas in Austin West and Albert Lea have been designated as on-campus isolation areas that do not have re-circulated air.

Quarantine and isolation areas could be Austin West and Albert Lea science labs. Inoculation areas would be Austin-Gym, Albert Lea-Skylight Room, Owatonna-Commons. Triage areas–Nursing labs at Albert Lea and Austin.

We have purchased bleach, antiseptic instant hand cleanser, antimicrobial soap, gloves, and bags from our usual vendor. We buy supplies quarterly. Natural gas and electricity are provided by local utilities. We have the capacity for six days of back-up fuel for the Austin boilers.

The college owns two 12- passenger vans that could be used to transport personnel to secondary facilities if needed. All can be driven by available employees who have been identified as eligible drivers for the State of Minnesota.

Plans are in place to monitor and operate boilers and other building systems for all four Riverland sites from a remote site by at least two qualified essential employees. We have six employees with the necessary license to operate the boilers.

We do not anticipate any problems if staffing is reduced and contractors are unavailable or refuse to come on campus regarding waste pick-up, the cleaning of buildings, snow-removal, emergency weather response or securing construction contract work. We have sufficient staff cross-trained to provide minimal services. In the event of too much snow or severe weather, we would follow our current policy and close the building for the day.

Anticipated Outcomes/Measures:

- **Posted signs discouraged people from contact with affected animals and humans which minimized the potential for spreading the pandemic.**
- **Provided essential services during a reduction in the work force with recent cross training and layers of back up personnel allowed us to serve our students.**

11.2 Student Housing Services

Intentions:

The student housing manager is designated to ensure ongoing student housing services in the event of a reduction in the work force and the vice president of finance and facilities will assist. In case of an ill manager, the student managers will cover and in the case that they are all ill, the dean vice president of finance and facilities will take responsibility. Monthly newsletters will be sent to apartments with healthy cooking tips, and proper ways of cooking various foods will be included. Monthly meetings are also held that will touch on these topics.

In the case that on-campus housing has been identified for use as isolation units for students who may not be able to be isolated off-campus or at home students may be moved to other units to make sure the ill student(s) can be isolated on a space-available basis. A plan will be implemented that will identify on-campus isolation areas that have private bathrooms for use. It is possible that an entire unit can be vacated for use by ill students, dependent on space availability. Evaluation centers to send students who believe they have been exposed or exhibit flu-like symptoms will also be covered in the plan. Several places in the community will be identified to accommodate such an illness. Access to dorms will be restricted or prohibited as necessary. Medical personnel and the student housing manager or designee will deliver supplies or services.

Anticipated Outcomes/Measures:

- **Ongoing student housing services were provided during the event and with a reduction in work force.**
- **In case of an ill manager, the student managers covered and when they were all ill, the vice president of finance and facilities took over the responsibility.**
- **Monthly newsletters were sent to apartments with healthy cooking tips and proper ways of cooking various foods was included.**
- **Monthly meetings were held to discuss the above topics.**
- **Access to dorms was restricted or prohibited as necessary. Medical personnel and the student housing manager or designee delivered supplies or services.**

11.3 Campus Security

Intentions:

Ensure the ongoing provision of campus security in the event of a reduction in work force. This issue has been addressed with cross-trained employees so the buildings will remain open during regular hours. Card access, keys and codes may be used for after hour needs.

Secure and protect selected areas on campus declared off limits for both short- and long-term periods of quarantine:

Austin West: there are four sets of fire doors to seclude the nursing area that could be used for quarantine.

Austin East: we could use the theater or gymnasium.

Albert Lea: we could use the south end of the building that includes the nursing room. The fire doors could be closed to that wing.

Owatonna: we would have to barricade the doors leading to the food court.

Plans have been made to barricade drives with vehicles and personnel to secure and protect the campus' premises if declared off limits for both short- and long-term periods of quarantine. We would follow our usual procedures for security since the buildings would remain open. The communications department will follow established procedures.

Staples, food, water, and healthcare items will be secured under lock and key with only essential personnel having access.

Albert Lea/Freeborn County, Austin/Mower County, and Owatonna/Steele County have not finished their plans but are including us as they proceed, so we understand the plans and expected limitations of local police, fire, and all other local emergency services. Freeborn and Mower Counties have identified Austin High School as the counties' immunizations center.

The college president and communications department will follow the current communications policy regarding all media matters and inquiries.

With cross training and intermittent employees, 1-2 persons per shift in each building will maintain minimal service when the minimum level of security is required. Intermittent employees, supervisors, and administrators will provide back-up if staff cannot or refuse to report to work.

Anticipated Outcomes/Measures:

- **Provision of campus security during any reduction in work force maintained the safety of those on-campus and our facilities.**

12.0 Healthcare Committee

Intentions:

Health services are not available on campus but in the case of a pandemic emergency, they could be offered by our nurse practitioners with coordination of a local physician. Collaboration is ongoing for communicating with local health departments and hospital emergency rooms. Planning and communicating with parents and families will be done according to HIPPA, FERPA, and Minnesota Data Privacy Practices Act.

No plans and protocols have been established for pre-event counseling with students. We will collaborate with local health departments as well as the guidelines/policies that will be put in place from the state department of health. The appropriate type and amount of personal protective equipment has been identified and a source has been located. Our campus is not equipped to offer a health clinic. However, our labs could be identified in a community provider plan (to be equipped in emergency).

All supervisors shall inform employees of the emergency at the time of closing. Students will be notified through appropriate student support services and academic offices.

Notification of employees not on duty or students not on campus: Both employees and students will be notified through announcements on radio, television, college website and telephone greeting, including **Power 96, KATE 1450 AM, KROS 1340 AM & 106.9 FM, KAUS 1480AM & 100FM, KTTC TV, KRFO 1390 AM & 105 FM, KOWZ 100.9 FM, KSTP TV, WCCO 830 AM, KAAL TV, KNFX 970 AM, KRCH 101.7 FM, KWEB 1270 AM, KMFX 102.5 FM, KIMT TV, www.riverland.edu, www.cancellations.com and Desire2Learn.**

The college telephone tree may need to be activated (initiated by the vice president of employee and public relations under the direction of the college president).

Students will be referred to their healthcare providers for evaluation when they have flu-like symptoms to determine the likelihood of flu exposure and to minimize contact and self exposure.

Certain faculty and personnel are trained to dispose of hazardous waste resulting from a flu outbreak.

Anticipated Outcomes/Measures:

- **Health services were not provided on campus during the pandemic.**
- **Planning and communicating with parents was completed according to HIPPA, FERPA, and Minnesota Data Privacy Practices Act.**
- **Notification of employees not on duty or students not on campus: Both employees and students were notified through announcements on radio, television, college website and telephone greeting, including Power 96, KATE 1450 AM, KROS 1340 AM & 106.9 FM, KAUS 1480AM & 100FM, KTTC TV, KRFO 1390 AM & 105 FM, KOWZ 100.9 FM, KSTP TV, WCCO 830 AM, KAAL TV, KNFX 970 AM, KRCH 101.7 FM, KWEB 1270 AM, KMFX**

102.5 FM, KIMT TV, www.riverland.edu, www.cancellations.com and Desire2Learn.

- Students were referred to their healthcare providers for evaluation if they exhibited flu-like symptoms to determine the likelihood of flu exposure and to minimize contact and self exposure.
- Training of employees occurred before the outbreak on how to dispose of hazardous waste resulting from a flu outbreak.

MnSCU Scenario 5

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.

12.1 Academic Affairs

Intentions:

Develop a plan to ensure ongoing academic affairs services in the event of a reduction in work force. Five deans and the executive vice president are responsible for the supervision of ongoing academic affairs services. A plan will include an alphabetical rotation of administrators on duty. We will draft an institutional leave policy that includes a plan for suspending programs and classes. Classes will then be elongated into the next session, so students will have the ability to complete their programs of study. All classes, including online courses, will be cancelled. Emergency closure procedures are available in the Student Handbook and on the college website regarding cancellation or changes in the event of an emergency.

Anticipated Outcomes/Measure:

- **Elongation of classes and the availability of our on-line programs met the needs of our students.**
- **Notification of cancellations to all staff, faculty, and students via our web page.**

12.2 Admissions/Registration/Financial Aid

Intentions:

Direction will be given to staff to work to package prospective students the best they could from home, on-line, and telephone to ensure ongoing admissions/registrar/financial aid services in the event of a reduction in work force. The Office of the Chancellor provides the president the authority to address the financial concerns of students on an individual basis resulting from prolonged absences from class or temporary closure of the institution.

Address decreased tuition receivables if there is a significant reduction in returning students or faculty. No plan has been developed; however, we will proceed according to existing employment policies and contracts. It is possible our Business Interruption Insurance policy would cover some loss of revenue.

Ensure that Student Housing would be closed. International students with no place to go would remain in housing in separate units.

Contact with prospective students could still be maintained with a functioning remote server.

We would continue to award and package financial aid from home. Awards would be modified based on the day of campus closure.

Anticipated Outcomes/Measures:

- **Transactions completed via the web. All student financial concerns would be addressed on an individual basis.**

12.3 International Studies and Foreign Students

Intentions:

Make administrative decisions on policies based on past practices for trip cancellation, restricted travel regions, repatriation, academic credit issues and shelter-in-place guidelines. As part of the orientation process, students, faculty, and staff will be directed to the United States State Department website for answers regarding safety and potential personal financial obligations prior to traveling abroad to affected areas.

No plans have been developed for communicating with and assisting students, faculty and staff who may be restricted from returning to the United States from affected countries, or who may be quarantined while overseas. SEVIS status would be revised on a case-by-case basis via e-mail and phone to assist international students, faculty and staff who may be restricted from returning to their homelands if the United States is affected, or who may be quarantined while in the United States.

International students would be offered space in Student Housing as needed and as available. No plans have been developed for faculty, staff, and students upon return to home-campus to review health status and incubation concerns. College sick leave policies will apply. Students complete a Release of Information form before travel to address inquiries from families regarding student foreign travel.

Contracts between the college and the travel agency will address the consequences of travel restrictions on partnering organizations and will clarify what each institution's obligations will be in the event of an outbreak and who pays. Recommendations on hygiene supply kits will be added to the checklist for global trip planning provided to faculty, staff and students specific to foreign locations in which they are planning to visit or study.

Anticipated Outcomes/Measures:

- **Enforcement of restricted travel to our facilities will be based upon the guidelines set forth by the United States State Department.**
- **Development of a plan in regards to communicating with and assisting students, faculty and staff who may be restricted from returning to the United States from affected countries, or who may be quarantined while overseas.**

- **SEVIS status is revised on a case-by-case basis to assist international students, faculty and staff that may be restricted from returning to their homelands if the United States is affected, or who may be quarantined while in the United States.**

12.4 Counseling

Intentions:

Certified distance counselors could be available via email and telephone to provide services to faculty, staff and students pre-, during and post event with special recognition to the significant number of deaths anticipated.

Anticipated Outcomes/Measures:

- **Contract certified distance counselor who will provide services utilizing distance delivery methodology.**

13.0 Operations Committee

13.1 Food Services

Intentions:

Close food service operations.

13.2 Bookstores

Intentions:

Bookstores are closed.

13.3 Business and Finance

Intentions:

Reassess college services on a daily basis. Essential staff will be identified. The college currently has a remote server to access college network and applications which will allow essential employees to provide financial services from their homes. We are researching if more are needed. We will reassess college services on a daily basis.

Employees submit timesheets and leave requests electronically through a web-based eTimesheet application. Supervisors approve timesheets and leave requests through the same system. Supervisors also have the ability to create timesheets and leave requests for direct reports if employees do not have internet access. The payroll specialist accesses approved timesheets and leave requests and inputs payroll data into the State of Minnesota SEMA4 system via an internet application. Payroll can be processed entirely from any remote site with a State of Minnesota computer.

Anticipated Outcomes/Measures:

- **Assessed college services on a daily basis.**
- **Transactions available were web based.**

- **Payroll can be processed entirely from a remote site given internet access for the eTimesheet and SEMA4 systems.**

13.4 Human Resources

Intentions:

Replace ill employees as required or as directed by the Governor.

When the pandemic event has passed the college president will determine, based on information obtained from the Governor, Chancellor and local authorities, the timing to re-open the college. Facilities staff will come in to work one day before other employees so disinfecting and other cleaning practices can be done to provide a safe working environment for employees. The president will follow the college communications policy and utilize communication methods identified in the “Human Resources” and “Healthcare Committee” sections of this plan to broadcast the re-opening schedule to employees, students and the general public.

Anticipated Outcomes/Measures:

- **Replacement of employees as needed occurred during this crisis.**
- **Start-up activities after the pandemic event were conducted effectively through proper communication and advance cleaning preparation by the Facilities department.**

13.5 Technology

Intentions:

Utilize outside consultants and MnSCU MIS staff if college MIS staff cannot or refuse to report to work. The entire D2L application is available from off-site, so as long as the OOC can keep the site up, one local D2L administrator could work from a remote location to add courses and students for additional courses. A remote server would have to be configured for staff and faculty if more staff work from home using internet. The remote server would handle the physical functionality, and the supervisors would have to make sure that appropriate personnel were cross-trained and had security clearance pre-defined to do the work to ensure that staff have necessary security access to handle ISRS, SEMA4, eTimesheet and SCUPPS transactions from home.

Anticipated Outcomes/Measures:

- **Utilization of consultants, MIS, and MnSCU staff covered the needs of the MIS department during the crisis via web and telecommunications.**
- **Implementation of a remote server and staff having the necessary information would produce this result.**

13.6 Child Care

Intentions:

Child care is closed.

14.0 Facilities Committee

14.1 Physical Plant and Facilities

Intentions:

Ensure the ongoing provision of essential services in the event of a reduction in work force with recent cross training and layers of back up personnel. The new Science lab areas in Austin West and Albert Lea have been designated as on-campus isolation areas that do not have re-circulated air.

Quarantine and isolation areas would be Austin West and Albert Lea science labs. Inoculation areas would be Austin-Gym, Albert Lea-Skylight Room, Owatonna-Cafeteria. Triage areas- Nursing labs at Albert Lea and Austin.

We have purchased bleach, antiseptic instant hand cleanser, antimicrobial soap, gloves, and bags from our usual vendor. We buy supplies quarterly. Natural gas and electricity is provided by local utility. We have the capacity for 6 days of back up fuel for the Austin boilers.

The college owns (2) 12 passenger vans that could be used to transport personnel to secondary facilities if needed. All can be driven by available employees who have been identified as eligible drivers for the State of Minnesota.

Plans are in place to monitor and operate boilers and other building systems for all four Riverland sites from a remote site by at least two qualified essential employees. We have six employees with the necessary license to operate the boilers.

We would assume the Governor would require companies to pick up the waste. We could provide minimal cleaning with the cross-trained staff. We would provide road clearing for emergency vehicles and access. We would close the campus like we do for severe weather. Local media would be notified. Construction work could be secured until the contractors could return.

Anticipated Outcomes/Measures:

- **Provided HVAC personnel and backups.**
- **Monitored all four locations with two employees who covered essential services regarding boilers and all maintenance issues.**

14.2 Student Housing Services

Intentions:

Student housing would be closed.

14.3 Campus Security

Intentions:

Ensure the ongoing provision of campus security in the event of a reduction in work force. Campuses would be locked and access would be by card access, keys or alarm

code only. The communications department would handle communications like they currently do.

Secure and protect selected areas on campus declared off limits for both short- and long-term periods of quarantine:

Austin West: there are four sets of fire doors to seclude the nursing area that could be used for quarantine.

Austin East: we could use the theater or gymnasium.

Albert Lea: we could use the south end of the building that includes the nursing room. The fire doors could be closed to that wing.

Owatonna: we would have to barricade the doors leading to the food court.

Plans have been made to barricade drives with vehicles and personnel to secure and protect the campus' premises if declared off limits for both short- and long-term periods of quarantine. We would follow our usual procedures for security since the buildings would remain open. The communications department will follow established procedures.

Staples, food, water, and healthcare items will be secured under lock and key with only essential personnel having access.

Albert Lea/Freeborn County, Austin/Mower County, and Owatonna/Steele County have not finished their plans but are including us as they proceed, so we understand the plans and expected limitations of local police, fire, and all other local emergency services. Freeborn and Mower Counties have identified Austin High School as the counties' immunizations center.

The college president and communications department will follow the current communications policy regarding all media matters and inquiries.

With cross training and intermittent employees, 1-2 persons per shift in each building will maintain minimal service when the minimum level of security is required. Intermittent employees, supervisors, and administrators will provide back-up if staff cannot or refuse to report to work.

Anticipated Outcomes/Measures:

- **Cross-training of employees ensured buildings were kept on their usual schedule.**
- **Maintenance of the card access, keys, and codes were maintained.**
- **College president and communications department followed the current communications policy.**

15.0 Healthcare Committee

Intentions:

Health services are not available on campus but in the case of a pandemic emergency, they could be offered by our nurse practitioners with coordination of a local physician. Collaboration is ongoing for communicating with local health departments and hospital emergency rooms. Planning and communicating with parents and families will be done according to HIPPA, FERPA, and Minnesota Data Privacy Practices Act.

No plans and protocols have been established for pre-event counseling with students. We will collaborate with local health departments as well as the guidelines/policies that will be put in place from the state department of health. The appropriate type and amount of personal protective equipment has been identified and a source has been located. Our campus is not equipped to offer a health clinic. However, our labs could be identified in a community provider plan (to be equipped in emergency).

All supervisors shall inform employees of the emergency at the time of closing. Students will be notified through appropriate student support services and academic offices.

Notification of employees not on duty or students not on campus: Both employees and students will be notified through announcements on radio, television, college website and telephone greeting, including **Power 96, KATE 1450 AM, KROS 1340 AM & 106.9 FM, KAUS 1480AM & 100FM, KTTC TV, KRFO 1390 AM & 105 FM, KOWZ 100.9 FM, KSTP TV, WCCO 830 AM, KAAL TV, KNFX 970 AM, KRCH 101.7 FM, KWEB 1270 AM, KMFX 102.5 FM, KIMT TV, www.riverland.edu, www.cancellations.com and Desire2Learn.**

The college telephone tree may need to be activated by the vice president of employee and public relations under the direction of the college president.

Students will be referred to their healthcare providers for evaluation when they have flu-like symptoms to determine the likelihood of flu exposure and to minimize contact and self exposure.

Certain faculty and personnel are trained to dispose of hazardous waste resulting from a flu outbreak.

Anticipated Outcomes/Measures:

- **No health services were offered during the crisis.**
- **Students were referred to their healthcare providers for evaluation if they presented with flu like symptoms to determine the likelihood of flu exposure to minimize contact and self exposure.**
- **All supervisors shall inform employees of the emergency at the time of closing. Students will be notified through appropriate student support services and academic offices.**
- **Notification of employees not on duty or students not on campus: Both employees and students will be notified through announcements on radio, television, college website and telephone greeting. Power 96, KATE 1450 AM, KROS 1340 AM & 106.9 FM, KAUS 1480AM & 100FM, KTTC TV,**

KRFO 1390 AM & 105 FM, KOWZ 100.9 FM, KSTP TV, WCCO 830 AM, KAAL TV, KNFX 970 AM, KRCH 101.7 FM, KWEB 1270 AM, KMFJ 102.5 FM, KIMT TV, www.riverland.edu, www.cancellations.com and Desire2Learn.

MnSCU Scenario 6

Under 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.

15.1 Academic Affairs

Intentions:

Develop a plan to ensure ongoing academic affairs services in the event of a reduction in work force. Five deans and the executive vice president are responsible for the supervision of ongoing academic affairs services. A plan will include an alphabetical rotation of administrators who are on duty. We will draft an institutional leave policy that includes a plan for suspending programs and classes. Classes will then be elongated into the next session so students will have the ability to complete their programs of study. There will be no classes including online classes during this time. Emergency closure procedures are available in the Student Handbook and on the college website regarding cancellation.

Anticipated Outcomes/Measures:

- **Academic Affairs continued to operate and serve the essential needs of our students, faculty, and staff.**
- **Rotation scheduling of the five deans occurred without incident and substitutes are listed on the rotation plan to cover the possibility of one of the Deans being unavailable.**
- **Elongation of classes and the availability of our on-line programs met the needs of our students.**
- **Notification of cancellations to all staff, faculty, and students via our web page.**

15.2 Admissions/Registration/Financial Aid

Intentions:

The college is closed.

15.3 International Studies and Foreign Students

Intentions:

The college is closed.

15.4 Counseling

Intentions:

The college is closed.

16.0 Operations Committee

16.1 Food Services

Intentions:

The college is closed.

16.2 Bookstores

Intentions:

The college is closed.

16.3 Business and Finance

Intentions:

We will reassess college services on a daily basis. Essential staff will be identified. The college currently has a remote server to access college network and applications which will allow essential employees to provide financial services from their homes. We are researching if more are needed.

Employees submit timesheets and leave requests electronically through a web-based eTimesheet application. Supervisors approve timesheets and leave requests through the same system. Supervisors also have the ability to create timesheets and leave requests for direct reports if employees do not have internet access. The payroll specialist accesses approved timesheets and leave requests and inputs payroll data into the State of Minnesota SEMA4 system via an internet application. Payroll can be processed entirely from any remote site with a State of Minnesota computer.

Anticipated Outcomes/Measures:

- **Assessment of college services completed daily with essential staff identified.**
- **Cross-training of employees helped to increase efficiency in covering multiple work areas.**
- **Payroll can be processed entirely from any remote site with a State of Minnesota computer.**

16.4 Human Resources

Intentions:

We will replace workers as required or as directed by the Governor.

When the pandemic event has passed the college president will determine, based on information obtained from the Governor, Chancellor and local authorities, the timing to re-open the college. Facilities staff will come in to work one day before other employees so disinfecting and other cleaning practices can be done to provide a safe working environment for employees. The president will follow the college communications policy and utilize communication methods identified in the “Human Resources” and “Healthcare Committee” sections of this plan to broadcast the re-opening schedule to employees, students and the general public.

Anticipated Outcomes/Measures:

- **Replaced workers as directed by the Governor.**
- **Start-up activities after the pandemic event were conducted effectively through proper communication and advance cleaning preparation by the Facilities department.**

16.5 Technology

Intentions:

Utilize outside consultants and MnSCU MIS staff if college MIS staff cannot or refuse to report to work. The entire D2L application is available from off-site, so as long as the OOC can keep the site up, one local D2L administrator could work from a remote location to add courses and students for additional courses. A remote server would have to be configured for staff and faculty if more staff work from home using internet. The remote server would handle the physical functionality, and the supervisors would have to make sure that appropriate personnel were cross-trained and had security clearance pre-defined to do the work to ensure that staff have necessary security access to handle ISRS, SEMA4, and SCUPPS transactions from home.

Anticipated Outcomes/Measures:

- **Utilization of consultants, MIS, and MnSCU staff covered the needs of the MIS department during the crisis.**
- **Implementation of a remote server and staff having the necessary information would produce this result.**

16.6 Child Care

Intentions:

Child care is closed.

17.0 Facilities Committee

17.1 Physical Plant and Facilities

Intentions:

Ensure the ongoing provision of essential services in the event of a reduction in work force with recent cross training and layers of back up personnel.

We buy supplies quarterly. Natural gas and electricity is provided by local utility. We have the capacity for six days of back up fuel for the Austin boilers.

Plans are in place to monitor and operate boilers and other building systems for all four Riverland sites from a remote site by at least 2 qualified essential employees. We have six employees with the necessary license to operate the boilers.

If the building is closed, the media would be informed. Construction areas would be secured until the threat has passed.

Anticipated Outcomes/Measures:

- **Provided HVAC personnel and backups.**
- **Monitored all four locations with 2 employees who covered essential services regarding boilers and all maintenance issues.**

17.2 Student Housing Services

Intentions:

The college is closed.

17.3 Campus Security

Intentions:

Ensure the ongoing provision of campus security in the event of a reduction in work force. This issue has been addressed with cross-trained employees so we can keep the buildings on their usual schedule. For after hours there is card access, keys and codes.

Secure and protect selected areas on campus declared off limits for both short and long term periods of quarantine:

Austin West: there are four sets of fire doors to seclude the nursing area that could be used for quarantine.

Austin East: we could use the theater or gymnasium building.

Albert Lea: we could use the south end of a building which includes the nursing room. The fire doors could be closed to that wing.

Owatonna: we would have to barricade the doors leading to the food court.

Plans have been made to barricade drives with vehicles and personnel to secure and protect the campus' premises if declared off limits for both short- and long-term periods of quarantine. We would follow our usual procedures for security since the buildings would still be open. The Communications department will follow established procedures.

Staples, food, water, and healthcare items will be secured under lock and key with essential personnel having access.

Albert Lea/Freeborn County, Austin/Mower County, and Owatonna/Steele County have not finished their plans but are including us as they proceed so we understand the plans and expected limitations of local police, fire, and all other local emergency services. Freeborn and Mower Counties have identified Austin High School as the counties' immunizations center.

The college president and Communications Department will follow the current communications policy regarding all media matters and inquires.

With cross training and intermittent employees, 1-2 persons per shift in each building will maintain minimal service when the minimum level of security is required. Intermittent

employees, supervisors, and administration will provide back-up if staff cannot or refuse to report to work.

Anticipated Outcomes/Measures:

- **Cross-training of employees ensured buildings were kept on their usual schedule.**
- **Maintenance of the card access, keys, and codes were maintained.**
- **The college president and Communications Department followed the current communications policy.**

18.0 Healthcare Committee

Intentions:

Health services are not available on campus, but in the case of a pandemic emergency they could be offered by our Nurse Practitioners with coordination of a local physician. Collaboration is ongoing for communicating with local health department and hospital emergency rooms. Planning and communicating with parents will be done to families according to HIPPA, FERPA, and Minnesota Data Privacy Practices Act.

No plans and protocols have been established for pre-event counseling with students. We will collaborate with local health departments in the area as well as the guidelines/policies that will be put in place from the State Dept. of Health. The appropriate type and amount of personal protective equipment has been identified and a source has been located. Our campus is not equipped to offer a health clinic provision. However, our labs could be identified in a community provider plan. (To be equipped in emergency.)

All supervisors shall inform employees of the emergency at the time of closing. Students will be notified through appropriate student support services and academic offices.

Notification of employees not on duty or students not on campus: Both employees and students will be notified through announcements on radio, television, college website and telephone greeting. **Power 96, KATE 1450 AM, KROS 1340 AM & 106.9 FM, KAUS 1480AM & 100FM, KTTC TV, KRFO 1390 AM & 105 FM, KOWZ 100.9 FM, KSTP TV, WCCO 830 AM, KAAL TV, KNFX 970 AM, KRCH 101.7 FM, KWEB 1270 AM, KMFX 102.5 FM, KIMT TV, www.riverland.edu, www.cancellations.com and Desire2Learn.**

The college telephone tree may need to be activated by the vice president of Employee Relations under the direction of the President.

Students will be referred to their healthcare providers for evaluation when they have flu like symptoms to determine the likelihood of flu exposure to minimize contact and self exposure.

Certain faculty and personnel are trained to dispose of hazardous waste resulting from a flu outbreak.

Anticipated Outcomes/Measures:

- No health services were offered during the crisis.
- Students were referred to their healthcare providers for evaluation if they presented with flu like symptoms to determine the likelihood of flu exposure to minimize contact and self exposure.
- All supervisors shall inform employees of the emergency at the time of closing. Students will be notified through appropriate student support services and academic offices.
- Notification of employees not on duty or students not on campus: Both employees and students will be notified through announcements on radio, television, college website and telephone greeting. Power 96, KATE 1450 AM, KROS 1340 AM & 106.9 FM, KAUS 1480AM & 100FM, KTTC TV, KRFO 1390 AM & 105 FM, KOWZ 100.9 FM, KSTP TV, WCCO 830 AM, KAAL TV, KNFX 970 AM, KRCH 101.7 FM, KWEB 1270 AM, KMFX 102.5 FM, KIMT TV, www.riverland.edu, www.cancellations.com and Desire2Learn.