

# **Pandemic Preparedness Plan & Continuity of Operations Plan**

**Fond du Lac Tribal and Community College  
Cloquet, Minnesota**



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# **Fond du Lac Tribal and Community College**

## **Pandemic Preparedness Plan and Continuity of Operations Plan**

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## Historical Overview

In 2006, the Office of the Chancellor for Minnesota State Colleges and Universities instructed all MN State locations to develop a plan to respond to the potential effects created by a pandemic related to Avian Flu. Fond du Lac Tribal and Community College (FDLTCC) met this directive by developing a pandemic preparation plan that will meet the needs of situations related to most infectious pandemic circumstances in the future.

In response to MN State system instructions, FDLTCC created the Pandemic Planning Committee (PPC). The PPC was established to ensure that appropriate preparations and pandemic response planning was developed. The PPC has been identified as the College's authority responsible for the activation of the Pandemic Preparation Plan.

- The PPC collaborates with local emergency response and public health planners in the establishment and maintenance of the FDLTCC Pandemic Preparation Plan to ensure coordination of response and communication with the representative agencies.
- The PPC reviews the Pandemic Preparation Plan annually to ensure the response planning and information is current and applicable.
- The PPC considers the provision of sufficient and accessible infectious prevention supplies. (e.g., antiviral soap and disinfectant, tissues, masks, etc.)
- The PPC will communicate with faculty to monitor and communicate significant increases in absenteeism among students and faculty. Notable increases in absenteeism will be reported to the:
  - College President,
  - Carlton County Public Health Services,
  - MN State Office of the Chancellor, Fire and Safety Center.

This Pandemic Preparation Plan was written for Fond du Lac Tribal and Community College by members of the Pandemic Planning Committee. It is the intent of this plan to identify important actions the College needs for the preparation of, and response to, an influenza or other public health emergency resulting in college interruption. Regular updating of this plan will be required to ensure that the Pandemic Preparation Plan effectively addresses the specific needs of the college.

## **March 2020 Situation Summary (COVID-19)**

### **Coronavirus Disease 2019 (COVID-19)**

In March of 2020 the CDC identified the need to respond to a pandemic of respiratory disease spreading from person-to-person caused by a novel (new) coronavirus. The disease was named “coronavirus disease 2019” (abbreviated “COVID-19”). It was identified that this virus poses a serious public health risk. At that time, the federal government began working closely with state, local, tribal, and territorial partners, as well as public health partners, to respond to the ever-increasing seriousness of the situation. COVID-19 was found to cause a very contagious mild to severe illness; the most severe illness occurring in older adults and those with comorbid or chronic disease; most severe illness occurs in older adults.

On March 11, 2020, the World Health Organization publicly characterized COVID-19 as a global pandemic.

### **Background**

Corona virus and the rapidly developing variants are highly contagious and responsible for asymptomatic, mild, moderate, and severe respiratory illness with potential for serious complications.

The impact of any infectious pandemic on the local economy and business processes has the potential to be devastating. Considering the possibility of high levels of illness and death, as well as significant disruption to society and our economy, planning to mitigate the effects of a pandemic is imperative.

### **COVID-19 Risk Assessment**

(June 29, 2021 WHO webpage: [https://www.who.int/health-topics/coronavirus#tab=tab\\_1](https://www.who.int/health-topics/coronavirus#tab=tab_1); June 29, 2021 CDC webpage: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>)

#### **Risk of exposure:**

- The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes.
- Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment.
- Unvaccinated people are at higher risk of contracting and spreading COVID-19
- People in places where ongoing community spread of the virus that causes COVID-19 has been reported are at elevated risk of exposure, with the level of risk dependent on the location, case counts, and positivity rates.
- People in places with low vaccination rates are at an elevated risk of exposure.
- Healthcare workers caring for patients with COVID-19 are at elevated risk of exposure.
- Close contacts of persons with COVID-19 also are at elevated risk of exposure.
- Travelers returning from affected domestic and international locations where community spread is occurring and/or have low vaccination rates also are at elevated risk of exposure, with level of risk dependent on where they traveled.

**Risk of Severe Illness:**

Some people are at higher risk of getting very sick from this illness. They include:

- Older adults
- People who have serious chronic medical conditions including, but not limited to:
  - Heart disease
  - Diabetes
  - Lung disease

**Potential Public Health Effects:**

- High percentages of the population may be unable to work for days to weeks.
- Limited numbers of people and expertise available
- Limited emergency and essential services (fire, police, and medical)
- Mandatory school closures
- Delays in supplies, shipments, and mail delivery
- Delays in outside service work
- Disruption of utilities repairs and loss of utility services.

**Potential Institutional Operational Effects:**

- Large numbers of staff absent, difficult to maintain school operations
- Loss of services from suppliers (e.g., food service, other essential products)
- Large numbers of student absenteeism
- Operational breakdowns of facility and services
- Disruption of residence hall accommodation

**Preventing the Spread of COVID-19**

COVID-19 spreads when an infected person breathes out droplets and very small particles that contain the virus. These droplets and particles can be breathed in by other people or land on their eyes, noses, or mouth. In some circumstances, they may contaminate surfaces they touch. People who are closer than 6 feet from the infected person are most likely to get infected.

COVID-19 is spread in three main ways:

- Breathing in air when close to an infected person who is exhaling small droplets and particles that contain the virus.
- Having these small droplets and particles that contain virus land on the eyes, nose, or mouth, especially through splashes and sprays like a cough or sneeze.
- Touching eyes, nose, or mouth with hands that have the virus on them.

To protect against getting or spreading COVID-19 the following mitigation efforts are advised:

- Get a COVID-19 vaccine as soon as you can.
- Wear a mask that covers your nose and your mouth to help protect yourself and others.
- Stay 6 feet apart.
- Avoid crowds and poorly ventilated spaces and improve ventilation when able.

## **Purpose of Pandemic Preparedness Plan**

The purpose of this plan is to assist in managing the impact of any viral pandemic at Fond du Lac Tribal and Community College. The focus of this plan is based on four main strategies:

1. Reducing spread of the virus within FDLTCC facilities
2. Sustaining educational and activity functions
3. Sustaining facility operational functions
4. Coordination with other governmental agencies and authority

The plan addresses the following management elements for Pandemic Preparedness Plan response which include the following:

- Proactive education of students, faculty, and staff about the virus
- Actions to reduce the spread of the virus
- Reducing risk of infected persons (students, staff, visitors) entering the facility
- Social distancing of students to reduce person-to-person interactions (i.e., canceling, limiting, or postponing school events or activities)
- Cleaning and disinfecting of facilities
- Handling students and employees who become ill at school and those who may have been exposed to the virus at school
- Receiving incoming communication from external sources regarding the pandemic virus
- Preparing and distributing internal and external campus communication
- Providing emotional and psychological comfort (psychological first aid)
- Information regarding provision and use of new and emerging vaccines, antiviral medication, and immunotherapies
- Budget
- Continue providing essential educational functions:
  - Identification of essential staff and functions
  - Student and faculty absenteeism contingency plan
  - Communication with students and faculty
- Maintain essential facility operational functions:
  - Identification of essential staff and functions
  - Facility Maintenance absenteeism contingency plan
- Continue Campus Services and Operations
  - Maintaining payroll, human resources, and support business functions
  - Ordering and stocking of essential supplies and support services
  - Student and staff absenteeism contingency plan
  - Interruption and failure of critical equipment operation preparation
  - Communication with staff
  - Education for employees

## **Continuity of Operations**

Administrative staff will ensure that core functions, people and skills have been identified and strategies are in place to manage these prior to the pandemic.

Administrative staff will maintain the operations of the business office, including budget, payroll, and ongoing communications with employees and students.

## **Pandemic Preparedness Plan Maintenance**

College administration will:

- Annually review and update the Pandemic Preparedness Plan.
- Periodically test elements of the Pandemic Preparedness Plan.
- Meet as needed during times of heightened pandemic alerts/awareness.

The results of testing elements of the existing plan will be considered, and appropriate changes will be incorporated to improve effectiveness of the plan.

In the event of a pandemic situation, the college president or designee is responsible for convening meetings to discuss and plan.

## General Risk Reduction Strategies

The PPC at Fond du Lac Tribal and Community College adopted a no-nonsense, common-sense approach to identifying and implementing general risk reduction strategies to use prior to and during a pandemic crisis.

Upon notification that an outbreak of a viral pandemic occurring within the United States and/or Canada, the College will be prepared to do the following:

- Email and post information around the school, including entrances, bulletin boards, meeting rooms and restrooms, to educate employees, students, and visitors on how to stop the spread of the virus. Notices will contain information regarding hand hygiene, covering coughs and sneezes, student spacing, and other mitigation interventions.
- Ensure adequate supplies of tissues, hand sanitizing gels, disinfectant hand soaps and disinfectant cleaning supplies are available for employees and students.
- Recommend that all shared areas such as desktops, tables, doorknobs, elevator buttons, stair rails, counter tops, copy machines, etc. be cleaned with a disinfectant at least daily.
- Encourage computer keyboards and mice to not be shared whenever possible. Shared computer keyboards and mice should be cleaned/disinfected between each user.
- Encourage telephones to not be shared whenever possible. Shared phones should be cleaned/disinfected between each user.
- Implement policies and procedures for containment measures (canceling events and other gatherings).
- Monitor the HVAC systems as per recommended guidelines.
- Suggest implementation of student spacing protocols
  - Discourage prolonged congregation in hallways and other common areas.
  - Closure of TV, game, and lounge room.
  - Limit or eliminate group activities and interaction.
  - Follow social distancing recommendations in classrooms and public spaces.
  - Determine room capacity limits based on social distancing guidelines.
  - Modify workspaces to allow for social distancing.
  - Implement additional barriers to protect students and employees.
- Prepare to function with 33% or more of the workforce absent.
- Prepare for the potential of campus closing.

## **Core Elements**

When developing the Pandemic Preparedness Plan for Fond du Lac Tribal and Community College, members of the PPC identified key areas that became the core elements that this plan is organized around. Individually, the plan for each core element addresses primary issues and responsibilities for that area. Collectively, the core element plans combine to form a comprehensive plan that will guide the college through a pandemic crisis.

The core element areas include:

- Communication
- Facilities
- Campus Housing
- Business Operations
- Information Technology
- Student Services
- Psychological First Aid
- Academic Functions
- Security
- Infection Control

Specific strategies and plans for each core element are outlined in the following pages.

## **Communication**

### **Three-deep staffing order:**

**Director of Marketing and Communication, President, Vice President of Academic Affairs**

#### **Proactive Strategies**

- Prepare emergency contact list for all employees, held confidentially off-site by key staff as identified by the president.
- Prepare/acquire fact sheet (from CDC or MDH) about the pandemic and distribute to employees and students (employee meetings, online learning management system, in classes, post on campus.)
- Develop a page on the college website that contains pertinent pandemic information related to the college. Update information as necessary throughout the pandemic episode.
- Identify an Incoming Communication team and information gathering strategy.
- Identify and plan a single-source point of information Internal Communication contact strategy.
- Identify and plan a single-source point of information External Communication contact strategy.
- Share incoming, internal, and external communication strategies with employees.

#### **Reactive Strategies**

- Implementation to be determined as a pandemic occurs, progresses, and passes.
- Activate a pandemic response team composed of a diverse team of representative across campus stakeholder groups including a pandemic response team coordinator.
- Activate internal and external communication strategies (president, director of marketing and communication, vice president of academic affairs, pandemic response team coordinator)
- Determine new messages and breaking information to distribute during pandemic (president, director of marketing and communication, vice president of academic affairs, pandemic response team coordinator)
- Follow existing crisis communications plan and strategies as needed (president, vice president of academic affairs, director of marketing and communication, pandemic response team coordinator)
- Share summary information after the pandemic passes (president, vice president of academic affairs, director of marketing and communication, pandemic response team coordinator)

## **Primary Communication Strategies**

### **Incoming Communication**

The initial receptors of pandemic information will be:

- College President
- Vice president of Academic Affairs
- Dean of Student Services
- Director of Marketing and Communication
- Pandemic Response Team Coordinator

The college president, vice president of academic affairs, dean of student services, director of marketing and communication, and pandemic response team coordinator will monitor information from national, state, tribal, and local agencies. Pertinent information will be distributed as determined by the president, vice president of academic affairs, chief student affairs officer, director of marketing and communication, and pandemic response team coordinator or any combination thereof.

Communication resources routinely monitored will include (but not limited to):

- Minnesota Department of Public Health (<http://www.health.state.mn.us>)
- national Center for Disease Control (<http://www.cdc.gov>)
- individual/family resources ([www.ready.gov](http://www.ready.gov))
- World Health Organization ([www.who.int](http://www.who.int))
- Minnesota State Chancellor's Office and system-wide communications.

### **Internal Communication**

Official communication to employees and students will be delivered via the single-source spokesperson (president) or back-up (vice president of academic affairs, dean of student services, director of marketing and communication, pandemic response team coordinator) as necessary.

Employees and students will be directed where to find up-to-date and reliable information.

Primary communications will be via:

- college website
- campus email
- telephone
- campus emergency notification system (used for emergencies only.)

### **External Communication**

All official external communication will be delivered via a single-source spokesperson (president) or back-up (vice president of academic affairs, dean of student services, director of marketing and communication, pandemic response coordinator) as necessary, this includes media briefings, press releases, and communication with coordinating agencies.

Campus interruption and closure notices follow the inclement weather procedure, including:

- KDLH TV, KBJR TV, WDIO TV, and KQDS TV
- WKLK FM/WKLK AM and KDAL AM
- Cloquet Pine Journal, Pine Knot News, and Duluth News Tribune
- FDLTCC website and related social media sites.

## Facilities

### ***Three deep staffing order: Physical Plant Director, two General Maintenance Workers***

The Pandemic Preparedness Plan provides for a reasonable and intuitive approach that will allow Fond du Lac Tribal and Community College to continue to operate the facilities in a multifunctional way by utilizing the following steps:

- At some point, the facility may be utilized by city, county or other governmental agencies which may require the building to operate in a stand-alone mode.
- A campus representative will meet and corresponded with the Carlton County Health Department on an ongoing and regular basis throughout the pandemic.
- Fond du Lac Tribal and Community College will work very closely with the Carlton County Health Department to educate the public in pandemic planning.
- The HVAC system and exterior lighting are currently able to be controlled both on campus and remotely for the main campus building and student housing.
- A list of emergency vendors will be available for all facilities systems. Vendors will be contacted to verify their intentions and capabilities.
- The utility suppliers will be contacted to determine what their capabilities and expectations are. A plan will be developed with them to extend those services as long as possible. This includes city sewer and water, Minnesota Power-electricity, Aquila-natural gas.
- All housekeeping cleaning supplies, past and present, are hospital grade and meet Joint Commission and Accreditation of Hospital Operations standards.
- Housekeeping staff will continue to receive training on infection control and universal precautions. Training will also include cleaning procedures for maximum infection control.
- Supplies of protective work wear will be available for use. (Masks, latex gloves, etc.)
- The main campus building will have an emergency generator set and emergency outlets are identified by an orange receptacle. Fuel oil tank will be filled and kept full.
- A par stock of maintenance and housekeeping supplies will be determined and kept on hand.
- A list of all key holders for all campus buildings will be available assist in determining security levels during different stages of a pandemic. The key list is stored on a database by the Facilities Department. All keys are stored securely in one location for all campus buildings.

## Campus Housing

***Four deep staffing order: Director of Housing, Dean of Student Services, Chief Financial Officer, Physical Plant Director***

- Student housing capacity may be reduced as advised by public health guidance.
- Students living in the Housing Facility will be given information about the potential effects of the pandemic, and the procedures they will be asked to follow. (Orientation)
- This information will come in written form as part of in-processing to housing.
- This information will also be delivered verbally at the Housing Orientation.
- Students will sign an acknowledgement after receiving pandemic response information. (During Housing intake process)
- Students may be asked to vacate residential housing temporarily or permanently based on public health guidance.
- Students will be asked to prepare for a pandemic by securing an alternate place to live if the campus housing facility is advised to close in accordance with public health guidance.
- Students will be instructed to move out in the event of a long-term campus closure.
- Sweet grass and sage will be offered as a means of traditional treatment.
- Students living in residential housing during a pandemic will be informed there may not be some luxuries as air conditioning, internet, mail, or on campus student activities.
- Housing will purchase non-perishable food items to keep on hand.
- Key fobs will be changed when travel ban is in place.
- Students entering into isolation or quarantine will be monitored daily by the Director of Housing
- Referrals will be placed as needed and assistance provided regarding basic living needs for all students placed in quarantine or isolation.
- Viral testing will be encouraged periodically for all residential students.

## **Business Operations**

**Three-deep staffing order:** Chief Financial Officer, Business Office Account Technician, Account Clerk

**Human Resources Functions:** Chief Human Resources Officer, Account Technician, Chief Financial Officer

The primary function of the Business Office at Fond du Lac Tribal and Community College is to maintain a positive flow of cash for all the financial functions associated with the College. The cash flow is accomplished through separation of duties as dictated by MN State Board Policy and monitored by Internal Audit. Payroll functions such as, ensuring of accurate monitoring and input of actual time worked and payments to employees.

### **Business Office Functions**

**Purchase Order input:** this function is responsible for the input to Marketplace of all prospective purchases for the College. Source materials are approved by the CFO and routed to Purchasing. The CFO and an Account Technician back up this function.

**Inventory:** this function is responsible for maintaining a supply of everyday materials for the College. Inventory is controlled and ordered as needed. The function can be left without monitoring during urgent times.

**Accounts Payable:** this function is responsible for timely payment of invoices. Payments are made almost daily and are time sensitive (payment must be made within 30 days of receipt of items/services). The CFO and an Account Technician back up the function.

**Receiving:** this function is responsible for acceptance of delivered goods to the College. The goods are routed to appropriate personnel. Maintenance and information window personnel back up the function. Delivery of accepted goods will be made to the Receiving Clerk's office.

**Accounts Receivable:** this function is responsible for the receipt of payment on student/customer debts. The function is shared among an Account Clerk and two Account Technicians. Past due accounts are handled by one Account Clerk and the function can be left without monitoring during urgent times.

**Financial Aid Disbursement:** this function is responsible for daily processing of authorized Financial Aid to students and their accounts. The CFO and Account Clerk back up the function.

**Student Payroll:** this function is responsible for the input, calculation, and disbursement of work study to student workers. The CFO and an Account Technician back up the function.

**Miscellaneous Business Support Functions:** these functions include but are not limited to maintaining asset records and reconciling of financial functions. The functions can be left without monitoring during urgent times. The CFO is ultimately responsible for these tasks and maintains knowledge of how to complete these functions.

### **Payroll Functions**

**Payroll Input:** this function is responsible for reviewing, input, reconciliation, and monitoring of employee payroll. The function is vital to employee economic health during urgent times and has limited back up. The CFO, working with the Human Resources Director, will be able to process on-campus payroll input. Payroll processing centers within MN State can assist, if needed

# Information Technology

## *Chief Information Officer*

**Three-deep staffing order: Chief Information Officer, Information Technology Specialist, MN State IT**

## **Critical Services**

The IT Department maintains several systems that are critical to the college. In the case of a campus emergency the IT Department's priority will be to keep these systems operational.

### Most Critical

- FDLTCC Network Functioning
- Email services are part of Office 365 Outlook maintained by the Minnesota State System Office
- Remote access to billing and employee payroll systems is supported by IT with VPN configured on specifically designated Windows computers.

### Critical

- Web services for public communication are provided by off-site vendor and are remotely accessible by designated employees.

### Reliance on outside vendors

#### *Electricity*

Although the college is primarily reliant on Minnesota Power and the power grid, the campus has a diesel generator capable of running for a long period of time. This emergency power is available to keep our local campus network powered and running.

#### *Data Network and Access to Internet*

The campus is completely reliant on the State of Minnesota and tier one internet providers for data connectivity and access to the internet.

### Preparative Measures

#### *Emergency Power*

The IT staff will work with Maintenance personnel to access the emergency power grid services and determine what networking and server resources should be on the backup generator and whether or not it is feasible to have a continuous path from the network to servers and other critical equipment to maintain internal services in case of a power failure. This is dependent on non-college data connection providers maintaining services.

### Passwords and System Access

IT will use a secure way to make passwords available to critical servers and network equipment for specifically designated personnel on a needs basis. Passwords and other access must be safeguarded to that they are not accessible through other means.

## **Student Services**

### ***Three-deep staff order: Dean of Student Services, Housing Director, and Registrar***

Staff and operations of the various student services areas will operate to the best possible capacity before, during, and after an outbreak. In most cases, individual work assignments already have back-up staff and people cross-trained to accomplish tasks. Most tasks can be accomplished both on campus and remotely via online access.

### ***Records Office***

Three-deep staff order: Registrar, Assistant Registrar, Admissions Representative

### ***Financial Aid Office***

Three-deep staff order: Financial Aid Director, Financial Aid Specialist, Business Office Account Technician

### ***Admissions Office***

Three-deep staff order: Admissions Representative, Admission Officer, Registrar

### ***Advising/Counseling***

Three deep staff order: All available advisors and counselor

### ***Switchboard Operator***

Three-deep staff order: Receptionist, Business Office Clerk, Assistant Registrar

## **Psychological First Aid**

Recognizing that there will be a psychological response to pandemic response activities potentially contributing to increased absenteeism and/or increased distress to staff, additional resources will be available by:

- Providing education and communication to employees and students
- Provide timely updates to employees and students as information is available,
- Communicate as necessary with local resources and public health services regarding the need to provide access to available support mechanisms (e.g., mental health, social services, and faith-based resources).

Local and college counselors will be available to assist individuals and groups.

## **Academic Functions**

In the event of a pandemic that causes or necessitates widespread absence, the office of the vice president of academic affairs, under the direction of FDLTCC's president and in cooperation with faculty leadership, will take the following actions:

1. Prioritize instructional continuity and proceed according to guidance from the Fond du Lac Band of Lake Superior Chippewa, the Minnesota State system, the State of Minnesota, relevant regional and specialized accreditors, and U. S. Department of Education.
2. Report as required to the agencies listed above throughout the duration of the event and provide, minimally, weekly updates to faculty.
3. Prioritize the following goal: Continue instruction with minimal disruption for one or more weeks by optimizing the use of technology.
4. In collaboration with FDLTCC's IT department, transition all courses capable of conversion to online or web-based video instruction.
5. Determine courses inappropriate for non-classroom instruction and either develop a continuation plan within the bounds of any physical limitations imposed by the circumstances or develop a plan for the completion of courses after the situation has normalized.
6. For clinicals, practica, internships, and research opportunities, work with sites in accordance with their procedures and guide students accordingly; if necessary, a plan will be developed for completion of such activities after the situation has normalized.
7. Identify students who have limited or no access to online or video technology. If circumstances allow and the campus remains open, campus technology will be made available. If circumstances do not allow, a plan will be developed that either provides students access to off-campus technology resources or that allows course completion after the situation has normalized.

In the event of faculty illness, the office of the vice president of academic affairs will

1. Monitor the situation,
2. Prepare a plan for temporary replacement if the condition is not ameliorated in two weeks, and
3. Hire a replacement.
4. If hiring a replacement is not possible, a plan will be developed for completion of the course after the situation has normalized.

### **Assignment of Grades in Emergency Conditions**

In the event of local, regional, State, Tribal, or national emergencies that significantly disrupt the normal delivery of an academic term, FDLTCC faculty will adjust the final grading process consistent with FDLTCC's emergency grading policy.

## **Security**

### ***Three-deep staffing order: Dean of Student Services, Vice President of Academic Affairs, Physical Plant Director***

The following is a list of plans that Fond du Lac Tribal and Community College will be prepared to have in place for pandemic planning purposes.

#### **Staffing**

Currently, the college does not employ any security officials. During off hours, evenings, and weekends, the security of the campus is in the hands of the Cloquet Police Department, Carlton County Sheriff's Department, Minnesota State Patrol, and Fond du Lac Tribal Police who are the active law enforcement agencies in the area. The custodial staff on campus in the evening or nighttime hours are responsible for the calling of local law enforcement when security incidences arise. Any employee should call 911 during regular business hours if appropriate.

#### **Physical Areas of Concern**

Specific areas of the campus that will be of concern if a quarantine happens are limited due to the size of FDLTCC. At best, the areas that need to be secured include the food service and vending areas, campus IT department, and records. The plan to secure these areas is a basic plan consisting of locking down multiple layers of access to areas that may be entered. The food service area has its own lockdown area including gates.

On-campus childcare should follow local, state, and federal guidance whether it continues to provide services during a pandemic and how those services are provided. The security of the campus residence hall will continue to be monitored throughout the pandemic. Campus security and control of the residence hall will be the responsibility of the director of housing and staff that is already in place (Resident Advisors, etc.) to control access to the building. In the event that the building is locked down, it will be the responsibility of housing and maintenance department staff to make sure that the building is secure.

At the present time, the campus premises itself are secured by local law enforcement as indicated. If the premises were declared off limits in a quarantine situation, the majority of the campus can be locked. Camera systems that are in place provide limited security in the event persons attempt to gain access when the campus is closed. Other options to consider for limiting access would be barricades to be put up at both street entrances to the campus.

At the present time the campus has no dispatch center. The main meeting space of the campus would be in the administrative wing. This area is secured by locking devices.

Preliminary plans to protect the campus from encroachment from neighbors and non-campus populations involve the locking down of the institution if it is in fact empty. FDLTCC will work with the community to coordinate facility use requested by local law enforcement, social services, public health, state, federal, tribal or other community agencies as able.

Water is available throughout the campus through the municipal water system of the City of Cloquet. There are water stations in the building with potable water that are from an outside

vendor. In the incidence of a widespread pandemic effecting local infrastructure the purchasing of bottled water is advised.

Campus officials have talked with local authorities to understand the plans and limitations of local police and fire and emergency services. As indicated earlier, it is our belief that if a pandemic scenario occurred, the help from the local law enforcement or public agencies would be limited at best. The college may be a focal point in the community as they attempt to put together their plans as to where large groups of individuals could assemble.

In conclusion, in the event of a pandemic response, security issues on this campus are minimal and would only come into effect if there were some panic or alarm on campus concerning persons safety or quarantine situations.

## **Infection Control**

### **Managing Illness in Staff, Students or Visitors**

FDLTCC Administration will:

- Educate the campus community regarding the symptoms of the infectious disease.
- Provide guidelines to the campus for staying home when ill and when they may return to the college per quarantine and isolation guidelines.
- Faculty and staff will be asked to report any observations of unusual increases of illness and absenteeism in students or staff to college administration.
- In coordination with local health officials, college administration will determine if an infectious disease outbreak is present on-campus based observation and/or report of symptoms and illness by faculty, staff, administration, students, or visitors to campus and report such suspected disease outbreak to Carlton County Public health, as necessary.
- If a person becomes ill, or if someone observes that another person is exhibiting symptoms of infectious disease at work/school the person will be advised to leave FDLTCC facilities and when they may be able to return as per Center for Disease Control or Minnesota Department of Health recommendation. for the suspected infectious disease.
- Ill persons will be encouraged to seek medical care and/or testing as per Center for Disease Control or Minnesota Department of Health recommendation.
- Follow testing and quarantine recommendations following travel per MCH and CDC guidelines.
- All community members are encouraged to get vaccinated per MDH and CDC recommendations.

Examples of pandemic mitigation strategies:

- Post illness screening tool and instructions online, at entrances, and in classrooms
- All people entering FDLTCC campus facilities or attending a college sponsored event off-campus will self-identify signs of illness and refrain from attending if any are present.
- Educate campus community on handwashing, respiratory hygiene, social distancing, use of sanitizers, and disinfectants.
- Ensure hand sanitizer is available in each classroom and workstation.
- Follow social distancing guidelines.
- Implement barriers as needed to protect students and employees.
- Identify and enforce room capacity guidelines based on social distancing requirements.
- Encourage teleworking and distance learning, when possible, as advised by MN State system office and MDH.
- Utilize antiviral disinfectants in campus cleaning protocols.
- Shut down drinking fountains as directed by Center for Disease Control or Minnesota Department of Health recommendation.
- Distribute information via campus postings, website, and broadcast email messages.
- Limit use of facilities by outside groups or organizations
- Encourage community immunization

**Vaccinations**

Public health officials will administer available vaccine and will inform colleges and the public on how any available vaccine will be used.

- FDLTCC will provide opportunities to employees for annual seasonal influenza vaccines
- The Minnesota Public Safety Department, federal Homeland Security and Emergency Management, and the Center for Disease Control will provide advice on priority groups for pandemic immunization efforts.
- FDLTCC will provide opportunities for students, employees, and community members to receive emerging viral immunizations in response to the pandemic, as able.
- FDLTCC will provide education and encourage community vaccination rates.

## **Appendix A**

### **Website Links**

#### **Pandemic influenza information:**

<http://www.pandemicflu.gov/>

<http://www.health.state.mn.us/>

#### **Pandemic preparedness and prevention:**

<http://www.pandemicflu.gov/health/>

<http://www.ready.gov/>

## Appendix B

### Federal, State and Local Planning for Pandemic Influenza

Pandemic situations will take federal, state, and local resources to respond. Roles vary at each level, with general guidance provided at the federal level with detailed operational plans at the state and local levels.

#### Federal Role

The federal government provides general guidance and laboratory support to states, supports vaccine research, and conducts national and international disease surveillance activities. The U.S. Department of Health and Human Services webpage on pandemic influenza can be found at:

<https://www.cdc.gov/flu/pandemic-resources/index.htm>

#### State Role

The state reviews federal guidance and develops plans for statewide implementation. The Minnesota Department of Health webpage can be found at:

<https://www.health.state.mn.us/index.html>

#### Local (Carlton County/City of Cloquet) Role

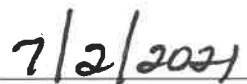
The Cloquet/Carlton Emergency Operations Plan is an all-hazards plan which addresses the response to all types of emergencies, from tornados to terrorism. The EOP includes key components such as emergency communications and managing mass fatalities. In addition, the emergency preparedness work completed by Carlton County Public Health Services is directly applicable to pandemic planning and response and is consistent with the supplemental areas in the US Department of Health and Human Services plan. These areas include:

- Disease surveillance.
- Distribution of limited supplies of antiviral drugs and flu vaccine.
- Public information strategies including ways to reach non-English speaking communities.
- Assuring that basic necessities are provided to those who may be quarantined in place.

### COVID-19 Plan Certification

The representative responsible for implementing the Plan must sign and certify the Plan, affirming their commitment to implement the Plan. Businesses must assign a designated Plan administrator to ensure the Plan is evaluated, monitored, executed, and updated as needed.

  
President, Fond du Lac Tribal & Community College

  
Date