Northeast Higher Education District
Pandemic Plan

MINNESOTA STATE

Revision Date:
3-23-2020
I. Purpose
The purpose of the NHED Pandemic Plan is to provide a coordinated and comprehensive response to a pandemic or locally significant disease in order to ensure the health and safety of its employees, students, and member of the public, as well as the continuation of educational services.

The Plan encompasses disease response planning to include situations as global as a pandemic to more locally significant disease outbreaks. In the event of a disruption of service, NHED administrators will support all actions that will first and foremost protect human life and property.

II. Definitions
*Epidemic:* An epidemic is an outbreak of disease that affects a disproportionately large number of individuals within a population or community.

*Pandemic:* A pandemic is a worldwide epidemic; typically declared by the World Health Organization.

III. Responsibilities

A. *Minnesota Department of Health (MDH):*
MDH has specific responsibilities for the statewide management of health protection services following a major disaster, including:

   a) Provide guidance on protective action levels and medical assistance to state and local authorities in areas affected by incidents involving highly infectious diseases. In cooperation with other state agencies, MDH will develop procedures to accomplish this and conduct in-service training, including development of fact sheets, to maintain this capability.

   b) Provide advice and technical assistance on the delivery of health protection services and critical medical services to medical providers in areas affected by an infectious disease.

   c) Assess long-term health implications of human exposure to highly infectious disease and establish protocols for managing consequences into the future.

B. *Northeast Higher Education District (NHED):*
The President (or designee) will coordinate and consult with MN State Colleges and Universities and MDH for access, dissemination, and information regarding health risks and alerts to students/faculty/staff. Recommendations and guidelines will be followed and given the widest possible dissemination throughout the campus community when made available.

   a) NHED Pandemic Planning Team: The function of the NHED Pandemic Planning Team is to coordinate and facilitate appropriate actions and responses in the event of a pandemic outbreak.

<table>
<thead>
<tr>
<th>NHED Pandemic Planning Team</th>
<th>Title</th>
<th>Current Appointee</th>
<th>Contact Info</th>
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<tbody>
<tr>
<td>NHED Safety and Emergency Management Coordinator</td>
<td>Gina Godeen</td>
<td>218-910-8102</td>
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</table>
IV. Continuity of Student Learning and Campus Operations

A. Procedures for Assurance of Continuity of Instruction:
NHED leaders will convene to discuss procedures and protocols to determine faculty’s ability to conduct classes, staff’s ability to serve students, and student ability to receive alternate delivery instruction. Planning outcomes will strive to maintain meaningful learning experiences and services to students as long as prudently possible.

B. Procedures for Class Cancellation, Campus Closure:
NHED leaders will evaluate the need for class cancellation and campus closure and consider the consequences to students and employees. Administrative and faculty academic leadership will carefully consider the impact on the student learning experience and seek means to mitigate adverse consequences whenever possible. Federal law, board policies, and campus policies and procedures will govern academic achievement standards and refund guidelines for tuition, fees, and room and board charges. The Minnesota State system office will be consulted and considered the lead when policies and procedures need to be adjusted due to unprecedented circumstances.

NHED leaders will follow federal government guidance concerning the possible impacts on financial aid triggered by a large-scale pandemic outbreak. NHED will follow the current rules that remain in place concerning federal financial aid programs, and will adapt to any changes conveyed to NHED once from the U.S. Department of Education, MN Office of Higher Education, or Minnesota State System.

C. Procedures for Physical Building Operations and Campus Security:
NHED administrators and emergency operations teams will convene to determine provisions for management of the consequences of a closure, including communication with employees, students and their parents, and coordination with the system office and the system plan. Discussions will be held for maintaining critical physical building operations, such as boilers, HVAC, etc., in the event of a prolonged campus closure. Discussions will also address campus security during a closure period.
V. Infection Control Policies and Procedures

A. CDC Travel Recommendations: NHED will rely upon travel recommendations issued by the Centers for Disease Control (CDC). Care will be taken in any decision affecting international students returning to their home countries, or prior to authorization of any study abroad programs.

B. Employee Wellness Procedures: Attention will be made to hygiene advice, family preparedness planning, and general wellness programs. Employees, students, and visitors to the campus will be encouraged to practice proper handwashing and coughing / sneezing etiquette.

VI. Communications Planning

A. System Communications Plan: NHED administrators and emergency operations teams will act as the key communication channel to state government, the federal government and the general public in the event the campus is impacted. Campus communicators, working in coordination with administrators from Minnesota State Colleges and Universities will manage campus communications with students, faculty and staff. Each campus will have an assigned key communicator.
   a. The campus web page will be coordinated and managed, in order to assure continuity of message and content.
   b. Emergency communications tools, (such as Blackboard Connect and Alertus) will be utilized for mass communication and general updates to faculty, staff, and students.
   c. Administration will distribute internal communication to employees in a timely manner.

VII. Campus-Specific Information

The following information pertains to the individual campuses located in the NHED region.

<table>
<thead>
<tr>
<th>Local Resources for Pandemic Planning and Response</th>
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<tbody>
<tr>
<td><strong>Itasca Community College</strong></td>
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<tr>
<td><strong>Hospital Services</strong></td>
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<tr>
<td>Grand Itasca Clinic and Hospital</td>
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<tr>
<td>Main Line: 218-326-3401</td>
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<tr>
<td>Email: <a href="mailto:granditasca@fairview.org">granditasca@fairview.org</a></td>
</tr>
<tr>
<td>1601 Golf Course Road</td>
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<tr>
<td>Grand Rapids, MN 55744</td>
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<tr>
<td><strong>Local Public Health Resources</strong></td>
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<tr>
<td>Itasca County Public Health Department</td>
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<tr>
<td>COVID-19 Information Line: 218-327-6784</td>
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<tr>
<td>Main Public Health Line: 218-327-2941</td>
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<tr>
<td>To Report an Infectious Disease: 651-201-5414 or 877-676-5414</td>
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<tr>
<td><strong>Hibbing Community College</strong></td>
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<tr>
<td><strong>Hospital Services</strong></td>
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<tr>
<td>Fairview Mesaba Clinic and Hospital</td>
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<td>Main Line: 218-362-6937</td>
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### Minnesota State Colleges and Universities [Northeast Higher Education District]

#### 3/23/2020

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<thead>
<tr>
<th>College</th>
<th>Hospital Services</th>
<th>Local Public Health Resources</th>
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<tr>
<td>Mesabi Range College</td>
<td><strong>Hospital Services</strong></td>
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<td>Essentia Health-Virginia</td>
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<td>Main Line: 218-741-3340</td>
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<td>901 9th St North Virginia, MN 55792</td>
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<td><strong>Local Public Health Resources</strong></td>
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<td>St. Louis County Public Health Department</td>
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<td></td>
<td>COVID-19 Information Line: 218-625-3600</td>
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<td>Main Public Health Line: 218-262-6000</td>
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<td></td>
<td>To Report an Infectious Disease: 651-201-5414</td>
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<td></td>
<td>or 877-676-5414</td>
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<tr>
<td>Vermilion Community College</td>
<td><strong>Hospital Services</strong></td>
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<td></td>
<td>Ely Bloomenson Community Hospital</td>
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<tr>
<td></td>
<td>Main Line: 218-365-3271</td>
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<tr>
<td></td>
<td>328 W Conan St Ely, MN 55731</td>
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<td></td>
<td><strong>Local Public Health Resources</strong></td>
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<td></td>
<td>St. Louis County Public Health Department</td>
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<td></td>
<td>COVID-19 Information Line: 218-625-3600</td>
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<td></td>
<td>Main Public Health Line: 218-471-7600</td>
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<td></td>
<td>To Report an Infectious Disease: 651-201-5414</td>
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<tr>
<td></td>
<td>or 877-676-5414</td>
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<tr>
<td>Rainy River Community College</td>
<td><strong>Hospital Services</strong></td>
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<tr>
<td></td>
<td>Rainy Lake Medical Center</td>
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<td></td>
<td>Main Line: 218-283-4481</td>
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3605 Mayfair Avenue
Hibbing, MN 55746

**St. Louis County Public Health Department**

COVID-19 Information Line: 218-625-3600
Main Public Health Line: 218-262-6000
To Report an Infectious Disease: 651-201-5414 or 877-676-5414
| Local Public Health Resources | Koochiching County Public Health Department | Main Public Health Line: 218-283-7000  
To Report an Infectious Disease: 651-201-5414 or 877-676-5414 |
Appendix: A. Preventive Measures

Housekeeping

1. All cleaning solutions currently used by NHED maintenance and facilities departments are suitable
2. May use simple cleaning solution as well: Bleach Water mixed in a 1:10 ratio - use to disinfect any hard surface area; mix fresh daily

Hygiene

1. Wash hands often or use alcohol-base hand rub
2. Wash hands after coughing or sneezing
3. If wearing rubber gloves, wash hands after removal of gloves
4. Do not touch eyes, nose, mouth, or face
5. Cough or sneeze into a tissue or into a bended elbow (replaces cover your cough with your hand)
6. Dispose of used tissues immediately in proper receptacle
7. Disinfect your work surface several times daily with an alcohol or bleach based wipe (also phone and computer)
8. Wash dishes in hottest water
9. Use disposable dishes and utensils when possible
10. Keep adequate supplies available and handy

Personal Protective Equipment (PPE)

1. NHED will supply additional PPE as deemed necessary (for maintenance and facilities staff, etc.)
2. NHED will provide training and fitting of masks if deemed necessary
3. NHED safety and emergency management will notify staff when masks are required
4. Continue with daily use of usual PPE

Social Distancing

1. Advise no handshaking, hugging or face to face meeting
2. Cancellation of public events
3. Cancellation of athletic and other group events
4. Cancellation of face-to-face group training
5. Disallow shared work stations
6. Advise no eating in common rooms or restaurants
7. Cancel unnecessary travel
8. Advise work from home for any non-essential personnel
9. Isolate at home when sick
10. Do not share glasses or utensils
11. Remember: You become infected with influenza and other viruses by contaminating your hands and then touching your eyes, nose or mouth
12. Telework / Close the campus / Offer classes through an alternative learning option
Appendix: B. Medical Surveillance

1. Provosts or their designated campus pandemic contact persons will review daily report of illness-related absenteeism throughout the college.
2. Faculty, staff, and students will receive information on signs and symptoms and when to stay home or seek medical care.
3. Employees should notify their supervisors if they develop flu-like or other specified illnesses symptoms.
4. The work area of a person sent home with flu-like or other specified illness symptoms will be properly disinfected following the CDC guidelines.
Appendix: C. Treatment

Treatment recommendations will be provided by local health professionals, the Minnesota Department of Health, and the Centers for Disease Control and Prevention.

Resources:

Minnesota Department of Health
https://www.health.state.mn.us/

Centers for Disease Control and Prevention
https://www.cdc.gov/
What to do if you are sick with coronavirus disease 2019 (COVID-19)

If you are sick with COVID-19 or suspect you are infected with the virus that causes COVID-19, follow the steps below to help prevent the disease from spreading to people in your home and community.

Stay home except to get medical care
You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or taxis.

Separate yourself from other people and animals in your home
People: As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

Animals: Do not handle pets or other animals while sick. See COVID-19 and Animals for more information.

Call ahead before visiting your doctor
If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider’s office take steps to keep other people from getting infected or exposed.

Wear a facemask
You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider’s office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

Cover your coughs and sneezes
Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately wash your hands with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60-95% alcohol covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.

Avoid sharing personal household items
You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. After using these items, they should be washed thoroughly with soap and water.

Clean your hands often
Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

Clean all “high-touch” surfaces every day
High-touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bed-side tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

Monitor your symptoms
Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). Before seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19. Put on a facemask before you enter the facility. These steps will help the healthcare provider’s office to keep other people in the office or waiting room from getting infected or exposed.

Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate.

If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for COVID-19. If possible, put on a facemask before emergency medical services arrive.

Discontinuing home isolation
Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.

For more information: www.cdc.gov/COVID19