





## PANDEMIC PLAN

### I. PURPOSE

This policy addresses the response actions and responsibilities of Gustavus Adolphus College personnel given an outbreak of pandemic influenza or related disease in the state of Minnesota. The focus of the response will first be on student and worker safety and health followed by continuity of business operations.

### II. DEFINITIONS

*Isolation* – The separation or restriction of movement of people with a communicable disease in order to prevent disease transmission to others.

*Non-pharmaceutical Intervention* – A means of protection against a communicable disease that does not involve the use of pharmaceuticals. This may include social distancing, frequent hand washing, and working from home.

*Pandemic Influenza* – A very large outbreak of flu, usually affecting the entire world, involving a major change in the virus that causes the flu.

*Quarantine* – The separation or restriction of movement of people who have been exposed to a communicable disease in order to prevent disease transmission to others.

*Social Distancing--*

### III. PLAN ACTIVATION

This plan will be activated if the State reaches MN Response Phase P0 as defined by the Minnesota Department of Health. Below are the actions to be taken as different phases occur. A summary of the

Minnesota Response Phases compared to U.S. Stages and World Health Organization Phases is shown in **Table 1** below. Contact information for persons referenced in this plan can be found in the Preface section of the Emergency Plan.

**Table 1**

<b>Minnesota Response Phase</b>	<b>U.S. Stages</b>	<b>World Health Organization</b>
<b>MN Response Phase P0</b> Suspected Human Outbreak Overseas	<b>U.S. Stage 1</b> Suspected Human Outbreak Overseas	<b>WHO Phase 3</b> No or Very Limited Human-to-Human Transmission
<b>MN Response Phase P1</b> Confirmed, Sustained Human-to-Human Transmission Overseas	<b>U.S. Stage 2</b> Confirmed Outbreak Overseas	<b>WHO Phase 4</b> Evidence of Increased Human-to-Human Transmission
		<b>WHO Phase 5</b> Evidence of Significant Human-to-Human Transmission
<b>MN Response Phase P2</b> Suspected/Confirmed Human Case in North America	<b>U.S. Stage 3</b> Widespread Human Outbreaks in Multiple Locations Overseas	<b>WHO Phase 6</b> Efficient and Sustained Human-to-Human Transmission
<b>MN Response Phase P3</b> Outbreak in United States	<b>U.S. Stage 4</b> First Human Case in North America	
<b>MN Response Phase P4</b> Suspected/Confirmed Human Case in MN	<b>U.S. Stage 5</b> Spread Throughout U.S.	
<b>MN Response Phase P5</b> Limited Outbreak in MN		
<b>MN Response Phase P6</b> Widespread Throughout MN		

<b>MN Response Phase P7</b> Recovery and Preparation for Subsequent Waves	<b>U.S. Stage 6</b> Recovery and Preparation for Subsequent Waves	
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It should be noted that if an Executive Order from the Governor of Minnesota h that all post-secondary schools be closed, response actions corresponding with Phase P5 (below) will be enacted.

Phase P0 and P1

At the declaration of Phase P0/P1, the Center for International and Cultural Education will activate their Influenza Pandemic Plan. This plan is attached as Appendix A.

Phase P2

At the declaration of Phase P2, a heightened emphasis on non-pharmaceutical intervention methods will be made. At this phase, the intervention methods will be voluntary and consist of social distancing, frequent hand washing, and voluntarily missing class if flu-like symptoms are felt. Notification of these methods will be made via email, voicemail, text message, and campus video monitor postings.

It will be the responsibility of the Director of Residential Life and the Director of Health Services to monitor any abnormal amounts of students reporting flu-like symptoms and relay this information to the Emergency Response Team and the President’s Cabinet. It will be the responsibility of the Director of Health Services to contact the County Health Department at least twice a week to get public health updates. This correspondence is to continue indefinitely once started.

Phase P3

At the declaration of Phase P3, students will be notified of the heightened status and reminded to utilize the intervention methods of social distancing, frequent hand washing, and voluntarily missing class if flu-like symptoms are felt. Notification of these methods would be made via email, voicemail, text message, and campus video monitor postings. Students will also be asked to voluntarily report to Health Services if they are suffering from flu-like symptoms or have recently been exposed to someone with flu-like symptoms. This reporting will continue indefinitely once started. The Director of Health Services, with the possible assistance of the County Health Department, will make the determination as to whether or not laboratory samples should be taken. If laboratory results indicate the presence of a pandemic influenza strain, the Director of Residential Life will be informed to make arrangements for the isolation of those infected and the quarantine of those potentially exposed. Isolation and quarantine area will be located in an area TBD on campus..

The Emergency Response Team and the President's Cabinet will meet to determine what essential personnel are needed, should an outbreak in Minnesota occur and students need to be dismissed from campus (see Phase P5). At this time, the President (or designee) and the President's Cabinet will also determine what compensation will be made to those who are required to stay and to those under contract. It is expected that some members of Residential Life, Dining Service, Custodial, Physical Plant, Health Services, and Campus Safety will be required onsite daily throughout the event. Personnel needs vary considerably throughout the year. Therefore, preset determinations of personnel will not be made due to the fact that there is no way of determining when an outbreak may occur.

#### Phase P4

At the declaration of Phase P4, students may voluntarily leave campus if in accordance with recommendations from local, state, and/or federal agencies. Notification will be made to students via email, voicemail, text message, and campus video monitor postings. However, students must make arrangements for completing assignments with their instructors prior to leaving. The Emergency Response Team and the President's Cabinet will notify essential personnel of the likelihood of campus closing and that it has been determined that their reporting to campus is required during closure.

### Phase P5

At the declaration of Phase P5, students and non-essential personnel will be required to leave campus in accordance with recommendations from local, state, and federal agencies and, if in session, classes will be canceled temporarily. Notification from the President (or designee) and the President's Cabinet will be made to students and employees via email, voicemail, text message, campus video monitor postings, and printed postings at each campus entrance. Students who are unable to leave if the college closes will be relocated if deemed necessary. All room assignments will be handled by the Residential Life Department and all rooms will be assigned in a way that allows as much social distancing as possible.

During the time of closure, the Emergency Response Team and the President's Cabinet will meet to determine the most appropriate actions for maintaining business continuity. If possible, meetings during Phase P5 will take place via remote methods and may include County Health Officials. The President (or designee) and the President's Cabinet will make notifications to students and employees via email, voicemail, text message, campus video monitor postings, and printed postings at each campus entrance regarding requirements for future operations by the end of this week and updates will be made weekly thereafter. As previously noted, there is no way to determine when an outbreak may occur. Therefore, no preset conclusions (i.e. using Moodle, canceling events, utilizing summer sessions, etc.) for business continuity will be made. However, regular simulations and exercises will be completed to aid in decision making as discussed in (IV) below.

To manage the campus population during the event, Campus Safety will issue *Permission for Admittance* cards to essential personnel and to those who were unable to leave campus. These cards will designate what locations may be accessed by the person in possession of the card. Essential personnel will also be issued disposable respirators and gloves to be worn while on campus. Internal communication between those remaining on campus should employ as much social distancing as possible. Therefore, radios, emails, phones, etc. should be utilized as much as possible. Campus Safety will remain open and will be responsible for maintaining and issuing this equipment. Dining Service will remain open and staffed as needed to meet the needs of those remaining on campus.

### Phase P6

At the declaration of Phase P6, it is likely that several members of the surrounding community may have become sick. The County Health Department may choose to exercise the Memorandum of Understanding that is currently in place. In the event the County Health Department requires the use of college facilities for quarantine and isolation purposes, the areas or buildings needed will be based on the circumstances at that time.

### Phase P7

At the declaration of Phase P7, the Emergency Response Team and President's Cabinet will seek advice from County Health Officials regarding the reopening and returning to campus of students and nonessential employees.

## **IV. REVIEW AND CRITIQUE**

This program will be reviewed, critiqued, and updated at least annually by the Emergency Response Team and the President's Cabinet. Critiques may include, but are not limited to, table-top simulations, review of contact information, and participation in Nicollet County emergency exercises. The purpose of the simulations and exercises will be to determine best courses of action for different times of year and to act as guidance for decision making. Results of these simulations will be attached to this section as Appendix B.