



DAKOTA COUNTY
TECHNICAL COLLEGE

Pandemic Flu Plan

1300 145th Street East

Rosemount, MN 55068

651-423-8000

DCTC is an equal opportunity employer and educator



A MEMBER OF THE MINNESOTA STATE COLLEGES
AND UNIVERSITIES SYSTEM

Purpose

Dakota County Technical College is dedicated to the protection of its employees, facilities, and resources. We are also committed to ensuring that our College can continue all aspects of its critical education processes during a flu pandemic and can safely resume normal operations as quickly as possible after a flu pandemic affects our facility. We place a high priority on developing, validating, and, if necessary, implementing our College's Pandemic Flu Plan. If after reading this plan, you find that improvements can be made, please contact a representative from the Pandemic Committee. We encourage all suggestions because the success of this written plan is important. This plan is only meant to be used as guide and deviation may be needed depending on each situation.

Definitions

Seasonal (or common) flu is a respiratory illness. Flu symptoms include rapid onset of fever, chills, sore throat, runny nose, headache, non-productive cough, and body aches. Seasonal flu is a contagious illness and can easily spread from one person to another. It is spread through contact with droplets from the nose and the throat of an infected person during coughing and sneezing. Most people have some immunity, and a vaccine is available.

Avian (or bird) flu is caused by influenza viruses that occur naturally among wild birds. The H5N1 variant is deadly to domestic fowl and can be transmitted from birds to humans. There is no human immunity and no vaccine available.

Pandemic flu is a virulent flu that causes a global outbreak, or pandemic, of serious illness. Because there is little to no immunity, the disease can spread easily from person to person. Currently, there is no pandemic flu.

Pandemic Periods and Phases

An influenza (flu) pandemic can occur when a change takes place in an influenza A virus, causing the emergence of a new strain to which people have little or no immunity. If this new subtype, or strain, has the ability to spread easily from person to person, many people around the world could become ill and possibly die. This is referred to as an influenza pandemic.

The World Health Organization (WHO) has identified three distinct pandemic periods: the inter-pandemic period, when there are outbreaks of influenza in animals and/or birds but no new influenza strains are detected in humans; the pandemic alert period, characterized by human outbreaks of a new influenza strain; and the pandemic period, with sustained human-to-human transmission of the virus in the general population. Each period is further subdivided in specific phases, according to the assessed risk of a pandemic. Changes from one phase to another are triggered by several factors, including the spread of the disease among humans and the characteristics of circulating viruses. Each phase coincides with a series of recommended activities to be undertaken by the WHO, the international community, governments and industry.

Inter-pandemic period

Phase 1: There have been no new influenza virus subtypes detected in humans that would signal the conditions required for a pandemic. Based on past evidence, the influenza viruses detected in animals are considered to be of low risk to humans.

Phase 2: There have been no new influenza virus subtypes detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease. This assessment is based on various factors, such as past history of a similar strain causing serious illness in humans and the extent of the outbreaks in animals.

Pandemic alert period

Phase 3: A new influenza virus subtype is detected in humans. There may be rare instances of an infected individual spreading the virus to other individuals they have been in close contact with, but in general there is no evidence of the virus spreading easily among humans.

Phase 4: Small clusters of human-to-human spread of the virus are reported. But outbreaks are localized, which suggests that the virus does not spread easily to and among humans.

Phase 5: One or more larger clusters are reported, but human-to-human spread is still localized, which suggests that the virus is becoming increasingly capable of infecting humans but may not be fully transmissible (there is a substantial pandemic risk).

Pandemic period

Phase 6: The virus is easily transmitted to and among humans, resulting in increased and sustained spread of the virus in the general population.



Administrative Leadership

Our Pandemic Planning Committee is responsible for establishing and implementing our written Pandemic Flu Plan. The Committee has full authority to make necessary decisions to ensure the success of this plan. Copies of this written plan may be obtained from the crisis response team. It should be noted that orders from the Governor may supersede this plan at any time.

Pandemic Planning Committees:

Overall Steering Coordinating Committee

Dr. Ron Thomas, President

Dr. Ron Erickson, Vice President of Academic and Student Affairs

Randy Anderson, Vice President of Finance and Operations

Sue Raddatz, Human Resources

Paul Demuth, Director of Facilities

Lori Carlson, Health Service

Academic Administration Committee

Ron Erickson, Vice President of Academic and Student Affairs

Gary Hebert, Academic Dean

Kelly Carrigan, Academic Dean

Sherralyn Cox, Academic Dean

Mike Opp, Academic Dean

Linda Foster, Director of Instructional Technology

Linda Kirkey, Academic Affairs Executive Assistant

Operations Committee

Shaan Hamilton, Vice President of Finance and Operations

Angela Meyer, Bookstore Manager

Chris Carney, Accounting Supervisor

Raddatz, Director of Human Resources

Todd Jagerson, MIS Supervisor

Paul Demuth, Director of Facilities

Scott Roelke, Director of Financial Aid

Facilities Committee

Paul Demuth, Director of Facilities

Mark Ramseth, Lead Maintenance

Mark Hanson, Warehouse

Ryan Becker, Maintenance

Rhonda Doheny, Dakota County Deputy Sheriff

Lynda McPhearson, Assistant to Director of Facilities

Healthcare Committee

Lori Carlson LPN, Safety and Health Coordinator

Sandy Thomsen LPN, Health Service

Dianne Zimmerman RN, Director of Nursing

Rhonda Doheny, Dakota County Deputy Sheriff

Mark Ramseth, Lead Maintenance

Brenda Brand, Administrative Assistant

Communications Committee

Ron Thomas, President

Scott Roelke, Director of Financial Aid

Kim Gelhar, Executive Assistant to the President

Patrick Lair, Director of Admissions

Trudi Greaves, Assistant Foundation Director

Erin Larson, Interim Director of Communications

Coordination with External Agencies

The Pandemic Committee will coordinate/collaborate with the following outside entities before and during a flu pandemic:

Minnesota Department of Health Mass Dispensing Site

651-891-7867

Dakota County Sheriff's Department

651-438-4770

Rosemount Fire Department

651-675-5700

Rosemount Police Department

651-675-5700

Dakota County Crisis Intervention- mental health counseling

952-891-7171

Dakota County Emergency Management

651-438-4703

Chain of Command

The College shares physical space on campus with Intermediate District 917. The chain of command for each institution is listed below: For Dakota County Technical College, the President is considered the final decision maker. In the absence of the President, a designated administrator will be identified as the administrator in charge, listed below in order of selection.

Dakota County Technical College

Dr. Ron Thomas, College President
651-423-8213

Dr. Ron Erickson, Vice President
651-423-8319

Shaan Hamilton, Vice President
651-423-8241

Sharon LaComb, Vice President
651-423-8293

Paul Demuth, Director of Operations
651-423-8370

Michael Schoen, Building Services Supervisor
651-423-8470

Intermediate School District 917

John Christiansen, Superintendent
651-423-8226

Dan Hurley, Secondary Tech Center Principal
651-423-8259

Melissa Schaller, Director of Special Education
651-423-8202

Terri Trexler, Assistant Special Education Director
651-423-8426

For additional contacts, refer to the Emergency Response Phone Tree cards given to all College administrative staff members.

Crisis Response Team Membership

The composition of the Crisis Response Team will vary depending upon the type of crisis and which division/area of the college it involves. However, the core of the team remains the same and includes the following members:

TITLE	NAME	EXTENSION
College President	Ron Thomas	8213
Director of Operations	Paul DeMuth	8370
Vice President of Academic & Student Affairs	Ron Erickson	8319
Vice President of Finance and Operations	Vacant	8241
Vice president of Institutional Advancement	Sharon LaComb	8293
Academic Deans:	Sherralyn Cox	8235
	Mike Opp	8232
	Kelly Carrigan	8231
	Gary Hebert	8307
College Nurse	Lori Carlson	8371
Human Resources Director	Sue Raddatz	8205
Public Relations Coordinator	Erin Larson	8233
Counselor	Nancy Bailey	8492
Vocational Advisor	Jennifer Robinson-West	8217
Campus Security	Deputy Blake Pederson	8388
M.I.S. Manager	Todd Jagerson	8518
Building Services Supervisor (Evening)	Michael Schoen	8594
Evening College Receptionist		8470
Intermediate District 917 Security	Blake Pederson	423-8489
Intermediate District 917 Administration	Linda Berg (Secretary)	423-8214

Business Impact Analysis

The business impact analysis determines the effect of mission-critical system failures and employee absenteeism on the viability and operations of critical business processes. The business impact cannot be determined at this time due to the fact that we are not sure how the influenza will mutate to affect human beings. At this time the government has not developed the plans to determine how they will help us to recover.

Exposure Determination

The following is a list of job classifications at our institution for which employees may have occupational exposure beyond ordinary co-worker to co-worker transmission:

Job title	Department/Location	Task/Procedure
Campus Nurse	Health Service	Care of the sick
Receptionist	Main Entrance	Initial public contact
General Maintenance Workers	Campus wide Operations	Cleaning
Admission Office Workers	Admission Office	Initial public contact
Business Office Workers	Business Office	Initial public contact

Communication

The College must have an effective way to reach those working for our institution to inform them of the status of the pandemic flu approaching or affecting our College and their responsibilities during the pandemic. Also, they must have an effective way to reach management to provide input and notify us of any needs or changes in absenteeism rates and health status. Likewise, communicating with our community and customers about our current capabilities, plans, and delays will help to reduce unnecessary tensions and fears.

President Thomas or his Designee officially declare the dates on which our pandemic containment period begins and ends. Employees will be notified of these dates by WCCO Radio AM 830, Intranet, DCTC'S Main Web Site at www.dctc.edu, or by calling 651-423-8000 and listening to a DCTC automated recording of pandemic information.

Training

Information and training is at the heart of pandemic flu planning and containment. Our goal is to ensure employee comprehension and understanding of how employees may be exposed to pandemic flu, what their responsibilities are, and what protective measures they can take. Due to the complexity of a flu pandemic and the continuity and recovery process, Lori Carlson will coordinate DCTC'S pandemic training and will distribute information as it becomes available. Training for all College employees will be conducted in the following areas:

Topic	Location	Renewal Schedule
Elements of the written pandemic plan	written materials	annual, as needed
Roles and responsibilities	written materials	annual, as needed
Pandemic fundamentals	written materials	annual, as needed
Infection control practices	written materials	annual, as needed
Preventative measures	written materials	annual, as needed
Travel recommendations	written materials	annual, as needed

Training will occur annually at fall in-service and updates will occur as new information arises. New employees will be given training during orientation. In addition, supervisors will ensure that cross-training is provided to assure that our institution has sufficient coverage for all critical business processes should high absenteeism occur:

Inventories, Supplies, and Services

Because our supply chains may become disrupted in a flu pandemic, the following critical supply inventories will be stockpiled during the pre-pandemic stage. All supplies will be stored in the Disaster Supply Cabinet in the Health Services department:

Supply item	Quantity
Hand sanitizers	25 gallons
Bleach	20 gallons
Kleenex	20 boxes
N95 Mask	200
Gloves	20 boxes
Flash lights and Batteries	20
Eye protection	50
Bottled water	500 bottles
Non perishable food	2 weeks worth
Disinfecting wipes	1000
First Aid supplies	
Over the counter medications	
Emergency Radio	2 Radio's
Paper and Plastic eating utensils	1 Month supply for 200 people
<hr/>	
Fuel oil and Gasoline	2 weeks worth will be stored outside on DCTC grounds

To help obtain supply items during a pandemic, we have identified a list of primary and alternative supply services. Once a pandemic flu outbreak occurs at the College, or once supplies and services are affected by a pandemic flu outbreak, we will rely on our supply service lists to maintain necessary supplies. Should supplies or services become depleted unexpectedly, employees are to notify their immediate supervisor.

Technology Services

In case of a Pandemic emergency, the DCTC IT department will be able to support and manage essential services (Payroll, e-mail, network stored data) remotely from either, employees' homes, another MNSCU college, Eagan location, or our Apple Valley Partners location. DCTC will use the MNSCU online timesheet process. The IT department is able to remotely manage and control our essential servers using remote access.

The IT department will also be working with DCTC supervisors to determine essential staff that we will install a remote access program onto their home computers to access from remote locations the essential tools they will need to continue to work from home also. Staff has been and will be notified again to save all essential documents to their network drive storage space for back up and access remotely.

Air Circulation

To assure optimal air circulation and filtration, Paul Demuth Director of Operations shall ensure Air Filters will be cleaned and/or changed using HEPA Filters at our facility on a yearly basis, and more frequently if the pandemic hits the USA. This will assure optimal air circulation and filtration.

HVAC system can be controlled from any remote location. Several Operations employees have been trained to control the system along with TKDA and Comfort Systems employees.

Vaccinations and Medication

Lori Carlson along with the Department of Employee relations will provide training to employees in vaccination safety, benefits, efficacy, methods of administration, and availability. We encourage vaccination unless a person has a known allergy to the vaccine or its preservatives.

While the seasonal flu vaccine will not protect against pandemic flu, it can help persons stay healthy. Students may receive a flu shot at DCTC, on October, 23rd from 11am to 1pm. The cost will be 20 dollars. Each student may submit their receipt to their own insurance company for reimbursement. Employees can receive a flu shot at DCTC on October 30, 2006 from 9 am to 12 noon. The flu shot will be free to anyone presenting a State Of Minnesota's Health Insurance Card. Health Services will send out more information as the clinic date nears.

At the current time, there is no vaccination for the Avian Flu. If one does become available to the public, DCTC will be a mass vaccination site. Dakota County Public Health will provide the administration of the vaccination.

Because DCTC has no doctor on staff we will be unable to stockpile antiviral medications. Dakota County public Health will use DCTC as a mass distribution site or vaccination site.

Preventative Measures

Housekeeping

A clean work environment is key to reducing the spread of any flu including a pandemic flu. Frequent hand washing with soap and water will be necessary. Alcohol-based hand rubs will be distributed to all departments and dispensers will be placed in entry points and center commons area. The maintenance staff will be responsible for maintaining and refilling soap, alcohol-based hand rubs, paper towels, and disposal containers.

The Operations department is responsible for general housekeeping. Suitable cleaning solutions are listed below:

Cleaning solution	Recommended Uses
Bleach Water 1:10 ratio	Daily disinfecting of all hard surfaces
Disinfectant wipes	Staff to clean their own work areas

Staff will be required to read MSDS sheets and wear personal protective equipment.

Hygiene

Because good hygiene practices may lower any potential risk of a flu outbreak and /or pandemic flu infection and prevent its spread, we encourage employees to take the following precautions before and during a pandemic flu outbreak:

- Wash hands often with plain/antibacterial soap and water or use an alcohol-based hand rub.
- Wash hands after coughing or sneezing.
- When wearing gloves for cleaning, wash hands after removing
- Keep hands away from the eyes, nose, mouth, and face.
- Cough/sneeze into a tissue, sleeve, or elbow.
- Dispose of used tissue in proper waste receptacles.
- Disinfect work surfaces, keyboards, and telephones after your shift.
- Wash dishes in hot water dishwasher.
- Use disposable dishes and dispose of them properly.
- Contact maintenance by work request if supplies are depleted.
- During Phase 5, DCTC will begin using individualized silverware and napkins in the Café.

Personal Protective Equipment

College supervisors are responsible for ensuring that all necessary protective equipment, including personal protective equipment (PPE), used at the College will be provided without cost to employees. Supervisors will determine when to provide and require the use of the following protective equipment: Gloves, eye protection, face shield, protective foot wear, protective clothing, and face masks. They will choose protective equipment based on existing exposure levels to pandemic flu.

All protective equipment will be cleaned, laundered, and disposed of by the College at no cost to employees. Your immediate supervisor will determine what procedures and intervals will be necessary for cleaning, disinfecting, inspecting, disposing of, and repairing protective equipment.

Social Distancing during Pandemic Phase 5 and 6

Social distancing is taking measures to keep employees away from other people, including other employees, customers, and the public, in order to prevent exposure. President Thomas will be responsible for determining which one or more of the following social distancing measures must be taken, the specifics of each measure, the affected employees, and the means by which affected employees will be notified:

- Prohibiting hand shaking or hugging
- Prohibiting public events
- Prohibiting sporting /group activities
- Prohibiting group training
- Prohibiting shared workstations.

- Encourage employees to refrain from eating in lunchrooms, break rooms, and restaurants
- Prohibiting unnecessary travel
- Allow telecommuting
- All meetings will be held by teleconference
- Implementing quarantine or isolating those who are or may be infected
- Closing the school
- Assigned Administrative home based team

Travel and Off-Site Worker Restrictions

DCTC sponsored travel will be monitored and restricted as necessary to minimize potential pandemic flu transmission. DCTC will monitor www.pandemicflu.gov and www.cdc.gov for travel advisories.

Medical Surveillance

Lori Carlson, Safety and Health Coordinator and the Health Service Staff will ensure that:

- 1) Supervisors will be taught the signs and symptoms of the pandemic flu and direct the employees and students of current procedure.
- 2) Employees will be informed of signs and symptoms of the pandemic, and encouraged to seek medical attention ASAP to determine the need for vaccination, or antiviral medications.

All employees must abide by the following procedures during the pandemic containment stage:

- 1) If a person is sick at home just before his/her shift, becomes ill at school, or another person detects that a person has signs and symptoms of the pandemic flu, the person must call their immediate supervisor.
- 2) The supervisor directs the student or employee to the Health Service office or personal medical provider, if symptoms of the pandemic are present.
- 3) If the person is determined to have symptoms of the pandemic, Health Service will: (a) record the case as “suspect” for tracking purposes; (b) ask the person who they had contact with in the previous three days; (c) instruct the person to wear a face mask and go home, contact their physician by phone, and do not return to the College until a physician declares him/her well through written documentation; (d) notify the maintenance department to disinfect the person’s work or study area; and (e) notify recent contacts of the person suspected of having the disease. Employees should keep their immediate supervisors updated on their condition.

The Pandemic Planning Committee will update the above procedure as necessary.

Sick Leave and Time Off

During a “declared” pandemic containment period, employees continue to be eligible for Sick and Vacation pay as per the various bargaining unit agreements. Employees should contact the College’s Human Resources Department with any questions.

Recordkeeping

The College maintains the following records and documentation:

Record/Document	Location	Duration Held
Recordable pandemic illness	Health Service	30 years
Return to work permission slips	Health Service	8 Years after termination
Sick Leave	Human Resources	8 Years after termination
Human Resources Training records	Human Resources	8 Years after termination

Stress Management

Fear, stress, frustration, anxiety, and loss are to be expected during a pandemic flu outbreak. Rumors and misinformation may abound. This may cause increased absenteeism, distress, and lowered productivity. For these reasons, DCTC ensures the following measures are taken in hopes that stress can be reduced and/or eliminated:

- 1) Information will be kept current as to the status of the pandemic.
- 2) Information of any necessary changes will be made as soon as possible.
- 3) Information will be available as to what DCTC is doing about the current situation.
- 4) Employees will be made aware of an Employee Assistant Program at 1-800-657-3719.

Security

The DCTC contracts with Dakota County Sheriff's Office to provide additional security services. This contract allows for additional staffing to be brought in during an emergency. Decisions regarding necessary security measures will be made between the College and the Dakota County Sheriff's Office School Resource Officer. If a pandemic arises the College would utilize access control points staffed by security and licensed police officers from the Dakota County Sheriff's Office as necessary. We would also utilize the lock and alarm system on campus to keep people out of areas that have been designated as "off limits".

DCTC is located within the city limits of the city of Rosemount. Fire services are provided by the Rosemount city fire department, and ambulance service is provided by Health East. All of the services can be reached by contacting 651-675-5700. Emergency Preparedness efforts for this area are coordinated by the Dakota County Sheriff's Office, Dakota County Emergency Preparedness, Rosemount Police Department, MN Emergency Management, Department of Homeland Security and the Federal Emergency Management Agency. All resources that would be needed from these agencies can be received through Rosemount Police and the Dakota County Sheriff's Office. All Dakota County law enforcement agencies partner to form specialized response teams, The Dakota County MAAG teams and The Dakota County Special Operations Teams. The services provided by these groups would also be utilized on an on-call basis and coordinated by the Dakota County Sheriff's Office and the Rosemount Police Departments. The Sheriff's Department and Rosemount Police Department also have coordinated numerous volunteers that are available. These people would be coordinated and assigned through their respective departments.

In the case of an emergency need for mass vaccinations, this site has been designated through the Dakota County Public Health Department as a "Mass Vaccination Site." If this building were to be used as a vaccination site, site security would be coordinated by Dakota County Public Health, the Sheriff's Office and Rosemount Police Department. This security plan is set out through the public health emergency response plan.

Academic and Student Services

During a pandemic, the College will strive to maintain all instructional and student support services functioning, and will encourage all academic and student services personnel to take the infection control precautions outlined in this plan. It is recognized, however, that during the active phase (i.e., Phase Five and Six) of an epidemic, significant changes may be necessary to reduce human contact and suspend instructional coursework.

Guiding Assumptions

Several underlying assumptions will influence planning for academic and student services during a pandemic:

- Response Phase Five, as defined by the World Health Organization, will be of sufficient length (at least four weeks) to allow college staff and faculty to make the necessary modifications to our instructional delivery, and to communicate those changes to our students, staff and faculty.
- Instructional delivery strategies and schedules should promote and maximize social separation.
- During Phase Six (sustained human-to-human transmission of the virus) all formal instruction at the College can be suspended until the infectious wave has passed (presumed to be eight to twelve weeks).
- Other campus services and operations may continue to be offered on a limited basis even if instruction has been temporarily suspended.
- Certain provisions within the current bargaining unit agreements between MnSCU and MSCF, MAPE, MMA and AFSCME can be renegotiated or waived during Phases Five or Six of the pandemic.
- Federal and state financial aid policies may be waived to allow for non-traditional, instructional delivery options.

An Alternative Academic Calendar

An alternative academic calendar and course schedule would be initiated to accomplish the following:

- To promote social separation by offering fewer course sessions at any one time.
- To enhance scheduling flexibility, in order to suspend and reinstate coursework before and after a Phase Six pandemic, in the most flexible manner possible.
- To maximize our ability to meet student needs and preserve tuition revenues.

The College will initiate an alternative academic calendar that offers accelerated coursework across twelve, four-week time periods (or blocks) throughout the calendar year. (See attached draft of alternative calendar). The schedule is designed to allow courses to be taught in condensed time periods, while still meeting all credit and student contact requirements. With a few exceptions due to holidays, most courses in this alternative schedule meet four days per week (Tuesdays through Fridays) for four-hour class sessions, in one of three different time periods (8:00 to 12:00; 1:00 to 5:00; and 6:00 to 10:00). Four, one-week gaps are left in the schedule to allow for longer courses, for flexibility in shifting instructional blocks, and to better align the blocks to the calendar month.

The one-hour break between class periods is designed to reduce student interaction within the building, while still allowing students to remain on campus and enroll in two or even three courses during the day. It

is conceivable that a student could take three, one-credit classes per day, and repeat this for each of four consecutive weeks, for a total of 12 credits per monthly block.

Initiating the Alternative Calendar

The Academic Affairs subcommittee would prepare this alternative academic calendar during a Phase Five condition, during which it is assumed most campus personnel would still remain healthy and be in attendance. Ideally, the duration of Phase Five conditions would allow for the successful completion of the semester in progress, and would last long enough to permit the alternative schedule to be constructed and communicated to students, instructors, and staff. *Assuming that an active Phase Six pandemic wave will make meaningful learning experiences difficult, if not impossible, all formal instruction will be suspended while the pandemic is active in the College's service area.* Based on the best information available during Phase Five, the Academic Affairs subcommittee would make plans to launch the alternative calendar at the *conclusion* of the first active Phase Six contagious period. The alternative calendar would then remain in effect for the duration of the pandemic, generally estimated in the literature to be 24 to 36 months.

Managing the Alternative Calendar

Before the arrival of subsequent infectious waves of the disease, the Academic Affairs subcommittee would determine which of the twelve, month-long time periods to suspend. It is estimated that up to three, consecutive month-long blocks may need to be suspended during each subsequent wave of the disease. Once the infectious wave has passed, the course schedule would be reinitiated, beginning with the blocks that had been suspended, and all subsequent blocks would be rescheduled accordingly.

Anticipated Benefits

Under the emergency conditions of a global pandemic, this alternative academic calendar offers several significant advantages over a traditional academic calendar:

- Classes are compressed into fewer sessions and days, thus reducing exposure and increasing the probability that an individual class may be completed.
- There are breaks between class periods and the month-long blocks, to minimize contact with students not in the same class.
- Instructors can accelerate their teaching, allowing them to reduce their own exposure.
- If necessary, entire blocks can be suspended, one month at a time.
- If required, the entire schedule can be shifted earlier/later, a week at a time.
- Students could progress toward graduation at a rate equivalent to the traditional academic calendar.
- If necessary, the College could reduce its overall operations to just four days a week.

Post-pandemic Measures

Once it appears that a wave of pandemic flu has passed, operations will return to “normal” as soon as possible. DCTC will consult with local and state agencies to determine what actions need to be taken before school can safely resume.

Plan Evaluation

By having the Pandemic Committee thoroughly evaluate and, as necessary, revise our plan, we ensure our plan's effectiveness and prevent or eliminate any problems. Plan evaluation involves the following:

The pandemic team will distribute the information to all employees and students. This plan will be reviewed yearly, and as new flu information becomes available.

It is important to note that the pandemic flu is predicted to occur in waves over as much as a two-year period. Each wave offers a more deadly virus than the first. Therefore, the College cannot afford to drop its guard once the first wave passes. Our employees too must remain vigilant. After each wave, the Pandemic Plan Committee will evaluate our plan's effectiveness and revise it as necessary.

References

We have attached to this Pandemic Flu Plan, the following documents for reference:

www.cdc.gov

www.mndepartmentofhealth.com

www.pandemicflu.gov