



North Hennepin
Community College

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Engaging students, changing lives

Dear Colleagues and Students,

Given the risks associated with COVID-19, and out of the abundance of caution, Chancellor Malhotra, has exercised the discretion afforded to him under the System Procedure 5.19.3, Travel Management, Part 10, subpart f, to suspend all Minnesota State related international travel effective immediately. This includes study abroad programs, and any other activities involving faculty, staff, and students. (FYI – NHCC does not have any faculty or students abroad on official travel). The Chancellor’s office will continue to monitor reports, guidance, and recommendations from the Centers of Disease Control and Prevention and U.S. State Department and review this action on a recurring basis.

Additionally, NHCC leaders, in conjunction with the System Office, are beginning to effectively plan for, and if needed, respond to the Coronavirus Disease 2019 (COVID-19), in order to protect students, employees, and others on our campus as we continue to support the local community. Our Safety Committee is reviewing our current Pandemic Plan and will make recommendations accordingly on how best to modify it for current times. Our intent is to finalize our Pandemic Plan by mid-March 2020.

Planning: At this time, Minnesota Department of Health (MDH) assesses the risk of becoming sick with COVID-19, including for people in Minnesota schools, as low, and is not recommending that events or extracurricular activities be cancelled. To date, there have been no positive cases of COVID-19 reported at any Minnesota State college or university or at the System Office. Nevertheless, we have immediately begun to:

- Review our emergency operations, continuity of operations plan (EOP/COOP) and associated pandemic plan.
- Implement communication plan as outlined in your specific EOP/COOP to include:
 - NHCC & MN State are closely monitoring the developing situation related to COVID-19 and are committed to taking steps necessary to protect the health and safety of our employees, students, and others on our campus.
 - We are coordinating with System Office/MDH and will convey their information and guidance related to COVID-19 to our college. System Office/MDH are working to develop regular communication channels to proactively address school-related topics with regard to COVID.
 - Information that MDH is making available for schools, colleges and universities is available at <https://www.health.state.mn.us/diseases/coronavirus/schools.html>.
 - We encourage employees and students to:
 - Practice respiratory (coughing and sneezing) etiquette and hand hygiene
 - Stay at home when sick
 - We encourage supervisors and faculty to offer flexibly to employees and students who are sick, expressing symptoms of respiratory issues, or care for family members to the maximum extent possible.

- Anyone in the U.S. who has not traveled to China or been in contact with someone confirmed or suspected to have COVID-19 in the last 14 days is at low risk of becoming sick with the virus
- Cautioning all, on actions and language against, anyone based on race, ethnicity, or religion based on the origins of COVID-19.
- Review and evaluate ongoing and planned official travel for students and employees utilizing DOS and other resources. Curtail or postpone travel based on guidance.
- Contact city and county emergency managers and health officials to understand their planning and potential impacts on campus operations including use of campus facilities, potential for curtailment of public transportation impacting students and/or employees, etc.

NHCC's point of point of contact for COVID-19 is Erin Lynne, Environmental Health and Safety Officer, 763.488.0132, erin.lynne@nhcc.edu.

Below is additional information we received from the System Office with regards to the Coronavirus Disease 2019 (COVID-19). Your safety is our highest priority.

Kent

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Informational Resources: There are many sources of information on COVID-19 including state, national and international organizations. Primarily sources for Minnesota State monitoring, planning, and response are:

Minnesota Department of Health (MDH):

COVID-19 Home: <https://www.health.state.mn.us/diseases/coronavirus/index.html>
 For schools: <https://www.health.state.mn.us/diseases/coronavirus/schools.html>

Centers for Disease Control and Prevention (CDC):

COVID-19 Home: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
 Travel: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

State Department (DOS):

Travel Information:
<https://travel.state.gov/content/travel/en/international-travel/before-you-go/travelers-with-special-considerations.html>

Minnesota State Guidance for colleges and universities: Board policies and system procedures provide the authority structure for college and university leaders to plan for and respond to situations such as COVID-19. These include:

- **Board Policy 1A.10, *Long-Term Emergency Management***, provides authorities to presidents and the chancellor to declare long-term-emergencies, including the suspension or cancellation of the academic term to protect students and employees.
- **System Procedure 1A.10.1, *Long-Term Emergency Management***, provides additional guidance on cancellation impacts on academic programs to include occupational or professional licensure or certification requirements, stud abroad programs, admission and employee management.
- **System Procedure 5.19.3, *Travel Management***, outlines authorities and responsibilities for travel by students and system employees to include international travel.

- **SharePoint – HR Connect:** additional information and Minnesota State specific information will be posted at this site:

<https://mnsu.sharepoint.com/sites/hr/SitePages/topic.aspx?topicID=159&state=about>