

Monthly Emergency Management Meeting  
April 8, 2020 at 3:00 pm - Alumni Center

PRESENT: Lisa Mock, Dr. Migler, Larry Brooks, Darrell Waters, Brad Gangl, Janet Lund and Sandy Hageness

NOT PRESENT: Susan Indvik

This meeting was held to review lessons learned from the COVID-19 pandemic, to assist in future planning.

#### What is working

- Having health checks at the front entrance has helped keep folks safe from any additional illness
- Allowing staff to work from home and setting up technology accordingly
- Fortunate to have the supplies to work from home; i.e. monitors, laptops.
- Closing the bookstore early, yet available to prepare large mail items
- Training for instructors was successful and will be a plus when they get back into the classroom
- Having the communication piece on our website was beneficial
- Technology needs survey sent to students was beneficial
- Daily COVID-19 meetings are beneficial. This provides a communication avenue to bring things back to departments
  - Recommendation made to include all employees and students to participate at minimum one day a week.
  - TEAMS will be set up to move toward vs PEXIP
- Restricting access to buildings was beneficial

#### What might have been done differently

- A better plan for moving students out of the dorms
- Providing a why behind actions is more effective
- Having a larger area for health checks may be beneficial
- Cross train positions. When one individual is not available there needs to be someone to pick up the pieces
- Provide consistent messaging
- Set up quarantine area and don't change it.
- Identify who is responsible for the quarantine area.
- Post signage on all entrance/exit doors, including service doors

#### Other observations

- Do not have adequate PPE or an assigned access to store it
- We do not have a disinfectant for mail
- We could use a formal order for quarantined individuals, check-in and check-out system along with communication to individuals involved
- Recommended having a minimum of necessary products on hand at all times in storage; i.e. hand sanitizer, wipes, etc.