

## **Public Health Memorandum of Understanding**

THIS AGREEMENT is between the County of Wadena, by and through Wadena County Public Health, hereinafter referred to as Public Health and the Menahga Public School Dist. 821, hereinafter referred to as School District.

WITNESSETH:

WHEREAS, Public Health has need for large facilities and parking spaces for mass emergency public health services including use for a mass dispensing site for vaccines or other medicines or for additional unforeseen needs, and

WHEREAS, the School District desires to permit Public Health to use the School District facilities and wishes to cooperate with Public Health for such purposes.

NOW THEREFORE, it is mutually agreed between the parties as follows:

- I. School District shall:
  - A. After meeting its responsibility to pupils, permit public health the use of the school facilities at any hour for approximately 8-12 hour shifts for as many days as the mass dispensing is required.
  - B. Provide a 24/7 contact person and backup contact person to call to authorize and direct their personnel to provide assistance regarding the facility.
  - C. Provide a school staff person to open and lock the facility at any hour.
  - D. Provide a site for a truck to deliver the mass dispensing supplies 2 hours prior to the start of a mass dispensing clinic.
  - E. Provide the use of tables, chairs, refrigeration if needed, fax machine, copy machine, internet access, bathrooms, garbage disposal and telephone.
  - F. The School District employees shall in no event be considered employees of Public Health.
  - G. Participate in a walkthrough of the spaces used with a school district representative before and after the building use to document the condition of the spaces and contents.
- II. Public Health shall:
  - A. Provide the School District with a copy of the mass dispensing plan and drawings of the use of the facility spaces.
  - B. Call the school 24/7 contact for authorization of the use of the facility at the time of need.
  - C. Be responsible for managing the public health service at the building during the building use.
  - D. Remove from the building, at the end of the building use, all public health materials brought into the building, including hazardous waste.
  - E. Participate in a walkthrough of the spaces used with a school district representative before and after the building use to document the condition of the spaces and contents.

### III. Joint Agreements:

- A. Develop internal policies and procedures, as needed, to implement this agreement.
- B. Comply with laws regarding data privacy.

#### IV. Duration

- A. Either party may withdraw from this Agreement without cause and for any reason upon giving ninety (90) days written notice to the other party.
- B. Any alteration, variation, modification or waiver of provisions of this Agreement shall be valid only after it has been reduced to writing, duly signed by both parties and attached to this Agreement.
- C. This Agreement shall constitute the entire Agreement between the parties and shall supersede all prior oral or written negotiation.
- D. The duration of this contract will be in force and continue in force from 9-30-25.

In witness whereof, each party hereto has read, agreed to and executed this Agreement on the date indicated.

Approved as to form and execution:

Attest:

Heather Olson  
Wadena County Auditor/Treasurer

Sarah Ness, Director  
Wadena County Public Health

Kyra Ladd  
Wadena County Attorney

Jason Kjos, Superintendent Menahga School District 821	Date
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Approved by \_\_\_\_\_  
Wadena County Board of Commissioners  
Resolution dated: