



Emergency Operations Plan

Infectious Disease

Outbreak Plan

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INTRODUCTION

Respiratory viruses, such as influenza are highly contagious seasonal outbreaks that often occur in communities during the fall and winter. During a typical flu season, 5% - 20% of the U.S. population becomes ill; more than 200,000 are hospitalized, and about 36,000 die. Influenza spreads from person to person mainly in respiratory droplets from coughs and sneezes or handling contaminated objects. Yearly immunization with the influenza vaccine is the most effective way of preventing influenza.

At unpredictable intervals, a novel (new) virus, such as SARS, COVID-19, or similar appears in humans for which there is no immunity. If the novel virus is transmitted easily from person to person and causes significant illness, this creates the setting for a pandemic, a large-scale outbreak of illness with the rapid spread from person to person and country to country. The World Health Organization (WHO) is responsible for announcing a global influenza pandemic.

Pandemics are about people and the interruptions in their everyday lives. It is expected that a pandemic may have a worldwide impact with an unpredictable timeline, comprising multiple events or waves, and spreading quickly from one urban area to another. Major disruptions are likely for health care, transportation, education, and other public services. Higher education may be severely impacted because of the age of students and the population density in classrooms.

As more information and response strategies develop and become available the Infectious Disease Outbreak Plan will be updated. Should you have questions or concerns related to the information shared within this document please contact the Administrative Services, 707-476-4172.

PURPOSE

The College of the Redwoods (CR) Infectious Disease Outbreak Plan is a companion document to the College's Emergency Operations Plan. The plan serves as the overarching guidance in developing response plans and subsequent activities, leading to pandemic preparedness. Key departments may need to develop their own internal response plans to address specific issues within their area related to the threat of excessive absenteeism or campus closures.

The CR community has an obligation to be responsive as with any community and even more, given the social nature of a college campus. Further planning, collaboration, and training will prove to be essential in reducing the impact of a pandemic outbreak while maintaining the critical operations of CR.

This plan is a dynamic document and will be revised as dictated by circumstances or changes in information.

OBJECTIVES

The greatest effect on CR will be absenteeism. The focus of this plan is to prepare the College to respond to high absenteeism and the possible curtailment of specific activities. This plan is guided by the following principles:

- Protect and support the health, safety, and welfare of our faculty, staff, and students, as well as the assets of the college;
- Maintain a commitment to the college mission to provide instruction and service;
- Maintain business and administrative operations;
- Recover as quickly and efficiently as possible if any activities are interrupted or suspended;
- Ensure multi-modal communications within the college community, the local communities, and with stakeholders;
- Establish benchmarks or “triggers” to prompt prudent actions;
- To the extent feasible, extend the services or expertise of the college to benefit our community neighbors.

AUTHORITY

The State of California has the primary responsibility for public health matters within its borders, including isolation and quarantine authority. That authority is usually exercised locally by the Humboldt County Department of Health and Human Services. In a pandemic, the Department of Health and Human Services collects and analyzes health information, conducts epidemiologic investigations, institute isolation and quarantine measures and, may close any facility if there is reasonable cause to believe that the facility may endanger the public health. The College has authority under Board Policy and the Emergency Operations Plan to also take action to minimize the impact of a pandemic on the District.

INFECTIOUS DISEASE OUTBREAK COORDINATION TEAM

The Director of Health Occupations and the Chief of Police will act as the coordination team (Coordinators) for the College. The Coordinators are responsible for monitoring and managing the day-to-day response for the District, providing information to the President, the Emergency Operations Center and the campus community via the Emergency Communications Plan.

Should an infectious disease outbreak become more severe than anticipated, it will be the responsibility of the Humboldt County Public Health department to issue quarantine orders, direct facilities closure, and provide critical information designating key healthcare facilities as well as the distribution of anti-viral medications. That authority encompasses the Redwoods Community College District. Under these circumstances, the President has the authority to declare a local state of emergency within the District and to operate the District in accordance with the RCCD Emergency Operation Plan.

RISK ASSESSMENT

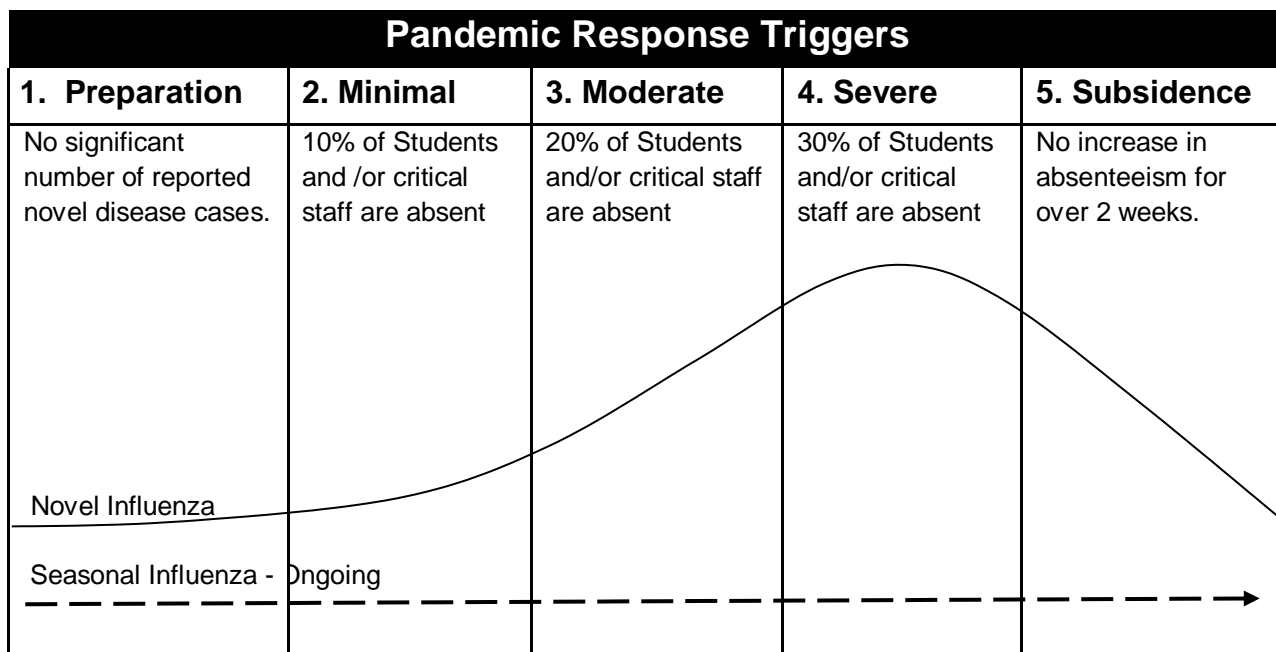
As a novel (new) disease spreads throughout the world, people have little or no immunity and there will be a limited supply of vaccines available during the initial onset, which may result in a pandemic. The assumptions used in this planning process are:

1. A pandemic is a public health emergency that takes on significant political, social, and economic dimensions and will be governed by factors that cannot be known in advance.
2. A pandemic could last from 18 months to several years with at least two peak waves of activity. In an affected community, a pandemic wave may last about 6 to 8 weeks.

3. Vaccinations and antiviral treatment are anticipated to be the most effective medical treatment, but they may be in limited supply.
4. Non-medical containment measures will be the principal means of disease control until enough vaccinations are available.
5. Based on previous pandemics, the clinical attack rate (those persons becoming ill) is likely to reach thirty (30) percent in the overall population.
6. If the pandemic becomes severe, the economic impact is likely to be significant, though predictions are subject to a high degree of uncertainty.
7. Once the pandemic has run its course, economic activity should recover relatively quickly, although a severe pandemic will have a more disruptive effect.
8. High absenteeism rates (students and staff) constitute the greatest challenge to the District.

RESPONSE GUIDELINES

The following “triggers” are used to monitor the impact of a pandemic on the college and to provide a consistent college-wide response.



August 2009 – The following “triggers” were developed by the DRCCC and based upon information from the CDC and DHS – Pandemic Influenza Planning and Preparedness course (CDP001-06).

Level One - Preparation

Assess the possible impact on the campus and develop a response plan to mitigate those impacts, to the extent possible. The Coordination Team will be responsible for implementing the response plan upon direction from the President's Office.

- 1) Create and implement a prevention campaign for proper hygiene and disinfecting protocol.
 - a) Obtain poster information from relevant sources for print, distribution, and posting.
 - b) If available, post videos demonstrating proper coughing/sneezing techniques on the College's website.
 - c) Provide disinfecting dispensers in high use areas.
 - d) Provide cleaning materials.
 - e) Provide custodial staff training and implementation on viral cleaning and disinfecting protocols.

- 2) Create an absentee tracking program for monitoring changes in absenteeism in selected classes and areas. Predetermined courses will be notified that they will be monitored as part of the Pandemic Tracking Program, and faculty and students will be briefed on its purpose. Assign tracking leads for each area to report weekly status to the Coordinators. Potential classes or programs for tracking are:
 - a) Health Occupations
 - b) Police Academy
 - c) Sports Teams
 - d) Two large college support programs (employees)

- 3) Develop mitigation strategies.
 - a) Human Resources policies that address:
 - (1) Mandatory vs. voluntary release from work due to pandemic illness
 - (2) Use of sick time for primary illness
 - (3) Extended use of sick time for the care of family members with pandemic illness.
 - (4) Employees sick with no sick/vacation time remaining
 - (5) Engagement, if needed in the interactive process for high-risk employees (i.e. pregnant, immune suppressed, etc).

- 4) Remind College employees of the Disaster Service Worker (DSW) requirement by providing information via website, flyers, and training.
- 5) Faculty are encouraged to consider alternative methods of delivering instruction (i.e. Canvas).
 - a) Faculty should provide guidance on attendance.
 - b) When appropriate, faculty will announce alternative methods of delivering instruction to their students.
 - c) When applicable, faculty may use distance learning, email, or other methods to accommodate student absences.
 - d) When appropriate, back-up faculty for critical classes should be identified in the event an instructor becomes ill and will be out for a protracted amount of time. Procedures for providing substitutes will be followed.
- 6) Purchase Personal Protective Equipment (PPE) for appropriate staff.
 - a) Purchase respiratory protective items (if available and appropriate)
 - b) Hand sanitizers
 - c) Protective eyewear
 - d) Gloves
 - e) Others as determined by the safety committee (refer to the District disinfecting protocols)

Level Two – Minimal Infection Rate

Initiate the Pandemic Tracking Program after the second week of school to allow students to add and drop courses without affecting the tracking of absenteeism.

- 1) Student attendance
 - a) Attendance will be taken on the same day of each week to maintain continuity of reporting.
 - b) Roll will be taken either at the beginning or end of class and provided to the Coordinators.
 - c) Attendance will be tracked to identify any severe spike (50% from week to week) or a steady increase in absenteeism.
 - d) If any faculty members are made aware of students testing positive for the novel disease in their classes, they are to report it to the Coordinators.
- 2) Administration attendance
 - a) If multiple employees in a department or common area report symptoms and/or home ill, the supervisor will contact the Coordinators.

- b) Employees or family member(s) testing positive for the novel disease, the Coordinators will be notified.
- 3) Faculty attendance
- a) If multiple faculty report symptoms associated with the novel disease or are home ill, the office of Academic Affairs will notify the Coordinators.
 - b) If faculty report symptoms associated with the novel disease and reported an increase in student absenteeism or had a student test positive for the novel disease they shall notify the office of Academic Affairs so the Coordinators can be notified.
- 4) Initiate a District-wide media awareness program
- a) Hygiene campaign on proper coughing, sneezing and hand washing.
 - b) “Wipe Away” campaign to clean shared keyboards, telephones, and workspaces.
 - c) Social Isolation when symptoms are present – stay home when sick campaign.
 - i) E-mail
 - ii) Website
 - iii) Campus newsletters
 - iv) Department meetings
 - v) Flyers and/or posters
- 5) Initiate Viral Cleaning and Disinfection Protocols
- a) Facilities Services
 - b) High use areas i.e. computer center, student activities center, shared workstations

Level Three – Moderate Infection Rate

Continue all activities outlined in the previous levels.

- 1) Initiate educational and work distancing
 - a) Distance learning should be available to impacted classes and programs.
 - b) Telecommuting options should be considered if feasible.
 - c) Transfer of critical functions should be addressed.
- 2) Social Distancing should be implemented
 - a) Minimize sport and public events.
 - b) Cancel class field trips and travel to areas with high infection rates.

Level Four – Severe Infection Rate

Continue all activities outlined in the previous levels.

- 1) Work with the Humboldt County Health Department to determine whether mandatory social isolation is appropriate for populations at high risk or whether closure of the college is necessary.
- 2) If closure is ordered:
 - a) Declare a College State of Emergency.
 - b) Reduce College operations to the critical functions outlined in this plan.
 - c) Clean and disinfect college in preparation for re-opening.

Level Five – Subsidence

- 1) Continue absentee surveillance program until the trend is confirmed.
- 2) Continue hygiene campaign of handwashing and the proper way to sneeze/cough.
- 3) Continue disinfecting protocol.
- 4) Return to normal campus functions.
- 5) Assess and debrief campus departments to determine the effects of a pandemic wave.
- 6) Offer support services to affected individuals as appropriate.

CRITICAL & ESSENTIAL FUNCTIONS

A complete “closure” of the District is not expected; however, if the severity of the pandemic increases, the District may have to cease social activities for some period (i.e., classes, public activities). The following critical functions need to be maintained if the District is ordered to close:

Critical and Essential Functions	Responsible Groups
Essential administrative functions, which include employee leave, benefit, and employment questions, establishing a labor pool to maintain critical functions, purchasing, payroll, and student financial aid.	Office of the President Office of Instruction Students Services Human Resources Business Office Financial Aid Admission & Records

Safety and security of the students, staff, faculty	College Police
Physical Plant and maintenance of infrastructure, utilities, custodial	Facilities
Community and media information Information infrastructure	PIO Information Technology

The administrators of each Department/Division will:

1. Plan on how to operate during a period of excessive absenteeism.
2. Plan on how to maintain critical and essential functions if the District must close. Consider what functions could be delayed or postponed or could be completed via telecommuting.
3. Identify, by name, the absolute minimum number of staff needed.
4. Identify a chain of succession within the area.
5. Identify contact numbers and email addresses for all staff.

Copies of those plans are to be submitted to the District's Emergency Preparedness Coordinator (Chief of Police) and to the College President.

PLANNING CONSIDERATIONS – CAMPUS WIDE ISSUES

Office of Instruction

The Office of Instruction shall develop policies and procedures concerning the necessity for waivers of regulations regarding examinations and required days of instructions. The Office of Instruction should also encourage faculty to consider developing alternate methods to deliver classroom instruction and materials in the event of a campus shutdown. Implementation of these policies and procedures will be coordinated with the Academic Senate and Student Services. Information, as available, will be distributed to throughout the District and posted online.

Human Resource

The primary effects of a novel pandemic will be on staffing levels. Unlike natural disasters, pandemics do not damage property or equipment; the effects are mainly human resource oriented. Absenteeism may be for a variety of reasons: illness/incapacity, caring for other family members, or school closures. Human Resources will develop guidelines and provide answers to frequently asked questions related to leave, benefits, payroll, and employment.

Information Technology Infrastructure

During a level two or three pandemic event, it is possible that the College's information technology systems may become overloaded with increased volume. If public health plans call for social isolation, more staff, students, and faculty will be trying to "telecommute" and that will result in a change in normal network traffic patterns and increased demand placed upon network equipment and communication links to the internet. Information Services should develop strategies to inform the college about issues related to telecommuting and alternatives to meetings and presentations.

Travel

The Federal Pandemic Response Plan anticipates that the public will voluntarily limit personal travel and that significant portions of business travel will also be curtailed. While it is unlikely that travel restrictions will be imposed by the state or federal government, the College should limit official travel to areas with high infection rates.

Public Health/Hygiene Etiquette

Access to vaccines and antiviral drugs during the pandemic will be extremely limited. Non-medical interventions may be the only way to delay the spread of the disease. Non-medical interventions include limiting social gatherings and using infection control measures to avoid spreading the disease. The Center for Disease Control defines influenza-like illness as having a fever of 100-degree Fahrenheit or higher AND one of the following, cough or sore throat. The best guidance available is:

- Avoid close contact with people who are sick.
- Stay home and away from work until you are fever-free for 24 hours without the use of fever-reducing medications.
- Cover your mouth and nose with a tissue, handkerchief, or the sleeve of your clothing when coughing or sneezing.
- Clean your hands – schools/colleges/units should consider providing waterless antibacterial hand cleansing solutions to individuals.

- Avoid touching your eyes, nose or mouth.
- Persons with respiratory infection symptoms can use a disposable surgical mask to help prevent exposing others.

COMMUNICATION

Communication strategies are an essential component in managing any disease outbreak and are crucial in a novel pandemic. Accurate, timely, and consistent information at all levels is critical to minimize unwanted and unforeseen consequences and to maximize the practical outcome of the response.

The Coordinators and Public Information Officer (PIO) will be responsible for developing the information that will be distributed via the District's website, publications, posters and flyers, voice mail, e-mail, and regular mail.

All Departments and Divisions will develop an internal emergency communications plan and identify a primary and alternate person as the main point of contact for the Coordinators. All staff and students are encouraged to subscribe to the College's emergency alert system, which will be a primary means for communicating emergency information to the campus community.

RECOVERY

Recovery begins immediately and continues throughout the response phase of any emergency/disaster. With the novel pandemic, recovery efforts may be thwarted by an unknown duration of the actual event and the unknown number of faculty, staff, and students affected.

Business Resumption

Based on the best available information, the Coordinators will conduct ongoing reviews of the international/national/local and District situation and make a recommendation to the President of the College about the appropriate response level and recommend a partial, incremental, or total return to normal operations.

Psychological Support for Staff, Faculty, Students

After a pandemic wave is over, it can be expected that many people will be affected in a variety of ways. They may have lost friends and relatives, suffer from fatigue, or have financial losses as a result of the interruption of work. Services available to the staff, faculty, and students through campus resources will be communicated through all available means.

Analysis and After-Action Reports

Once the business resumption is underway, debriefings will be convened to discuss the response and recovery, changes necessary to current plans, and opportunities for improvement to future disasters.

Approved: March 13, 2020

Updated: