



# Infectious Disease Response Plan

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# **I. Introduction**

## **A. Preamble**

The possibility of infectious diseases, such as influenza, has the potential to disrupt the normal daily operations of Columbia Basin College if a pandemic occurs. It is the intent of this plan to prepare for such events in an attempt to protect the health of our students, faculty, and staff while, at the same time, providing a framework for how to respond to these types of incidents in an informed, efficient, and methodical fashion.

The Centers for Disease Control and Prevention (CDC) states, “viruses cannot target people from specific populations, ethnicities, or racial backgrounds.” We intend to work together as a community and take proactive steps towards being safe, and this plan serves as a tool to help in the preparation, response, and response to infectious disease incidents.

## **B. Purpose**

Columbia Basin College has established this Infectious Disease Response Plan to guide the faculty and staff in preparing for a potential infectious disease outbreak that could impact daily operations. The goals of the plan are in alignment with the four phases of emergency management (mitigation, preparation, response, and recovery) to include provisions for:

- The protection of the health and safety of students, employees, and visitors;
- The minimization of adverse impact on College personnel, operations, and facilities;
- Continuity of College operations to the greatest extent possible;
- Effective communication with all involved parties throughout the duration of an infectious disease event; and
- Recovery following an event as soon as possible.

## **C. Authority**

The Washington State Department of Health, in collaboration with the CDC, develop responses to infectious diseases as they arise. The College may collaborate with and assist federal, state, and local health authorities in preventing the spread of communicable diseases. The local health department may institute emergency measures necessary to prevent the spread of communicable disease or contamination, including investigation and institution of certain control measures, such as medical examinations, testing, counseling, treatments, vaccinations, decontamination of persons or animals, isolation, quarantine, vector control, condemnation of food supplies, and inspection and closure of facilities.

As a general policy, this plan will, to the greatest extent practicable, be carried out in a manner consistent with the local health department’s recommended course of action.

In the event the Governor declares a state of emergency, the College may evaluate reasonable steps to support compliance with the state of emergency by communicating any restrictions or direction applicable to the College.

The CBC Infectious Disease Response Plan is authorized by the President of the College. The plan is designed to work in conjunction with national, state, and local first responders. This plan takes a comprehensive approach, as recommended by the U.S. Department of Health and Human Services and the CDC and includes four key areas:

- Planning and Coordination;
- Continuity of Student Learning and Operations;
- Infection Control Policies and Procedures; and
- Communications Planning.

## II. Infectious Disease Classification Levels

The Infectious Disease Response Plan establishes four levels of response to the threat of an infectious disease outbreak. The CBC President will determine the level of infectious disease response necessary based on available information and reports.

<b>Level</b>	<b>Definition</b>	<b>Example Situations</b>
<b>Preparation</b>	CDC, State, or local health department warnings of an impending threat	Highly contagious infectious disease strains in the U.S. that seem likely to spread to our area.
<b>1</b>	Infectious disease present with severe health outcomes present in Washington.	Washington State D.O.H. warnings of widespread infectious disease outbreaks in or near Washington.
<b>2</b>	Infectious disease cases rising in the Tri-Cities area.	Rising number of local cases reported by State and county health department officials. Potential cases on CBC campus.
<b>3</b>	A declaration by the President of CBC that an infectious disease emergency exists for the college.	Infectious disease case(s) among employees or students. Absenteeism rates which inhibit the conduct of normal college business.

### **III. Roles and Responsibilities**

An infectious disease incident may have characteristics which are different than many other events, including a longer planning timeframe and the likelihood of an extended period of implementation. During the implementation of an infectious disease response, a major goal will be the continuation of critical College functions, including instruction, security, payroll, and other functions defined by the President.

Under foreseeable conditions during an infectious disease response, CBC's organizational structure for decision-making and implementation will coincide with existing non-emergency roles. To the extent possible, the President's Cabinet will serve the command staff functions. Roles and/or responsibilities for an infectious disease response are defined in this plan for students and employees. Each department will develop a detailed plan of rules and responsibility for responding to incidents under this Plan.

An emergency response organizational structure which follows the concepts of the National Incident Management System has been created for other emergency situations. At any time, the President may activate the Emergency Operations Center (EOC) and impose the organizational structure defined in the CBC Emergency Preparedness Plan.

If the President activates the EOC, staff will not convene at the physical Emergency Operations Center during a Level 3 infectious disease incident due to the possibility of contagion. Meetings and communications will be conducted via email and telephone.

### **IV. Considerations and Preparations**

#### **A. Preparedness: Immediate and Ongoing**

In order for any response to an infectious disease incident to be effective, proper preparations and training must occur. The President will designate staff to lead and report the completion of the performance objectives, and report obstacles and gaps discovered.

The College will consider federal, state, and local health department recommendations when allocating resources to address infectious disease prevention and control.

Employee leave related to circumstances arising from an infectious disease event will follow applicable collective bargaining agreements and College policies.

Infectious disease travel restrictions will be considered. CDC and State Department websites will be consulted as advisories for the duration of this plan.

#### **Performance Objectives for the Preparation Period**

- Inform CBC employees of the IDRP.
- Encourage employees to become vaccinated (if a vaccination is available).
- Inform CBC students of the IDRP at the beginning of each quarter.
- Conduct appropriate training.
- Identify critical functions and key personnel.

- Establish remote computer (VPN) access for key personnel.
- Develop continuity plans for all classes and inform students.
- Draft communication plans for each level of infectious disease incident.
- Collaborate with and develop communication plans for all users of CBC facilities.
- Develop recovery goals.

## V. Declaration of an Infectious Disease Response

### PREPARATION

#### A. Communication Plan

1. President or designee: Email to all CBC employees.
2. President or designee: Email to all CBC students. Message posted in Canvas.
3. Faculty: Forward President's message to all classes. Discuss the plan with each class. Provide written plan of expectations.
4. Supervisors: Forward President's email and review hygiene precautions.
5. Public Information Officer or designee: Release news to news outlets.
6. Public Information Officer or designee: Post public health posters and brochures.
7. Public Information Officer or designee: Notify public health and first responder community.

#### B. Action Plan

Cabinet meets to review plans.

1. Identify gaps or unanticipated events or circumstances.
2. Assign responsibility for addressing each item.

Student Services

1. Implement hygiene strategy that may include distribution of personal hygiene and sanitation supplies.

Public Information Officer or designee

1. Send out email to remind non-college lessee of CBC property to sign up for Emergency Notification System alerts.

#### C. Performance Objectives

1. All college personnel review, discuss, and implement public health hygiene protocols.
2. Communicate to all students the critical need to observe hygiene.
3. Adopt and publicize policy that anyone with symptoms should stay home per CDC.

### LEVEL 1

President issues declaration of Level 1 Infectious Disease Response.

## A. Communication Plan

1. President: Email to all CBC employees, students, Board of Trustees, and the State Board of Community and Technical Colleges (SBCTC).
2. Faculty: Forward President's message to all classes: Faculty provide approved continuity plans to students.
3. Supervisors: Forward President's email and review unit plans.
4. Public Information Officer or designee: Notify public health and first responder community.

## B. Action Plan

1. President and Cabinet: Meet and establish Level 1 strategies, including the need to reiterate hygiene behaviors and self-isolation for employees and students.
2. Faculty: Prepare all classes for instruction based on continuity plan.
3. Instructional Council: Assess equipment needs for faculty to teach remotely; create divisional professional development for technological solutions.

## C. Performance Objectives

Review the reliability and dependability of information flow to Cabinet to include:

1. Monitor emerging daily absence rates to evaluate the prevalence of infectious disease on or around campus.
2. Reports of rumors, anxieties, and/or community feedback.
3. Review plans for future events, trips, and activities with students or in College facilities out to 3 months.
4. Communication regarding legal, ethical, logistical, or other barriers to College actions.

## LEVEL 2

President issues declaration of Level 2 Infectious Disease Response.

### A. Communications Plan

- V.P. for Instruction: Communicate with Deans, academic directors, and faculty members and assess continuity plans.
- Faculty: Alternate teaching methodologies and locations will be evaluated along with communications plan.
- Public Information Officer or designee: Coordinate message with public health and first responder community.

### B. Action Plan

1. Seek and discuss information about operations with public health and emergency preparedness partners.
2. President and Cabinet: Analyze activation points for Level 3 and possible next steps.

3. Instructional Division: Provide Administration feedback regarding absences and instructional plans.

Consider obstacles / obligations / problems with any further action steps:

Instructional Divisions: Review special considerations for students in labs, clinical rotations, and work-based learning experiences.

Reporting: SBCTC and Federal.

Facilities: Accepting deliveries. Protecting physical plant.

Business Operations: Bank deposits. Cost of response options.

Communications: Community perception. Alignment with other agency actions.

Residence Hall: Consider relocating students.

### C. Performance Objectives

1. Modification of athletic events, public events, rehearsals and performances (both on and off campus) student field trips/travel, employee travel, rental of facilities by outside groups.
2. Finalize fact sheet and distribute to front line personnel.
3. Confirmation by faculty that students were notified in-person or by email.
4. Request faculty to implement continuity plans.
5. Instruction: VPI and Deans monitor continuity of instruction; E-Learning support faculty members and students; Librarians provide remote library support and instruction using Canvas and phone system; faculty members maintain contact with students in accordance with continuity in instruction plan.

## LEVEL 3

President issues declaration of Level 3 Infectious Disease Response.

### A. Communications Plan

1. Public Information Officer or designee: Inform personnel, students, vendors, non-College lessees, and public of College status and planned actions using established communication mediums.
2. Public Information Officer or designee: Coordinate message with public health and first responder community.

### B. Action Plan

1. President and Cabinet: Meet/conference call to discuss options. Response will be based on reports of absenteeism, the severity of the outbreak, public health recommendations, and other information.

Response options to be considered include:

- Mandatory move to online instruction if that option serves student learning. Otherwise classes/labs will be rescheduled as best we can after the event ends.
- Cancellation of any or all:
  - Lab and Clinical Classes with a plan to reschedule after event;
  - Athletic events;

- Public events;
- Rehearsals and performances (on and off campus);
- Scheduled Advisory Board meetings;
- Student field trips and student travel;
- Employee travel; and
- Rental of facilities by outside groups.
- Closure or partial closure of campus facilities.

### C. Performance Objectives

1. President: Review and ensure information flow to Cabinet.
2. IS: Ensure infrastructure is able to support additional capacity.
3. Student Services: Able to support existing and new students.
4. Human Resources: Payroll and personnel issues.
5. Facilities: Able to respond to building maintenance and adhere to cleaning protocols.
6. Business Operations: Bank deposits and campus deliveries.
7. Communications: Community perception and feedback.
8. Instruction: VPI/Deans will monitor continuum of instruction/reschedule clinical rotation and labs.

## VI. Student and Staff Responsibilities

Students, faculty, and staff will be notified of prevention and control measures via the CBC website. The notice may include the following:

The CBC Infectious Disease Response Plan provides procedures for minimizing the risk to health and safety of students, employees, and the public. All CBC students and employees are responsible for knowing the personal hygiene behaviors recommended by public health authorities to minimize the spread of infectious diseases. Students and employees are expected to observe these behaviors at all times.

In the case of a severe infectious disease outbreak in Benton or Franklin Counties, students and employees are responsible for monitoring their own health for any symptoms identified by public health officials as possible signs of an infectious disease. Upon experiencing any such symptoms, students and employees are strongly advised to leave College premises and remain away per CDC recommendations. (The College encourages those exhibiting symptoms to consult with their physician.). Students are responsible for communicating with their instructors during extended illnesses or quarantine. Staff are responsible for communicating with their supervisor as defined by CBC policy.

The CDC regards the following groups as high risk of complications from infectious diseases:

- Children younger than 5 years old;
- People aged 65 years or older;
- Adolescents (younger than 18 years) who are receiving long-term aspirin therapy and who might be at risk for experiencing Reye's syndrome after influenza virus infection;
- Pregnant women;
- Adults and children who have asthma, other chronic pulmonary, cardiovascular, hepatic,

- hematological, neurologic, neuromuscular, or metabolic disorders such as diabetes; and,
- Adults and children with immunosuppression (including immunosuppression caused by medications or by HIV).

It will be the responsibility of the following college departments to activate their individual Infectious Disease Response Plan in concert with the current response level of this plan:

- Human Resources
- Student Housing
- Student Services
- Instruction
- Facilities
- Accounting
- Campus Security

The College website ([www.columbiabasin.edu](http://www.columbiabasin.edu)) is the most dependable source of information regarding closures, re-openings, or other actions taken by the College. The College may consider “suspended operations” for all or any portion of College operations. Any suspended operations must be declared by the College President or a designee.

## **VII. Crisis Communication Plan**

All communication regarding planning, implementing or concluding infectious disease responses shall be approved by the President and disseminated through the Public Information Officer or designee.

It is the policy of the College to fully and regularly inform the community about plans and actions taken in regard to an infectious disease event. Effective communications will help reduce rumors, maintain morale, and ensure continued, orderly operations. The Public Information Officer, or designee will:

- Convey the College’s actions to the College community and the public.
- Coordinate media contacts and act as the spokesperson for the College.
- Coordinate with public health and emergency response agencies to plan the release of information to the media.

After approval by the President, the key messages and fact sheets will be released internally and externally. The Special Assistant to the President will coordinate communication to the Trustees and the SBCTC.

## **VIII. Recovery**

Recovery Action/Communication/Objectives to consider:

1. Loss of students and employees;
  - a. Emotional support resources upon return to campus (e.g., emotional support dogs, counselors, community building activities, EAP, etc.)
2. Financial disruption to College;

3. Potential financial aid issues and barriers to education that may present;
4. Course completion coordination;
5. Resume classes and labs;
6. Normal employee operations; and
7. Communication to students and employees about recovery process.