Central Texas College District

Policy No.165: Pandemic Response Plan

I. PURPOSE
To create a safe working and academic environment for all by minimizing serious illness, deaths, and societal disruption while continuing CTCD operations and creating a cohesive response to a contagious disease outbreak of significant magnitude with the goal of maintaining CTCD operations.

II. SCOPE
This policy applies to all CTCD employees at all locations.

III. POLICY

A. Overview
This plan will be implemented in conjunction with CTCD Safety Policy & Procedure 300, Emergency Management Incident Command. Specifically this plan seeks to:

1. protect and support the health, safety and welfare of faculty, staff and students, as well as the assets and property of CTCD;

2. minimize societal disruption and economic loss; and

3. provide recovery of any interrupted operations as quickly and efficiently as possible.

All departments are to create a Business Continuity plan to ensure continued operations and to return to full operations as soon as possible in the event of any emergency causing the interruption of normal business/academic operations.

B. Definitions

**Pandemic**: virulent human virus, including influenza, which causes a global outbreak of serious illness that can spread easily from person to person. A pandemic is determined by the World Health Organization [“WHO”].

**Social Distancing**: includes modifying the frequency and type of face-to-face employee encounters (e.g., placing moratoriums on hand-shaking, substituting teleconferences for face-to-face meetings, staggering breaks); establishing flexible work hours or worksite, (e.g., telecommuting); and social distancing by maintaining a six-foot spatial separation between individuals.
Quarantine: Separation of individuals who reasonably believe to have been exposed to a contagious illness, but who are not yet ill or showing symptoms.

Isolation: separation of individuals established to have a contagious illness from the general population and restriction of movement until they are no longer contagious.

C. Legal Authority

State, county, & local health and other officials have the legal authority to impose control measures. CTCD will work to voluntarily enact requested control measures as warranted. Should a pandemic occur, public health agencies at the county and state levels may issue control measures including isolation and quarantine orders and closing down large gatherings (e.g., events or schools). CTCD’s Pandemic Response Plan does not supersede the legal authority of local, state or federal regulatory agencies.

D. Introduction

A pandemic is a global disease outbreak. Higher Education will be among the industry’s most severely impacted because of risks resulting from the close proximity of individuals in the traditional classroom setting, international travel, and open and accessible campuses to the local community at-large.

A pandemic could lead to high levels of illness, death, social disruption, and economic loss. Impacts can range from school closings to the interruption of basic services such as public transportation and food delivery. The most important issues facing CTCD campuses are controlling infection, protecting the health of students, faculty, and staff, coping with the impacts of absenteeism on day-to-day operations, and managing supply disruptions.

The impact on CTCD operations may create inordinate demands on student services, relocation of students in Morton Hall, the establishment of isolation sites, significant to severe reductions in work force, schedule disruption, essential services hampered or unavailable and significant loss of tuition revenues and non-returning students. Planning and preparedness are critical for an effective response.

The WHO identifies Six Pandemic Periods: Phase 1 is the inactive phase. Phase 2 detects a new virus that has the potential of human infectivity. Phase 3 detects a new virus in humans for which there is little or no immunity. Phase 4 verifies increasing human to human spread of the new virus with increasing risk of an impending pandemic. Phase 5 shows increasing spread of the virus in at least two WHO regions, signaling a pandemic is probable. Phase 6 is the pandemic phase establishing rapid global spread and little or no containment of the new virus.
E. Trigger Points & Preparedness Response Guidelines

Upon the WHO declaration of a Pandemic Alert Phase 5 or 6, the Chancellor, will review local and global health situations and assess the need for implementing key components of this Policy. Flexibility in the implementation of a response to any given trigger point will be needed.

<table>
<thead>
<tr>
<th>Trigger Point</th>
<th>Preparedness Response</th>
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<tbody>
<tr>
<td><strong>Interpandemic Period</strong></td>
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<tr>
<td>Phase 1 &amp; 2</td>
<td>No response Action needed. Each department shall have Business Continuity plans in place.</td>
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<tr>
<td><strong>Pandemic Alert Phases</strong></td>
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| Phase 3             | 1. Quarterly to Monthly Pandemic Situational Reports from Risk Management to Chancellor, Director of Community Relations, Director of HR, Director of Student Life as Needed.  
                      2. Essential Job Cross Training/Review.                                           |
| Phase 4             | 1. Travel Restrictions Enacted as Appropriate to Affected Locations.                   
                      2. Job Cross Training Reviews with Employees.                                     
                      5. Monthly to Weekly Situational Reports from Risk Management to Chancellor, Director of Community Relations, Director of HR, Director of Student Life as Needed. |
| Phase 5             | 1. Chancellor Organizes Contingency Plans For An Altered Calendar.                    
                      2. Closure/Re-Opening plans Made Ready.                                             
                      3. Departments Will Test Alternative Means of Delivery.                           
                      5. Weekly to Daily Situational Updates from Risk Management to Chancellor, Director of Community Relations, Director of HR, & Director of Student Life as Needed.  
                      6. Staff/Faculty/Student and Media Announcements/Updates by Director of Community Relations as Needed. |
| **Pandemic Period**   |                                                                                       |
| Phase 6             | 1. Social Distancing Plan Enacted as Needed.                                             
                      2. Alternative Methods of Instruction Implemented as Needed.                      
                      3. Personal Protective Equipment Distributed as Warranted.                           
                      7. Weekly to Daily Situational Monitoring and Updates to Chancellor, Director of Community Relations, Director of HR & Director of Student Life as Needed.  
                      4. Quarantine/Isolation plan Enacted as Needed.                                      
                      5. Closure/Re-opening Plans Implemented as Warranted.                                
                      6. Staff/Faculty/Student and Media Updates by Director of Community Relations on a Regular/Daily Basis as Needed. |
| **Subsided Period**   |                                                                                       |
| 1                   | Phase 6 Operations Continue as Needed During Return to Normal College Operations.       |
| **Postpandemic Period** |                                                                                       |
| 1                   | College Returns to Normal Operations.                                                 
                      3. Pandemic plan Updates as Needed.                                                 |
F. Exposure Risk

Very high exposure risks are those with high potential exposure to high concentrations of known or suspected sources of pandemic virus. Individuals who work in a very high risk environment are those who act as caregivers to individuals who are known or suspected of being infected with the contagion. This may include clinical nursing and EMT/P staff and students.

High exposure risks are those with high potential for exposure to known or suspected sources of pandemic virus. Individuals who work in a high risk environment are those who may during the course of their assigned duties come into contact with individuals that are known or suspected of being infected with the pandemic. This may include clinical nursing and EMT/P staff and students, child care workers, as well as others.

Medium exposure risks include jobs that require frequent, close contact (within 6 feet) to known or suspected sources of an airborne or easily transmitted pandemic virus such as coworkers, the general public, students, outpatients, or other such individuals or groups. These employees may include faculty, student services workers and all employees who interact regularly with a large number of individuals. In addition to the basic practices, medium risk environments require employees to practice enhanced health safety precautions.

Lower exposure risks are those that do not require contact with people known to be infected with the pandemic virus and do not have frequent close contact (within 6 feet) with the public. Even at lower risk levels, employees should be cautious and follow preparedness and prevention plans to minimize infections. In low risk environments, basic personal hygiene practices and social distancing can help protect employees at work.

G. Control Measures

1. Personal Hygiene
   While CTCD has a role to play in protecting the health and safety of its employees, the ultimate safety of individuals rests with each employee.

   Influenza Transmission: is thought to primarily occur through the spread of large droplets (droplet transmission) that directly contact the nose, mouth or eyes. These droplets are produced when infected people cough, sneeze or talk, sending the relatively large infectious droplets and very small sprays (aerosols) into the nearby air and into contact with other people. Large droplets can only travel a limited range; therefore, people should limit close contact (within 6 feet) with others when possible. To a lesser degree, influenza is spread by touching objects contaminated with influenza viruses and then transferring the infected material from the
hands to the nose, mouth or eyes.

While vaccination remains the primary way to prevent various strains of influenza as well as some viruses, other measures that may help prevent spreading viruses include:

a. Frequent hand washing with soap and water. Wash hands for 15-20 seconds (long enough to sing the "Happy Birthday" song twice.) Alcohol-based (60% or greater) hand sanitizers may be used as an alternative. During a pandemic, CTCD will seek to have waterless hand sanitizer stations in identifiable locations throughout the campus, generally in or near public restrooms;

b. Cough or sneeze into a tissue or into your sleeve/inner elbow. All employees should wash their hands or use a hand sanitizer after they cough, sneeze or blow their noses;

c. Avoid touching your nose, mouth, and eyes; and

d. If you are sick, stay home, seek health care as warranted, and avoid unnecessary contact with others until no longer contagious.

2. Travel Policy

All staff and faculty who travel to an area known to have an outbreak of a serious infections disease (such as the ebola outbreak in western Africa in 2014) are to inform CTCD Risk Management of the following before you return to campus:

a. The dates of your trip,

b. when you plan to return to campus,

c. whether you were exposed to anyone with an infectious disease,

d. whether you acted as a health care or personal care provider to anyone with an infectious disease,

e. whether you are exhibiting any symptoms of an infectious disease, to include flu-like symptoms.

When necessary Risk Management will contact the College leadership and Marketing and inform them of the situation.

3. Maintenance of Work Areas

CTCD will provide upon request disposable cloths to clean work surfaces, telephones, computer equipment and other frequently touched surfaces and office equipment. It will be the responsibility of each employee to disinfect their work area as necessary. Employees will only use those disinfectants and cleaning solutions as provide by CTCD and will use the disinfectants/cleaners as proscribed by CTCD and the manufacturer.

4. Social Distancing

During a pandemic, employees should avoid close contact with coworkers
and students, personal contact such as shaking hands, and always wash their hands after contact with others. Employees should not use other employees' phones, desks, offices or other work tools and equipment.

Employees will seek to minimize nonessential gatherings such as in-person meetings and are encouraged to use e-mail and phones to communicate with each other. When meetings are necessary, avoid close contact by keeping a separation of at least 6 feet, where possible, and assure that there is proper ventilation in the meeting room.

5. Personal Protective Equipment (PPE)
If used correctly, PPE can help prevent some exposures; however, they should not take the place of other prevention interventions, such as contagion controls, cough etiquette, and hand hygiene.

To the best of its ability CTCD will provide employees PPE appropriate for their duties and as needed to keep employees safe while performing their jobs. The types of PPE recommended for a pandemic will be based on the risk of contracting the disease while working. CTCD may require members of the faculty/staff to use PPE. (See CTCD Safety Policy 170 for further PPE guidelines and requirements.)

Recommendations for PPE use in particular assignments may change depending on location, updated risk assessments for particular employees, and information on PPE effectiveness in preventing the spread of the disease. Department heads will ensure education and training for employees regarding proper use, cleaning and disposal of assigned PPE.

6. Administrative Controls
In an effort to avoid the spread of infection in the work environment CTCD, as it deems necessary, may:

a. modify work or class schedules;
b. discontinue unessential domestic and international travel;
c. institute practices such as e-mail and teleconferences in lieu of meetings;
d. invoke alternative work arrangements such as telecommuting or flexible work hours to reduce the number of employees at work at one time or in one specific location;
e. develop emergency communications plans to maintain a forum for answering employees' and students’ concerns;
f. restrict movement on campus, or apply isolation or quarantine protocols;
g. restrict access to public places, including meeting rooms, gym, and the planetarium;
h. invoke temporary campus closure for all nonessential businesses
and/or furloughing all nonessential workers. It is the responsibility of each Department Head to identify “essential workers” (See H.2. below); and

i. take other appropriate measures.

The CTCD will distribute information and updates through the CTCD website and established channels of communication to keep staff, students and the community informed.

H. College Operations

1. Staffing
   During a pandemic, the personnel needed to sustain daily operations may be negatively impacted. As a result, CTCD reserves the right to reassign faculty and staff as needed to sustain College operations.

2. Business Continuity Plans
   Departments are to thoroughly evaluate their operations to determine the essential functions and services, and which of their employees will be responsible for performing these duties as essential employees, both primary and back-up, in the event of staffing shortages or a partial or full campus closure. Each continuity plan will address the critical functions, positions, and designated personnel, arrange to stockpile necessary resources for approximately 8-12 weeks, and address response/recovery actions for the department. (See Section 6 of this Manual for a Sample Business Continuity Plan)

   It is the responsibility of Deans and Directors to develop flexible plans to include cross-training for critical job functions and to test these plans for effectiveness. This may include employees from one department filling in for employees in another department. Each department will maintain a depth chart which identifies individuals capable of staffing essential positions.

   Continuity of instruction for the Central, Service Area, Ft Hood, and Continental Campuses, will be coordinated by the SAC/Director of Contracting and the Campus Deans.

   Continuity of instruction for the International and Navy Campuses will be coordinated by the Deputy Chancellor, International & Navy Campus Operations and the Campus Deans.

   Continuity of business and support operations will be coordinated by the Deputy Chancellor, Resource Management, to include Police services, student housing, food services, and facilities management.
Continuity of student services will be coordinated by Deputy Chancellor, Educational Program & Support Services.

3. Student Housing
   During a temporary campus closure, student housing will be maintained as long as possible when classes are in session. However, allowing guests in student housing may be suspended. Contagious students may be isolated. If classes are canceled, or at the end of the term, steps may be taken to close all dormitory student housing. If dormitory student housing is closed, temporary emergency shelter may be provided for a limited number of students who have difficulty leaving the campus (e.g., international students unable to return home to countries impacted by the pandemic). Emergency housing will be contingent on CTCD’s ability to sustain minimal housing operations. Should CTCD be unable to maintain housing operations, residential students who have no other housing arrangements available will be referred to the Red Cross or similar aid agency.

4. Food Services
   As long as residence halls are open, CTCD will strive to maintain food service functions, although they may be modified.

5. Modification to College Calendar
   Modification to CTCD calendar may be required as a result of mandatory College closure or the inability to sustain full operations. It will be the responsibility of the Chancellor to authorize modification of the College calendar.

6. Temporary Campus Closure
   CTCD will seek to continue the delivery of educational services in either a traditional or non-traditional format for as long as possible. Circumstances may arise which necessitate the temporary closure of campus. Unless compelled otherwise by state or local authorities, the decision to temporarily close CTCD will be made by the Chancellor.

   CTCD currently has an established refund policy on tuition, room, board, and fees. Any modifications to these policies will be determined based on decisions regarding length of closure, cancellation of classes/services, and granting of academic credit. Modifications of the current refund schedule require approval of the Chancellor and/or the Board of Trustees.

   During the closure period, access to the campus will be restricted for safety reasons and due to the absence of fully operational support systems.

7. Re-Opening Campus
In the event of a temporary campus closure, a potential date for re-opening will be established prior to the closure. Updates to students, staff, & local media concerning the planned re-opening date will be provided on a regular basis. All efforts will be made to provide a minimum of 3 days notice prior to the official re-opening of campus, or as soon as feasibly possible.

8. Communications
Disseminating timely and accurate information is one of the most important facets of pandemic preparedness and response. The Director of Marketing & Public Relations will serve as the spokesperson for CTCD during a pandemic outbreak. The Director of Marketing & Public Relations will work with members of CTCD community to timely articulate instructions and information to be disseminated to CTCD staff, students and the local community. The Director of Community Relations & Marketing will issue regular updates through a variety of mediums to include, as warranted, the use of CTCD’s various information notification systems – i.e. emergency broadcasts, KNCT TV & FM and other local media avenues, telephone, internet, website, e-mail etc.

It is the responsibility of faculty, staff and students to stay informed as to the potential threat a pandemic may pose and any changes to the CTCD schedule.

Once approved by the Chancellor, The Director of Marketing & Public Relations or other designated individual will disseminate informational releases as needed:

a. to the Board of Trustees;
b. to all Executive Officers;
c. to external constituencies;
d. to external and internal media sources, students and employees;
e. to CTCD Chief of Police; and
f. to the Director of Business Services who will be responsible for communicating with CTCD’s housing residents and food service vendor to ensure proper precautions and service to CTCD staff and students, with particular attention and planning to be made for students living in CTCD housing.

9. Faculty and Staff
Employee absenteeism is governed by policies contained in CTCD’s Human Resources Policies & Procedures Manual. It is the responsibility of each employee to be familiar with the CTCD’s leave policies. Employees may not be able to report to work due to their own illness, the inability to obtain child care, or the presence of ill family members.
Human Resources will evaluate existing workplace flexibility options to provide advice and guidance to departments. CTCD may adopt temporary changes to existing policies and procedures and will advise employees as to changes in personnel procedures, payroll, etc.

Employees are encouraged to develop an alternate plan for child care. Children are not allowed to accompany parents in the workplace.