Southwest Tech
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Infectious Disease Response Plan

March 11, 2020

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Appendix

Key Definitions:

Epidemic
An epidemic is the occurrence of more cases of disease than expected in a given area or among a specific group of people over a particular period of time. Epidemics are more geographically isolated than a pandemic.

Pandemic
A pandemic is a global outbreak of a new virus that is very different from current and recently circulating human viruses. Pandemics happen when new viruses emerge which are able to infect people easily **and** spread from person to person in an efficient and sustained way. Because the virus is new to humans, very few people will have immunity against the pandemic virus, and a vaccine might not be widely available. The new virus will have the potential to make many people ill through infection. Pandemics are most commonly associated with variants of the influenza virus.

Activation Language
When considering the activation of any response measures associated with Tier 3-Tier 5 of the Infectious Disease Response Plan, Southwest Tech will adhere to any orders by State and Federal Public Health officials. The primary focus of the response measures in this plan are to ensure the safety and well-being of all students, visitors and staff, while balancing the need to maintain operational continuity of the College.

Overview

This plan has been prepared to provide guidelines and appropriate actions to be taken in preparation for and response to infectious diseases that could lead to a pandemic. Preparedness will help Southwest Wisconsin Technical College (SWTC) lessen the effects of infectious diseases that could lead to a pandemic our own business and that of our customers.

In order for us to prepare and respond, we must have an understanding of what it represents. A pandemic has the following characteristics:
- It is a global disease outbreak
- Occurs when a new (flu) virus emerges
- People have little or no immunity
- There is no vaccine
- It spreads easily from person to person
- It causes serious illness
- It can spread across the country and around the world quickly
- No matter where it starts everyone around the world is at threat

The purpose of this plan is to address the following issues related to pandemics impacting the Southwest Wisconsin Technical College District:

- Creating a culture of infection control in the workplace that is reinforced, to include, if possible, options for working offsite while ill, alternative instructional delivery, operational continuity strategies, systems to reduce infection transmission, and student and staff education.

- Establishing contingency plans to maintain delivery of services and facility operations during times of significant and sustained student and staff absenteeism, and/or during times when it is deemed necessary to limit the spread of infection during a pandemic crisis. Please consult the Business Continuity Plan on the hub for further information.

- Where possible, follow the Business Continuity Plan to establish mechanisms to allow staff to provide services and instruction from home if public health officials advise against non-essential travel outside the home.

- Establishing partnerships with other institutions and community resources to provide mutual support and maintenance of essential services during a pandemic.
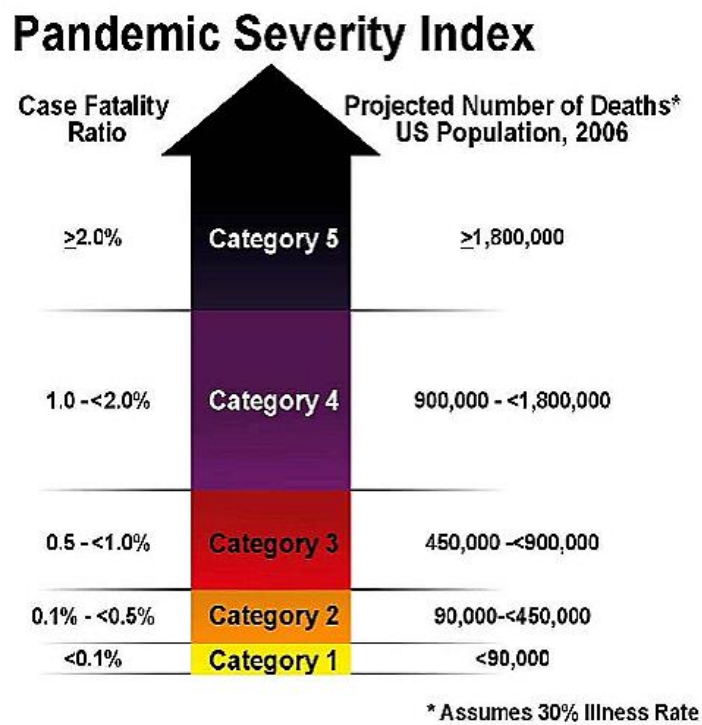
Common Pandemic Assumptions:

- National Assumptions for Predicted spread and severity (FEMA):
    - Susceptibility to the pandemic influenza virus will be universal.
    - Efficient and sustained person-to-person transmission signals an imminent pandemic.
    - The clinical disease attack rate will likely be 30 percent or higher in the overall population during the pandemic. Illness rates will be highest among school-aged children (about 40 percent) and decline with age. Among working adults, an average of 20 percent will become ill during a community outbreak.
    - Some persons will become infected but not develop clinically significant symptoms. Asymptomatic or minimally symptomatic individuals can transmit infection and develop immunity to subsequent infection.

- While the number of patients seeking medical care cannot be predicted with certainty, in previous pandemic about half of those who become ill sought care. With the availability of effective antiviral drugs for treatment, this proportion may be higher in the next pandemic.
  - Rates of serious illness, hospitalization, and deaths will depend on the virulence of the pandemic virus and differ by an order of magnitude between more and less severe scenarios. Risk groups for severe and fatal infection cannot be predicted with certainty but are likely to include infants, the elderly, pregnant women, and persons with chronic or immunosuppressive medical conditions.
  - Rates of absenteeism will depend on the severity of the pandemic. In a severe pandemic, absenteeism attributable to illness, the need to care for ill family members and fear of infection may reach 40 percent during the peak weeks of a community outbreak, with lower rates of absenteeism during the weeks before and after the peak. Certain public health measures (closing organizations, quarantining household contacts of infected individuals) are likely to increase rates of absenteeism.
  - The typical incubation period (interval between infection and onset of symptoms) for influenza is approximately two days.
  - Persons who become ill may shed virus and can transmit infection for up to one day before the onset of symptoms. Viral shedding and the risk of transmission will be greatest during the first two days of illness. Children usually shed the greatest amount of virus and therefore are likely to post the greatest risk for transmission.
  - On average, infected persons will transmit infection to approximately two other people.
  - A pandemic outbreak in any given community will last about six to eight weeks for each wave of the pandemic.
  - Multiple waves (periods during which community outbreaks occur across the country) of illness could occur with each wave lasting two to three months. Historically, the largest waves have occurred in the fall and winter, but the seasonality of a pandemic cannot be predicted with certainty
  - Global spread in most pandemics is approximately (3) months from the initial outbreak
  - Vaccine availability is approximately (6) months after initial outbreak
  - Anti-viral treatments are likely to be in short supply and may not be effective against the pandemic strain
- Potential External Effects Impacting Operations:
  - Large percentages of the population may be unable to work for days to weeks during the pandemic. Diminished numbers of people and expertise will be available to support College functions.
  - Diminished response and support from public safety and community-based emergency and essential services – fire, police, and medical.
  - Potential for other school & college closings as they deal with pandemic.
  - Delays in supplies shipments and mail delivery as businesses close and supplies are depleted.
  - Delays in outside service work.
  - Disruption of utilities repairs and limited potential service losses.

- Potential Internal Effects Impacting College Operations:
  - Large numbers of staff absent, difficult to maintain college operations.
  - Loss of services from suppliers (e.g. food service, other essential products).
  - Large numbers of student absenteeism.
  - Operational breakdowns of facility and services.

Monitoring Stages

College staff will use publicly available resources to assist in the sharing of information and for assistance in decision-making. The College will follow guidance from Federal, State and local public health officials when making decisions regarding campus response measures. The College will make specific use of the United States Center for Disease Control (CDC) Pandemic Severity Index as a guide for making informed decisions.

Pandemic Severity Index

Case Fatality Ratio		Projected Number of Deaths* US Population, 2006
≥2.0%	Category 5	≥1,800,000
1.0 - <2.0%	Category 4	900,000 - <1,800,000
0.5 - <1.0%	Category 3	450,000 - <900,000
0.1% - <0.5%	Category 2	90,000 - <450,000
<0.1%	Category 1	<90,000

* Assumes 30% Illness Rate

Characteristics	Pandemic Severity Index				
	Category 1	**Category 2**	**Category 3**	**Category 4**	**Category 5**
Case Fatality Ratio (percentage)	<0.1	0.1 - <0.5	0.5 - <1.0	1.0 - <2.0	≥ 2.0
Excess Death Rate (per 100,000)	<30	30 - <150	150 - <300	300 - <600	≥600
Illness Rate (percentage of the population)	20 - 40	20 - 40	20 - 40	20 - 40	20 - 40
Potential Number of Deaths (based on 2006 U.S. population)	<90,000	90,000-<450,000	450,000-<900,000	900,000-<1.8 million	≥1.8 million
20th Century U.S. Experience	Seasonal Influenza (Illness rate 5-20%)	1957, 1968 Pandemic	None	None	1918 Pandemic

It is essential, understanding the complexity and rapidly evolving nature of a pandemic, to prepare response measures and actions in advance of an event. All decisions will be based upon the best available information and guidance from public health and safety resources. The overall goals of the response will be balancing safety and welfare of students, staff and visitors with the operational effectiveness and continuity of the college. The following are response suggestions from the CDC in regards to isolation and social distancing measures, based upon the severity of a pandemic event. Southwest Tech will utilize a tiered response to initiate appropriate response protocols

Interventions* by Setting	Pandemic Severity Index		
	1	2 and 3	4 and 5
Home **Voluntary isolation** of ill at home (adults and children); combine with use of antiviral treatment as available and indicated	Recommend†§	Recommend†§	Recommend†§
Voluntary quarantine of household members in homes with ill persons¶ (adults and children); consider combining with antiviral prophylaxis if effective, feasible, and quantities sufficient	**Generally not recommended**	Consider**	Recommend**
School **Child social distancing** –dismissal of students from schools and school based activities, and closure of child care programs	**Generally not recommended**	**Consider:** ≤4 weeks††	**Recommend:** ≤12 weeks§§
–reduce out-of-school social contacts and community mixing	**Generally not recommended**	**Consider:** ≤4 weeks††	**Recommend:** ≤12 weeks§§
Workplace / Community **Adult social distancing** –decrease number of social contacts (e.g., encourage teleconferences, alternatives to face-to-face meetings)	**Generally not recommended**	**Consider**	**Recommend**
–increase distance between persons (e.g., reduce density in public transit, workplace)	**Generally not recommended**	**Consider**	**Recommend**
–modify postpone, or cancel selected public gatherings to promote social distance (e.g., postpone indoor stadium events, theatre performances)	**Generally not recommended**	**Consider**	**Recommend**
–modify work place schedules and practices (e.g., telework, staggered shifts)	**Generally not recommended**	**Consider**	**Recommend**

Campus Pandemic Response Tiers

Tier 1:   Monitoring

- **Situational Overview:**
    - This is the College's normal operational level regarding pandemic response. In this situation, there is no known pandemic threat. The College is preparing for the annual contagious disease season (November-April) and is monitoring the annual influenza forecast
- **Threat Level:**
    - **LOW**
- **Duration**
    - Continuous until elevated to a higher response tier
- **Activation Criteria**
    - Tier 1 measures are suggested annually, prior to the annual influenza season
- **Response Measures**
    - **Planning**
        - Meet to review response protocols and discuss projections of upcoming contagious disease season.
    - **Communication**
        - Public Messaging
            - Share e-mail with staff and students reminding them of infection control measures and value of getting an annual influenza vaccination
    - **Preparation:**
        - Arranging for the opportunity for staff and family influenza vaccinations
        - Post precautionary signage as necessary (i.e., cough etiquette, handwashing, stay home if iletc.)
        - Inventory and Stock response supplies and equipment as needed (At least two-month supply is suggested.)
            - Office cleaning supplies, alcohol, alcohol wipes, disposable gloves and protective masks, tissues, paper towels and trash bags.
            - Soap, alcohol-based hand wash or wipes.
            - Special trash receptacles with hands-free lids.
            - Hands-Free alcohol-based hand wash stations
            - Surgical-type facemasks: a supply of high-quality HEPA or high efficiency particulate air filter masks. The CDC has recommended that the minimum requirement is a disposable particulate respirator US NIOSH Certified N95, N99 or N100. (Used for essential staff required to provide service during campus closure)

Tier 2: Infection Control Measures

- **Situational Overview:**
  - Tier 2 conditions are generally present in each annual influenza in the United States. During the annual influenza season, the College will implement additional infection control measures to manage and/or prevent the spread of a communicable disease.
- **Threat Level:**
  - **ELEVATED**
- **Duration**
  - Continuous through projected exposure season (Likely November 1-April 1)
- **Activation Criteria**
  - Response measures will be activated when the College becomes aware of the following:
    - Elevated circumstances of Human-to-Human infectious disease transmission inside the United States
    - Any event reaching Category 1 on the CDC Pandemic Severity Chart
    - NOTE: The above criteria are commonly present with nearly every annual influenza season
- **Response Measures**
  - **Planning**
    - Plan for increased absenteeism of students and staff
      - Cross-Train Staff as necessary
      - Review telecommuting contingencies
  - **Communication**
    - Staff Education
      - Prepare message for staff reminding them of prevention and control measures (Review at January In-Service)
      - Prepare for increased absenteeism and make contingency plans for delivery of instruction (alternative assignments/make-up)
    - Messaging
      - Prepare message for students concerning prevention and control measures
        - Post on Facebook
        - Student Portal
        - Campus Monitors
    - Signage
      - Increase awareness signage around campus (restrooms, cafeteria, entrances, water fountains)
        - Cough Etiquette
        - Hand Washing Tips
        - Stay Home if your Sick
  - **Operational Measures**
    - Place additional hand sanitizer dispensers throughout campus
    - Implement Maintenance and Cleaning procedures in Prevention and Control Measures (APPENDIX 1)

Tier 3: Social Distancing Protocols

- **Situational Overview**
  - Tier 3 conditions present a moderate level of risk to campus safety and operations. These conditions are often present in CDC Level 2-3 Pandemics. Significant transmission of infection may be present throughout the campus and community, causing significantly increased levels of absenteeism of both staff and students. Support from public safety and community resources may become significantly limited. The goal is to limit the direct interaction
- **Threat Level: MODERATE**
- **Duration:**
  - (1) day– (12) Weeks (as necessary)
- **Activation Criteria**
  - Response measures will be activated when the College becomes aware of the following:
    - Mandated for all CDC Level 2 Pandemics
    - Geographic Proximity
      - Widespread Human-to-Human transmission within 100 Miles of Campus causing significant student/staff absenteeism and closures at educational institutions
- **Planning**
  - The Incident Command System should be implemented, and plans should be put in place to account for lengthy duration of the operational period
  - Daily meetings and briefings of the Core Emergency Response Team will take place
  - Incident Commander will write a daily briefing paper and brief the Executive Team
- **Communications**
  - Daily updates will be posted on Schoology and the Southwest Tech Website
  - Press Releases will be offered as necessary
- **Operational Response Measures**
  - **(NOTE: the below measures will be evaluated and implemented based upon the assessment of the specific situational factors. The goal is to provide the continuity of business and instruction while limiting and controlling the spread of infection)**
  -
  - Implement Social Distancing Protocols
    - Refer to APPENDIX 2
  - As necessary, Implement Exclusion, Isolation and Quarantine Protocols as necessary
    - Refer to APPENDIX 3
  - Cancel all large gatherings on campus
    - Recruiting Events, high school visits, etc.
    - Graduation, Awards Ceremonies, etc.
    - Faculty may be required to cancel/reschedule classes on case-by-case basis.
  - Closures (As necessary to limit spread of infection):
    - Creative Elements Salon
    - Close Daycare Center
    - Close Cafeteria

- Knox Learning Center
- Outreach Sites
- Suspend non-essential visits to campus
  - When possible, arrange to reschedule public visits to campus
- Implement Employee Travel Restrictions
  - Eliminate all unnecessary work-related travel outside of district
  - Limit in-district travel, unless vital for operations of the college
  - Suspend student field trips
  - Consider suspending off-campus trainings (internships, nursing clinical visits) This would be vetted per each executive dean making that decision.
- Executive Team makes the decision on where possible and practical, to limit amount of staff and students on campus:
  - Encourage Alternative Delivery of Instruction
    - Online, Zoom, Podcasting
  - Telecommute for administration and support staff.

Tier 4: Campus Closure

- **Situational Overview:**
  - Tier 4 conditions are generally present when the following conditions are present:
    - Infection rates approach 20-40% of the population in the community, impacting absenteeism
    - The strain of infection has a higher than usual lethality rate
    - Public Safety and Healthcare systems are overwhelmed
    - Short-Term Closure can assist in reducing transmission of infection.
- **Duration:**
  - **(1) Day-(1) Week**
- **Threat Level:**
  - **HIGH**
- **Activation Criteria**
  - Response measures will be activated when the College becomes aware of the following:
    - Executive Order from Governor or President calling for campus closure
    - Mandated for all CDC Level 3 Pandemics
    - Geographic Proximity
      - Widespread Human-to-Human transmission within 100 Miles of Campus causing significant student/staff absenteeism and closures at educational institutions
    - NOTE: This option may be considered and implemented for Level 2 Pandemics, if short-term campus closure can assist in limiting the spread of infection
- **Response Measures**
  - **Planning**
    - The Incident Command System should be implemented, and plans should be put in place to account for lengthy duration of the operational period
    - Daily meetings and briefings of the Core Emergency Response Team will take place

- Incident Commander will write a daily briefing paper and brief the Executive Team
- Evaluation of the situation will be continuous and the situation may require moving to Tier 5 protocols
  - o **Communication**
    - Daily updates will be posted on Schoology and the Southwest Tech Website
    - Daily E-mail Updates will be sent to all faculty and staff
    - Press Releases will be offered as necessary
    - Any required staff meetings will be conducted remotely and via online options
  - o **Operational Response Measures**
    - Implement Student Housing Isolation Protocols
      - If possible, residents should return home until campus closure ends
    - ONLY CRITICAL MAINTENANCE STAFF WILL BE ALLOWED ON CAMPUS
      - Staff must follow Social Distancing Protocols if required to come to campus
    - Building security measures will be implemented to ensure critical areas (server room, armory, etc.)
    - Prior to reopening campus, maintenance will be required to complete a thorough cleaning of campus
    - Tier 3 Protocols may go back in to place following closure, for the duration of the pandemic.

Tier 5:   Prolonged Campus Closure

- **Situational Overview:**
  - o Tier 5 conditions are generally present when the following conditions are present:
    - Infection rates approach 20-40% of the population in the community, impacting absenteeism
    - The strain of infection has severe lethality rate, similar to the 1918 "Spanish Flu" Pandemic which killed between 50-100 Million people globally.
    - Public Safety and Healthcare systems are overwhelmed causing widespread social and economic disorder with the high potential for civil unrest
- **Duration:**
  - o **(1) Week –(3) Months**
- **Threat Level:**
  - o **SEVERE**
- **Activation Criteria**
  - o Response measures will be activated when the College becomes aware of the following:
    - Executive Order from Governor or President calling for campus closure
    - Mandated for all CDC Level 4-5 Pandemics
    - As a short-term expansion of Tier 4 protocols

- **Response Measures**
  - **Planning**
    - The Incident Command System should be implemented, and plans should be put in place to account for lengthy duration of the operational period
    - Meetings and briefings of the Core Emergency Response Team will take place as necessary, based upon situational circumstances. A minimum is two meetings per week.
    - Incident Commander will write a daily papers and brief the Executive Team place as necessary, based upon situational circumstances. A minimum is two meetings per week.
    - Business Continuity and Recovery Plans will be fully implemented
  - **Communication**
    - Updates will be posted on Schoology and the Southwest Tech Website, with a minimum of two per week.
    - Daily E-mail Updates will be sent to all faculty and staff with a minimum of two per week.
    - Press Releases will be offered as necessary
    - Any required staff meetings will be conducted remotely and via online options
  - **Operational Response Measures**
    - Implement Student Housing Closure Protocols
      - If possible, residents should return home until campus closure ends
      - In the event that students cannot return home due to extreme travel restrictions, the campus will provide monitoring and support (food, transportation) as necessary
    - ONLY CRITICAL MAINTENANCE STAFF WILL BE ALLOWED ON CAMPUS
      - Staff must follow Social Distancing Protocols if required to come to campus
    - Building security measures will be implemented to ensure critical areas (server room, armory, etc.)
    - Prior to reopening campus, the recovery timeline will be implemented
    - Tier 3 Protocols may go back in to place following closure, for the duration of the pandemic.

Tier 1-2 Strategic and Operational Response Considerations

1. **Critical Staffing (Roles & Responsibilities):** These individuals and groups of employees have been identified as critical to the maintenance, security and operations of the College during a full-campus and shutdown due to a pandemic event.
   a. **SWTC District Board**
      i. Provide oversight and guidance of College's strategic response to pandemic
   b. **Executive Team**
      i. Make strategic decisions concerning campus closure, recovery and operations based upon input from the Incident Commander and Core Emergency Response Team
   c. **Core Emergency Response Team**
      i. Establish and operate the incident command structure
      ii. Guide the implementation of the Pandemic Response Plan through initiation of the event to recovery
   d. **Emergency Response Team**
      i. Support the Core Emergency Response Team in the following areas
         1. Operations
         2. Logistics
         3. Finance
         4. Planning
         5. Incident Safety
         6. Public Safety and Public Health Liaison duties
         7. Public Information
   e. **Student Services/Financial Services**
      i. Managing contracts
      ii. Refunding tuition for cancelled classes
      iii. Return of students during recovery phase
      iv. Counseling of students during recovery phase
   f. **Maintenance/Facilities**
      i. Responsible for maintenance of critical building services
         1. HVAC
         2. Water
         3. Sewer
         4. Electricity
      ii. Responsible for cleaning and decontamination of campus
      iii. Responsible for Facility/Building Lockdown protocols:
         1. Physically securing buildings to prevent damage, theft and looting through locking and surveillance
         2. Preventing loss of perishable food items
         3. Security of our armory.
            Plan for off-site transfer of weapons and ammunition to secure location

g. **Information Technology**

      Responsible for ensuring the maintenance and operation of the following:

1. Network
2. **Website**
3. **Schoology**
4. **Phone Systems**
5. **E-mail**
6. **Other technology systems as required**

h. **Alternative Delivery**

    i. Responsible for ensuring maintenance and operation of services to provide alternative delivery to students (Primarily Tier 3 Events)

i. **Marketing and Public Relations**

    i. Responsible for all media contacts and press releases

    ii. Responsible for establishing communication protocols (i.e., call center) to answer calls and inquiries from the public

        1. Coordinate with Empatia to provide these services

    iii. Responsible for disseminating information to students, staff, and public using the following systems:

1. Southwest Tech website
2. Text
3. Email
4. Rave
5. Mitel Mass Notification System (MMN)
6. Facebook
7. Twitter

j. **Housing Director**

    i. Responsible for safety, security and care of all who remain in student housing

1. Monitoring students in isolation
2. Assisting in travel arrangements to return to student's primary residence
3. Providing arrangements for food and medical care in the event student cannot return home

    ii. Responsible for facilitating closure of student housing for duration of a Tier 5 event.

k. **Human Resources**

    i. Responsible for ensuring continuation of pay and benefits of staff during campus closure

l. **Academic Services (Chief Academic Officer)**

    i. Responsible for planning and implementing revised academic calendar

2. **External Partners:** Southwest Tech hosts several outside agencies and organizations on its campus. In the event of a Tier 4 or Tier 5 Event, these organizations will not have access to the campus. These organizations include the following:

a. Crossing Rivers Clinic
b. Grant Cty. Economic Development

      c. Job Center
      d. New Beginnings (Building 200 Tunnel)
      e. Any agencies that held events on campus (Lenz Conference Center, Public Safety, etc.)
      f.

3. **Post-Campus Closure Recovery and Response**
- **(Following a Tier 1 or Tier 2 Response)**
- Return to Normal Operations
    - Establish a timeline and prioritization sequence in which essential services and key activities will be restored:
        - Week 1 Priorities:
            - ONLY CRITICAL STAFF IS ALLOWED TO RETURN TO CAMPUS
            - Full Cleaning and Disinfection of all Campus Facilities
            - Return Facilities to operational level necessary to host employees
            - Establish an updated Academic Calendar
            - Create a financial impact plan covering the loss the college experienced and financial contingency plans to cover the loss
            - Notification to Public, Staff and Students as to campus re-opening plan
            - Non-Critical Staff resume telecommuting work assignments as necessary and practical
            - Review of Employee Compensation and Staff Benefits
                - In the event of deaths
                    - Make preparations to support faculty
                    - Prepare staffing continuity plans to reassign work duties
        - Week 2 Priorities
            - Campus-Wide Debrief of Event
            - All Staff Return to campus to prepare for re-opening
            - Implementation of counseling services
            - Students return to student housing
            - Review
        - Week 3 Priorities
            - Resume Classes and Plan for Return of Students
            - Re-opening of:
                - Daycare Facility
                - Bookstore
                - Cafeteria

<u>Sources</u>

- Federal Emergency Management Agency (FEMA)
- World Health Organization (WHO)
- Centers for Disease Control and Prevention (CDC)
- Gallagher Higher Education Practice Group: Blueprint for Pandemic Flu Preparedness Planning for Colleges and Universities
- Owen Community College (OCC) Pandemic Response Plan

Appendix

4. Prevention and Control Measures
5. Social Distancing Protocol
6. Exclusion, Isolation and Quarantine Protocols

APPENDIX 1

Prevention and Control Measures

How to Control the Spread of a Pandemic Illness
- Maintain good ventilation in the workplace. If possible, open windows, doors and run the air conditioning. Try to thoroughly ventilate the area during non-business hours.
- Remove shared writing instruments, magazines and newspapers from common areas such as reception areas, waiting areas, kitchens, break rooms, etc. (Viruses can live for hours on inanimate objects.)
- Three specific strategies that must be used to try to prevent infection and limit its spread (These must be practiced both while at the workplace and away from the workplace):
  - Practice social distancing and minimize contact with other people.
  - Practice good hygiene.
  - Continuously ventilate and clean the indoor air.
- The act of social distancing refers to minimizing contact with others so as to reduce your chances of getting sick (Refer to Social Distancing Protocols)

Workplace Staffing Considerations
- Supervisors are to assist with medical emergencies, including coordinating with Human Resources and finding a replacement for the absent worker, or the reassigning of duties.
- Advise employees that feel sick to contact their immediate supervisor by phone. Telecommuting should be allowed when possible and feasible in these circumstances
- If an employee has been in contact with an infected person, been to an infected area within the projected infectious incubation period, or has any symptoms of the current threat provide them with, or advise them to obtain to the proper personal protective equipment.
- Advise the employee to leave work and remain at home until advised otherwise by a medical practitioner. Advise them to be careful not to infect people they live with.
- Have their work area, desk and/or office and other places they have been thoroughly cleaned and disinfected before it is used.
- Advise the close work contacts of a sick employee that they have been in contact with a person suspected of having influenza. These are people who have shared a confined workspace (small room or office) or been in close contact (3 feet or less). You may want to send them home until further notice if it seems there is a chance they may have been infected.
- In situations where an employee has recovered from a confirmed infection, encourage ill employees to return to work once they are well.

Personal Prevention Control Measures
Here are some social distancing tips that should be practiced during a pandemic:
- Avoid crowds and large gatherings of people, both at home and away from work.
- Avoid poorly ventilated places and contact with other people in public places.
- Avoid social and recreational activities such as exercise or other classes.
- Do not come to work if sick.
- Stay away from others as much as possible if they are sick.
- Avoid public transportation (buses, subways, air travel, etc.). Find alternate ways to get to work (drive, bicycle or walk).
- If you must take public transportation to work, go early or late to avoid crowds.
- Avoid cafeterias and restaurants. Bring your lunch and eat at your desk.

- Eliminate face-to-face meetings, gatherings, trainings, etc. Instead use e-mail, teleconferencing, videoconferencing and web conferencing. Do this even if you all are in the same building.
- If you must have meetings, keep the time short. Use a large room and keep as much distance as possible between each other (at least one meter). Consider having meetings outdoors if the circumstances and weather permit.
- Do not have visitors come to your workplace.
- Avoid hand shaking, hugging or other contact.
- Do not share cups, dishes or cutlery.
- Avoid sharing of printed documents. The virus can live for several hours on an inanimate surface.

Hygiene Considerations
- Here are some personal hygiene tips to help you avoid getting sick during a pandemic.
    - Wash your hands frequently and thoroughly.
    - Avoid touching your eyes, nose or mouth whenever possible.
    - Avoid touching inanimate objects as much as possible. Germs can linger for several hours on objects such as computer mice, copy machines, doorknobs, elevator buttons, faucet handles, fax machines, keyboards, railings, tabletops, telephones and vending machines.
    - Use alcohol wipes to clean to clean inanimate objects before touching them.
    - Carry an alcohol-based antibacterial hand sanitizer to clean your hands immediately after touching things, and especially before touching your face.
    - Be careful handling money, as it can be a way of transmitting germs.
    - If you go out, carry an alcohol-based antibacterial hand sanitizer to clean your hands immediately after touching things. While wearing gloves may keep the hands clean, they can spread germs just as easily as bare hands.
    - When in a public or work bathroom, use a paper towel to turn off the water and open the door.
    - Cover coughs and sneezes with tissues. Cough or sneeze into your upper sleeve if you don't have a tissue.
    - Put used tissues in a wastebasket immediately.
- Cough Etiquette
    - To contain respiratory secretions, all persons with signs and symptoms of a respiratory infection, regardless of presumed cause, should:
    - Cover the nose/mouth when coughing or sneezing.
    - Use tissues to contain respiratory secretions.
    - Dispose of tissues in the nearest waste receptacle after use.
    - Perform hand hygiene after contact with respiratory secretions and contaminated objects/materials.
- Hand Washing Considerations
    - Wet your hands with clean running water and apply soap. Use warm water if it is available.
    - Rub hands together to make a later and scrub all surfaces.
    - Continue rubbing hands for 20 seconds.
        - As a time reference, imagine singing "Happy Birthday" twice
    - Rinse hands well under running water.

- o Dry your hands using a paper towel or air dryer. If possible, use your paper towel to turn off the faucet.
- o Remember: If soap and water are not available, use alcohol-based gel to clean hands.
- o When using an alcohol-based hand sanitizer:
  - ▪ Apply product to the palm of one hand
  - ▪ Rub hands together
  - ▪ Rub the product over all surfaces of hands and fingers until hands are dry
- o Times Hands should be washed:
  - ▪ Before preparing or eating food
  - ▪ After going to the restroom
  - ▪ After changing diapers or cleaning up a child who has gone to the restroom
  - ▪ Before and after tending to someone who is sick
  - ▪ After blowing your nose, coughing or sneezing
  - ▪ After handling an animal or animal waste
  - ▪ After handling garbage
  - ▪ Before and after treating a cut or wound

Maintenance and Cleaning Considerations

- Frequent Disinfection and Cleaning should occur in the following areas and items:
  - o Cabinet handles and knobs
  - o Cash registers
  - o Copy machines
  - o Doorknobs or handles
  - o Elevator buttons
  - o Faucet handles
  - o Fax machines
  - o Miscellaneous office equipment (i.e. calculators, printers, shredders, fax, binding and postage machines)
  - o Shared keyboards and telephones
  - o Railings
  - o Tabletops and countertops
  - o Toilet handles
  - o Vending machines, refrigerators, water dispensers or fountains and coffee pots
- Filters of the HVAC systems should be cleaned and changed more frequently.
- Telephones should not be shared whenever possible. Shared phones should be cleaned frequently by the users.
- Computer keyboards and mice should not be shared whenever possible. Shared computer keyboards and mouse should be cleaned / disinfected between each user using recommended treated wipes. (NOTE: Free liquids should not be used on electrical equipment. Use cleaning materials recommended by the equipment manufacturers.)
- Where operationally possible, during the day increase ventilation to the facilities to decrease spread of disease. It is recommended that during the night hours when the buildings are secured rooms should be thoroughly ventilated by opening interior doors and turning up air conditioning/heating system air exchange units.

APPENDIX 2

Social Distancing Protocol

Social distancing refers to various community, workplace and classroom non-pharmaceutical interventions intended to limit the spread of an infectious disease by reducing opportunities for close contact between individuals and groups. The Centers for Disease Control recommends timely implementation of social distancing options as the primary means for controlling the spread of pandemic illness prior to development and distribution of a vaccine.

Social Distancing Options:

- Voluntary self-isolation of ill individuals at home.
- Modifying workplace schedules and practices through actions such as telecommuting, staggered shifts, teleconferences and other alternatives to close or face-to-face interactions.
- Postponing or cancelling public, group and sporting events and gatherings.
- Temporary suspension of classroom instruction.
- Temporary suspension of academic, research, and business activities other than those functions deemed essential.
- Limiting on-campus staff to those needed to perform essential functions.
-

Implementation of Social Distancing Actions

In most cases social distancing actions will be recommended by the governmental health officials; however the actions of local health care officials and/or special circumstances may affect the decision to implement such actions prior to instructions from public health. Upon receiving recommendations/direction from State or local public health officials, the Incident Commander will review options and develop policy recommendations for the President, his or her designated authority, and the Executive Team.

Actions may include some or all social distancing options. Once authorization is provided for implementation, social distancing decisions will be communicated for operational implementation. The decisions will also be communicated to all students, parents, faculty, staff, and the general public.

If the decision is made to suspend classes, send students home, and limit staffing to essential personnel, most campus academic, administrative, and support operations will be closed. Minimal utilities will be supplied to buildings. All routine, normal daily housekeeping and maintenance activities will cease until the reopening of campus buildings has been announced. Buildings will be secured to prevent entry by all but approved essential employees. Facilities staff, and a small number of other essential personnel will be available to monitor/maintain safe and secured buildings. In all cases, essential employees must strive to maintain social distance and minimize exposure to others to the fullest degree possible.

APPENDIX 3

Exclusion, Quarantine, & Isolation Protocols

Individuals who have either been exposed to an illness or who are ill should be advised to remain at home in order to prevent the spread of infectious illness. Should these measures prove insufficient in limiting the spread of illness, additional public health strategies, such as exclusion, quarantine or isolation, may be implemented.

Exclusion is a public health strategy aimed at reducing the risk of exposure of susceptible persons to a specified communicable infectious illness through contact with others who may be infected. Exclusion is used to reduce the risk of illness in susceptible persons to specified infectious illnesses and to limit the spread of the illness within the community.

Quarantine and isolation are public health strategies to limit the spread of a specified contagious illness among individuals and within a community or population. Both are intended to decrease the likelihood that healthy persons will become ill through exposure to those who are either already ill or at increased risk of becoming ill. While quarantine and isolation may be voluntary for some communicable illnesses, either one or both may be required for more severe or serious infectious illnesses.

The decision to implement mandatory quarantine and/or isolation protocols may be made by the lawful order of State Public Health, Homeland Security & Emergency Management and/or other legally authorized entities, or by court order.

Definitions:

- **Exclusion:** The process by which a healthy person who is not immune to a specified communicable infectious illness circulating in the community is either restricted or requested to remain from attending classes and/or work to reduce the susceptible person's risk of exposure to the infectious illness in the workplace or classroom.
- **Quarantine:** Is the separation of healthy persons who have been exposed to a specific communicable infectious agent and are at increased risk of becoming ill and/or spreading the disease to others. The duration of quarantine is typically the incubation period of the organism causing the specific infectious illness.
- **Isolation:** The separation of ill persons who have a specific communicable infectious illness from those who are healthy. Persons who are in isolation are physically separated from healthy persons and their movement is restricted to stop the spread of the communicable infectious illness.

Exclusion Protocol

- Students, faculty and staff should be notified of the decision to exclude susceptible individuals from work or class.
- Exclusion applies to healthy individuals who are not immune and as a result are asked to refrain from attending classes and/or work.

Depending on the communicable infectious illness and based on the recommendations of public health officials susceptible individuals may be excluded from classes or work for a specified length of time (e.g.,

for the duration of the incubation period of the infectious illness) or for the duration of the outbreak of illness if they remain susceptible.

Quarantine Protocol

- Criteria for determining who will be quarantined will be based on public health directives or court orders.
- College staff, and students will be notified of the decision to implement quarantine for healthy students and/or staff who are exposed to the specific communicable infectious illness.
- The notice will also indicate whether quarantine is voluntary or required of individuals at risk based on public health mandates.
- Quarantine may involve specific individuals, a larger group, or an entire community.
- Individuals may be asked to remain at home during a pandemic outbreak as part of community quarantine measures.
- Under extreme circumstance (as ordered by government health officials or a court), individuals may be quarantined and consequently monitored. Monitoring occurs by direct contact (person to person, telephone) between the quarantined person and the health department or designee. Quarantine may involve passive or active monitoring of individuals for signs or symptoms of illness.
    - Passive monitoring relies on the quarantined person to contact the health dept./designee if symptoms develop.
    - Active monitoring involves direct assessment of each contact at least once daily by the health department/designee.
    - Community quarantine may consist of containment measures such as use of masks, social distancing, "snow days", cancellation of public events, cancellation of classes, or closing of the university. In a severe outbreak an entire community may be quarantined. Isolation Protocol

Isolation may occur at home or in a residential dormitory facility for those who are less seriously ill. Isolation occurs in the hospital for those with serious illness. Isolation may be voluntary (self-isolation) unless otherwise directed by local/state public health, emergency management or other legally authorized entity.

- Necessary College staff and students will be notified of the decision to implement isolation/self isolation procedures for students and/or staff with suspected or confirmed illness caused by the specific communicable infectious illness. The notice will also indicate whether isolation is voluntary or required based on public health mandate.

Factors to consider for implementation of quarantine and/or isolation:

- Explanation to the community and involved individuals of the reason for isolation including its effectiveness and duration as well as support available to persons in quarantine and/or isolation.
- Location(s): home and/or dormitory locations for quarantine and/or isolation should be identified, evaluated and prepared for use
- Food: The feeding of individuals in Southwest Tech dormitory facilities.

- Monitoring protocols (active or passive) & final assessment of individuals in home or community facility based quarantine and/or isolation.
- Educational and/or work needs addressed.
- Continuation of work/school – tele-work, distance education and suspension of class guidance.
- Communications needs addressed.
- Medical/psychological care needs addressed.
- Financial issues addressed.
- Absence from work or school addressed.
- Hotline for questions and to report status in place and, if necessary, staffed 24/7.

Key Definitions:

Epidemic

An epidemic is the occurrence of more cases of disease than expected in a given area or among a specific group of people over a particular period of time. Epidemics are more geographically isolated than a pandemic.

Pandemic

A pandemic is a global outbreak of a new virus that is very different from current and recently circulating human viruses. Pandemics happen when new viruses emerge which are able to infect people easily **and** spread from person to person in an efficient and sustained way. Because the virus is new to humans, very few people will have immunity against the pandemic virus, and a vaccine might not be widely available. The new virus will have the potential to make many people ill through infection. Pandemics are most commonly associated with variants of the influenza virus.

Activation Language

When considering the activation of any response measures associated with Tier 3-Tier 5 of the Infectious Disease Response Plan, Southwest Tech will adhere to any orders by State and Federal Public Health officials. The primary focus of the response measures in this plan are to ensure the safety and well-being of all students, visitors and staff, while balancing the need to maintain operational continuity of the College.