

VOLUNTEER STATE COMMUNITY COLLEGE

Pandemic Preparedness and Response Plan

Infectious Disease Control

VSCC Pandemic Preparedness and Response Plan

Purpose of Plan	4
Examples of Infectious Diseases	4
Coronaviruses.....	4
Mumps	5
Meningitis.....	5
EBOLA	6
PANDEMIC PREPAREDNESS AND RESPONSE PLAN.....	8
General Guidelines.....	8
Strategies For Mitigating a Pandemic.....	9
The Preparedness Plan and Crisis Management Team	10
Responsibilities:	11
A. President	11
B. Vice President for Academic Affairs.....	11
C. Vice President for Student Services	12
D. Vice President for Business and Finance	12
E. Manager of Environmental, Health & Safety (EH&S).....	13
F. Information Technology – Chief Information Officer.....	13
G. Plant Operations. - Sr. Director & Manager of Maintenance.....	14
H. Chief of Campus Police/Security.....	14
I. Sr. Director of Human Resources	15
J. Payroll Manager	15
K. Director of Public Relations.....	15
L. The President’s Cabinet.....	16
M.The Pandemic Crisis Management Team	16
Travel Recommendations and Restrictions	16
Recovery.....	17
Pandemic Flu Attachments	18
Appendix A.....	19
Incident Level Responsibilities	19
Appendix B.....	41
Crisis Management Team Contact Information.....	41
Attachment A	43
Guidelines for Communication of Communicable Diseases.....	44

VSCC Pandemic Preparedness and Response Plan

The following documents the policies and procedures of Volunteer State Community College (VSCC) including Livingston, Highland Crest, Cookeville and all other affiliated campus locations in the event of an infectious disease outbreak or pandemic. These procedures were developed in consultation with various health organizations including the Centers for Disease Control (CDC), The World Health Organization (WHO) and state and local Health Departments.

Due to the distance between some of VSCC's campuses, it is possible that one location could be impacted more severely than another location. Independent operational decisions shall be made based on the conditions at each site.

VSCC Pandemic Preparedness and Response Plan

Purpose of Plan

The purpose of this plan is to establish a coordinated interdepartmental response to a major infectious disease outbreak or an actual, or potential, pandemic outbreak. This plan is consistent with relevant guidelines developed by the Tennessee Department of Health and it applies to Volunteer State Community College (VSCC) faculty, staff and students.

Infectious Diseases

Infectious Diseases are disorders caused by organisms such as bacteria, viruses, fungi or parasites. This plan includes guidelines for the management and prevention of the spread of infectious diseases.

EXAMPLES OF INFECTIOUS DISEASES

Coronaviruses

Coronaviruses are a large family of viruses that are common in many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people such as with Severe Acute Respiratory Syndrome (SARS), Middle Eastern Respiratory Syndrome (MERS), and COVID-19.

In the event of a coronavirus outbreak, VSCC will implement as many reasonable precautions as possible to reduce the risk of exposure on campus.

VSCC will follow CDC guidelines regarding Coronaviruses. The college will ask all persons arriving from or through affected areas to self-monitor for 10 days for fever greater than 100.4°F (38°C), and cough, or difficulty breathing.

VSCC will consult Sumner County Health Department for instructions/recommendations to reduce campus-wide risk for the disease, should the College get a confirmed case of a coronavirus.

To protect against coronaviruses follow these guidelines:

- Wash your hands often and well
- Cover your mouth and nose with tissue when you sneeze or cough.
- Do not share personal items.
- Clean surfaces with a household disinfectant used according to the manufacturer's instructions. Wear disposable gloves during all cleaning activities. Throw these out when you are done. Do not reuse them. VSCC Custodial Staff are trained to disinfect all high touch areas.
- Get a flu shot as soon as it is offered. If you get a flu shot, it will be easier for your physician to rule out flu and consider other possibilities should you begin to show

VSCC Pandemic Preparedness and Response Plan

symptoms. As with most diseases, early diagnosis and treatment for coronaviruses will improve your potential health care outcome.

Mumps

Mumps is a viral infection of the salivary glands that is spread through coughing, sneezing, and saliva. It can spread by sharing drinking glasses, kissing, sneezing, and coughing. Symptoms include swelling of the glands close to the jaw, fever, headache, and muscle aches.

If you were born after 1956 and never had the mumps or haven't received two (2) mumps shots, then you are considered at greater risk for being infected with mumps. Since 1989, 2 doses of the measles/mumps/rubella shot (MMR) have been recommended to prevent infection of the mumps virus. These typically are done initially around 15 months of age, and again when starting kindergarten or high school. Contact your doctor or check your old health/school records if you are unsure if you have had two (2) mumps shots.

Other things you can do to reduce the risk of being infected with the mumps virus is to:

- Wash your hands well and often with soap.
- Cover your mouth when you cough or sneeze-and discard used facial tissue (such as Kleenex) promptly.
- Eating utensils and beverages should not be shared.
- Surfaces that are frequently touched (doorknobs, tables, counters, etc) should be regularly cleaned and disinfected. VSCC Custodial Staff are trained to clean and disinfect all high touch areas in their buildings.

Meningitis

Meningitis is an inflammation of the membranes (meninges) surrounding your brain and spinal cord.

The swelling associated with meningitis often triggers the "hallmark" signs and symptoms of this condition, including headache, fever and a stiff neck.

Most cases of meningitis in the U.S. are caused by a viral infection, but bacterial and fungal infections also can lead to meningitis. Depending on the cause of the infection, meningitis can get better on its own in a couple of weeks — or it can be a life-threatening emergency requiring urgent antibiotic treatment.

If you suspect that you or someone in your family has meningitis, seek medical care right away. Early treatment of bacterial meningitis can prevent serious complications.

It is easy to mistake the early signs and symptoms of meningitis for the flu (influenza). Meningitis signs and symptoms may develop over several hours or over one or two days.

The signs and symptoms that may occur in anyone older than age of 2 include:

- Sudden high fever
- Severe headache that isn't easily confused with other types of headache
- Stiff neck
- Vomiting or nausea with headache
- Confusion or difficulty concentrating
- Seizures
- Sleepiness or difficulty waking up
- Sensitivity to light
- Lack of interest in drinking and eating
- Skin rash in some cases, such as in meningococcal meningitis

Meningitis typically results from contagious infections. Common bacteria or viruses that can cause meningitis can spread through coughing, sneezing, kissing, or sharing eating utensils, a toothbrush or a cigarette. You are also at increased risk if you live or work with someone who has the disease.

These steps can help prevent meningitis:

- **Wash your hands.** Careful hand-washing is important to avoiding exposure to infectious agents.
- **Practice good hygiene.** Do not share drinks, foods, straws, eating utensils, lip balms or toothbrushes with anyone else.
- **Stay healthy.** Maintain your immune system by getting enough rest, exercising regularly, and eating a healthy diet with plenty of fresh fruits, vegetables and whole grains.
- **Cover your mouth.** When you need to cough or sneeze, be sure to cover your mouth and nose.

EBOLA

Ebola is a rare but deadly virus. It first appeared in 1976 in Africa. In early 2014, a serious Ebola outbreak was detected in West Africa, causing thousands of deaths. The disease spread beyond Africa when sick people traveled to other countries. The first case of Ebola in the U.S. related to the current outbreak was diagnosed in September, 2014, when a person infected with the virus entered the U.S.

In humans, Ebola can be spread through the bodily fluids of a person who has symptoms to another person. Bodily fluids can include blood, vomit, feces, urine, saliva, semen, sweat, and breast milk. Objects with body fluids on them, such as needles, can also spread Ebola. The Ebola virus is not spread through the air; however, according to the Centers for

VSCC Pandemic Preparedness and Response Plan

Disease Control and Prevention (CDC), humans can be exposed from droplets that are coughed or sneezed from a sick person and enter the eyes, nose, mouth, or a break in the skin. However, droplets can travel less than three feet.

The likelihood of contracting Ebola in the United States is extremely low, unless you have direct unprotected contact with the bodily fluids (blood, vomit, feces, urine, saliva, semen, sweat, and breast milk) of someone who is sick with Ebola.

Symptoms of Ebola typically include the following:

- Weakness, fever of 100.4 or greater
- muscle pain
- diarrhea
- vomiting
- abdominal pain and/or hemorrhage

Typically, symptoms appear 8-10 days after exposure to the virus, but the incubation period can span two to 21 days. Ebola is not transmissible if someone is asymptomatic or once someone has recovered from it.

Should a suspected case be confirmed on campus, the Sumner County Health Department would take the lead and the resulting directives that ensue would be strictly adhered to by VSCC. Any isolation or quarantine issues would be coordinated by Sumner County Health Department, following CDC protocol.

PANDEMIC PREPAREDNESS AND RESPONSE PLAN

Pandemic: A Worldwide Outbreak of Influenza

Influenza pandemics have occurred more than once.

- Spanish influenza killed 40-50 million people in 1918.
- Asian influenza killed 2 million people in 1957.
- Hong Kong influenza killed 1 million people in 1968.
- Swine Flu (H1N1) in 2009 was responsible for up to 575,000 deaths worldwide.

An influenza pandemic occurs when:

- A new subtype of virus arises. This means humans have little or no immunity to it. Everyone is at risk.
- The virus spreads easily from person to person, such as through sneezing or coughing.
- The virus begins to cause serious illness worldwide. With past flu pandemics, the virus reached all parts of the globe within six to nine months. With the speed of air travel today, public health experts believe an influenza pandemic could spread much more quickly. A pandemic can occur in waves and all parts of the world may not be affected at the same time.

The World Health Organization (WHO) provides an influenza pandemic alert system, with a scale ranging from Phase 1 (a low risk of a flu pandemic) to Phase 6 (a full-blown pandemic):

- **Phase 1:** A virus in animals has caused no known infections in humans.
- **Phase 2:** An animal flu virus has caused infection in humans.
- **Phase 3:** Sporadic cases or small clusters of disease occur in humans. Human-to-human transmission, if any, is insufficient to cause community-level outbreaks.
- **Phase 4:** The risk for a pandemic is greatly increased but not certain.
- **Phase 5:** Spread of disease between humans is occurring in more than one country of one WHO region.
- **Phase 6:** Community-level outbreaks are in at least one additional country in a different WHO region from phase 5. A global pandemic is under way.

General Guidelines

There is no foolproof method for preventing the spread of disease during an infectious disease outbreak, epidemic, or pandemic. Although a vaccine is not likely to be available at first, today it is easier to produce specific vaccines more quickly than in the past. Once a vaccine becomes available, certain individuals and groups will be vaccinated first. If mass vaccination clinics become available in your community, be prepared to provide medical information about your family.

In addition to vaccinations, you can take other preventive steps like these:

VSCC Pandemic Preparedness and Response Plan

- Wash your hands often with soap and water. If these are not available, use an alcohol-based hand cleaner or gel sanitizer. If using a gel, rub your hands until they become dry.
- Avoid touching your mouth, nose, or eyes with your hands unless you've just washed your hands.
- When you cough or sneeze, cover your mouth and nose with a tissue. Then throw the tissue in the trash. Wash your hands afterward.
- Avoid crowded places as much as you can and stay home if you show signs of illness. Contact your physician or local health department
- Depending on the severity of the pandemic, consider wearing a face mask if you must go into a crowded area or be within 6 feet of others.
- Consider wearing a face mask if you must come into close contact with an infected person.

If human infection of an airborne virus is confirmed in a community and you develop flu symptoms:

- Stay home and away from other people while you are contagious. This may be seven days after the onset of illness or at least 24 hours after symptoms are gone, whichever is longer. If you seek care, contact your health care provider by phone or report illness before going to a clinic or the hospital. If you have severe symptoms like difficulty in breathing, then you should seek immediate attention.
- Wear a face mask if you must go into a crowded place. If you do not have a face mask, cover your mouth and nose with a handkerchief or tissue when coughing or sneezing.
- If possible, have just one person care for you to minimize contact with others.

Seek emergency care right away if you have:

- Trouble breathing or shortness of breath
- Pain or pressure in your abdomen or chest
- Sudden dizziness
- Confusion
- Severe vomiting

Strategies for Mitigating a Pandemic

Pandemics represent disease outbreaks on a global scale. The disease spreads easily from person to person, it causes serious illness and can sweep across the country and around the world in a relatively short period of time. Predicting the timing or severity of the next pandemic is a difficult task but it must be appreciated that large numbers of individuals around the world will be at risk. As a pandemic event unfolds, countries might employ such measures as border closures and travel restrictions which might delay the arrival of

VSCC Pandemic Preparedness and Response Plan

the virus but would not likely prevent the eventual occurrence of disease in a particular geographic location. Pandemics may evolve in waves, each of which can last for six to eight weeks and the overall pandemic period may extend over 18 to 24 months. An especially severe pandemic could lead to substantial levels of illness, death, social disruption and economic loss. Impacts can range from school and business closings to the interruption of basic services such as public transportation and food delivery. With large numbers of persons requiring medical care, healthcare facilities could be overwhelmed and various communities would be compelled to implement their surge capacity plans to cope with the increased demand for services.

Strategies for mitigating a pandemic include taking action in the following broad categories: ensuring the availability of appropriate antiviral medications, developing an effective vaccine and implementing non-pharmaceutical measures including:

- Communicating risk to the public
- Reducing an individual person's risk for infection (e.g. hand hygiene, cough etiquette, etc.)
- Limiting international spread of the virus through travel screening and restrictions
- Reducing spread within specific populations by isolating and treating ill persons, possibly quarantining exposed persons and employing social distancing measures (school closures, etc).

Although it is expected that a pandemic event would place stresses on multiple layers of society, it is incumbent on various elements of that society (security, business, education, healthcare, etc.) to become as informed and prepared as possible to respond to and survive the crisis. In this context, VSCC has developed a comprehensive preparedness plan to address a range of challenges that would be associated with a pandemic event.

The Preparedness Plan and Crisis Management Team

The VSCC Pandemic Preparedness and Response Plan is consistent with the state preparedness plan as developed by the Tennessee Department of Health and it is compatible with the overall VSCC Emergency Management Plan.

Internal coordination in case of a pandemic will be guided by the Emergency Management Plan, a defined Emergency Operations Center (EOC), and a clear chain of command. A listing of Pandemic Influenza Crisis Management Team personnel with phone numbers and e-mail addresses is provided in Appendix B. The Pandemic Preparedness and Response Plan, arranged according to different operational levels of the college, is provided in Appendix A. An Emergency Operations Center (EOC) with appropriate communications capability will be established based upon need. The Pandemic Preparedness and Response Plan and its related Crisis Management Team are components of the overall VSCC Emergency Management Plan.

VSCC Pandemic Preparedness and Response Plan

External coordination is through the State Health Department, local and regional health departments, and emergency management agencies. The stages of planning are contingent on four possible scenarios (refer to Appendix A):

- Level 0: **Planning** - VSCC is open and functioning as normal - involves pre-event assessment and planning.
- Level 1: **Preparation** - VSCC is open and functioning as normal. Confirmed cases reported in US. Plans are developed for educating campus regarding infection transmission and infection prevention.
- Level 2: **Standby** – VSCC is open and functioning. Confirmed cases reported in Tennessee and potentially at VSCC. Campus closure plans are in place in the event of campus epidemic.
- Level 3: **Suspension** – Multiple confirmed cases on campus. Recommendations from the Centers for Disease Control (CDC) will be followed regarding school closure.

Responsibilities:

A. President

- Member of the Pandemic Crisis Management Team
- Maintain close liaison with Vice Presidents for Academic Affairs, Student Services, and Business and Finance in case of a pandemic.
- Meet with key college administrators and determine operating levels for the college in the event of an outbreak.
- Consult with key administrators and the Crisis Management Team Director prior to activating the Emergency Command Post.

B. Vice President for Academic Affairs

- Member of the Pandemic Crisis Management Team
- Develop plans to maintain VSCC's educational mission during a pandemic event.
- Convene a working group of faculty members to address and propose course management options for education continuity to be implemented when minimal personnel are present on campus during a pandemic.
- Include Deans reviews of course continuity plans.
- Establish suggestions for course continuity for traditional courses and traditional courses with experiential components (clinical).
- Develop pre-pandemic preparations that academic departments must use to support education continuity or alternate traditional or non-traditional learning.
- Identify courses that can be conducted through electronic means or through the Internet.

- Identify courses not suitable for online instruction and develop management strategies for those courses.
- Identify opportunities for faculty to develop skills to conduct courses via online or web-enhanced techniques.
- Develop alternative teaching and learning plans for students who do not have computers or Internet access.
- Identify faculty teams for appropriate courses for instruction continuity in the event the faculty member of record becomes ill.
- Identify hardware and software needs for home-bound instruction including authorization to take office computers home.
- Develop a communication plan for faculty-student interactions.
- In conjunction with the President, determine level for continuing classes.
- Initiate relocation or cancellation of classes and examinations.
- Advise the Emergency Command Post on academic implications of pandemic.
- Develop a communication plan to monitor the health status of department members.

C. Vice President for Student Services

- Member of the Pandemic Crisis Management Team.
- Ensure that relevant data are appropriately collected and interpreted to department.
- Ensure all key department personnel are notified.
- Monitor and direct ongoing necessary operations.
- Maintain communications with the President and the Emergency Command Center.
- In anticipation of international programs and events, the Office of the Vice President for Student Services will include information about pandemic planning in all orientation programs (new international student's orientation, study abroad pre-departure orientation, workshops, etc.).
- Measures will be taken to ensure availability of records, academic advising and student counseling.

D. Vice President for Business and Finance

- Functions as Director of the Pandemic Crisis Management Team and will work closely with Environmental, Health & Safety.
- Communicate with all VSCC site Directors.
- Monitor all activities.
- Ensure that relevant data are appropriately collected and interpreted.
- Ensure all key personnel are notified.
- Monitor and direct ongoing necessary operations.
- Maintain constant communications with the President and the Emergency Operations Center.

VSCC Pandemic Preparedness and Response Plan

- Ensure that adequate personnel and finances are available to support the college during a pandemic event. At the time of a crisis of this nature, human and financial resources at the college could be strained and continuity of business at VSCC will need to adapt to different operational levels as determined by the geographic location of the pandemic and whether the campus is open, partially functioning or closed.
- Develop a proposal for varying degrees of business continuity according to scenarios that acknowledge pandemic a) somewhere in the world, b) in the continental US and c) in Tennessee. Plans must also apply to the VSCC campus as open, partially functioning and closed.
- Identify critical functions on campus where staffing and work effort are needed even in the setting of a pandemic event (i.e., safety and security, communications, others). List critical personnel with back-ups to provide these essential functions.
- Identify less critical functions that could possibly be suspended or significantly curtailed in the setting of a partially functioning or closed campus.
- Develop a plan to notify college departments and staff members regarding their functional designation according to the operational status of the college.
- Communicate with the President, the Tennessee Board of Regents, and VSCC faculty/staff regarding plans for furloughs and salary continuance during a pandemic crisis.

E. Manager of Environmental, Health & Safety (EH&S)

- Member of the Pandemic Crisis Management Team and works closely with the Vice President of Business & Finance.
- Facilitate the distribution of educational materials concerning prevention and infection control.
- Coordinate training, between the Health Department and/or other healthcare professionals, and VSCC personnel on methods used to prevent disease transmission. Health Sciences faculty may also assist in personnel training as necessary.
- Serve as a liaison between VSCC and the Regional Health Department.
- Assist in designing, updating and implementing the VSCC Pandemic Preparedness and Response Plan.
- Provide prompt updates from the CDC and Health Department to the Crisis Management Team.
- Serve in an advisory capacity on pandemic issues including infection prevention and control and healthcare provider services during an outbreak.

F. Information Technology – Chief Information Officer

- Serve as members of the Pandemic Crisis Management Team.

- Ensure that the Emergency Operations Center includes full computer, telephone, radio and television capabilities and that the components of these communications methodologies are compatible with those utilized by local police, fire, the health department and emergency management agencies.
- Assist the VSCC Public Relations Office in developing, maintaining and updating an Emergency Preparedness web page.
- Develop an emergency hotline capability including 800 number access to provide information to students, parents and others during a crisis period.
- IT access will be available on-campus or on call 24/7.

G. Plant Operations - Sr. Director of Plant Ops & Manager of Maintenance

- Serve as a member of the Pandemic Crisis Management Team.
- Collaborate frequently with the Crisis Management Team to provide necessary services and security for various campus facilities.
- During a pandemic event, it is likely that certain facilities would be closed and the function of other facilities might be modified.
- Ensure that necessary logistical support elements (facilities, utilities, vehicles, etc.) are adequate to support the college's role during the time frame of the pandemic.
- Maintain emergency services both day and night.
- Communicate with other off-site VSCC campuses.
- Ensure that the Emergency Command Post has adequate batteries and generators to provide electrical power.
- In the event of closure of portions of the campus, ensure that unused buildings are secured.
- Provide qualified personnel to maintain sanitation needs of the occupants who remain in the open campus buildings.
- Ensure that access and egress routes remain clear for emergency equipment.
- Offer training to Facilities personnel on methods used to prevent infection transmission (hand hygiene, mask, gloves) and encourage staff to receive influenza vaccine should vaccine become widely available.

H. Chief of Campus Police/Security

- Member of the Pandemic Crisis Management Team and is fully acquainted with all aspects of the preparedness plan.
- Oversee security matters on campus during an emergency and will advise the Crisis management Team regarding equipment and personnel needs that are required to address the changing demands during a pandemic event.
- Coordinate the functions of the Emergency Operations Center.
- Maintain law and order on campus and ensure that access and egress routes remain clear for emergency equipment.

- Routinely communicate with local law enforcement to coordinate safety and security efforts that might impact the community at large.
- Offer training to Campus Police Officers and staff on methods used to prevent infection transmission (hand hygiene, mask, gloves) and encourage staff to receive influenza vaccine should vaccine become available.
- Schedule, coordinate, and initiate emergency preparedness drills and exercises.
- Maintain a close and supportive working relationship with local public safety, local and regional emergency response officials and the Regional Health Department in order to ensure a coordinated and coherent emergency response effort.

I. Senior Director of Human Resources

- Member of the Pandemic Crisis Management Team.
- Advise the Emergency Operations Center leadership on all matters pertaining to Human Resources issues.
- Communicate with the Vice President of Business and Finance on circumstances such as employee furloughs and modified employee leave policies, etc.
- Closely monitor employee staffing and absenteeism during an emergency event and offer recommendations regarding employee reassignments to maintain essential functions.
- In conjunction with the Pandemic Crisis Management Team leadership, review staffing status of the Emergency Command Post.
- During a pandemic event, staff absences due to illness and other obligations are to be expected and HR will offer recommendations regarding alternative staffing options.
- Coordinate the Employee Assistance Program (EAP) and other counseling services for staff and faculty as required.

J. Payroll Manager

- Communicate with the Vice President of Business & Finance on circumstances such as Payroll and modified employee leave policies, etc.
- Closely monitor employee staffing and absenteeism during an emergency event.

K. Director of Public Relations

- Member of the Pandemic Crisis Management Team.
- Collaborate with Crisis Management Team and others to prepare a comprehensive communication plan for all four possible scenarios.

- Participate in an educational effort to inform students about infection prevention methods (hand hygiene, cover cough, etc.) and critical components of the Pandemic Preparedness Plan as well as social distancing measures.

L. The President's Cabinet

- Member(s) of the Pandemic Crisis Management Team.
- Advise and counsel Emergency Operations Center staff on matters pertaining to cancellation of mass gatherings (sporting events, concerts, etc.), faculty furloughs, cancellation of classes and school closure.
- Maintain active dialogue with counterparts at the Tennessee Board of Regents and Tennessee Department of Health to allow consensus legal advice regarding various aspects of the VSCC Pandemic Preparedness Plan.

M. The Pandemic Crisis Management Team

- Consists of all persons listed above.
- Implement the Pandemic Preparedness Plan that broadly addresses VSCC's response to the threat of a pandemic.
- Provide preparedness planning advice and assistance to those responsible for critical components of the plan.
- Ensure that all emergency equipment and supplies for operating the Emergency Operations Center are available and operational
- Schedule, coordinate and initiate emergency preparedness drills and exercises.
- Maintain a close and supportive working relationship with local public safety, local and regional emergency response officials and the Regional Health Department in order to ensure a coordinated and coherent emergency response effort.

Travel Recommendations and Restrictions

Persons visiting areas with reported outbreaks can reduce their risk of infection by observing the following measures:

Before any international travel to an area affected, VSCC personnel should:

- Visit the CDC's Travelers' Health website at <http://www.cdc.gov/travel> to educate themselves and any others who may be traveling with them about disease risks as well as
- Update all routine vaccinations and visit personal physician or healthcare provider preferably four to six weeks prior to traveling in order to receive any additional immunizations, medications, or information that might be needed
- Assemble a travel health kit containing basic first aid and medical supplies. Be sure to include a thermometer and alcohol-based hand sanitizer for hand

VSCC Pandemic Preparedness and Response Plan

hygiene. See the [Travelers Health Kit](#) page in *Health Information for International Travel* for other suggested items

- Avoid open markets where humans congregate in substantial number

Recovery

It is expected that a major pandemic event would seriously challenge the VSCC campus in many ways and would require considerable effort at multiple levels to plan and achieve a successful recovery. Anticipated losses among faculty, staff and students as well as lost revenue and perhaps lost property will impact all college functions. In this regard, a Recovery Planning Team, headed by the Vice President for Business and Finance, and including but not limited to, the Vice President of Student Services, Vice President for Academic Affairs, Senior Director of Plant Operations, Manager of Maintenance/HVAC, Director of Human Resources, Campus Police, and the Manager of Environmental, Health & Safety will convene and will address the following:

- Document temporary and permanent personnel losses among faculty, staff and students. Develop proposals for dealing with these losses.
- Document revenue, property and equipment losses. Develop proposals for dealing with these losses.
- Assess the safety and functional capacity of various structural facilities on campus to accommodate faculty and staff that are able to return to work.
- Assess the capacity of the campus as a whole to accommodate returning personnel (traffic control, safety, water supply, etc.).
- Obtain a functional status report from each department at VSCC. These reports should include assessments of faculty/staff availability, equipment and supply needs and a determination of the feasibility of resuming pre-pandemic work functions.
- Identify the conditions allowing for partial and complete resumption of various work functions on campus and develop a timetable to reach these goals.
- Develop a mechanism to notify faculty, staff and students about recovery plans and the eventual resumption of services on campus.

Pandemic Preparedness and Response Plan Appendices and Attachments

Appendix A.....Incident Level Responsibilities

Appendix B.....Crisis Management Team Contact Information

Attachment A.....Communicable Disease Notification Guidelines

Appendix A

Incident Level Responsibilities

VSCC Emergency Plan Response Level	Level 0 Planning	Level 1 Preparation	Level 2 Standby	Level 3 Suspension
Incident Response Level Criteria				
VSCC Emergency plan incident response level criteria	No current hazard to persons	Minimal immediate hazard to students, faculty and staff, minimal outside assistance required	Endangers students, faculty and staff. Requires coordination with outside agencies including health department and Tennessee Board of Regents	Significant risk to students, faculty, staff. Requires substantial coordination with outside agencies (health dept., TBR, local hospitals, etc.)
Situation	<ul style="list-style-type: none"> Human infections with a new virus but no sustained human to human transmission. 	<ul style="list-style-type: none"> Infection clusters in continental US but not in Tennessee. Public health advises preparing for social distancing. International travel warnings and passenger screenings begin. Virus shows high rate of transmission and/or mortality. 	<ul style="list-style-type: none"> Increased and sustained transmission in US population and Tennessee. Confirmed high rate of infectivity and/or mortality. Falling class attendance, many students leave campus. Employee absenteeism rises. 	<ul style="list-style-type: none"> Tennessee Department of Health (TDH) recommends curtail/cancelling of schools and mass gatherings in Tennessee. Critical campus staff encouraged to report to work.

VSCC Infectious Disease Control & Pandemic Preparedness

Incident Level Responsibilities

VSCC Emergency Plan Response Level	Level 0 Planning	Level 1 Preparation	Level 2 Standby	Level 3 Suspension
Responsibilities of Other Officials, Units and Departments				
All Departments and Units	<ul style="list-style-type: none"> • Become familiar with pertinent components of VSCC Pandemic Preparedness Plan (PPP). • Draft business continuity and academic continuity plans that are consistent with operational status of the college (Levels 1, 2, and 3). • Identify essential personnel/functions and less critical functions as previously described in the PPP. • Identify functions that can be carried out from off-campus sites. Develop working policy. • Identify capability to engage in Distance Learning. • Identify essential personnel Personal protective equipment(PPE) needs and stock items. 	<ul style="list-style-type: none"> • Develop plans to educate department/unit staff regarding infection transmission and infection prevention (hand hygiene, cove cough, etc.) and proper use of PPE. • Listing of essential staff and functions is reviewed and confirmed. • Plans for off-campus work functions are confirmed. • Review plans for business and academic continuity with staff. • Test distance learning methods. • Review plans for post-pandemic recovery. 	<ul style="list-style-type: none"> • Essential personnel receive PPE. • Department/Unit absenteeism is monitored and reported to HR. • Prepare to engage essential functions plan and to suspend less critical functions. • Prepare to engage plans for business and academic continuity and update staff and students. • Anticipate directives dealing with social distancing and cancellation of mass gatherings. 	<ul style="list-style-type: none"> • Essential personnel are encouraged to report to work. • Essential functions plan is implemented. • Off-campus work function plan is implemented. • Implement business and academic (distance learning) continuity plans. • Prepare to engage recovery plans.

VSCC Infectious Disease Control & Pandemic Preparedness

Incident Level Responsibilities

VSCC Emergency Plan Response Level	Level 0 Planning	Level 1 Preparation	Level 2 Standby	Level 3 Suspension
Emergency Management and Policy Making Responsibilities				
VSCC Emergency Operations Center members: Pandemic Influenza Crisis Management Team (CMT)	<ul style="list-style-type: none"> • Develop Pandemic Preparedness Plan (PPP) and Social Distancing Policy with input from state and regional health departments. • Update PPP annually and as needed. • Track preparedness tasks and accomplishments. • Identify essential functions and essential staff campus wide. • Draft and update departmental business continuity and academic operations continuity plan. • Assess personal protective equipment (PPE) needs and stock. 	<ul style="list-style-type: none"> • Assess threat and implement appropriate activities as described for each department and unit. • Listing of essential personnel with back-ups with designated critical function is reviewed and confirmed. 	<ul style="list-style-type: none"> • Assess threat and implement appropriate activities. • Provide advice concerning activation of the Emergency Operations Center (EOC). • Offer advice regarding implementing the PPP including plans for recovery in post pandemic period. 	<ul style="list-style-type: none"> • Crisis Management Team (CMT) establishes operations in the Emergency Operations Center or as circumstances warrant. • Implement Level 3 activities.

VSCC Infectious Disease Control & Pandemic Preparedness

Incident Level Responsibilities

VSCC Emergency Plan Response Level	Level 0 Planning	Level 1 Preparation	Level 2 Standby	Level 3 Suspension
--	---------------------	------------------------	--------------------	-----------------------

Emergency Management and Policy Making Responsibilities

<p>VSCC Emergency Command Center (EOC) members, President's Cabinet, Senior Staff</p>	<ul style="list-style-type: none"> Endorse VSCC Pandemic Preparedness Plan and Social Distancing Policy 	<ul style="list-style-type: none"> In conjunction with the Pandemic Influenza Crisis Management Team (CMT), ensure that various PPP components are ready for implementation. Endorse Implementation of appropriate Level 1 components of the Plan. 	<ul style="list-style-type: none"> In collaboration with TBR and the Regional Health Department, endorse implementing appropriate Level 2 components of the Plan. Evaluate and analyze effects of pandemic and reassess response and priorities. Review and update succession plan for VSCC leadership. 	<ul style="list-style-type: none"> In collaboration with TBR and the Regional Health Department, endorse implementing Level 3 components of the Plan. Examine frequent Pandemic Influenza CMT progress reports and advise regarding response and priorities. Review and update plans for post-pandemic recovery.
---	--	---	--	---

VSCC Infectious Disease Control & Pandemic Preparedness

Incident Level Responsibilities

VSCC Emergency Plan Response Level	Level 0 Planning	Level 1 Preparation	Level 2 Standby	Level 3 Suspension
Emergency Management and Policy Making Responsibilities				
President's Cabinet	<ul style="list-style-type: none"> • Participate in developing the VSCC Pandemic Preparedness Plan (PPP) regarding legal issues. • Identify essential Cabinet office staff and inform them of their responsibilities according to the operational status of the College (Levels 1, 2, and 3). • Identify less critical Cabinet office functions that could be curtailed or suspended depending on operational status. • Identify office business functions that can be conducted from off-campus sites. Develop working policy. • Collaborate with counterparts at TBR as policies are developed for extended leave, furloughs, cancellation of mass gatherings (sporting events, etc.) and cancellation of classes. • Function as resource for Business and Finance, Academic Affairs and others as plans for curtailing campus functions are developed. • Identify essential Cabinet office staff personal protective equipment (PPE) needs and stock necessary items. 		<ul style="list-style-type: none"> • Cabinet office staff are educated regarding infection transmission and infection preventive (hand hygiene, cover cough, etc.) and proper use of PPE. • Listing of essential Cabinet staff with back-ups and critical functions are reviewed and confirmed. • Plans for off-campus Cabinet office work functions are confirmed. • Cabinet contacts TBR and confirms legal aspects of PPP. 	<ul style="list-style-type: none"> • Essential Cabinet office staff is encouraged to report to work. • Essential functions plan is implemented. • Off-campus Cabinet conducted as feasible. • Maintain contact with TBR and advise CMT concerning decisions to cancel classes, to furlough employees, etc. • Participate in implementing recovery plans.

VSCC Infectious Disease Control & Pandemic Preparedness

Incident Level Responsibilities

VSCC Emergency Plan Response Level	Level 0 Planning	Level 1 Preparation	Level 2 Standby	Level 3 Suspension
Emergency Management and Policy Making Responsibilities (These Departments and Units need Pandemic Influenza Business Continuity Plans including verifying continuity of their supply chain.)				
Vice President Business and Finance	<ul style="list-style-type: none"> • The VP for Business and Finance or designee is the Director of the CMT. • Participate in developing the PPP particularly with regard to college business continuity. • Identify essential personnel and inform them of responsibilities according to the operational status of the college (open campus, partial function and closed campus). • Identify business functions that can be conducted from off-campus sites (home, etc.). • Identify less critical functions that could be suspended or curtailed depending on operational status. • Review pandemic event business continuity plans with President's Cabinet, TBR and faculty/staff. • Assess essential personnel PPE needs and stock necessary items. 	<ul style="list-style-type: none"> • Personnel are educated regarding infection transmission, infection prevention (hand hygiene, etc.) and proper use of PPE. • Listing of essential personnel with back-ups and designated critical functions are reviewed and confirmed. • Plans for off-campus business functions are confirmed. • Communicate with the President's Cabinet and TBR regarding potential financial impact (salaries, tuition, etc.) related to reduced operational status of the college. • Prepare communications for faculty, staff and students concerning financial consequences of reduced operational status (salaries, benefits, tuition). • Review plans for post-pandemic recovery. • Essential personnel receive PPE. • Business and Finance absenteeism is monitored and CMT is apprised of status. • Prepare to engage essential functions plan and to suspend less critical functions. • In collaboration with legal counsel and TBR, inform faculty, staff and students regarding plans for salary continuation, tuition adjustments, etc. 	<ul style="list-style-type: none"> • Essential personnel are encouraged to work. • Essential functions plan implemented. • Off-campus business functions are conducted as feasible. • Implement TBR approved plan for salary continuation and tuition adjustments during the pandemic event. • Prepare to implement recovery plans. 	

VSCC Infectious Disease Control & Pandemic Preparedness

Incident Level Responsibilities

VSCC Emergency Plan Response Level	Level 0 Planning	Level 1 Preparation	Level 2 Standby	Level 3 Suspension
Emergency Management and Policy Making Responsibilities				
Manager of EH&S	<ul style="list-style-type: none"> • Manager of EH&S is a member of the Pandemic Preparedness Planning team (PPP). • Participate in developing the VSCC PPP. • Assess PPE needs and order necessary items. • Collaborate with Public Relations to facilitate the distribution of educational materials concerning influenza prevention and infection control. • Verify continuity of supply chain. • Coordinate training for personnel on methods used to prevent disease transmission. 	<ul style="list-style-type: none"> • Ensure personnel are educated regarding infection transmission, infection prevention (hand hygiene, cover cough, etc.) and proper use of PPE including N95 masks. • Communicate regularly with the Vice President for Business and Finance regarding cases of illness. • Review and reinforce housekeeping cleaning and disinfection practices. 	<ul style="list-style-type: none"> • Ensure PPE is available to key personnel. • Prepare to engage essential functions plan and to suspend less critical functions. • Provide frequent updates to the Vice President for Business and Finance and the CMT regarding illness cases. 	<ul style="list-style-type: none"> • Essential Staff is encouraged to report to work. • Campus-wide essential functions plan is implemented. • Illnesses evaluated and reported to CMT on a daily basis.

VSCC Infectious Disease Control & Pandemic Preparedness

Incident Level Responsibilities

VSCC Emergency Plan Response Level	Level 0 Planning	Level 1 Preparation	Level 2 Standby	Level 3 Suspension
Emergency Management and Policy Making Responsibilities				
Campus Police	<ul style="list-style-type: none"> • Function as a member of the Crisis Management Team (CMT) and assists in developing the VSCC Pandemic Preparedness Plan. • Develop an open channel of communication and professional relationship with local law enforcement. • Ensure a functional and reliable communication capability with local law enforcement and local emergency responders. • Assess Personal protective equipment (PPE) needs for Campus Police staff and stock needed items. • Provide training to Campus Police personnel on methods used to prevent disease transmission (hand hygiene, PPE, vaccine, etc.) • Schedule, coordinate and initiate emergency preparedness drills and exercises. 	<ul style="list-style-type: none"> • Assist in implementing VSCC's preparedness plan. • Communicate actively with local law enforcement to coordinate impending security efforts. • Assist in coordinating CMT response with that of the Regional Health Department and local emergency responders. • Develop clear plans for securing any unused buildings on campus during a pandemic event. • Review and update plans for post-pandemic recovery. 	<ul style="list-style-type: none"> • Maintain high level communication with CMT, local law enforcement, local emergency responders and Regional Health Department. • Monitor the status of disease on campus. • Prepare for partial or complete campus closure. 	<ul style="list-style-type: none"> • Essential Campus Personnel are encouraged to work. • Maintain campus security. • Ensure that ingress and egress routes remain clear for emergency equipment. • Assist with safety needs for staff/students. • Provide frequent public safety updates to the CMT. • Prepare to implement recovery plans.

VSCC Infectious Disease Control & Pandemic Preparedness

Incident Level Responsibilities

VSCC Emergency Plan Response Level	Level 0 Planning	Level 1 Preparation	Level 2 Standby	Level 3 Suspension
Responsibilities of Essential Departments and Units (These Department and Units need Pandemic Influenza Business Continuity plans including verifying continuity of their supply chain.)				
Vice President for Student Services	<ul style="list-style-type: none"> • The Vice President of Student Services is a member of the Pandemic Crisis Management Team (CMT). • Participate in developing the VSCC PPP regarding social distancing during a pandemic event. • Identify essential personnel and inform them of responsibilities according to the operational status of the college (Levels 1, 2, and 3). • Identify less critical functions that could be curtailed or suspended depending on operational status. • Develop an educational effort to inform students about infection prevention methods (hand hygiene, etc.). • Assess essential 	<ul style="list-style-type: none"> • Staff is educated regarding infection transmission, infection prevention (hand hygiene, cover cough, etc.) and proper use of PPE. • Listing of essential personnel with back-ups and designated critical functions are reviewed and confirmed. • Inform students about Tennessee Department of Health position on social distancing which could result in recommendation to cancel campus events and classes and having student leave campus during a pandemic event. • Provide education to students through brochures, email, web page, etc. regarding infection transmission and infection control (hand hygiene, cover cough, etc.). • Issue advisories for student, faculty and staff planning international travel. • Issue advisories for students, faculty, staff and visitors arriving from affected areas. • Examine policies and procedures for recalling students, faculty and 	<ul style="list-style-type: none"> • Essential personnel receive PPE. • Prepare to engage essential functions plan and to suspend less critical functions. • Communicate frequently with students through email, web page, posting regarding status of the pandemic, social distancing policy, infection control issues, etc. • Using available communication, provide regular updates and advisories to student and faculty traveling abroad. • Anticipate directives dealing with social distancing and cancellations of events and classes. • Activate and coordinate the necessary activities of the committee. 	<ul style="list-style-type: none"> • Essential personnel are encouraged to report to work. • Students will have left campus to return to their families. • Continue to communicate with and offer advisories for overseas students, faculty, and staff. • Prepare to implement recovery plans.

VSCC Infectious Disease Control & Pandemic Preparedness

<p>Student Services (continued)</p>	<p>personnel PPE needs and stock necessary items.</p> <ul style="list-style-type: none"> • Include relevant information about VSCC pandemic planning in orientation programs for study abroad students and international students. 	<p>staff from affected areas.</p> <ul style="list-style-type: none"> • Apply State Health Department Guidelines when advising students, faculty, etc. who plan to study abroad in affected areas and ensure that policies and advisories are also consistent with International Student Exchange Program (ISEP) emergency preparedness protocols. • Encourage health screening for those returning from affected areas. • Review plans for post-pandemic recovery. 		
-------------------------------------	---	---	--	--

VSCC Infectious Disease Control & Pandemic Preparedness

Incident Level Responsibilities

VSCC Emergency Plan Response Level	Level 0 Planning	Level 1 Preparation	Level 2 Standby	Level 3 Suspension
Responsibilities of Essential Departments and Units (These Departments and Units need Pandemic Influenza Business Continuity Plans including verifying continuity of their supply chain.)				
Vice President for Academic Affairs	<ul style="list-style-type: none"> • The VP of Academic Affairs is a member of the CMT. • Participate in developing the VSCC PPP regarding Academic Affairs issues. • Identify essential Academic Affairs personnel and inform them of their responsibilities according to the operational status of the college (Levels 1, 2, and 3). • Identify less critical functions that could be curtailed or suspended depending on operational status. • Identify Academic Affairs business and educational functions that can be conducted from off-campus sites. Develop working policy. • Collaborate with Student Services and the Director of Information Technology to develop advisory guidelines for faculty to prepare methodologies for distance learning. Faculty should consider organizing teaching teams with an on-line curriculum should it become 	<ul style="list-style-type: none"> • Academic Affairs staff and faculty are educated regarding infection transmission and infection prevention (hand hygiene, cover cough, etc.) and proper use of PPE. • Listing of essential Academic Affairs staff with back-ups and critical functions are reviewed and confirmed. • Plans for Academic Affairs staff off-campus work. • Contact various college departments to review plans for course continuation and distance learning and alternative teaching-learning strategies depending on the operational status of the college. • Utilize the Health Alert/Pandemic 	<ul style="list-style-type: none"> • Essential personnel receive PPE. • Academic offices and academic departments absenteeism is monitored and CMT is appraised of status. • Prepare to engage Academic Affairs essential functions plan and to suspend less critical functions. • Use the Health Alert Pandemic Influenza web page and other communication methodologies to provide regular updates and advisories to faculty working abroad. • Clarify plans for course continuation and distance learning and communicate to faculty and students. List courses that will be cancelled, curtailed or converted to electronic format should the academic reach campus and Crisis Management Team 	<ul style="list-style-type: none"> • Essential Academic Affairs personnel are encouraged to report to work. • Essential functions plan is implemented. • Off-campus Academic Affairs business functions are conducted as feasible. • Continue to communicate with and offer advisories for overseas faculty. • Depending on the extent and severity of the pandemic, initiate alternative teaching and distance learning methodologies after receiving approval from the President, TBR and the CMT. • Provide frequent updates to CMT regarding course continuation efforts and availability of teaching faculty. • Prepare to implement

VSCC Infectious Disease Control & Pandemic Preparedness

<p>Academic Affairs (continued)</p>	<p>necessary to curtail or cancel classes on campus.</p> <ul style="list-style-type: none"> • Identify courses that can be adapted to distance learning methodology and those that cannot be adapted. • Participate in educational effort to inform Academic Affairs staff and teaching faculty about related components of PPP. • Include relevant information concerning pandemic planning in orientation programs for students – i.e. syllabus. • Plan to utilize the Health Alert/Pandemic Influenza web page to notify students, staff and faculty about implementing alternative teaching methods. • Identify essential personnel PPE needs and stock necessary items. • Develop plans for post-pandemic recovery 	<p>Influenza web page to inform faculty and students about specific plans for course continuation during a pandemic event.</p> <ul style="list-style-type: none"> • Issue advisories for faculty planning international travel. • Apply Regional Health Department Guidelines when advising faculty who plan to study/instruct in affected areas. • Contact College-At-Home to confirm capability and arrangements for distance learning. • Review plans for post-pandemic recovery 	<p>recommends cancelling classes and the President concurs.</p>	<p>recovery plans.</p>
---	---	---	---	------------------------

VSCC Infectious Disease Control & Pandemic Preparedness

Incident Level Responsibilities

VSCC Emergency Plan Response Level	Level 0 Planning	Level 1 Preparation	Level 2 Standby	Level 3 Suspension
Responsibilities of Essential Departments and Units (These Departments and Units need Pandemic Influenza Business Continuity Plans including verifying continuity of their supply chain.)				
Public Relations in coordination with the Pandemic Influenza Crisis Management Team	<ul style="list-style-type: none"> • Develop, post and regularly update a Pandemic web site. • Develop and distribute a pandemic brochure for faculty, staff and students. • Develop and post health alert messages regarding influenza and other communicable infectious diseases. 	<ul style="list-style-type: none"> • Alert faculty, staff and students concerning the content and availability of Level 1 communications (web page, brochure, postings). • Emphasize self-protection methods (hand hygiene, etc.). • Select and prepare an expert spokesperson for internal and external media communications. • Develop Level 2 communications regarding travel advisories, preparing for social distancing, etc. 	<ul style="list-style-type: none"> • Issue Level 2 communications concerning travel warnings, preparing for social distancing. • Crisis Management Team (CMT) receive PPE. • Develop post-pandemic communications dealing with recovery, medical clearance issues, etc. 	<ul style="list-style-type: none"> • Issue Level 3 communications regarding suspension of classes, social distancing, self-protection, etc. • Coordinate internal messages and news releases. • Manage media relations issues.

VSCC Infectious Disease Control & Pandemic Preparedness

Incident Level Responsibilities

VSCC Emergency Plan Response Level	Level 0 Planning	Level 1 Preparation	Level 2 Standby	Level 3 Suspension
Responsibilities of Essential Departments and Units (These Departments and Units need Pandemic Influenza Business Continuity Plans including verifying continuity of their supply chain.)				
Senior Director of Plant Operations & Manager of Maintenance/HVAC	<ul style="list-style-type: none"> • The Senior Director of Plant Operations and Manager of Maintenance are members of the Crisis Management Team (CMT). • Participate in developing the PPP. • Identify essential personnel and inform of responsibilities. • Ensures all emergency equipment and supplies for operating the Emergency Operations Center (EOC) are available and operational. • Conduct a needs assessment for housekeeping supplies. • Identify specific campus facilities that would be available to staff remaining on campus during a pandemic event. • Review facility, utility and vehicle needs to support college functions during 	<ul style="list-style-type: none"> • Educate staff in infection prevention practices and appropriate usage of PPE. • Listing of essential personnel with back-ups and designated critical functions is reviewed and confirmed. • Review, document and ensure electrical power needs. • Confirm capability to provide services including sanitations needs for campus buildings that will remain open during pandemic event. • Review and update plans for post-pandemic recovery. 	<ul style="list-style-type: none"> • Essential personnel receive PPE • Emergency Operations Center (EOC) is inspected and power sources tested. • Ensure availability of batteries and generators. • Prepare staff to provide support to designated open buildings. • Prepare to engage Plant Operations essential functions plan and to suspend less critical functions. • Prepare for partial or complete campus closure. 	<ul style="list-style-type: none"> • Essential personnel are encouraged to report to work. • Campus-wide essential functions plan is implemented. • Housekeeping procedures are modified to prioritize essential personnel areas, open campus buildings and EOC. • Plant Operations staffing is assessed on a daily basis and reports are provided to the CMT. • Update CMT on a daily basis regarding usage and function of various campus buildings. • Prepares to implement recovery plans.

VSCC Infectious Disease Control & Pandemic Preparedness

	pandemic event		
--	----------------	--	--

Incident Level Responsibilities

VSCC Emergency Plan Response Level	Level 0 Planning	Level 1 Preparation	Level 2 Standby	Level 3 Suspension
Responsibilities of Essential Departments and Units				
(These Departments and Units need Pandemic Influenza Business Continuity Plans including verifying continuity of their supply chain.)				
Chief Information Officer	<ul style="list-style-type: none"> The Chief Information Officer is a member of the Pandemic Crisis Management Team (CMT). Participate in developing the VSCC Pandemic Preparedness Plan PPP regarding Information Technology issues. Identify essential personnel and inform them of responsibilities according to the operational status of the college (Levels 1, 2, and 3). Identify less critical functions that could be curtailed or suspended depending on operational status. Identify business functions that could be conducted from off-campus sites. 	<ul style="list-style-type: none"> Staff is educated regarding infection transmission, infection prevention (hand hygiene, cover cough, etc.) and proper use of PPE. Listing of essential personnel with back-ups and designated critical functions are reviewed and confirmed. Plans for off-campus work functions are confirmed. Ensure that VSCC Health Alert/Pandemic Influenza web page is current and readily available. Test and confirm functionality of all internal and external communications systems (phone, radio, computer) and appraise CMT of findings. Participate in educational effort to inform staff about related components of PPP. Collaborate with Public Relations office to develop a Health Alert/Pandemic Influenza web page. Ensure that EOC includes 	<ul style="list-style-type: none"> Essential personnel receive PPE. Prepare to engage essential functions plan and to suspend less critical functions. Monitor departmental absenteeism and advise CMT. Assist in implementing plans for distance learning. Provide weekly updates to CMT regarding function of Academic Technology and other essential internal and external communications systems. Fully evaluate communications capability of EOC and report to CMT. Test and confirm function of hotline or call center. 	<ul style="list-style-type: none"> Essential personnel are encouraged to report to work. Campus-wide essential functions plan is implemented. Ensure off-campus technology business functions are conducted as feasible and help to facilitate distance learning. Maintain EOC and all other essential communications systems in working order. Support function of hotline/call center. Collect department employee absenteeism data and report to CMT. Prepare to implement recovery plans.

VSCC Infectious Disease Control & Pandemic Preparedness

<p>Chief Information Officer</p>		<p>complete computer, telephone, radio and TV capabilities and various components are compatible with communications used by local law enforcement, CMT, etc.</p> <ul style="list-style-type: none"> • Develop an emergency 1-800 hotline capability to provide information for students, parents and others during a crisis period. • Identify essential personnel PPE needs and stock necessary items. 		
----------------------------------	--	--	--	--

VSCC Infectious Disease Control & Pandemic Preparedness

Incident Level Responsibilities

VSCC Emergency Plan Response Level	Level 0 Planning	Level 1 Preparation	Level 2 Standby	Level 3 Suspension
Responsibilities of Essential Departments and Units (These Departments and Units need Pandemic Influenza Business Continuity Plans including verifying continuity of their supply chain.)				
Senior Director of Human Resources	<ul style="list-style-type: none"> • The Director of Human Resources is a member of the Pandemic CMT. • Participate in developing the VSCC PPP regarding various employee issues (leave policy, reassignments, furloughs, tele-working, essential personnel rosters, etc.) • Advise Crisis Management Team (CMT) on all Human Resources issues. • Coordinate with TBR on leave policies. • Identify essential HR personnel. Define and inform them of their roles and responsibilities according to the operational status of the college (Levels, 1, 2, and 3). • Develop and maintain HR notification roster. • Identify Employee Assistance (EAP) and other counseling services 	<ul style="list-style-type: none"> • Level 0 actions PLUS • Educate staff regarding infection transmission, infection prevention (hand hygiene, cover cough, etc.) • Review and Confirm listing of essential HR personnel with back-ups and designated critical functions. • Communicate with VP of Business and Finance to define policies for employee leaves, furloughs and reassignments. • Inform campus faculty/staff about policies pertaining to essential personnel, furloughs, extended leave, etc. • Confirm methodology to be used to monitor staff absences and to provide back-up functions for essential campus staff who are absent from work. • Review plans for post-pandemic recovery. 	<ul style="list-style-type: none"> • Level 1 actions PLUS • Essential HR personnel Receive PPE. • In conjunction with CMT leadership, review staffing status of EOC. • Alert campus staff about potential conversion to essential personnel operations, review furlough plans and offer employee counseling services. • Coordinate with TBR on leave policies in preparation for Level 3. • Communicate with VP of Business and Finance regarding furloughs and leaves. • Ensure information is disseminated on furloughs and leaves. • Depending on TBR decision on leaves coordinate with departments to determine who will be working/off in level 3 • If furlough without pay is 	<ul style="list-style-type: none"> • Level 2 actions PLUS • Campus-wide essential functions plan is implemented. • In conjunction with CMT leadership, review staffing status of EOC. • Coordinate EAP and other counseling services. • Depending on TBR decision on leaves coordinate with departments to determine who is working. • Coordinate HR staffing to maintain essential functions. • Change contract dates for new faculty and staff if necessary. • Suspend non-essential HR functions, e.g.

VSCC Infectious Disease Control & Pandemic Preparedness

<p>Senior Director of Human Resources (continued -2)</p>	<p>for faculty and staff.</p> <ul style="list-style-type: none"> Identify less critical functions that could be curtailed or suspended depending on operational status. Identify business functions that can be conducted from off-campus sites, including home. Determine if policies need to be changed or adapted to allow those who work from home to claim expenses, e.g. telephone, cell phone costs. Determine which HR staff can work from home and acquire appropriate telephone and network access capabilities at the appropriate time. Participate in educational effort to inform employees about HR related components of PPP. Identify essential personnel PPE needs and stock necessary items. 	<ul style="list-style-type: none"> Alert hiring departments to determine if incoming faculty and staff are arriving from an infected location prior to their arrival, and to advise those incoming personnel of appropriate policies and procedures. Notify department to monitor travel destinations of faculty, staff and students. Determine if medical clearance or <u>XX</u> day clearance is required for incoming personnel from affected areas. Determine if medical certification forms (FMLA) need to be completed by employees returning to work after illness. Determine what the policy is for hiring and contract start dates for personnel who are scheduled to arrive during Level 3. Consider non-essential HR actions to be suspended, e.g. training, audits, reorganizations. Analyze need for hiring freeze and suspension or delaying of hiring actions for non-essential personnel. 	<p>likely for Level 3, advise departments of staffing rotation methodologies so maximum number of employees can work enough in order to keep health insurance and other deductions paid.</p> <ul style="list-style-type: none"> Monitor employee staffing and absenteeism and report to CMT. Offer recommendations regarding employee assignments to maintain essential functions. Notify department to monitor travel destinations of faculty, staff and students. Be prepared to change contract dates for new faculty and staff. Postpone or suspend non-essential hiring decisions and posting of advertisements for non-essential personnel. Suspend non-essential HR functions, e.g. training, audits, reorganizations. 	<p>training, audits, reorganizations, posting of advertisements for non-essential personnel.</p> <ul style="list-style-type: none"> Off-campus HR business functions are conducted as feasible. Prepare to implement recovery plans.
--	---	--	---	--

VSCC Infectious Disease Control & Pandemic Preparedness

Incident Level Responsibilities

VSCC Emergency Plan Response Level	Level 0 Planning	Level 1 Preparation	Level 2 Standby	Level 3 Suspension
Responsibilities of Essential Departments and Units (These Departments and Units need Pandemic Influenza Business Continuity Plans including verifying continuity of their supply chain.)				
Manager of Payroll	<ul style="list-style-type: none"> • Become familiar with pertinent components of VSCC PPP. • Identify essential personnel and define their roles and responsibilities. • Assess essential personnel Personal Protection Equipment needs and stock. 	<ul style="list-style-type: none"> • Personnel are educated regarding infection transmission and infection prevention (hand hygiene, cover cough, etc.) and proper use of PPE. • Consult the VSCC Health Alert/Pandemic Influenza web page on a daily basis for updates and advisories. • Review plans for post-pandemic recovery. 	<ul style="list-style-type: none"> • Receive PPE. • Communicate with VP of Business and Finance regarding payroll. • Ensure information is disseminated on payroll. • Depending on TBR decision on leaves and payroll, coordinate with departments to determine who will be working/off in level 3 	<ul style="list-style-type: none"> • Depending on TBR decision on leaves and payroll, coordinate with departments to determine who is working. • Prepare to implement post-pandemic recovery plans. • Coordinate with departments to obtain absenteeism data and determine/monitor employee health status and leave balances.

VSCC Infectious Disease Control & Pandemic Preparedness

Incident Level Responsibilities

VSCC Emergency Plan Response Level	Level 0 Planning	Level 1 Preparation	Level 2 Standby	Level 3 Suspension
Responsibilities of Other Officials, Units and Departments				
Campus Building Coordinators	<ul style="list-style-type: none"> • Become familiar with pertinent components of VSCC PPP. • Fully coordinate response to a pandemic event with Campus Police, EH&S and Plant Operations. • Consult the VSCC Health Alert/Pandemic Influenza web page for updates and advisories. 	<ul style="list-style-type: none"> • Personnel are educated regarding infection transmission and infection prevention (hand hygiene, cover cough, etc.) and proper use of PPE. • Consult the VSCC Health Alert/Pandemic Influenza web page on a daily basis for updates and advisories. • Monitor occupancy and functional designation for campus buildings on a weekly basis. Report findings to Crisis Management Team (CMT). • Review plans for post-pandemic recovery 	<ul style="list-style-type: none"> • Receive PPE. • Continue to coordinate with Campus Police, EH&S and Plant Operations. • If needed, provide periodic campus building status reports to CMT. 	<ul style="list-style-type: none"> • If supervisor deemed coordinator as essential staff, continue to coordinate efforts with Campus Police and other services. • Participate in implementing recovery plan.

VSCC Infectious Disease Control & Pandemic Preparedness

Incident Level Responsibilities

VSCC Emergency Plan Response Level	Level 0 Planning	Level 1 Preparation	Level 2 Standby	Level 3 Suspension
Critical Interfaces with other Entities				
VSCC Departments Using Suppliers and Vendors	<ul style="list-style-type: none"> • Review plans for service or business continuity with interrupted or discontinued supplies. • Review options for stockpiling and/or identifying alternative suppliers. • Assess impact resulting from interrupted or discontinued supplies. • Inform Pandemic CMT of potential major impacts resulting from supply interruption/discontinuation. 	<ul style="list-style-type: none"> • Provide periodic updates to CMT regarding availability of major supplies. • Provide periodic impact assessments. • Review plans for post-pandemic recovery. 	<ul style="list-style-type: none"> • Provide frequent updates to CMT regarding supply lines and availability of critical supplies. • Provide frequent impact assessments. 	<ul style="list-style-type: none"> • Same as Level 2. • Prepare to implement post-pandemic recovery plans.

VSCC Infectious Disease Control & Pandemic Preparedness

Incident Level Responsibilities

VSCC Emergency Plan Response Level	Level 0 Planning	Level 1 Preparation	Level 2 Standby	Level 3 Suspension
Critical Interfaces with other Entities FOOD SERVICES				
Food Services	<ul style="list-style-type: none"> • Identify suppliers and alternates for meals provided on campus. • Identify essential personnel and define their roles and responsibilities. • Assess essential personnel personal protective equipment needs and stock. • Participate in efforts to limit infection transmission by emphasizing hand hygiene. 	<ul style="list-style-type: none"> • Listing essential Food Service personnel with back-ups and designated critical functions is reviewed and confirmed. • Emphasize infection prevention methodology – particularly hand hygiene to staff. 	<ul style="list-style-type: none"> • Essential personnel receive PPE. • Prepare to engage only essential functions plan. • Hand hygiene measures are strictly enforced. • Prepare to implement plans for social distancing which may eliminate gatherings in common dining areas. 	<ul style="list-style-type: none"> • Essential personnel are encouraged to report to work. • Campus-wide essential function plan is implemented. • Prepare to implement post-pandemic recovery plans

VSCC Infectious Disease Control & Pandemic Preparedness

Appendix B

Crisis Management Team Contact Information

<u>Name</u>	<u>Title</u>	<u>Office Number</u>	<u>Alternate Number</u>	<u>E-mail</u>
Dr. Jerry Faulkner	President	615-230-3501	423-903-3719 615-461-7025	Jerry.Faulkner@volstate.edu
Karen Waller	Administrative Assistant to the President	615-230-3500	615-824-2548	Karen.Waller@volstate.edu
Jessica Lewis	Special Assistant for Strategic Initiatives	615-230-3530	629-213-9794	Jessica.Lewis@volstate.edu
Beth Carpenter	Vice President of Business & Finance	615-230-3560	615-306-4469	Beth.Carpenter@volstate.edu
Emily Short	Vice President for Student Services	615-230-3440	615-826-9774 615-243-0416	Emily.Short@volstate.edu
George Pimentel	Vice President for Academic Affairs	615-230-3555	615-400-2278	George.Pimentel@volstate.edu
Karen Mitchell	Vice President of Resource Development	615-230-3505	615-824-4072 615-509-8182	Karen.Mitchell@volstate.edu
Colette Catania	Vice President IE, Research, Planning Assessment	615-230-3204	813-482-8579	Colette.Catania@volstate.edu
Tami Wallace	Director of Public Relations	615-230-3573	615-935-8335 615-447-3441	Tami.Wallace@volstate.edu
Nick Bishop	Vice President for Economic & Community Development	615-230-4788	865-617-6691	Nicholas.Bishop@volstate.edu

VSCC Infectious Disease Control & Pandemic Preparedness

<u>Name</u>	<u>Title</u>	<u>Office Number</u>	<u>Alternate Number</u>	<u>E-mail</u>
Lori Cutrell	Senior Director of Human Resources	615-230-4834	615-230-2066 615-202-6752	Lori.Cutrell@volstate.edu
William Newman	Senior Director of Plant Operations	615-230-3600	615-300-2000	William.Newman@volstate.edu
Donald Bailey	Manager of Maintenance	615-230-3601	629-207-8642	Donald.Bailey@volstate.edu
Michelle Boyd	Manager of Env., Health & Safety	615-230-3617	731-707-0227	Michelle.Boyd@volstate.edu
Chief Lawson	Chief of Campus Police	615-230-3576	615-545-8073	Angela.Lawson@volstate.edu
Tim Anschuetz	Assistant Chief of Campus Police	615-230-3596	615-604-3906	Tim.Anschuetz@volstate.edu
Lisa Morris	Office Supervisor	615-230-3595	615-388-3087	Lisa.Morris@volstate.edu
Kevin Blankenship	Chief Information Officer	615-230-3428	615-715-9117	Kevin.Blankenship@volstate.edu
Joey Bowling	Manager of Payroll	615-230-3566	615-878-0165	Joey.Bowling@volstate.edu
Mike Powell	Director - Livingston Campus	931-462-5201	931-260-7846 931-544-7224	Mike.Powell@volstate.edu
AnneMarie McKee	Director - Highland Crest Campus	615-433-7031	615-293-8338	AnneMarie.McKee@volstate.edu
Lori Richards	Director - Cookeville Campus	931-520-4625	931-397-0420	Lori.Richards@volstate.edu

VSCC Infectious Disease Control Pandemic Preparedness

Attachment A

Guidelines for Notification of Communicable Diseases

Volunteer State Community College (VSCC) recognizes the implications that the spread of a communicable disease can have on the health, safety and welfare of the campus community. Measures are taken daily, by VSCC custodial staff, to help prevent the spread of the common cold, flu, and other routine communicable diseases. On occasion, VSCC students or employees may contract a communicable disease that is more severe in nature. In these instances, timely notification is imperative.

Persons who know, or have reason to believe, they are infected with a serious communicable disease that can be spread through casual contact and can impact the health and safety of VSCC students, employees or visitors, should notify the appropriate college personnel by following the guidelines below:

Students who know, or have reason to believe, that they are infected with a serious communicable disease should immediately report it to the Vice President of Student Services. If the Vice President of Student Services is unavailable, they should report it to the Assistant Vice President for Student Services & Enrollment Management. If offices are closed, they should report it to the Campus Police Department.

Employees who know, or have reason to believe, that they are infected with a serious communicable disease should immediately report it to the Manager of Environmental, Health & Safety. If the Manager of Environmental, Health & Safety is unavailable, they should report it to the Director of Human Resources. If offices are closed, report it to the Campus Police Department. Employees should also inform their supervisor or department chair.

The preferred method of communication when you have a communicable disease is by phone or email.

Please note the following contact information for Volunteer State Community College:

- Manager of Environmental, Health & Safety - Michelle Boyd
615-230-3617, Michelle.Boyd@volstate.edu, Wood Campus 106J
- Vice President for Student Services - Emily Short
615-230-3440, Emily.Short@volstate.edu, Wood Campus 217
- Assistant VP for Student Services – Kyle Barron
615-230-3477 Kyle.Barron@volstate.edu, Wood Campus 217
- Senior Director of Human Resources – Lori Cutrell
615-230-4834, Lori.Cutrell@volstate.edu, Ramer 139B
- Chief of Campus Police – Angela Lawson
615-230-3595, Angela.Lawson@volstate.edu Wood Campus 105
- Assistant Chief of Campus Police – Tim Anschuetz
615-230-3595, Tim.Anschuetz@volstate.edu, Wood Campus 105

VSCC Infectious Disease Control Pandemic Preparedness

Reporting should include as much information as possible, including:-

- names of individuals involved
- all available contact information for the individuals involved:
 - phone numbers (e.g., cell, home, office)
 - e-mail address(es)
 - emergency contact information
- student information (if applicable):
 - phone numbers
 - email address
 - emergency contact information
- the date and time of the following:
 - diagnosis and/or symptoms
 - treatment
 - campus notification

Employees of the college who become aware of a student or an employee who has contracted a serious communicable disease that can be spread through casual contact must contact the appropriate personnel with that information.

Anyone else who becomes aware of a student or an employee who has contracted a serious communicable disease that can be spread through casual contact is also encouraged to contact the appropriate personnel, with that information.

The Manager of Environmental, Health & Safety is responsible for notifying the Sumner County Health Department (as required) and the appropriate campus officials. The college will follow recommendations provided by the Health Department.

Students or employees who have been diagnosed with a serious communicable disease must submit a doctor's release before being allowed to return to school or work.

Confidentiality of personal information, including medical information and the name of the individual, must be respected to the fullest extent possible. Such information shall be disclosed only on a need-to-know basis.

For questions about this protocol, contact Michelle Boyd, Manager of Environmental Health & Safety, at 615-230-3617

In the event a campus notification is necessary, Public Relations should be notified so that they may assist in the communication process.