



Pandemic Illness
Emergency Operations Plan
COVID-19 Edition

Revised and Updated for COVID-19: July 13, 2020

Emergency Operations Plan – Pandemic Illness

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PURPOSE

The purpose of this Emergency Operations Plan is to optimize the University's preparedness and ability to prepare for and manage the COVID-19 emergency with the objective of helping protect people, property, and university operations. Advance preparation is a key and critical concept. Initially developed in anticipation of an influenza pandemic, the plan has been revised based upon live-action-learning during the current (2019-2020) COVID-19 emergency, both from local and CDC experience. Additional learning and revisions are expected as the current emergency situation is dynamic.

In the event of another pandemic illness outbreak, this plan will be modified to address the specific threat, which could include: Influenza (A/B) and H1N1, Corona Virus (including COVID-19; Chicken Pox (Varicella), Rubella/ Rubeola, Meningitis (Bacterial/Viral), Hepatitis A, Tuberculosis, Severe Adult Respiratory Syndrome (SARS), Ebola, Ringworm and other Fungal Infections, Staphylococcus Aureus, and Methicillin Resistant Staphylococcus Aureus (MRSA.)

Excluded from the scope of this exposure control plan are communicable diseases that are transmitted through sexual contact and needle usage such as Hepatitis B, HIV, AIDs.

SCOPE

This Emergency Operations Plan addresses the five primary missions of emergency preparedness: Prevention, Protection, Mitigation, Response, and Recovery.

Prevention

Prevention is the action taken to prevent a contagious disease outbreak (incident) from occurring. You have likely seen posters around campus sourced from the CDC regarding covering coughs and sneezes, washing hands, wearing facemasks, etc. These are illness prevention measures.

Protection

Protection focuses on taking actions to protect from threats. During the current pandemic emergency, facilities were closed to the public, residence and dining halls were closed, and classrooms became virtual.

Mitigation

Mitigation activities lessen the impact or even eliminate the potential impact of a threat, namely contagious disease in this case. Mitigation strategies employed during the COVID-19 emergency included having employees stay-at-home and telework and faculty provide instruction from home using distance education technology.

Response

Response concerns the capabilities to respond to a real and present danger (threat) and stabilize the situation. Higher education is deemed an essential business that **must** continue operations during a pandemic emergency. Response includes maintaining safety and security and minimizing disruptions to, and assuring continuity of, operations.

Recovery

Recovery seeks to restore operations to near normal or the new normal. This phase includes return-to-campus (RTW) plans and re-opening the campus for face-to-face education in the fall. Although CU is primarily a bricks-and-mortar school, the new normal will include for example having a hybrid aspect to each class and faculty training on online instruction (Quality Matters).

PREPARATION PLANNING

PREVENTION

With regard to prevention of the transmission of communicable illness, it is important to understand terminology. Infectious diseases are communicable by either direct or indirect contact.

Transmission of Infectious Disease

Direct Contact

Some communicable diseases are transmitted from direct contact with an infected individual or their bodily discharges or fluids, such as respiratory droplets, blood, or semen, or by contact with contaminated surfaces or objects. COVID-19 is an example of a disease that **IS** typically transmitted by direct contact.

Indirect Contact

Other communicable diseases are spread by indirect or non-human contact such as through mosquitoes, fleas, or mice and not from or by a person. COVID-19 is an example of a disease that **IS NOT** typically transmitted by indirect contact.

PROTECTION

Individuals with Contact Exposure Risk

When on campus, it is an assumed risk that faculty, staff, students, volunteers, or event participants may face exposure to a communicable disease. Individuals may come in contact with an individual who is infected and are therefore urged to take all reasonable safety precautions including wearing of facemasks/face coverings, proper handwashing, cleaning, and social distancing. Additionally, individuals may also benefit from environmental protections such as Plexiglas barriers or plastic face shields.

Individuals with potentially greater risk of direct contact exposure related to the nature of their work include Athletic Trainers (AT), Health Center Staff (HCS), Housing Staff, and Coaching Staff. The AT and HCS staff shall wear appropriate personal protective equipment (PPE) when attending to “patients/students.” Coaching, Housing, and Public Safety staff are to take standard safety precautions unless dealing with individuals known to be infectious.

MITIGATION

Containment Activities

In the event of an active contagious disease case such as COVID-19 on campus, the VP of Student Affairs and Chief Human Resources Officer (CHRO) will consult with the Director of Medical Services to determine the extent of the involvement of other university offices in the containment of the

communicable disease, which may include a recommendation to the President on implementation of the emergency response plan.

Infectious Disease Containment Strategies

Infectious disease containment strategies are a means whereby infectious disease progression may be slowed during the early phases of disease spread. Common strategies include quarantine/isolation, self-protection (respiratory etiquette, hand washing, facemask wearing, etc.), social distancing (staggering of work shifts, decreased face-to-face meetings, etc.) and cancellation of public events and/or classes. The CDC has set forth guidelines for discontinuation of quarantine and isolation, which shall be downloaded and followed when an outbreak occurs. See the Return to Campus website at [https://www.concord.edu/Student-Life/Student-Health-Wellness/Coronavirus-\(1\).aspx](https://www.concord.edu/Student-Life/Student-Health-Wellness/Coronavirus-(1).aspx).

Quarantine keeps someone who might have been exposed to a contagious disease away from others. Such individuals may be symptomatic and awaiting test results or an individual who has been identified as having close contact with an infected individual, whether symptomatic or asymptomatic.

Isolation separates people who are infected with the virus away from people who are not infected. Often isolation refers to staying at home or in seclusion. The university has identified and will make available space for isolating infected students.

Healthcare needs

The University will facilitate student outpatient healthcare needs through the Student Medical Center with appropriate medical referral.

Surveillance and Case Investigation

Concord will participate in state and local case surveillance and investigation activities as appropriate. Furthermore, the University will coordinate with our clinical partners (Princeton Community Hospital and Mercer County Health Department, and Department of Health and Human Resources) to insure that potential cases on campus are referred to medical professionals for illness identification, reduction of potential transmission to others to the extent possible, and insure that those efforts are conducted in a manner that is most effective for the community.

The University has adopted symptom-based criteria testing and quarantine/isolation requirements. The DHHR has official responsibility for contact tracing both on campus and in the community. However, internal contact tracing will be conducted by Concord staff for active COVID-19 cases on campus involving faculty, staff, and/or students. The internal contact tracing will begin immediately upon identification of a positive case to provide for earlier identification and response.

Contact tracing is to identify individuals who have come in “close contact” with COVID-19.

CDC has defined what counts as “close contact” requiring quarantine:

- You were within 6 feet of someone who has COVID-19 for at least 15 minutes
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (touched, hugged, or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

For additional information on quarantine go to the CDC site: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

Illness Reporting Requirements

Faculty, Staff, and contractual workers who believe they may be infected with Covid-19 or another contagious disease shall alert their immediate supervisor and quarantine themselves consistent with CDC recommendations for COVID-19 or the other contagious disease.

Students who suspect that have COVID-19 or another contagious disease will contact the Student Health Center (SHC). SHC staff will examine, diagnose, and recommend appropriate care. All cases of Covid-19 positive tests will be reported to the Mercer County Health Department, in accordance with HIPAA and other regulatory laws and procedures.

Health and Medical

In a pandemic, as the number of ill people seeking cares increases, the availability of the medical community to meet demand is greatly diminished.

Any individual who exhibits symptoms of a pandemic illness such as COVID-19 or another contagious disease or who believes to have been exposed to an infectious disease must follow the protocol found in the CU Communicable Disease Procedures (if a student) or in the RTW plan (if an employee).

The need for isolation and quarantine of individuals will be determined by protocols established by the CDC. See the RTW Plan, the CU Communicable Disease Procedures for Students (Appendix A), and CU Housing & Residence Life Isolation & Quarantine Plan in Appendix A and online at [https://www.concord.edu/Student-Life/Student-Health-Wellness/Coronavirus-\(1\).aspx](https://www.concord.edu/Student-Life/Student-Health-Wellness/Coronavirus-(1).aspx).

The COVID-19 pandemic has resulted in stress and emotional trauma for responders, healthcare providers, individuals, and communities. Employees, students, and the public require information on how to recognize and cope with the short and long-term risk of sustained stress brought on by the pandemic.

Vaccines

Typically, vaccines and antivirals are allocated on a priority basis during a pandemic with priority established based upon the recommendations of the CDC.

Antiviral drugs are not a panacea during an epidemic, but only a means of control. In the case of COVID-19, no vaccines have been released at this time.

Pandemic Coordination

Internal Coordination

Concord's COVID-19 response efforts will be well-coordinated internally as outlined in this document and the CU Communicable Disease Procedures. Large scale policy decisions will be made and implemented during the course of the pandemic. Such decisions will reflect guidance from the CDC, DHHR, and other governmental authorities.

Emergency Operations Plan – Pandemic Illness

A Rapid Respond Team will be activated, a Pandemic Coordinator named, and the emergency response plan implemented by the President in response to a declared or recognized pandemic.

Rapid Response Team - Key contact/alternate)

- Team leader – Dr. Kendra Boggess
- Pandemic Coordinator – Dr. David Campbell, Director of Medical Services
- Administration Representatives – Dr. Ed Huffstetler and Dr. Chuck Becker
- Student Affairs, Dr. Sarah Beasley
- Student Health Services – Dr. David Campbell/Ms. Ruthie Rhodes
- Student Counselling Center Staff – Ms. Marie Newcomb-Lewis
- Human Resources – Dan Fitzpatrick / Rose Preston
- Student Housing Staff – Mr. Bill Fraley
- Public Safety and Security – Chief Mark Stella/Officer Tim Wolfe/Officer Terry Moulder
- Communications Staff – Mrs. Alicia Besenyi/PR staff
- Environmental Health/Physical Plant staff – Mr. Gerry Vonville/Mr. Wayne Hebb
- Aramark Representative – Mr. Randy Keaton
- Academic Affairs – Dr. Ed Huffstetler/Dr. Jill Nolan
- Student Representative – SGA president/BOG student representative
- WFF representative – Ms. Tina Brown
- Beckley Center – Dr. Susan Williams

External Coordination

Concord's pandemic response efforts will be well-coordinated externally with all relevant partners including state and local health departments, state and local emergency managers, Princeton Community Hospital, and others.

The Director of Medical Services is the President's designated liaison with the Health Department or other emergency management authority during a pandemic. The liaison will provide updates about items of mutual interest and concern in the management of the pandemic.

External Advisory Group

Advisory Group Coordinator – Dr. Kendra Boggess

Student Health Services – Dr. David Campbell

Athens community representative – Mayor and/or his/her designee

Concord Child Development Center representative – Ms. Melanie Farmer

Legal representative – Ms. Kristin Boggs, General Counsel, HEPC

HEPC Health representative – Dr. Cynthia Persily, Senior Director of Health Sciences

Health and Medical – Mercer County Health Department

Safety and Health Training

Concord will provide a program of education and training for members of the university community focusing on protection, prevention, and mitigation strategies during the pandemic.

Faculty and Staff

The Office of Human Resources shall provide or coordinate employee training about controlling communicable diseases. At a minimum the training shall include:

- Basic Safety and Health Protections to reduce the risk of COVID-19 infection (COVID-19 Safety PowerPoint)
- Pandemic Illness Emergency Operations Plan – An overview
- Recovery and Reopening of On-campus Operations – an overview

Training records are completed for each employee upon completion of training. These documents will be kept for at least three years in the Office of Human Resources.

The training records include:

- the dates of the training sessions
- the contents or a summary of the training sessions
- the names and qualifications of persons conducting the training
- the names and job titles of all persons attending the training sessions

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be addressed to Office of Human Resources.

Students

The Office of Student Affairs shall provide or coordinate student training about controlling communicable diseases. Training shall include:

- Overview of the Communicable Disease Plan and Key Procedures
- Overview of the methods of infection and communicability of diseases
- Methods of self-protection

RESPONSE

COVID-19

The university's internal response to the COVID-19 emergency utilized a number of teams to address all aspects of operations and included collaborating with external agencies and organizations and networking of higher education administrators at multiple levels. The university's IT team executed technological solutions to facilitate remote work and learning and maintaining network operations.

The University's Counselling Center employed tele-counselling provide services to vulnerable students. A number of Business Continuity and Recovery Teams were established to think through current response and begin planning for recovery operations.

Handling a Pandemic Outbreak (aka Exposure Control Plan)

Communications

The President or designee, the Vice President for Student Affairs, and/or the Vice President for Advancement will be the sole spokesperson(s) for the University in communicating with the media and the public.

Concord will ensure that all stakeholders have access to accurate and timely information regarding the University's efforts to respond to COVID-19.

Employees

University employees are not to report to work if symptomatic of COVID-19 and will follow the existing policy with regard to reporting off work. See the Return to Work Plan for guidance and additional information on university employees.

Contractors

The employees of contracted companies will follow those guidelines established by their corresponding organizations (Aramark, Follett, and WFF, etc.)

Students

Students are not to report to school or work if symptomatic of COVID-19 and will follow the procedures set forth in the CU Communicable Disease Procedures, which are applicable to all students whether residential, commuter, or special event.

Testing, Quarantine, and Isolation

In the event a student or employee has been diagnosed with a pandemic illness, such information is communicated to appropriate member(s) of the Pandemic Illness Rapid Response Team to initiate internal contact tracing.

The university will exercise an abundance of caution, to preserve the health and well-being of the campus community. As a result, those with minor symptoms of illness that mimic a pandemic illness will be subject to the same criterion and procedures as those who have contracted the pandemic illness until sufficient evidence exists to exempt said individuals.

At all times, the privacy of the diagnosed individual and the confidentiality of that person's health information will be valued and respected. Information will only be shared on a "need to know" basis to protect the health and welfare of the campus community and consistent with HIPAA regulations protecting the rights of the individual.

In the event of quarantine of any person(s) living in the residence halls, the Director of Housing or designee has the authority to modify housing contracts and agreements or to strictly enforce regulations and policies to accommodate those diagnosed with, or suspected of having covid-19 or another contagious disease, to protect employees, students, or other individuals.

Additional information regarding handling of employee cases of illness, quarantine, or isolation are found in the Resumption of On Campus Work (RTW) Plan, which is found in the Employee section of the Return to Campus Plan at: <https://www.concord.edu/About/Return-to-Campus-Plan.aspx>.

Cleaning and Disinfection

Clean dirty surfaces with soap and water before disinfecting them.

To disinfect surfaces, use products that is appropriate for the surface and meets EPA criteria for use against the applicable infectious disease, in this instance, SARS-Cov-2, the virus that causes COVID-19.

WFF has instituted a red/green (dirty/clean) alert for rooms/suites in university facilities. Employees are to flip the tag from green to red upon entering an area to indicate the area has been occupied since cleaning.

For areas suspected or confirmed to be contaminated with the COVID-19 virus or another contagious disease:

- Wait 24 hours before cleaning and disinfecting to minimize potential for other individuals being exposed to respirator droplets. If waiting 24 hours is not feasible, wait as long as possible.
- While waiting, open outside doors and windows to increase air circulation in these areas.
- If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary.
- Or follow appropriate CDC guidelines for cleaning and disinfecting.

Emergency Work Plan

When executed, the emergency work plan will remain in effect until the President of the University declares resumption of normal operations. As necessary, this plan may be modified to align with any federal or state legislation, regulation, declaration, executive order, or other authoritative document.

Essential personnel, operations, and services

Concord will establish a system to rapidly identify critical personnel, operations, and services relative to the University's missions (teaching, research, and service) that must remain viable during a pandemic.

Cross-training is strongly encouraged to have back up and contingencies for covering for employees who become ill.

The University describes a department-based assessment of the operations and services that can be closed or canceled for long or short periods of time, as well as those that must be maintained in order to:

- Protect or serve the campus community.
- Care for animals on campus (if applicable).
- Assure Campus Security available.
- Address the core missions of the University (teaching, outreach, research).

Such personnel, operations, and services are addressed in the Continuity of Operations weekly updates.

Continuity of Operations Plan

The National Health Emergency and Governor Justice's Stay-at-Home Order (Executive Order 9-20) declared that Concord and other colleges and universities were essential business operations that are to remain open during the COVID-19 pandemic.

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The university's vital services, i.e., instruction provided via distance learning and those services necessary to support such instruction, must continue without compromising the safety of our employees and the general public. During the emergency, the university will close all university facilities to the general public and walk in traffic. Instructional support and business and operational services will be provided to the extent possible.

The University has implemented telework as part of its Continuity of Operations Plan (COOP) for any of the university's functions that can be performed remotely during the emergency.

Concord must address the needs of students living on campus as appropriate and feasible during a pandemic.

International Travel

The University has stopped all non-essential domestic and international travel. When the CU travel ban is lifted, all travel will be subject to CDC's travel recommendations (notification, education, health monitoring) for both national and international travel.

Employees and students returning from an infected area for which there is a CDC travel advisory are strongly urged to seek medical evaluation to rule out communicable disease. Further, said individuals must monitor their health condition for the length of the incubation period of the disease (up to 14 days for COVID-19 and 1 to 4 days for pandemic influenza.)

Individuals, including international students, who are considering traveling to the University from an infected area under a CDC travel advisory, must consult with the Vice President for Student Affairs/Designee before returning to campus.

Those who plan to future travel on University-affiliated trips are strongly encouraged to obtain traveler's insurance in the event of last-minute cancellation due to health advisories.

Service to the broader community

To the extent possible, Concord will assist in local, state, and federal pandemic response efforts as appropriate and needed.

Pandemic illness results in stress and emotional trauma for individuals, and communities. People have an ongoing need for information on how to recognize and cope with the short and long-term risk of sustained stress.

Child Development Center

The University will assist the Research and Development Corporation, as requested, in establishing their preparedness plan.

Facility Availability

The University may designate and/or make available facilities for use by the local health authority with jurisdiction for mass clinics, alternate care facilities, triage centers, storage facilities, alternate morgue locations, victim assistance centers, and others.

Targeted vaccine distribution

Concord itself has no responsibility for obtaining, or in the distribution of, vaccine per se. However, Concord may be designated as a point of distribution (POD) site for vaccines when they are available; the University will be prepared to participate in state and county-level response activities relative to vaccine distribution.

RECOVERY

The Recovery phase seeks to restore operations to near normal or the new normal. This phase includes our Resumption of On Campus Operations (RTW) plans and re-opening the campus for face-to-face education in the fall. The new normal will include, for example, having a hybrid aspect to each class offered and the likelihood of some continuing telework.

Employees see the latest Resumption of Operations Plan on the Return to Campus webpage:

<https://www.concord.edu/About/Return-to-Campus-Plan.aspx>

Students see the latest information concerning returning to campus at:

[https://www.concord.edu/Student-Life/Student-Health-Wellness/Coronavirus-\(1\).aspx](https://www.concord.edu/Student-Life/Student-Health-Wellness/Coronavirus-(1).aspx)

APPENDIX A – CU Communicable Disease Management Procedures for Students and Other Participants

The Office of Student Affairs will utilize CDC materials to provide accurate information regarding COVID-19, its symptoms, and recommended actions towards prevention and mitigation. Please reference the Pandemic Illness Emergency operations plan on the Concord University Return to Campus webpage: <https://www.concord.edu/About/Return-to-Campus-Plan.aspx>

University Students

Any student who has symptoms of, or suspects they have, COVID-19 is not to report to school until cleared for return by meeting CDC requirements as determined by Student Health Services or the student's designated medical provider.

The Student Health Center staff will examine students suspected of having COVID-19 and determine appropriate medical care based upon confirmed diagnosis. Exposed students should notify Student Health Services or their personal healthcare provider immediately if symptoms develop.

In the event of quarantine or isolation of a student, the Vice President for Student Affairs or designee will work with the students to accommodate their need to miss classes.

Isolation and Quarantine

Students who need to Isolate or Quarantine who live within three (3) hours of campus should go home to quarantine unless there is a very compelling reason they cannot, which Housing will address on a case-by-case basis.

Isolation for students who are Cases (Test Positive) will be the 2nd floor of Wooddell Hall (32 units).

Quarantine for student who are Contacts (have been in contact with a Case, and needs to quarantine to watch for symptoms) will be in their existing room if they reside in Towers; Wilson residents in Quarantine will be moved to Mill Street (12 units) to avoid a shared bathroom. The original Towers ADA rooms (NT210A & ST304A) as well as the 3 small apartments (NT307, ST512A, and WI223) are also available for Quarantine or Isolation use in the event more space is required, or there is an accessibility need. This allows for 17 Quarantine Spaces beyond students who quarantine at home, or in their current room.

All Quarantine and Isolation spaces are temporary and students will be moved out once they are recovered, tested negative, or the quarantine time has passed and they are cleared by the medical staff. Then the space will be cleaned and sanitized and made ready for use again after a 48 hour waiting period has passed.

Health Center Staff will monitor symptoms of those in isolation and quarantine through methods they have agreed upon with the student, and with assistance from the Office of Housing & Residence Life when/if necessary.

Meals for both Quarantine and Isolation will be delivered to students by the Housing & Residence Life Staff, who will coordinate food service with Aramark staff.

Residential Students

Student Housing Needs

The following areas will be addressed for Concord University to facilitate the care of students during a COVID-19 or another contagious disease outbreak:

- Monitor the number of students in the residence halls and their overall health.
- Monitor staff absenteeism in food services and other essential housing support positions.
- Determine thresholds for closing/consolidation of residence halls due to reasons other than disease transmission issues, such as staffing shortages or population density requirements
- Identify housing options for isolation and quarantine to meet MCHD/CDC guidelines, if needed.
- Risk communication messages for parents and others.

Student Health Service staff shall examine students suspected of having a communicable disease and determine appropriate medical care based upon confirmed diagnosis.

If a patient has been diagnosed as having a pandemic illness such as COVID-19 by the Student Health Service staff or other medical agency, a Student Health Service medical professional shall determine if the patient should return home. If the student is unable to leave campus, the Director of Housing and Residence Life (or designee) shall make provisions to isolate the patient on campus, as quickly as possible. While arrangements are being made about location of isolations, the patient shall remain in observation at the Student Health Center.

This option, returning the patient home or keeping the patient in isolation on campus, is intended to prevent the spread of the communicable disease. The preferred practice shall be to return the patient to his/her home where care can be provided and where exposure to other students is reduced, if possible. In the event that a patient with a communicable pandemic disease must remain on campus and in isolation, the Director of Medical Services, or his/her designee, shall, in consultation with the Vice President for Student Affairs, with notification to the President, determine the extent of the involvement of the other major university offices in the management of the communicable disease. This decision will be based upon the Director's and Vice President's evaluations of the risk to the university community. Major university offices may include: Housing & Residence Life, Dining Services; Physical Plant, University Safety/Police, Office of Disability Services, and Office of Advancement. The directors of each of these offices may be contacted. These individuals shall implement plans to care for the infected patient and to maintain a safe and orderly campus environment.

The Director of the Office of Housing and Residence Life shall provide the location in which the patient is convalescing to all appropriate parties within the Office of the Housing and Residence Life. The Office of Housing and Residence Life shall advise its staff of procedures to be used in communication with the infected patient and in serving the residential needs of the infected patient with the assistance of the Student Health Center staff. The Director of the Office of Housing and Residence Life shall be responsible for coordinating food services for the infected patient during the convalescent period and while in isolation in university housing. The Student Health Center staff shall, in conjunction with the appropriate parties, issue the patient a meal pass, if necessary, prior to isolation.

The VP of Student Affairs shall arrange for routine and special custodial services for the area in which the patient is convalescing. The VP of Student Affairs shall be responsible for informing the Director of Custodial Services of the isolation area of the diagnosis and mode of transmission of the disease so that effective disinfection can be planned. The custodial staff should then follow the recommended methods of self-protection that should be used in carrying out routine and special custodial service.

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The Director of Physical Plant shall, with the assistance of Student Health Services, inform maintenance and trades persons who are assigned, or may be assigned, to the area in which the infected person is convalescing, and maintenance and trade staff should then follow the recommended methods of self-protection that should be used in carrying out routine and special maintenance services.

The Director of Public Safety shall, with the assistance of the Student Health Center staff, inform the police officers of the area in which the infected person is convalescing on campus and campus police should then follow the recommended methods of self-protection in carrying out any routine safety and police services.

The Director of Medical Services or designee shall be responsible for notifying the Office of Disability Services of the incident and requesting that the necessary academic faculty and staff be advised. The Office of Disability Services will be responsible for coordinating with the student's professors in determining best procedures for ensuring continued academic progress via distance learning, assignment delivery, e-learning, etc.

The Vice President of Advancement, or designee, shall prepare appropriate news releases and coordinate public relations inquiries if applicable and meeting all patient privacy protection laws under HIPAA and/or FERPA.

The Student Health Center will examine any student who has been in isolation, whether on campus or at home, to determine whether the student meets CDC requirement for release from isolation. The Health Program Services Manager shall notify appropriate parties when a patient has been released from care and may return to class.

Commuter Students

Procedures for Treating Student with COVID-19 Who Reside Off-Campus:

Student Health Services staff shall examine patients suspected of having a communicable disease, such as COVID-19, and determine appropriate medical care based upon confirmed diagnosis.

If a patient has been diagnosed as having a communicable disease by the Student Health Service staff or other medical agency, a Student Health Services medical professional shall determine if the patient should return home (permanent) or to his/her off-campus residence. The preferred practice shall be to return patient to his/her home (permanent) where care can be provided and where exposure to other students is reduced if possible.

In the event that a patient with a communicable disease must remain off campus and in isolation, the Director of Medical Services or his/her designee, in consultation with the Vice President for Student Affairs, shall determine the extent of the management of a communicable disease on campus. This includes evaluation of the risk to the University community. Major university offices may include: Office of Public Safety, Office of Disability Services, and Office of Advancement. The directors of these offices may be contacted. These individuals shall implement plans to care for the infected patient and to maintain a safe and orderly campus environment.

The Director of Medical Services or designee shall be responsible for notifying the Office of Disability Services of the incident and requesting that the necessary academic faculty and staff be advised. The Vice President of Advancement, or designee, shall prepare appropriate news releases and coordinate public relations inquiries if applicable and meeting all patient privacy protection laws under HIPAA.

Before a patient may return to classes at the university, the Student Health Center will examine any student who has been in isolation, whether on campus or at home, to determine whether the student

meets CDC requirement for release from isolation. The Health Program Services Manager shall notify appropriate parties when a patient has been released from care and may return to class.

This policy will be initiated when an individual associated with the campus community is known to have come in to contact with or is infected COVID-19, which that can be transmitted through air, object, or casual contact.

In the event of another pandemic illness outbreak, this plan will be modified to address the specific threat, which could include: Influenza (A/B) and H1N1, Corona Virus [including COVID-19; Chicken Pox (Varicella), Rubella/ Rubeola, Meningitis (Bacterial/Viral), Hepatitis A, Tuberculosis, Severe Adult Respiratory Syndrome (SARS), Ebola, Ringworm and other Fungal Infections, Staphylococcus Aureus, and Methicillin Resistant Staphylococcus Aureus (MRSA).]

Also, excluded from the scope of this exposure control plan are communicable diseases that are transmitted through sexual contact and needle usage such as Hepatitis B, HIV, AIDs.

Managing Special Groups

Minors Participating in University Programs

Responsible adults working with minors enrolled in the university programs such as Upward Bound, shall contact the Director of Student Medical Services when the occurrence of a communicable disease has been confirmed. Prior to returning to the program, the parents of the child shall be required to present a doctor's certificate to the program supervisor, certifying that the child is no longer contagious to others and that the child presents no risk to the university community.

Participants in University-Sponsored Camps and Conferences

Responsible adults working with participants enrolled in university-sponsored camps or conferences shall contact the Director of Medical Services when the occurrence of a communicable disease has been confirmed.

Prior to returning to the program, the participant shall be required to present a doctor's certificate to the program supervisor certifying that he/she is no longer contagious to others and that he/she presents no risk to the university community.

Coordination and Implementation

Coordination and implementation of the Communicable Disease Procedures for Students shall be shared among the following groups:

- Office of Student Affairs
- Student Health Services
- Office of Disability Services
- Office of Housing and Residence Life
- Office of Public Safety/ University Police
- Office of Advancement
- Physical Plant

APPENDIX B - POST-EXPOSURE EVALUATION AND FOLLOW-UP

PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

Student Health services will review the circumstances of all exposure incidents for students; and, the Office of Human Resources and/or Public Safety, shall review all exposure incidents for employees.

The review shall include consideration of the following information when available to complete the report.

- Document how the exposure occurred.
- Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- engineering controls in use at the time
- work practices followed
- protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- location of the incident
- activity being performed when the incident occurred
- employee's training

APPENDIX C - Emergency Communication Quick Reference

Mercer County Health Department – 304-324-8367

Administrator, Susan Kadar – 304-324-8367

Health Officer, Dr. Kathleen Wides – 304-324-8846 (cell: 304-320-8784)

Threat Preparedness Coordinator, Brenda Donithan – 304-324-8841 (cell: 304-952-9468)

Public Health Nursing – 304-324-8839

Environmental Health – 304-324-8067

Athens Medical Center – 304-384-7325

President Kendra Boggess – 304-384-5223

Vice President and Academic Dean, Dr. Ed Huffstetler – 304-384-5241

Vice President for Business and Finance, Dr. Chuck Becker – 304-384-5190

Vice President for Student Affairs, Dr. Sarah Beasley – 304-384-6035

Director Medical Services, Dr. David Campbell – 304-384-6355/5331

Assistant Dean of Students, Housing, Mr. Bill Fraley – 304-384-6334

Concord University Police Chief, Mark Stella – 304-384-5356/5357 (cell: 304-888-1247)

Concord University Police Office, Terry Moulder – 304-384-5146/5357 (cell: 304-888-1249)

Concord University Maintenance Director, Mr. Gerry Vonville – 304-384-5266

Concord University Public Relations, Mrs. Alicia Besenyei – 304-384-6313

At this time, Concord University's Command System involves our direct radio link to the Mercer County Emergency 911 Center and on-campus radio communication. Key departments and individuals have cellular phones. Cellular and land-line phones will be used to communicate with the MCHD and other state organizations, as needed.

APPENDIX D - RESOURCES

Covid-19 Resources

CDC: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

West Virginia DHHR: <https://dhhr.wv.gov/COVID-19/Pages/default.aspx>

Mercer County Health Department: <https://dhhr.wv.gov/localhealth/pages/county-details.aspx?County=mercer>

Symptoms

Infographic: <https://www.osfhealthcare.org/blog/wp-content/uploads/2020/04/Covid-19-Cold-or-Flu-Infographic.png>

