



Emergency Operations Plan

# **COVID-19**

# **Infectious Disease**

# **Outbreak Plan**

Adopted: 6/22/2020; Revised: 10/26/2020, 5/18/2021

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## **What is novel coronavirus (COVID-2019)?**

COVID-2019 is a newly identified coronavirus that is causing an outbreak of pneumonia illness. It was first identified in December 2019 in the City of Wuhan, Hubei Province, China. Since then, the virus has been identified in multiple other countries, including cases in the U.S. According to the Centers for Disease Control and Prevention (CDC), human coronaviruses are common throughout the world and usually cause mild to severe illness in people.

This new virus is a public health concern because:

- It is newly identified, so much is still unknown about.
- Two other human coronaviruses, MERS-CoV and SARS-CoV, have caused severe illness.
- Currently, there is no vaccine.

## **PURPOSE**

The Labette Community College Outbreak Plan is a companion document to Labette College's Communicable Disease Policy and Emergency Response Plan Procedure. The purpose of the COVID-2019 Outbreak Plan is to provide written guidelines for how Labette Community College, working in cooperation with local and state public health authorities, will respond to the threat of a pandemic. The plan addresses prevention and preparation, communications, implementation, response to anticipated pandemic scenarios and recovery efforts using guidance from CDC, State, and local government.

This plan is a dynamic document and will be revised by LCC's Emergency Response Team (ERT) as dictated by circumstances or changes in information.

## **OBJECTIVES**

The greatest effect on Labette Community College will be absenteeism and campus closure due to an outbreak. The focus of this plan is to prepare the College to respond to high absenteeism and the possible curtailment of specific activities. This plan is guided by the following principles:

- Protect and support the health, safety, and welfare of our faculty, staff and students, as well as the assets of the college;

- Maintain a commitment to the college mission to provide instruction and services;
- Provide resources and services to address the diverse needs of the college community in keeping with its mission of access and equity.
- Maintain business and administrative operations;
- Recover as quickly and efficiently as possible if any activities are interrupted or suspended;
- Ensure multi-modal communications within the college community, the local communities, and with stakeholders;
- To the extent feasible, extend the services or expertise of the college to benefit our community including neighbors.

### **EMERGENCY RESPONSE TEAM (ERT)**

The ERT is responsible for monitoring and managing the day-to-day response for the College by providing information to team members and the President. As well, the team will formulate plans and communication to share with the college community.

Should an infectious disease outbreak become more severe than anticipated, it will be the responsibility of the Labette County Public Health Department to issue quarantine orders, direct facilities closure, and provide critical information designating key healthcare facilities as well as the distribution of anti-viral medications.

### **PREVENTION AND PREPARATION**

There are vaccines available which, according to the CDC, have been shown to be highly effective in the prevention of COVID-19.

Here are everyday actions to help prevent the spread of respiratory viruses:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer (60% v/v or more).
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.

- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
- Clean and disinfect frequently touched objects and surfaces.

See CDC's [Healthy Habits to Help Prevent Flu](#) page for multilingual posters and flyers or [How to Protect Yourself & Others](#) for additional information.

### **If you are planning to travel:**

If you are planning to travel, please check the CDC (Center for Disease Control and Prevention) and KDHE (Kansas Department of Health and Environment) information for travel webpages for the most up-to-date information regarding destinations where travel warnings, alerts and watches are in effect due to identification of coronavirus outbreaks (see additional resources page). If you cannot avoid travel to these destinations, the site also provides additional information to assist you including frequently asked questions and answers.

In general, when you travel:

- Avoid contact with sick people.
- Avoid animals (alive or dead), animal markets, and products that come from animals (such as uncooked meat).
- Wash hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer if soap and water are not available.
- Older adults and travelers with underlying health issues may be at risk for more severe disease and should discuss travel with their health care provider.

### **How LCC is responding:**

The facilities director will maintain a cleaning protocol to help reduce the spread of infection at the college. In addition to our usual efforts to keep our campuses clean, the College is instituting additional precautionary measures, such as:

- Hand sanitizers will be available throughout campus.
- Posters will be hung in all high traffic areas, such as classrooms, hallways, bathrooms, etc., to remind people of the best way to prevent the spread of germs.

- Periodic updates and information about the virus will be sent to all students, faculty and staff.
- Staff will be vigilant about frequently cleaning surfaces, keyboards, desktops in computer commons and labs, and other commonly touched items. You are also encouraged to keep work and study areas clean.
- Recommend that instructors work with students who must miss class because of illness as the College encourages everyone to stay home if they are sick.
- Plexi-glass installation in requested, high traffic areas.
- Masks provided, as available, to individuals requesting them.
- Emergency Response Team meetings monitoring and discussing CDC, State and Local information.

## **ESSENTIAL CORE FUNCTIONS**

### **Communications Plan**

Communication strategies are an essential component in managing any disease outbreak and are crucial in a novel pandemic. Accurate, timely, and consistent information at all levels is critical to minimize unwanted and unforeseen consequences and to maximize the practical outcome of the response.

The Emergency Response Team will be responsible for developing the information that will be distributed via the College's website, publications, posters and flyers, voice mail, e-mail, text messaging, social media sites, and regular mail.

All staff and students are encouraged to monitor the College's website, including COVID-19 banner/link on the home page and emergency notification system, which will be a primary means for communicating emergency information to the campus community.

Information sources include, but are not limited to:

Internal:

College Voice

Student portal  
Employee portal  
Mass email to all students and all employees  
Emergency message system (voicemail, text, email)  
Poster/flyers

External:

Social media  
News release sent to area media  
Web announcement on home page banner (as appropriate)

## **COLLEGE CALL-IN ABSENTEEISM OPTIONS**

Employees who are unable to report to work due to illness have two options for reporting off work. They are:

1. Email or call their direct supervisor and/or Director of Human Resources;
2. Leave your first and last name, phone number and if you are reporting off work due to Coronavirus, Unknown (for flu or cold like symptoms) or other reasons.

This information will be monitored by the Human Resource Department.

Students who are unable to report to class due to illness have options for reporting the miss of classes. They are:

1. Email or call their instructor.
2. Leave your first and last name, phone number and if you are missing class due to Coronavirus, Unknown (for flu or cold like symptoms) or other reasons.
3. The instructor shall forward any student illnesses related to Coronavirus or Unknown (flu or cold like symptoms) to the Vice President of Student Affairs.

This information will be monitored by the Student Affairs' Department. Students who report a need to quarantine/isolate to the college are required to stay in communication with the college throughout their absence. Students who do not communicate with their instructor or administration at the college for a minimum of 2 weeks after reporting, will be withdrawn from the course(s).

## **IMPLEMENTATION OF THE PLAN**

Upon receiving communication from local or state health officials regarding pandemic outbreaks, the Labette Community College Emergency Response Team will immediately convene to implement the college's COVID-2019 Outbreak Plan and make recommendations to the President or designee.

As the situation is monitored by the College's Emergency Response Team, specific directives may be given such as the cancellation of classes and closure of the facilities. The College will adhere to any and all City, County or State mandates to close its facilities. As information is received from local and state health authorities, individuals will be instructed as to where to go to receive treatment.

## **RESPONSE TO ANTICIPATED PANDEMIC SCENARIOS**

### **Illness Severity**

The complete clinical picture with regard to new noroviruses are not fully understood. Reported illnesses have ranged from mild to severe, including illness resulting in death. Older people and people with certain underlying health conditions like heart disease, lung disease and diabetes, for example, seem to be at greater risk of serious illness and death.

Below outlines four (4) scenarios that should be considered by each campus in order to protect students, faculty, and staff. The current scenarios were based on current conditions as it relates to the COVID-19 Virus. Conditions may change based on information received from the CDC, Kansas Department of Health and Environment or Labette County Health Department.

### **Scenario I: Measures already underway to prevent the spread of a new norovirus such as COVID-19.**

Pursuant to prior guidance released, campus administrators have or should immediately take steps to slow the spread of respiratory infectious diseases, including COVID-19 by



implementing the following steps:

- Review and update emergency response plans (ERPs), including continuity plans for teaching and learning if students are excluded from campus. **See Appendix “A”**
- Exclude students, faculty, or staff who have a travel history over the course of the last 14 days to an area identified by the Kansas Department of Health and Environment.
- Students, faculty, and staff who present fever and/or respiratory infection symptoms should stay home and consult with campus professionals, manager and or Human Resources for guidance.
- Isolate the individual as much as possible from others and arrange for the individual to go home as soon as possible.
- Encourage flu vaccine for those who have not had it this season.
- Develop a communications plan to use with the college community and all constituencies.
- Encourage all students, faculty, and staff to take everyday preventive actions: regular hand washing and stay home when sick.
- Remain at home until fever has been gone for at least 48 hours without the use of fever- reducing medicines.
- Seek immediate medical care if symptoms become more severe, e.g., high fever or difficulty breathing.
- Use “respiratory etiquette”: Cover cough with a tissue or sleeve.
- Provide adequate supplies within easy reach, including tissues and no-touch trash cans.
- Wash hands frequently.
- Encourage hand washing by students and staff through education, scheduled time for handwashing, and the provision of adequate supplies.
- Provide alcohol-based hand sanitizers to supplement hand washing.
- Enhance cleaning consistent with CDC guidance.

**Scenario II: Measures to be taken if 50 or more county community transmission cases of a new norovirus such as the COVID-19 virus, but no staff or students test positive.**

If the local public health department has confirmed 50 or more community transmission cases,

but no individuals (staff or students) at campus have tested positive for the norovirus, in addition to the items outlined in Scenario I, its recommended campus administrators implement the following steps:

- Faculty and staff with any fever and/or respiratory infection symptoms should not be at work. Faculty and staff should self-screen (check themselves for subjective fever and/or respiratory symptoms such as cough) for respiratory infection symptoms each morning before interacting with students.
- Ensure sick leave policies allow faculty and staff to stay home if they have symptoms of respiratory infection.
- Limit visitors to the campus by not allowing those with symptoms of fever and/or respiratory infection or who have a travel history over the course of the last 14 days to an area identified by the Kansas Department of Health and Environment.
- Consider alternatives to congregated programming within the campus including any large or communal activities. (Such as fairs, athletic activities, and club activities)

**Scenario III: Measures to be taken if up to three percent of the college's students, faculty and other employees test positive for COVID-19 and exposed others on campus.**

If three percent of the college's student, faculty and other employees test positive for norovirus, and exposed others on campus, campus administrators implement the following steps:

- Isolate the student, faculty or staff and immediately contact your local public health department.
- Provide guidance to students, faculty and staff reminding them of the importance of community social distancing measures, including discouraging students or staff from gathering elsewhere. Community social distancing measures include assessing group activities or events, after-campus classes and sporting events.
- Initiate the plan for continuity of instructional and support services, and establish alternate mechanisms for these to continue and implement communication plans for the campus to include outreach to students, faculty, staff, and the community.
- Maintain regular communications with the local public health department.
- Consult CDC guidelines to determine what additional cleaning protocols, if any, should

be deployed at the campus prior to reopening the campus.

At Risk Populations: older individuals and people with certain underlying health conditions like heart disease, lung disease and diabetes, seem to be at greater risk of serious illness. The College caters to a population that is in this risk category. Steps to consider and or implement include:

- Cancellation of Classes
- If feasible move temporarily to remote instructional methodologies
- Determine the limit of the closure and any additional steps needed for the campus to reopen; temporary closure may be necessary to assess and clean facilities.

Additionally, this may not include a complete closure. This determination will be made by campus administrators in consultation with the local public health department.

**Scenario IV: Measures to be taken if more than three percent of the college's students, faculty and other employees test positive for COVID-19 on a campus.**

If more than three percent of the college's students, faculty, and other employees on campus test positive for COVID-19, the campus administrator should consult with local public health officials for guidance on closing the campus.

- In consultation with the local public health department, the campus administrator may determine the extent of the campus closure and what length of time is warranted based on the risk level within the specific community as determined by the local public health officer.
- Provide guidance to students, faculty and staff reminding them of the importance of community social distancing measures, including discouraging students or staff from gathering elsewhere. Community social distancing measures include assessing group activities or events, after-campus classes and sporting events.
- Initiate the plan for continuity of instructional and support services, and establish alternate mechanisms for these to continue and implement communication plans for the campus to include outreach to students, faculty, staff, and the community.
- Maintain regular communications with the local public health department.
- Work with the local public health department to determine what additional cleaning protocols, if any, should be deployed at the campus prior to reopening the campus.

- Determine the timing of return of students and staff, and any additional steps needed for the campus to reopen, in consultation with the local public health department.
- Contact local area stakeholders to include USD's to inform them of any closure plans that might affect concurrent services.

Please note that there have been reports of students and others being stigmatized. We must ensure students' and staffs' privacy to help prevent discrimination.

**BUSINESS CONTINUITY PLAN (including critical and essential functions)**

A complete closure of the College is not expected; however, if the severity of the pandemic increases, the College may have to cease social activities for some period (i.e., classes, public activities). The following critical functions need to be maintained if the College is ordered to close:

Critical and Essential Functions	Responsible Groups
Essential administrative functions, which include employee leave, benefits, and employment questions, establishing a labor pool to maintain critical functions, purchasing, payroll and student financial aid.	Office of the President Academic Affairs Student Affairs Human Resources Financial/Business Services Financial Aid Admission & Records Facilities
Safety and Security of the students, staff, faculty	Emergency Response Team
Physical Plant and maintenance of infrastructure, utilities, custodial	Facilities
Community and media information & Information Infrastructure	PIO & Institutional Communications (Web and Social Media) Information Technology

The administrators of each Department/Division will:

- Plan on how to operate during a period of excessive absenteeism.
- Plan on how to maintain critical and essential functions if the college must close. Consider what functions could be delayed or postponed or could be completed via telecommuting.
- Identify, by name, the absolute minimum number of staff needed.
- Identify a chain of succession within the area.
- Identify contact numbers and emails address for all staff.
- Copies of those plans will be discussed with the Emergency Response Team and coordinated with the Human Resource Department.

## **RECOVERY PLAN**

The following actions will be implemented by the Emergency Response Team to determine the steps necessary to facilitate and support recovery in a timely manner:

- Assessment of the impact of the pandemic on the students' educational experience and adjustments that may be needed in academic procedures and calendar.
- Assessment of the impact of the pandemic on the College's fiscal ability to provide a quality education and to meet payroll, and actions needed to ensure solvency.
- Assessment of the impact of the pandemic on employees and support needed to aid recovery.
- Assessment of need for health and counseling services for students and employees, and external resources.
- Steps needed to reestablish services with vendors.
- Provision of health and counseling services as needed in conjunction with appropriate community agencies as soon as prudent.
- Communications required/disseminated as part of recovery.
- Refinement of plan based on lessons learned.

**ADDITIONAL RESOURCES:**

[Centers for Disease Control and Prevention Website](http://www.cdc.gov) (www.cdc.gov)

[Kansas Department of Health and Environment \(KHDE\) Website](http://www.kdheks.gov/) (www.kdheks.gov/)

[KDHE COVID-19 Website](http://www.coronavirus.kdheks.gov/) (www.coronavirus.kdheks.gov/)

## **Appendix A**

### **CONTINUITY OF INSTRUCTION**

In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to change when necessitated by revised course delivery, semester calendar or other circumstances. Information about changes in the course can be obtained at the RedZone course web page or by contacting your instructor for the course. If the course is not able to meet face-to-face, students should immediately log onto RedZone and read any announcements and/or alternative assignment. Students are also encouraged to continue the readings and other assignments as outlined on the syllabus.

### **INSTRUCTION AND LEARNING ENVIRONMENTS**

Instruction and Learning Environments since the release on March 3, 2020, of the ACHA Guidelines: Preparing for COVID-19, almost all institutions of higher education transitioned to an online/virtual mode of instruction. While these efforts have allowed the teaching and learning missions of colleges to continue, there are limitations to remote instruction.

Planning should include strategies guided by public health considerations to resume in-person instruction.

General considerations should include:

- Prioritization of in-person instruction for courses with academic outcomes that cannot be measured or achieved virtually, such as performance, laboratory, and clinical experiences.
- Implementation of a hybrid mode of instruction for the foreseeable future. Remote options should be planned for and available in the event that a rebound in local infections necessitates continued physical distancing and to support vulnerable students and staff, students in quarantine or isolation, and students and staff who cannot physically return to campus.

- Limitation of the number of attendees for in-person courses/sections. In most cases, all in-person courses/sections should be limited based upon social distancing and utilize other physical distancing measures.
- Implementation of close monitoring and tracking of in-person attendance and seating arrangements to facilitate contact tracing in the event of an exposure.
- Development of specialized plans for students who are at increased risk due to the occupational nature of their studies. Examples include health professional students and students engaged in out-of-classroom or community-based instruction. Evaluate that students are being provided with adequate PPE (as applicable), supervision, and other protections based on their risk while engaging in clinical settings.
- Expansion of simulation experiences to create clinical scenarios for health professional students to practice technical, diagnostic, and exam skills, as allowed by accrediting bodies if applicable.
- Acknowledge and support students who become ill without creating barriers and without requiring unnecessary visits to health facilities for documentation of illness and when applicable, faculty may use distance learning, email, or other methods to accommodate student absences due to illnesses.
- When appropriate, substitutes or alternate assignments, for critical classes should be identified in the event an instructor becomes ill and will be out for an extended amount of time. Procedures for providing substitutes will be followed.
- Encourage faculty-student communication regarding health status and any changes in their ability to complete coursework and academic responsibilities.
- Identification of resources for students with learning disabilities or difficulties with remote learning platforms.