



Emergency Operations Plan

# **Pandemic Outbreak**

February 2020

## TABLE OF CONTENTS

INTRODUCTION.....	3
PURPOSE.....	4
OBJECTIVES.....	4
AUTHORITY.....	5
INFECTIOUS DISEASE OUTBREAK COORDINATION TEAM.....	5
RISK ASSESSMENT.....	5
RESPONSE GUIDELINES.....	6
Level One - Preparation.....	7
Level Two – Minimal Infection Rate.....	8
Level Three – Moderate Infection Rate.....	9
Level Four – Severe Infection Rate.....	10
Level Five – Subsidence.....	10
CRITICAL & ESSENTIAL FUNCTIONS.....	10
PLANNING CONSIDERATIONS – CAMPUS WIDE ISSUES.....	11
Academic Affairs.....	11
Human Resources.....	12
Administrative Services.....	12
Information Technology Infrastructure.....	12
Travel.....	12
Public Health/Hygiene Etiquette.....	12
COMMUNICATION.....	13
RECOVERY.....	13
Business Resumption.....	13
Psychological Support for Staff, Faculty, Students.....	13
Analysis and After-Action Reports.....	14

## INTRODUCTION

The Centers for Disease Control and Prevention (CDC) is closely monitoring an outbreak caused by a novel (new) coronavirus first identified in Wuhan, Hubei Province, China. There are indications that person-to-person spread is occurring, most likely between close contacts (as in the case of SARS). It's not clear yet how easily 2019-nCoV spreads from person-to-person. It's important to know this in order to better understand the risk associated with this virus. There is currently no vaccine to prevent 2019-nCoV infection. The best way to prevent infection is to avoid being exposed to this virus.

Respiratory viruses, are highly contagious, and like influenza seasonal outbreaks, often occur in communities during the fall and winter. During a typical flu season, 5% - 20% of the U.S. population becomes ill; more than 200,000 are hospitalized, and about 36,000 die. Influenza spreads from person to person mainly in respiratory droplets from coughs and sneezes or handling contaminated objects. Yearly immunization with the influenza vaccine is the most effective way of preventing influenza.

At unpredictable intervals, a novel virus, such as the Coronavirus, appear in humans for which there is no immunity. If the novel virus is transmitted easily from person to person and causes significant illness, this creates the setting for a pandemic, a large-scale outbreak of illness with the rapid spread from person to person and country to country. The World Health Organization (WHO) is responsible for announcing a global influenza pandemic.

Pandemics are about people and the interruptions in their everyday life. It is expected that a pandemic may have a worldwide impact with an unpredictable timeline, comprising multiple events or waves, and spreading quickly from one urban area to another. Major disruptions are likely for health care, transportation, education, and other public services. Higher education may be severely impacted because of the age of students and the population density in classrooms.

As more information and response strategies develop and become available the Pandemic Operations Plan will be updated. Should you have questions or concerns related to the information shared within this document please contact the Coordinator of Student Health Services.

## **PURPOSE**

El Camino College's Pandemic Operations Plan is a companion document to the College's Emergency Operations Plan. The plan serves as the overarching guidance in developing response plans and subsequent activities, leading to pandemic preparedness. Area Vice Presidents will develop their own internal response plans to address specific issues within their area related to the threat of excessive absenteeism or campus closures.

The El Camino College community has an obligation to be responsive as with any community, but even more so given the social nature of a college campus. Further planning, collaboration and training will prove to be essential in reducing the impact of a pandemic outbreak and while maintaining the critical operations of El Camino College.

This plan is a dynamic document and will be revised as dictated by circumstances or changes in information.

## **OBJECTIVES**

The greatest effect on El Camino College will be absenteeism. The focus of this plan is to prepare the College to respond to high absenteeism and the possible curtailment of specific college related 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 service;
- 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;
- Establish benchmarks/"actions and triggers";
- To the extent feasible, extend the services or expertise of the college to benefit our community neighbors.

## **AUTHORITY**

The State of California Department of Public Health has the primary responsibility for public health matters within its borders, including isolation and quarantine authority. That authority is usually exercised locally by the Los Angeles County Department of Public Health, across the nation by the Centers for Disease Control (CDC) and across the world by the World Health Organization (WHO). In a pandemic, the Department of Health and Social Services collects and analyzes health information, conducts epidemiologic investigations, institutes isolation and quarantine measures, and may close any facility if there is reasonable cause to believe that the facility may endanger the public health. The College has the authority under Board Policy 3500 and the Emergency Operations Plan to also take actions to minimize the impact of a pandemic on the District.

## **INFECTIOUS DISEASE OUTBREAK COORDINATION TEAM**

The Coordinator of Student Health Services, the Director of Contracts and Risk Management, and the Public Information Officer will act as the coordination team (Pandemic Coordinators) for the College. The Pandemic Coordinators are responsible for monitoring and managing the day-to-day response for the District, providing information to the President, the COVID-19 Task Force and the campus community via official emergency communications to the campus through the Marketing and Communications Department.

Should an infectious disease outbreak become more severe than anticipated, it will be the responsibility of the Los Angeles County Department of Public Health to issue quarantine orders, direct facility closures, and provide critical information designating key healthcare facilities, as well as direct the distribution of anti-viral medications. This authority encompasses the El Camino Community College District. Under these circumstances, the President has the authority to declare a local state of emergency within the District and to operate the District in accordance with the El Camino College Emergency Operations Plan.

## **RISK ASSESSMENT**

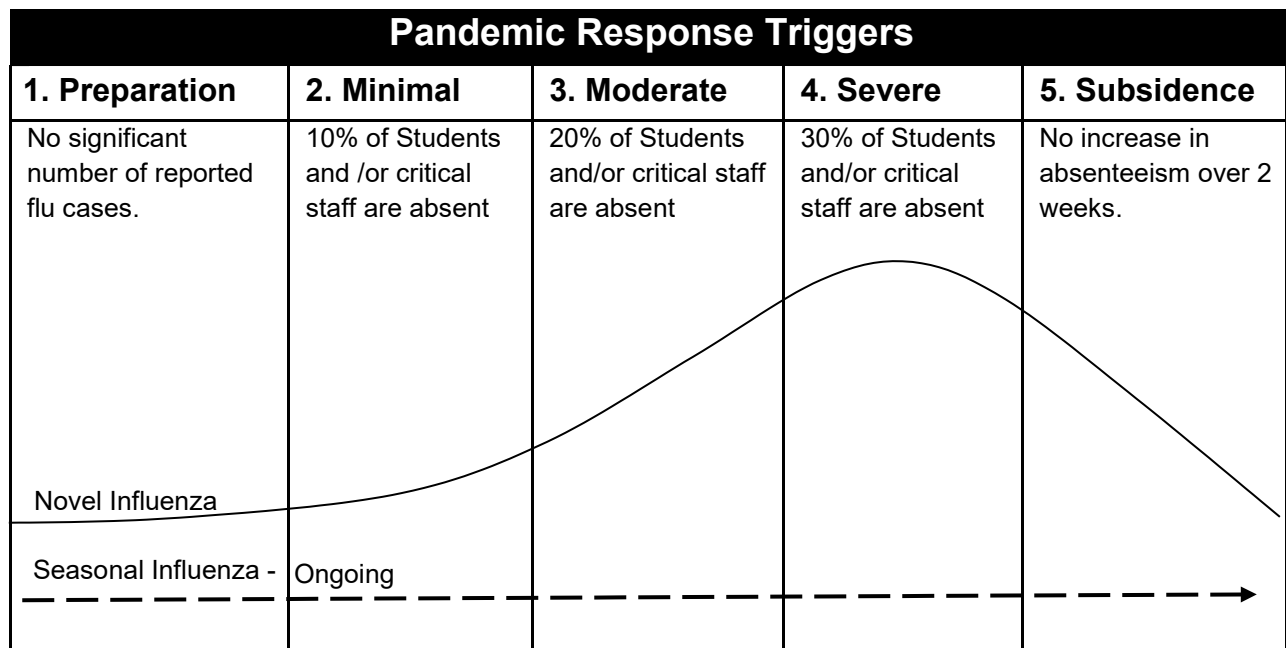
As a novel disease spreads throughout the world, people have little or no immunity and there will be limited vaccine available during the initial onset, which may result in a pandemic. The assumptions used in this planning process are:

1. A pandemic could last from 18 months to several years with at least two peak waves of activity. In an affected community, a pandemic wave may last about 6 to 8 weeks.

2. Vaccinations and antiviral treatment are anticipated to be the most effective medical treatment, but they may be in limited supply. Currently, there are no vaccinations available.
3. Non-medical containment measures will be the principal means of disease control until enough vaccinations are available.
4. Based on previous pandemics, the clinical attack rate (those persons becoming ill) is likely to reach thirty (30) percent in the overall population.
5. If the pandemic becomes severe, the economic impact is likely to be significant, though predictions are subject to a high degree of uncertainty.
6. Once the pandemic has run its course, economic activity should recover relatively quickly, although a severe pandemic will have a more disruptive effect.
7. High absenteeism rates (students and staff) constitute the greatest challenge to the College and District.

### RESPONSE GUIDELINES

The following “triggers” are used to monitor the impact of a pandemic on the college and to provide a consistent college-wide response.



August 2009 – The following “triggers” were developed by the CCCC’s DRCC and based upon information from the CDC and DHS – Pandemic Influenza Planning and Preparedness course (CDP001-06).

## Level One – Preparation

- **New Virus - Outbreak is confirmed nationally (not in California).**

Assess the possible impact on the campus and develop a response plan to mitigate those impacts, to the greatest extent possible. The Emergency Response Committee along with the Pandemic Coordinators will be responsible for implementing the response plan upon direction from the President's Office.

- 1) Create and Implement Prevention Campaign for Proper Hygiene and Disinfecting Protocol.
  - a) Obtain poster information from relevant sources for print, distribution, and posting.
  - b) If available, post videos demonstrating proper coughing/sneezing techniques on the College's website, classrooms, and areas students gather.
  - c) Provide disinfecting dispensers in high use areas.
  - d) Provide disinfecting wipes in offices and labs where equipment is shared.
  - e) Custodial staff to review viral cleaning and disinfecting protocols.
  - f) Educate students on wiping keyboards, telephones, and headsets with disinfecting wipes.
  - g) If possible, stock small disinfecting hand gels in the student center, cafeteria, library, computer centers, etc.
- 2) Create an absentee tracking program for monitoring changes in absenteeism in selected classes and areas. Predetermined courses may be notified that they will be monitored as part of the Pandemic Tracking Program, and faculty and students will be briefed on its purpose. Assign tracking leads for each area to report weekly status to the Pandemic Coordinators. Potential classes or programs for tracking are:
  - a) Health & Science
  - b) Health and Human Behavior Services
  - c) Sports Teams
  - d) Two large college support programs (employees are faculty and staff)
- 3) Develop mitigation strategies.
  - a) Human Resources policies that address:
    - (1) Mandatory vs. voluntary release from work due pandemic illness
    - (2) Use of sick time for primary illness
    - (3) Extended use of sick time for care of family member with pandemic illness.
    - (4) Employees sick with no sick/vacation time remaining
    - (5) At work social distancing for high-risk employees (i.e. pregnant, immune suppressed, etc).

- 4) Remind College employees of the Disaster Service Worker (DSW) requirement by providing information via website, flyers, and training.
- 5) Consult with the Director of Contracts and Risk Management regarding travel advisories or quarantines for those who have traveled to affected areas.
- 6) Faculty are encouraged to consider alternative methods of delivering instruction.
  - a) Faculty should provide guidance on attendance.
  - b) When appropriate, faculty will announce alternative methods of delivering instruction to their students.
  - c) When applicable, faculty may use distance learning, email, or other methods to accommodate student absences.
  - d) When appropriate, back-up faculty for critical classes should be identified in the event an instructor becomes ill and will be out for a protracted amount of time. Procedures for providing substitutes will be followed.
- 7) Facilities will supply Purchase Personal Protective Equipment (PPE) to appropriate personnel.
  - a) Purchase respiratory protective items (if available and appropriate)
  - b) Hand sanitizers
  - c) Protective eyewear
  - d) Gloves
  - e) Facilities to review proper disinfection techniques.
  - f) Others as determined by the Health and Safety committee

## Level Two – Minimal Infection Rate

- **New virus cases identified from human-to-human contact in California; Confirmed cases within the state; no cases on campus or community.**

Initiate the Pandemic Tracking Program after the second week of school to allow students to add and drop courses without affecting the tracking of absenteeism.

- 1) Student attendance
  - a) Attendance will be taken on the same day of each week to maintain continuity of reporting.
  - b) Roll will be taken either at the beginning or end of class and provided to the Pandemic Coordinators.
  - c) Attendance will be tracked to identify any severe spike (50% from week to week) or a steady increase in absenteeism.
  - d) If any faculty members are made aware of students testing positive for novel disease in their classes, they are to report it immediately to the Pandemic Coordinators.



- 2) Administration attendance
  - a) If multiple employees in a department or common area report symptoms and/or home ill, the supervisor will contact the Pandemic Coordinators.
  - b) Employees or family member(s) testing positive for novel disease, the Pandemic Coordinators will be notified.
- 3) Faculty attendance
  - a) If multiple faculty report flu-like symptoms or are home ill, the Office of Academic Affairs will notify the Pandemic Coordinators.
  - b) If faculty report flu-like symptoms and have reported an increase in student absenteeism or have a student test positive for novel flu, report to the Office of Academic Affairs so the Pandemic Coordinators can be notified.
- 4) Initiate a District-wide media awareness program
  - a) Hygiene campaign on proper coughing, sneezing and hand washing.
  - b) "Wipe Away" campaign to disinfect shared keyboards, telephones, and workspaces.
  - c) Social Isolation when flu-like symptoms are present – stay home when sick campaign.
    - i) E-mail
    - ii) Website
    - iii) Campus newsletters
    - iv) Department meetings
    - v) Flyers and/or posters
- 5) Initiate Viral Cleaning and Disinfection Protocols
  - a) Facilities - high use areas i.e. computer center, cafeteria, shared workstations
- 6) Non-essential travel and non-essential events may be cancelled or reduced.

### **Level Three – Moderate Infection Rate**

- **Recent confirmed cases of community member, and/or family member of student, staff or faculty within the county.**

Continue all activities outlined in the previous levels.

- 1) Initiate educational and work distancing
  - a) Distance learning should be available to impacted classes and programs.
  - b) Telecommuting options should be considered if feasible.
  - c) Transfer of critical functions should be addressed.
- 2) Social Distancing should be implemented

- a) Minimize sport and public events.
- b) Cancel class field trips and travel to areas with high infection rates.

### **Level Four – Severe Infection Rate**

- **Confirmed cases within El Camino College**

Continue all activities outlined in the previous levels.

- 1) Work with the Los Angeles County Public Health Department to determine whether mandatory social isolation is appropriate for populations at high risk or whether closure of the college is necessary.
- 2) If closure is ordered:
  - a) Declare a College State of Emergency.
  - b) Reduce College operations to the critical functions outlined in this plan.
  - c) Clean and disinfect college in preparation for re-opening.

### **Level Five – Subsidence**

- 1) Continue absentee surveillance program until trend is confirmed.
- 2) Continue hygiene campaign of handwashing and the proper way to sneeze/cough.
- 3) Continue disinfecting protocol.
- 4) Return to normal campus functions.
- 5) Assess and debrief campus departments to determine the effects of a pandemic wave.
- 6) Offer support services to affected individuals as appropriate.

## **CRITICAL & ESSENTIAL FUNCTIONS**

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

Critical and Essential Functions	Responsible Groups
Essential administrative functions, which include employee leave and benefits.  Establishing a labor pool to maintain critical functions, such as purchasing, payroll and student financial aid.	Office of the President Academic Affairs Student Development Human Resources Financial Services Financial Aid Enrollment Services
Safety and Security of the students, staff, faculty	College Police
Physical Plant and maintenance of infrastructure, utilities, custodial	Facilities
Community and media information Information Infrastructure	PIO Information Technology Services

The administrators of each Department/Division will:

1. Plan on how to operate during a period of excessive absenteeism.
2. Plan on how to maintain critical and essential functions if the District must close. Consider what functions could be delayed or postponed or could be completed via telecommuting.
3. Identify, by name, the absolute minimum number of staff needed.
4. Identify a chain of succession within the area.
5. Identify contact numbers and emails address for all staff.

Copies of those plans are to be submitted to the Director of Contracts and Risk Management, and to the College President.

## PLANNING CONSIDERATIONS – CAMPUS WIDE ISSUES

### Academic Affairs

The Office of the President in collaboration with the VP of Academic Affairs and VP of Administrative Services shall develop policies and procedures concerning the necessity for waivers of regulations regarding examinations and required days of instructions. Academic Affairs should also encourage faculty to consider developing alternate methods to deliver classroom instruction and materials in the event of a campus shutdown Implementation of these policies and procedures will be coordinated with the above office and Academic Senate. Information, as available, will be distributed to the campus and posted online.

## **Human Resources and Administrative Services**

The primary effects of a novel pandemic will be on staffing levels. Unlike natural disasters, pandemics do not damage property or equipment; the effects are mainly human resource oriented. Absenteeism may be for a variety of reasons: illness/incapacity, caring for other family members, or school closures. Human Resources and Administrative Services will develop guidelines and provide answers to frequently asked questions related to leave, benefits, payroll and employment.

## **Information Technology Services Infrastructure**

During a level two or three pandemic event, it is possible that the College's information technology systems may become overloaded with increased volume. If public health plans call for social isolation, more staff, students, and faculty will be trying to "telecommute" and that will result in a change in normal network traffic patterns and increased demand placed upon network equipment and communication links to the internet. Information Technology Services should develop strategies to inform the college about issues related to telecommuting and alternatives to meetings and presentations.

## **Travel**

The Federal Pandemic Response Plan anticipates that the public will voluntarily limit personal travel and that significant portions of business travel will also be curtailed. While it is unlikely that travel restrictions will be imposed by the state or federal government, the College should limit travel and programs that require travel to areas with high infection rates.

## **Public Health/Hygiene Etiquette**

Access to vaccines and antiviral drugs during the pandemic will be extremely limited. Non-medical interventions may be the only way to delay the spread of the disease. Non-medical interventions include limiting social gatherings and using infection control measures to avoid spreading the disease. The Center for Disease Control defines the illness as having a fever of 100-degree Fahrenheit or higher AND one of the following, cough or sore throat. The best guidance available is:

- Avoid close contact with people who are sick.
- Stay home and away from work until you are fever-free for 24 hours without the use of fever reducing medications.
- Cover your mouth and nose with a tissue, handkerchief, or the sleeve of your clothing when coughing or sneezing.
- Wash your hands for at least 20 seconds with soap and water – schools/colleges/units should consider providing waterless antibacterial hand cleansing solutions to individuals.

- Avoid touching your eyes, nose or mouth.
- Persons with respiratory infection symptoms can use a disposable surgical mask to help prevent exposing others.

## **COMMUNICATION**

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 Coordinator of Student Health Services and Public Information Officer (PIO) will be responsible for developing the information that will be distributed via the District's website, publications, posters and flyers, voice mail, e-mail, and regular mail.

All Departments and Divisions will develop an internal emergency communications plan and identify a primary and alternate person as the main point of contact for the Pandemic Coordinators (Floor Captains?). All staff and students are encouraged to subscribe to the College's emergency alert system, which will be a primary means for communicating emergency information to the campus community.

## **RECOVERY**

Recovery begins immediately and continues throughout the response phase of any emergency/disaster. With the novel pandemic, recovery efforts may be thwarted by an unknown duration of the actual event and the unknown number of faculty, staff, and students affected.

### **Business Resumption**

Based on the best available information, the Coordinators will conduct ongoing reviews of the international/national/local and District situation and make a recommendation to the President of the College about the appropriate response level and recommend a partial, incremental, or total return to normal operations.

### **Psychological Support for Staff, Faculty, Students**

After a pandemic wave is over, it can be expected that many people will be affected in a variety of ways. They may have lost friends and relatives, suffer from fatigue, or have financial losses as a result of the interruption of work. Services available to the staff, faculty, and students through campus resources will be communicated through all available means.

### **Analysis and After-Action Reports**

Once the business resumption is underway, debriefings will be convened to discuss the response and recovery, changes necessary to current plans, and opportunities for improvement to future disasters.

Updated: February 29, 2020