



## **Aerosol Transmissible Disease (ATD)**

### **Emergency Preparedness Plan**

#### **INTRODUCTION**

Certain aerosol transmissible diseases (ATD), such as influenza, and other respiratory viruses, such as the Novel Coronavirus 2019 (nCoV-19 or COVID-19) are highly contagious viral respiratory infections. In the United States, seasonal outbreaks of influenza often occur in communities during the fall and winter. During a typical flu season, 5 to 20 percent 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 (new) virus (influenza, coronavirus or other) appears in humans for which we have no immunity. If the novel virus is transmitted easily from person to person and causes significant illness, this creates the setting for a viral pandemic, a global outbreak of viral illness with the rapid spread from person to person and country to country. The World Health Organization (WHO) has authority for announcing a 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 possible for health care, transportation, education, and other public services. Higher education may be severely impacted because of the population density in classrooms.

#### **PURPOSE**

The Pasadena City College (PCC) ATD Plan is a companion document to the College's Emergency Operations Plan. The ATD Plan serves as the overarching guidance in developing response plans and subsequent activities, leading to pandemic preparedness. Key departments may need to develop their own internal response plans to address specific issues within their area related to the threat of excessive absenteeism or campus closures.

The PCC community has an obligation to be responsive as with any community and even more, 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 while maintaining the critical operations of PCC.

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

## **OBJECTIVES**

The greatest effect on Pasadena City College (PCC) will be absenteeism due to widespread illness or preventative measures directed by public health authorities. 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 students, faculty, and staff, 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 or “triggers” to prompt prudent actions;
- To the extent feasible, extend the services or expertise of the college to benefit our community neighbors.

## **AUTHORITY**

The State of California has the primary responsibility for public health matters within its borders, including isolation and quarantine authority. That authority is usually exercised locally by the Pasadena City Department of Health and Social Services. 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 authority under Board Policy and the Emergency Operations Plan to also take actions to minimize the impact of an epidemic or pandemic on the District.

## **PUBLIC HEALTH AND HYGIENE ETIQUETTE**

Access to vaccines and antiviral drugs may be extremely limited, and 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 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.

The Centers for Disease Control defines ATD symptoms as:

**A fever of 100.4-degrees Fahrenheit (38 degrees Celsius) or higher  
AND one of the following: cough, sore throat, or shortness of breath.**

- **Cover your mouth and nose** with a tissue, handkerchief, or the sleeve of your clothing when coughing or sneezing. Wash your hands after using a tissue or handkerchief.
- **Clean your hands.** Frequent handwashing with soap and water is the best response to widespread illness. Administrative 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.

## **ATD COORDINATION COMMITTEE**

While operational demands may require participation of individuals throughout the college's staff and faculty, the following roles will serve as the Aerosol Transmissible Disease Coordination Committee:

- 1. Chief of Police (co-chair)**
  - 2. Director, Student Health Services (co-chair)**
  - 3. Superintendent/President**
  - 4. VP Human Resources**
  - 5. VP Instruction**
  - 6. VP Student Services**
  - 7. VP Business & Administrative Services**
  - 8. ED, Facilities**
  - 9. Public Information Officer**
  10. VP Noncredit/Offsite Campuses
  11. President, Academic Senate
  12. AVP, Information Technology Services
  13. Director, Psychological Services
  14. Dean, Counseling and Student Success Services
  15. Associate Dean, Student Affairs
  16. Student Health Services Clinic Physician
  17. Director, International Students
  18. Director, Admissions & Records
  19. Risk Management Services Technician
- Resources: Additional Campus Police personnel, division deans

Each member of this committee is expected to ensure sufficient coverage of their area of operations to ensure consistent coordination and efficient marshalling of resources. Those members listed in **bold-faced** type will form the core leadership group during a period of emergency response.

## **CRITICAL & ESSENTIAL FUNCTIONS**

The response guidelines beginning on page 7 will be used to determine what individuals, units, and departments will be directed to stay home in response to certain external factors. In preparation for these decisions, 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 Chief of Police and to the Superintendent/President.

## **PLANNING CONSIDERATIONS – COLLEGE-WIDE ISSUES**

### ***Instruction***

The Office of Instruction shall develop policies and procedures concerning the necessity for waivers of regulations regarding examinations and required days of instructions. The Office of Instruction 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 Academic Senate and Student Services. Information, as available, will be distributed to the college and posted online.

### ***Human Resources***

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 will develop guidelines and provide answers to frequently asked questions related to leave, benefits, payroll and employment.

### ***Information Technology Services***

During a Level 2 or Level 3 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. ITS 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 official travel to areas with high infection rates.

### ***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 ATD Coordination Committee and Public Information Officer (PIO) will be responsible for developing the information that will be distributed via the college'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 ATD Coordination Committee. All staff and students are encouraged to subscribe to the College's RAVE 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 any pandemic, recovery efforts may be thwarted by an unknown duration of the actual event and the unknown number of students, faculty, and staff affected.

### ***Business Resumption***

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

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

During and 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 (e.g. website, publications, posters and flyers, voice mail, e-mail, and regular mail).

### ***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.

## **RESPONSE GUIDELINES**

### **LEVEL 1: Preparation** **No significant number of reported ATD cases**

The ATD Coordination Committee will meet regularly to discuss preparations for each level and to confirm the designation of responsibility for specific types of communications. Campus faculty, staff, and students will be encouraged to become familiar with details of the ATD Plan.

All departments should thoroughly evaluate their operations to determine the essential services that will continue to be delivered in the event of a temporary campus closure and which employees will be responsible for delivering these services as essential employees, both primary and back-up. All departments will define essential staff within each department and within each level defined in this plan. Some employees may be defined as essential at one level, but not at another.

Identified employees will be tracked in an ATD response database that lists all essential personnel and their responsibilities. This database will also be used by Campus Police to determine authorized campus access during levels of response, including a campus closure. All units will need to consider reassignment of staff within the department to meet temporary service needs.

As part of this analysis, departments should determine a communication plan to notify essential employees in the event of an escalation or campus closure. Options include a phone tree, a common phone hotline, text messages or email, or other appropriate means. Departments should consider the potential for a breakdown in communication and prepare for the consequences.

### **Academic Program**

- Create an absentee tracking program in selected classes and areas for monitoring changes in absenteeism as an early warning system. Predetermined courses will 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 Coordinators. Possible classes or programs for tracking are:
  - Health Occupations
  - Administration of Justice
  - Sports Teams
  - Employee Support Programs
- Refresh and disseminate policies and practices on student absences and attendance, aligning guidance with the current academic calendar.
- Direct faculty to provide guidance on attendance in courses
- Develop alternative methods of delivering instruction. Ensure plans to use distance learning, email, or other methods to accommodate student absences align with college policy, Title 5, and Ed Code.
- Seek and refer to guidance from the California Community Colleges Chancellor's Office.

- As 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. Work with Human Resources to determine expedited methods for hiring substitutes.

### **Administrative Services (Facilities, ITS, Fiscal)**

- Deploy supplies to support proper hygiene and disinfecting protocol:
  - Provide disinfecting dispensers in high use areas.
  - Provide disinfecting wipes in offices and labs where equipment is shared.
  - Provide custodial staff training on ATD cleaning and disinfecting protocol, particularly concerning shared items like goggles and specialized hand tools.
  - Educate users on wiping keyboards and other control surfaces with disinfecting wipes.
  - If possible, stock small disinfecting hand gels in public spaces.
- Purchase and deploy Personal Protective Equipment (PPE):
  - For healthcare workers, standardization for N95 testing protocol with a NIOSH-approved vendor. Provide fluid-resistant surgical shoe covers, surgical hair cap and gowns, face shields and protective eyewear. Latex gloves need to be available in all sizes.
  - For non-healthcare workers, regular surgical masks should be available to give to people who are symptomatic when visiting the Student Health Center and other public areas.
  - Purchases should be made and storage determined for use throughout the emergency response.
- Identify critical supply and operating expense requirements to maintain service levels throughout the various stages of emergency response, including closure. Ensure working cash and signatory authorities will meet needs at all stages of response, including closure.
- Develop plans for paycheck distribution and timekeeping requirements through various stages of emergency response, including closure.
- Keep gasoline cards available and ensure vehicles are fueled in the event of a campus closure to minimize problems should supply disruptions occur.

### **Human Resources**

- Refresh policies and practices related to:
  - Mandatory vs. voluntary release from work due to ATD
  - Telework and nonstandard hours of operation
  - Use of sick time for primary illness
  - Extended use of sick time for care of family members with ATD
  - Employees sick with no sick/vacation time remaining
  - At-work social distancing for high-risk employees (i.e. pregnant, immune suppressed, etc.)
  - Hiring of substitute staff and instructors
- Disseminate information about applicable leave policies and information on communicable diseases pursuant to applicable labor agreements and other regulations.

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- Working with Student Health Services, prepare training programs and materials for staff and establish cross-training for staff who volunteer to be temporarily reassigned to meet service needs that may arise from staffing shortages.
- Remind employees of the Disaster Service Worker requirement.

### Communications

- The college’s website (www.pasadena.edu) will be updated with information as necessary. This resource will be used during the Pre-Level 1 period to communicate with students, faculty, staff, families, trustees, surrounding communities, local officials, state officials, and vendors.
- Initiate a college-wide hygiene awareness program:
  - Proper coughing, sneezing and hand washing.
  - “Wipe Away” campaign to disinfect shared keyboards, telephones, and workspaces.
  - Social Isolation when flu-like symptoms are present – “Stay Home When Sick” campaign.
- Obtain poster information from relevant sources for print, distribution, and posting.
- If available, post videos demonstrating proper coughing/sneezing and handwashing techniques on the College’s website.
- Encourage sign-ups for RAVE alert system.

**LEVEL 2: Minimal Infection Rate**  
**U.S. Government Response Stage 4 or**  
**10% of students or critical staff are absent**

<b>Triggering events at this level:</b>
World Health Organization declaration of Phase 6—Pandemic period: increased and sustained transmission in the general U.S. population
Confirmation of a high rate of infectivity, morbidity (rate of infection) and/or mortality (death rate) as identified by the Centers for Disease Control and Prevention's Pandemic Severity Index
Rate/speed of disease spreading
Local public health recommendations to curtail/cancel public activities in county or state and to close PCC campuses
Falling class attendance, students leaving campus
Rising employee absenteeism
Other regional schools closing
Transportation systems closing/curtailing interstate travel

Initiate the ATD tracking program after the second week of school to allow students to add and drop courses without affecting the tracking of absenteeism. If an outbreak is detected prior to or during the first week of school, school closure should be considered.

## Aerosol Transmissible Disease (ATD) Emergency Plan

- Initiate educational and work distancing
  - Distance learning should be available to impacted classes and programs if feasible.
  - Telecommuting options should be considered if feasible.
  - Transfer of critical functions should be addressed.
- Social Distancing should be implemented, avoid crowded areas (i.e. conferences, sporting events, concerts, etc.)
  - Minimize sport and college public events.
  - Cancel nonessential travel and all travel to areas with high infection rates.
- Student attendance (online or via forms of telecommunications)
  - Attendance will be taken on the same day of each week to maintain continuity of reporting.
  - Attendance will be taken either at the beginning or end of class. Faculty to gather data, report to the Dean, who will report to VP Instruction.
  - Attendance will be tracked to identify any severe spike (50% from week to week) or a steady increase in absenteeism.
  - If any faculty members are made aware of students testing positive for a pandemic virus in their classes, they are to report it to their dean, who will report to the ATD Coordination Committee.
- Administration attendance
  - If multiple employees in a department or common area report flu-like symptoms and/or home ill, the supervisor will contact the ATD Coordination Committee.
  - If any employees are made aware of employees or family member(s) testing positive for a pandemic virus, they are to report it to the ATD Coordination Committee.
- Faculty attendance
  - If multiple faculty report flu-like symptoms or are home ill, the office of Instruction will notify the ATD Coordination Committee.
  - If faculty demonstrate a positive test for a pandemic virus, they are to report it to the Office of Instruction so the ATD Coordination Committee can be notified.

### **Student Health Services / Campus Police**

- Suspend day-to-day operations.
- Implement on-call crisis management (psychological first-aid) procedures in response to trauma (24/7).
- Assess need and provide short-term stress counseling for the campus community.
- Attend to first responders.
- Designate all medical and personal counseling staff as essential
- Identify support for DSP&S students and disabled employees (mobility, deaf, etc.)
- Provide surgical masks, respirators, and sterile gear as appropriate.
- Begin to implement campus evacuation procedures with other campus departments.
- Provide safety and security for main campus, CEC, Rosemead and CDC.

## **Academic Program**

- Where feasible and determined by trends in attendance and the presence of ATD, implement cancellation of face-to-face sections and replacement with alternative instruction methods.
- Identify and monitor areas requiring increased hygiene and disinfectant mitigation

## **Administrative Services**

- Monitor supplies and replenish as appropriate.
- Restrict access to areas of campus as necessary.
- Initiate pandemic cleaning and disinfection:
  - Maintenance and operations
  - High-use areas (i.e. computer centers, cafeteria, shared workstations)
- Distribute sufficient and accessible soap, hand sanitizers, tissues, and trash receptacles
- Use EPA-registered hospital disinfectant/detergent for cleaning campus facilities affected by a local outbreak
- Give special attention to frequently touched surfaces in addition to floors and other horizontal surfaces.
- Handle bodily fluid spills in accordance with pathogen procedures.
- Coordinate with departments to identify and prepare “Suspension of Work” and “Termination for Convenience” notifications to service contract vendors.
- Facilitate and expedite emergency supply and service orders.
- Prepare to implement manual processes for cash deposits, cash disbursements, procurements, vendor disbursements and billing of student and contract/grant receivables as appropriate.
- Coordinate requests for resource assistance from other delegated offices on campus to assist with vendor payment processing if needed.
- Develop training on remote desktop access procedures.

## **Human Resources**

- Insure healthy, essential regular employees report to work.
- Grant paid administrative leave to non-essential regular employees as necessary in response to ATD occurrence in the campus population.

## **Communication**

- Information on the PCC website will be updated as needed to educate the campus community regarding flu signs/symptoms and when/where to seek help.
- Public Information Office or Police and Safety Services will send RAVE alerts apprising recipients of the status of activities on campus and steps being taken by the institution.
- PIO will notify media of the status of activities on campus and steps being taken by the institution. Prepare for a possible increased media presence.

**LEVEL 3: Moderate Infection Rate**  
**U.S. Government Response Stage 5 or**  
**20% of students or critical staff are absent**

Triggering events at this level:
Confirmed local community outbreak
Rate/speed of disease spreading
students should not be on campus
Rising employee absenteeism
Other regional schools closing
Transportation systems closing/curtailing interstate travel

Continue all activities outlined in the previous levels (Levels 1 & 2) with the following additions, plus, an emergency shelter plan should be implemented for homeless students.

**Academic Program**

- If courses are required to be cancelled for one to two weeks, students would have the ability to make-up work missed and fulfill the required 48 contact hours per class credit without significantly altering the semester calendar/structure.
- For any closure extending beyond two weeks, the college will consult with the Chancellor's Office to consider extending the semester the next term.
- Where appropriate and approved for distance education, faculty can immediately conduct coursework from off-site using listservs to communicate with students or telephone conference call support.
- Alternative methods of instruction will continue where possible.

**Student Health Services / Campus Police**

- Implement the campus evacuation plan.
- Secure closed campus facilities as necessary.
- Liaise with local law enforcement and public health officials as necessary to maintain situational awareness.

**Administrative Services**

- All healthy essential personnel will report and services will continue.
- Maintain essential services to all facilities.
- Close and secure non-essential buildings.
- Curtail outside maintenance.

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- All service contracts of \$100,000 and greater include clauses regarding termination for convenience and suspension of work. The language in these clauses covers any requirement for the college to suspend services or work due to a closure of this nature. For services under \$100,000, purchase orders include similar language. Delivery instruction and location changes can be implemented with a basic contract modification. Fiscal Services will implement these modifications as needed and send notifications to vendors.
- Business Services will continue to coordinate funding and procurements for emergency supplies and services.
- The Payroll and Benefits Department will implement emergency payroll processing.
- If the campus is closed, but essential service departments are open, the campus mail office and central receiving will continue to accept mail and deliveries assuming the USPS, FedEx, and UPS are operating as normal and staff resources are available to process the work. Mail will be received, sorted, and stored ready for delivery. If the campus is closed and USPS, FedEx, and UPS are closed, mail and purchase order deliveries will be suspended.

**LEVEL 4: Severe Infection Rate**  
**U.S. Government Response Stage 5 or**  
**At least 30% of students or critical staff are absent**

Triggering events at this level:
Declared emergency at jurisdiction of authority
Rate/speed of disease spreading
MUST BE enforced---Campus closure for students, faculty, and staff
Rising employee absenteeism
Other regional schools closing
Transportation systems closing/curtailing interstate travel

Campus closed; declared emergency condition; evacuation of campus; all facilities closed except skeletal services for infirmary, temporary emergency shelter housing for students with extreme hardships, and essential research; access to campus is sealed off; closure is sustained.

### Academic Program

- If courses are required to be cancelled for one to two weeks, students would have the ability to make-up work missed and fulfill the required 48 contact hours per class credit without significantly altering the semester calendar/structure.
- For any closure extending beyond two weeks, the college will consult with the Chancellor's Office to consider extending the semester the next term.

### **Campus Police (Student Health Service—Public Health Department Agendas)**

- Student Health Services to work with Pasadena Public Health Department.
- Liaise with local law enforcement and public health officials as necessary to maintain situational awareness.
- Secure campus during closure:
  - Implement barriers at all campus ingress points
- The following facilities should ONLY be accessible to key individuals who need emergency access during the closure of the campus
  - C Building:
    - Fiscal Services/Payroll
    - Human Resources
    - Public Information Office
    - Administrative Offices (as necessary)
  - CC Building
  - Campus Police Station
  - ITS/Telephone
  - Maintenance and Operations
- Once the campus is secured, the only ingress and egress to campus will be through 150 South Hill, Staff Parking Lots, or as determined by Campus Police.
- During the period of closure, all vehicles and pedestrians on campus will be challenged by Campus Police. Without exception, all persons on campus who are not in the emergency preparedness database will be asked to leave campus. Those refusing to leave will be subject to arrest.
- After employees have completed work for the day, they return to the area where they checked-in and repeat the process for check-out.
- The state of California will decide on travel restrictions, if any, during the period of the pandemic. Pasadena City College will abide by the policies set by the state government on travel restrictions and policies.

### **Administrative Services**

- Maintain essential services to all buildings.
- Curtail all contractual work and maintenance activities.
- Manage essential staff working in shifts to maintain essential services.
- Procure, store, and provide sufficient and accessible soap, alcohol-based hand hygiene products, tissues, and receptacles for their disposal.
- Use any EPA-registered hospital detergent/disinfectant for cleaning. Give special attention to frequently touched surfaces in addition to floors and other horizontal surfaces.
- Handle blood and other bodily fluid spills in accordance with blood-borne pathogen procedures.
- Clean and disinfect college in preparation for re-opening.
- Assuming full campus closure, financial transactions will be limited to critical procurements and payments.

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- Limited essential personnel will report to campus or handle transactions from remote locations depending on system availability.

### **Human Resources**

- Healthy essential employees will report to work.
- Non-essential employees will receive paid administrative leave.
- Non-exempt essential employees will receive overtime if warranted.
- Staff will fulfill Disaster Service Worker and Mutual Aid obligations as required.

### **Communications**

- Information on the PCC website will be updated on a continual basis as needed. Online response to electronic inquiries will be provided from a remote location by PIO staff.
- PIO and Campus Police will send RAVE alerts as necessary to provide updates.
- ITS will send college-wide voice mail to recipients. Other appropriate telephone contact will be made with other stakeholders.
- Media will be apprised by PIO of the evolving status of activities on campus and steps being taken by the institution.
- Student Health Services and Campus Police will maintain contact with local law enforcement and public health authorities.

### **LEVEL 5: Subsidence/Recovery**

**Absenteeism declining; over two weeks, no more than  
10% of students or critical staff are absent;**

### **Academic Program**

- Respond to impacts of ATD outbreak accordingly, resuming academic progress for students while ensuring student, faculty, and staff health and safety.
- Return to normal campus functions.

### **Student Health Services / Campus Police**

- Continue absentee surveillance program until trend is confirmed.
- Assess and debrief campus departments to determine the effects of a pandemic wave.
- Offer support services to affected individuals as appropriate.

### **Administrative Services**

- Continue disinfecting protocol.
- Return to normal campus functions
- Pay distribution plan will be implemented, including last pay for hourly employees (assume paid administrative leave by regular salaried employees).
- Assess impacts to the college financial position and determine any modifications to the current refund policies for tuition, fees, and other services.
- As appropriate convene executive officers and Board committee to redirect funds from reserves or other budget lines.

### **Human Resources**

- All staff will return to work.

### **Communications**

- Re-opening procedures and timetable will be communicated via e-mail, Web, and media.
- Student return policy and procedures will be announced via e-mail and Web (e.g., health and safety precautions, what to expect, what to bring, and pro-rata credits for unused portions of services).
- Continue hygiene campaign of handwashing and the proper way to sneeze/cough campaign.