

Berea College Pandemic/Epidemic Response Plan

An **epidemic** is a disease or anything resembling a disease that attacks or affects many individuals in a community or a population simultaneously. A **Pandemic** is an epidemic occurring over a very wide area, crossing international boundaries and usually affecting a large number of people. A pathogen capable of causing a pandemic is usually easily spread and can aggressively attack its host. For this reason, the identification of a pathogen capable of causing a pandemic requires immediate action even before cases are diagnosed in the local community. The Berea College Pandemic/Epidemic response plan is designed to be a planning guideline to address either a localized epidemic or a more global epidemic referred to as a pandemic. The level and degree of the response will be based upon information and recommendations from the Center of Disease Control and state and local health departments.

BC Stage 1: Confirmed cases of human-to-human transmission of a pathogen capable of causing a pandemic/epidemic (any location in the world)

BC Stage 2: Confirmed cases in the United States

BC Stage 3: Confirmed case(s) in Madison County or on Campus

*BC refers to staging format unique to Berea College

In Accordance with the Berea College Emergency Management Protocol, the President or designee will coordinate all response activities required to implement the Pandemic/Epidemic Response plan. The President or designee will designate an emergency response coordinator and establish an Emergency Operations Center (EOC). The EOC is a central command and control facility made up of two critical components, the individuals who staff it and an established communication system. The EOC will collect, and analyze data for decision making purposes to assure continuity of all response operations. A Planning and Assessment team along with other designated groups will have specific functions as outlined in the following sections of this plan.

PLANNING AND ASSESSMENT TEAM (PAT)

Planning & Assessment Team:

Human Resources, Student Life, Risk Management and EHS, Public Safety, Public Relations, Facilities Management

Baseline Activity	<ol style="list-style-type: none"> 1. Draft response plan and review on annual basis. 2. Coordinate baseline efforts of entire campus community. 3. Establish communication contacts with local health department and hospitals.
BC Stage 1	<ol style="list-style-type: none"> 1. Monitor situation. 2. Inform President and the Administrative Committee of confirmed “human to human” case that could result in an epidemic or a pandemic based upon the “aggressiveness” of the pathogen and provide recommendations for the following actions: 3. Bring in Residential Life and Dining Services for quarantine planning. 4. Bring in Public Safety for transport & quarantine planning. 5. Bring in Facilities Management for air filtration system planning and Housekeeping/Custodial Planning.

	6. Work with Public Relations to issue updated communication (s) to the campus community regarding Berea College's response plan.
BC Stage 2 In addition to BC Stage 1	<ol style="list-style-type: none"> 1. Notify President and the Administrative Committee. 2. Advise President to activate the Emergency Operations Center (EOC) (This may occur at level one depending on the situation and recommendations from the CDC or local health agencies) 3. Coordinate response plan activities with Coordinator of Emergency Operations Center. 4. Prepare to implement Social Distancing measures with approval from the Administrative Committee that may include: <ul style="list-style-type: none"> • Gathering Restrictions • Travel Restrictions • School closing
BC Stage 3 In addition to BC Stage 2	Maintain contact amongst team.

ADMINISTRATIVE COMMITTEE

President's Office / Administrative Committee

Baseline Activity	1. Maintain awareness of response plan and potential infectious diseases which could impact Berea College
BC Stage 1	<ol style="list-style-type: none"> 1. Receive information from PAT. 2. Review Quarantine and Transport Plans developed by PAT and appropriate departments. 3. Review content of internal and external public information bulletins and announcements. 4. Based on U. S. State Department recommendations, College will recommend campus community not to travel to effected countries. 5. Evaluate need to monitor/restrict entry to Berea College of individuals from effected countries.
BC Stage 2 In addition to BC Stage 1	<ol style="list-style-type: none"> 1. Activate Emergency Operations Center (EOC). 2. Appoint Response Coordinator. 3. Receive information from Response Coordinator. 4. Consider restricting movement on and off campus for activities/athletic events. 5. Request Dean to report numbers of faculty and student absences related to infectious disease causing epidemic/pandemic 6. Request department managers report numbers of non- faculty employee absences due to illness to Human Resource (HR) Department. 7. The Administrative Committee receive respirators & training on respiratory protection from Department of Risk Management and EHS
BC Stage 3 In addition to BC Stage 2	<ol style="list-style-type: none"> 1. Ensure that each applicable EOC Team function is covered. 2. Authorize temporary suspension of classes or closure. 3. Evaluate information on institutional effects of the incident and set response priorities as appropriate.

STUDENT LIFE

(Contracted Health Care Services-White House Clinic in coordination with Risk Management/EHS, and Human Resources)

Baseline Activity	<ol style="list-style-type: none"> 1. Monitor CDC and Madison County Health Dept websites on regular basis for information regarding infectious diseases. 2. Update the campus community through email with information and links regarding detection, diagnosis and treatment of infectious diseases (i.e. flu) 3. Provide information concerning vaccinations that are available to help prevent the spread of infectious disease. 4. Provide students with self-care guidelines for upper respiratory infections. 5. Educational materials and outreach to assist students/staff to understand differences in symptoms of colds vs. flu. 6. Outreach to campus community with educational campaign to minimize germ transmission (i.e. hand washing, tissue use, and sharing food, missing classes). 7. Update Emergency Action Plan with PAT as situation evolves.
BC Stage 1	<ol style="list-style-type: none"> 1. Communicate with Madison County Health Department regarding preliminary planning and surveillance. 2. Communicate and benchmark other College health services and Environmental Health & Safety Depts. 3. Send out a notification via email to faculty, staff or students with influenza profile or other infectious disease symptoms who have traveled to (or have been visited by persons from) effected countries to call Human Resources (Faculty/Staff) Student Life (Students) 4. Provide in-service training with help from the Risk Management and EHS Department to primary responders on the specific infectious disease impacting the College Community 5. Follow State and County protocol for patient testing. 6. Receive respirators & training on respiratory protection. 7. Develop protocol for referral to local hospitals/ emergency departments. 8. Identify students at higher risk because of pre-existing conditions.
BC Stage 2 In addition to BC Stage 1	<ol style="list-style-type: none"> 1. Notify Madison County Health Department as required 2. Notify Response Coordinator of confirmed case in the US. 3. Coordinate with Public Health authorities for accurate and timely diagnosis. 4. Notify the Associate Dean of Student Life of potential resident students that may require isolation. 5. Ongoing communications with campus community regarding signs/symptoms, protocol for referral of suspected cases. 6. Require faculty and staff to report to Human Resources if positive for flu or if family members are positive. 7. Provide care as able to affected/suspected students. 8. Identify contacts of suspected case with help from Student Life for students and: Initiate prophylaxis of contacts based on strength of patient presentation Provide daily updates on case numbers to Response Coordinator Communicate with area hospitals on protocols for admission.
BC Stage 3 In addition to BC	<ol style="list-style-type: none"> 1. Recommend temporary closure of building(s) and suspension of student and academic activities.

Stage 2	<ol style="list-style-type: none"> 2. Coordinate care to students in residential buildings. 3. Notify Madison County Health Department concerning confirmed cases on campus and advice if Berea area based people may of have had contact with patient. 4. Arrange for screening of students, faculty or Staff who have had contact with patient.
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Public Safety

Baseline Activity	1. Maintain awareness of response plan and baseline activities
BC Stage 1	<ol style="list-style-type: none"> 1. White House clinic with help from the Risk Management and EHS department, trains dispatchers, and Public Safety personnel on pathogen 2. Initiate necessary steps to implement process of transporting individuals to hospitals. 3. Receive respirators & training on respiratory protection from Risk Management and EHS Department 4. Alert White House Clinic if encountering individual(s) with infectious disease symptoms.
BC Stage 2 In addition to BC Stage 1	<ol style="list-style-type: none"> 1. Implement policy on transporting individuals to hospitals. 2. Define prioritization of functions based on staff availability 3. Identify extra security needs for the campus
BC Stage 3 In addition to BC Stage 2	<ol style="list-style-type: none"> 1. Secure buildings & post signage 2. Implement changes in functions based on staff availability

Student Government Association (SGA)

Baseline Activity	1. Maintain awareness of response plan.
BC Stage 1	1. Help develop educational campaigns for the student population and help recruit student volunteers for additional EMS training.
BC Stage 2 In addition to BC Stage 1	<ol style="list-style-type: none"> 1. Student EHS Volunteers Receive respirators & training on respiratory protection from Risk Management/EHS 2. Stand by to assist as needed.
BC Stage 3 In addition to BC Stage 2	Same as Level 2.

Counseling Center

Baseline Activity	1. Maintain awareness of response plan.
BC Stage 1	1. Develop plan to address possible rumors, fear and distress.
BC Stage 2 In addition to BC Stage 1	<ol style="list-style-type: none"> 1. Provide counseling to students as needed. 2. Implement plan to address possible rumors, fear and distress.
BC Stage 3 In addition to BC Stage 2	1. Provide oversight for student, staff, & Faculty family notifications and counseling as appropriate.

Housing/ Student Life Staff

Baseline Activity	<ol style="list-style-type: none"> 1. Educational campaign to minimize spread of infection in residence halls. 2. Develop plan for assistance/ monitoring of ill students in residence halls. 3. Develop plan to educate students re: importance of appropriate room cleaning to minimize disease spread.
BC Stage 1	1. Educational campaign to minimize spread of infection in residence halls

	<ol style="list-style-type: none"> 2. Develop plan for assistance/ monitoring of ill students in residence halls 3. Develop plan to educate students on importance of personal hygiene and appropriate room cleaning to minimize disease spread.
BC Stage 2 In addition to BC Stage 1	<ol style="list-style-type: none"> 1. Arrange for isolation of suspected case(s). 2. Receive respirators & training on respiratory protection from EH&S. 3. Arrange for monitoring/delivery of medications, meals, and other goods and services to isolated cases.
BC Stage 3 In addition to BC Stage 2	<ol style="list-style-type: none"> 1. Activate plan to quarantine students in conjunction with the guidance from the County Health Department.

COLLEGE RELATIONS

Public Relations

Baseline Activity	<ol style="list-style-type: none"> 1. Be aware of all baseline activities.
BC Stage 1	<ol style="list-style-type: none"> 1. Draft internal and external announcements in conjunction with PAT. 2. Draft announcements for parents in conjunction with PAT
BC Stage 2 In addition to BC Stage 1	<ol style="list-style-type: none"> 1. Work with IS&S to set up an emergency contact phone line. 2. Establish a Web site information page 3. Write and record bulletins and updates on the College's Emergency Information phone line and Web page
BC Stage 3 In addition to BC Stage 2	<ol style="list-style-type: none"> 1. Establish a Media Relations Center: coordinate press releases, and manage news teams and interviews, etc.

Parent Relations (To be assigned)

Baseline Activity	<ol style="list-style-type: none"> 1. Due to increased requirements for more direct on going communication with student's parents, a special group may be established to coordinate parent relations and communications. This group will coordinate their activities with Public Relations.
BC Stage 1	<ol style="list-style-type: none"> 1. Coordinate with Public Relations
BC Stage 2 In addition to BC Stage 1	<ol style="list-style-type: none"> 1. Coordinate with Public Relations.
BC Stage 3 In addition to BC Stage 2	<ol style="list-style-type: none"> 1. Coordinate with Public Relations.

PROVOST/DEAN, ACADEMIC UNITS, AND LABOR PROGRAM

Provost/Dean

Baseline Activity	<ol style="list-style-type: none"> 1. Review of policy and standards re: excused student absences from class or labor when ill. 2. Disseminate information about risk to community of teaching when ill 3. Monitor State Department recommendations for traveling abroad. 4. Develop plan for care and monitoring students studying abroad 5. Encourage teaching faculty to develop a plan for alternative teaching methods that
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	could be completed outside of the classroom (i.e.-internet)
BC Stage 1	<ol style="list-style-type: none"> 1. Facilitate dissemination of appropriate information to faculty regarding status and College response. 2. Provide information to faculty as to how to respond to student concerns. 3. Implement plan to care for or bringing back students from affected countries. 4. Develop criteria for suspension of classes.
BC Stage 2 In addition to BC Stage 1	<ol style="list-style-type: none"> 1. Monitor levels of faculty and student absences. 2. Facilitate dissemination of instructions to faculty. 3. Develop plan for making up missed class time and labor
BC Stage 3 In addition to BC Stage 2	<ol style="list-style-type: none"> 1. Advise President regarding suspension of classes based on Faculty and Student absenteeism due to illness.

Department of Nursing

Baseline Activity	<ol style="list-style-type: none"> 1. Maintain awareness of response plan.
BC Stage 1	<ol style="list-style-type: none"> 1. Develop plan for care and monitoring students in clinical rotations 2. Identify clinical staff willing and able to assist with care of residential students. 3. Receive training on Response Plan from Risk Management/EHS with assistance from contracted Health Care Services (White House Clinic)
BC Stage 2 In addition to BC Stage 1	<ol style="list-style-type: none"> 1. Activate plans for students working in clinical rotations with confirmed cases. 2. Alert clinical volunteers for action.
BC Stage 3 In addition to BC Stage 2	<ol style="list-style-type: none"> 1. Work under coordination with PAT to provide care to ill residential students.

Academic Units

Baseline Activity	<ol style="list-style-type: none"> 1. Maintain awareness of response plan
BC Stage 1	<ol style="list-style-type: none"> 1. Develop plan for care and monitoring students in practicum, internships and community service learning 2. Determine alternative methods through which classes can be completed outside of the classroom if isolation is required
BC Stage 2 In addition to BC Stage 1	<ol style="list-style-type: none"> 1. Follow /Dean recommendation concerning notification and communication with students.
BC Stage 3 In addition to BC Stage 2	<ol style="list-style-type: none"> 1. Same as level 2

Operations and Sustainability

Human Resources

Baseline Activity	<ol style="list-style-type: none"> 1. Maintain awareness of response plan and baseline activities 2. Assist Public Relations with communications for Staff and Faculty concerning educational campaign regarding avoidance of disease transmission and staff and faculty absence policy due to illness or family care needs.
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BC Stage 1	<ol style="list-style-type: none"> 1. Design reporting system to receive information on staff absences due to illness or family care needs. 2. Determine pay policies for mandated absences 3. Determine policies for reassignment of staff to fill essential rolls
BC Stage 2 In addition to BC Stage 1	<ol style="list-style-type: none"> 1. Implement reporting system
BC Stage 3 In addition to BC Stage 2	<ol style="list-style-type: none"> 1. Assist with relocation of faculty & staff to fill essential rolls

Facilities Management

Baseline Activity	<ol style="list-style-type: none"> 1. Maintain up to date building ventilation system information and information concerning high efficiency filtration systems and suppliers
BC Stage 1	<ol style="list-style-type: none"> 1. Identify building ventilations systems for possible purchase and installation
BC Stage 2 In addition to BC Stage 1	<ol style="list-style-type: none"> 1. Receive respirators & training on respiratory protection from EH&S 2. Prepare to provide assistance with quarantine plan
BC Stage 3 In addition to BC Stage 2	<ol style="list-style-type: none"> 1. Stand by to change air filters, as directed shut off air handling systems as directed and Provide assistance with quarantine plan

Risk Management and Environmental Health & Safety

Baseline Activity	<ol style="list-style-type: none"> 1. Annually review current cleaning products for efficiency against potential pathogens. 2. Work with PAT to review and update the plan as necessary
BC Stage 1	<ol style="list-style-type: none"> 1. Assess respiratory protection plan and resources. 2. Provide respirator fit testing and training for Level 1 identified groups 3. Contract with Hazardous Material Company for professional cleanup. 4. Help provide EMS training to student and staff volunteers 5. Work with Health Care Services to develop a poster, e-mail campaign on self protection
BC Stage 2 In addition to BC Stage 1	<ol style="list-style-type: none"> 1. Provide respirator fit testing and training for identified groups 2. Arrange for additional medical waste pickups
BC Stage 3 In addition to BC Stage 2	<ol style="list-style-type: none"> 1. Assist Contracted Health Services as needed

Dining Services

Baseline Activity	<ol style="list-style-type: none"> 1. Display signage and materials for proper hand washing, discourage meal sharing
BC Stage 1	<ol style="list-style-type: none"> 1. Formulate plan for alternate dining services and for the feeding of quarantined students. 2. Develop a food stocking plan in the event that normal distribution is disrupted
BC Stage 2 In addition to BC Stage 1	<ol style="list-style-type: none"> 1. Arrange for food service to isolated case(s)
Level 3 In addition to BC Stage 2	<ol style="list-style-type: none"> 1. Implement plan for alternate dining services and/or the feeding of quarantined students.

Facility Management/ Housekeeping Services

Baseline Activity	
BC Stage 1	<ol style="list-style-type: none"> 1. Work with the EHS Department to determine need for specialized cleaning supplies.

BC Stage 2 In addition to BC Stage 1	1. Train staff who will clean affected areas on use of specialized products, waste handling and use of respirators
BC Stage 3 In addition to BC Stage 2	1. Same as Level 2

Revised 1/17/2019

The Berea College Pandemic/Epidemic emergency response plan will be reviewed and updated annually.