Central Piedmont Community College

Pandemic Preparedness Plan

September 2007

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CPCC Pandemic Preparedness Plan

Purpose

CPCC has created this Pandemic Preparedness Plan to guide the College in preparing for and responding to an influenza pandemic. The purpose of this plan is to minimize the impact of an influenza pandemic on students, faculty and staff by describing the specific actions to be taken by the College based on the following objectives and assumptions.

Objectives:
- To protect the lives, safety, and health of all students, faculty, staff, and visitors at every Central Piedmont Community College campus.
- To effectively communicate with all involved parties throughout the duration of a pandemic.
- To provide for the continuation of as many college operations and services as possible as long as it is safe to do so.
- To prevent the spread of infection through health and hygiene education.

Assumptions:
- In the event of a pandemic, the State of North Carolina will have minimal resources available for local assistance and local authorities will be responsible for community based response plans.
- A pandemic flu will easily and rapidly spread from person to person resulting in substantial absenteeism at the College.
- Vaccines and antiviral medications will be in short supply during the initial months after the onset of a pandemic.
- Direction to close schools, public events, restrict travel, and quarantine areas may come from the NC Public Heath Department and/or the Mecklenburg County Health Department.
- During a pandemic CPCC may need to close facilities for eight weeks or longer.

Relationship to Current Emergency Plans

If a pandemic impacts the normal operations at CPCC, the College will implement the existing emergency management structure in the All Hazards Emergency Response Plan to manage the response and recovery activities prior to, during and after a pandemic. The Pandemic Preparedness Plan will be the first annex to the CPCC All Hazards Emergency Response Plan. The Pandemic Preparedness Plan will incorporate the CPCC Crisis Communication Plan and Emergency Management Structure, two components of the All Hazards Emergency Response Plan. Information on the Pandemic Preparedness Plan and the All Hazards Emergency Response Plan can be found on the CPCC Emergency Preparedness Website at:
https://www1.cpcc.edu/emergency-services

Authority
The CPCC Pandemic Preparedness Plan will be authorized by the President of the College. The plan is designed to work in conjunction with plans by the Mecklenburg County Health Department, the Charlotte Mecklenburg Emergency Management Office and shall be subordinate to all local, state and federal pandemic plans. A copy of the plan will be provided to the Mecklenburg County Health Department and the Charlotte-Mecklenburg Emergency Management Office.

Communication

CPCC Crisis Communication Plan
The CPCC Crisis Communication Plan will be activated in the event that a pandemic begins in order to communicate the response actions of the College and keep the College Community informed. Procedures and communication tasks are outlined in the Crisis Communication Plan and templates will be drafted in advance to address both internal and external communication during a pandemic.

In addition, the Assistant to the President for Community Relations and Public Affairs will collaborate with the Safety and Emergency Preparedness Coordinator and ITS personnel to notify the College community of any updates, changes, and activities associated with the status of a potential pandemic. The Emergency Management Team will be notified of any updates and/or changes on the pandemic status by the Assistant to the President for Community Relations and Public Affairs.

College Bridge Phone
In addition to the Crisis Communication Plan, the College Bridge Phone should be considered for communication by the Emergency Management Team if the College facilities are closed due to a pandemic. In the event that the College is required to close, the Emergency Management Team would not have access to the Emergency Operations Center (FSC218) and would therefore need to utilize the bridge phone for conference call meetings. Prearrangements should be made for the bridge phone to be reserved for use as a "Virtual EOC" for the Emergency Management Team. The President or his designee will determine the time and frequency of conference calls for the Emergency Management Team.

Emergency Preparedness Website
The CPCC Emergency Preparedness website will have information posted on the current situation concerning any activity on a potential influenza pandemic. Links to important sites including the World Health Organization, Center for Disease Control, Mecklenburg County Health Department, NC Department of Health and Human Services, and the official Federal site, pandemicflu.gov will be available.

Information about reducing the spread of infection such as procedures for social distancing and hand washing will also be available on the CPCC Emergency Preparedness website.

Roles and Responsibilities

Emergency Management Team and the Emergency Operations Center (EOC)

The Emergency Management Team consists of the College Cabinet members, the Associate VP of Facilities Services, and the Associate VP of Information Technology. During the early phases of the onset of a pandemic, the Emergency Management Team may decide to open the EOC to discuss action plans for the College response based on information from the state and local authorities on how and when the pandemic is projected to affect the Charlotte/Mecklenburg area.

The Core Emergency Support Team and Campus Deans should be included in the EOC meetings.

Campus Deans

During a pandemic, some areas may be affected before others due to increased employee and student absenteeism, area specific quarantines, travel restrictions, or other possible mandates from state and local government. Consequently, personnel at one campus may be impacted more in the initial stages. As mentioned above, the Campus Deans should be included in the EOC meetings to ensure communication and information flow to and from their staff, faculty and students is taking place.

Faculty and Staff

Faculty and staff have a responsibility to stay informed about any emergency information from the College and to provide that information to their students and visitors. If a potential pandemic situation occurs, faculty and staff will be expected to follow the recommendations issued by the College, such as campus closings, social distancing policies, personal hygiene procedures, and share that information with students and visitors. All information will be posted on the emergency website.

Students

CPCC is committed to providing a safe and healthy environment for students in all situations. Students have a responsibility to stay informed about current events and take the necessary precautions to ensure their personal safety and health. In a potential pandemic, students will be expected to follow all recommendations issued by the College.

Emergency Preparedness Coordinator

The CPCC Safety and Emergency Preparedness Coordinator will be responsible for monitoring and disseminating the most update pandemic information from public health sources including maintaining frequent communication with the Mecklenburg County Health Department Pandemic Preparedness Coordinator to keep CPCC personnel informed of the latest developments in the community. All information will be posted on the CPCC emergency website and any new information will be sent to the Assistant to

the President for Communication and Public Affairs for approval before distribution to the College.

Critical Functions and Essential Personnel

Preparing for an influenza pandemic is significantly different than planning for man-made and natural emergencies. Since most disasters such as tornadoes, fires, or hazardous material releases are site specific and pose an immediate threat to personnel and property, recovery usually begins within days of the incident. In planning to respond to a pandemic, the focus will be on preparing for extended interruption of college activities, including long periods of class cancellations, campus closures, and significant increase in student and employee absenteeism. Recovery may not begin for four to 12 weeks. It is of the utmost importance to identify essential personnel and critical functions early in the planning process in order to continue to deliver the vital services required to keep the College functioning.

Table 1 lists the critical functions that must be maintained at all times. In maintaining the critical functions, departments have been identified as having responsibility for either essential onsite personnel or essential remote personnel. Each responsible department in the list should identify specific individuals (and alternates) within their department and inform these individuals of their role.

Table 1

CRITICAL FUNCTION	DEPARTMENT RESPONSIBLE (ONSITE ESSENTIAL PERSONNEL)	DEPARTMENT RESPONSIBLE (REMOTE ESSENTIAL PERSONNEL)
Facilities (Shutdown operations and basic maintenance)	Facilities Services	Facilities Services
Secure Campuses and Buildings	Facilities Services (College Security and Nation Wide)	Facilities Services
Continuation of Critical Administrative Functions (student financial aid, employee leave, continuation of benefits and pay practice, accounts payable, purchasing)		HR, Administrative Services, Student Services
Information Technology Infrastructure (Shutdown and maintenance, support services for essential personnel)	ITS	ITS
Communication (Internal and external communication, media information, situation updates)	ITS	Assistant to the President for Community Relations and Public Affairs, ITS
Human Health (Monitoring activities of onsite essential personnel and personal protective equipment requirements)	Health and Safety	Health and Safety, HR
EOC Operations (Monitor overall situation, develop action plans, communicate with local authorities on pandemic status)		Emergency Management Team

Special Considerations – College Wide Concerns

Certain topics of concern have been identified that are college wide in scope and need further consideration for future planning efforts. Each department will develop a Continuation of Operations Plan (COOP) as part of the Business Continuity Plan. The following considerations should be addressed in the COOP development.

Faculty and Student Support

- Consideration should be given to developing policies and procedures for emergency actions such as regulation waivers concerning matters like reducing the required hours of instruction if a semester should end early, leaving dates and times open for finals and allowing grades to be turned in whenever a student completes a course, or other methods for completing courses.
- Possibly consider creating companion websites for all courses in the event a decision is made to continue coursework on-line.
- Use Learning Management Systems (Blackboard and Moodle) as another means of communicating policies with Instructional unit.
- Develop a list of courses that could be offered completely online with no need for students or faculty to attend any campus.
- Develop a policy or guidelines to address academic concerns of students absent from classes due to illness or quarantine.
- Develop contingency plans for issues related to tuition payments and refunds, withdrawal policies, and registration.

Human Resource Issues

- Identify and document key positions with high risks of exposure and establish expectations and standards of operation for these key positions.
- Develop policies and procedures for absences related to the pandemic including reporting absences, continuation of benefits and pay practice.
- Establish procedures for time recording, for able employees refusing to report to work and for prohibiting infected employees from reporting to work (method of detection, disciplinary action and return to work triggers).
- Establish understanding of pandemic illnesses as related to workers compensation.
- Prepare policy to restrict travel to and from infected areas.
- Develop partnerships with healthcare facilities to provide service to employees.
- Prepare insurance processes to include health, disability and supplemental insurance.
- Prepare work at home guidelines that address telecommuting issues.

Information Technology Systems and Telecommuting Demands

- Prepare for increased demand on information technology infrastructure for voice and data communications in the event the College is closed and classes are canceled.

- Prepare for the technology support required for developing the list of online courses to be offered when the College is closed during a pandemic.
- Departments should consult with ITS personnel to determine what is needed to continue with college operations, by developing alternate work policies such as telecommuting, teleconferencing and videoconferencing.

Students/Staff Traveling Abroad

According to the NC Pandemic Influenza Plan, as the pandemic spreads from country to country, NC DPH will review updated country-specific travel on the CDC Travelers' Health website (http://www.cdc.gov/travel/) and disseminate US DHHS recommendations to stakeholders. Advisories might include:
- Travel Health Precautions that describe steps that can be taken to reduce the risk of infection (e.g., avoiding travel to high-risk settings and communities where transmission is occurring).
- Travel Health Warnings that recommend postponement of nonessential travel.

All departments at CPCC should be aware of students, faculty and staff traveling on College business and following recommendations from federal, state and local public health officials, implement plans for restricting or limiting travel and canceling future travel base on WHO phases.

Public Health/Infection Control Measures
- Educate the College Community on ways to limit the spread of disease by initiating a "Stop the Spread of Germs" campaign.
- Establish a social distancing policy to further reduce the risk of spreading disease.
- Enhance housekeeping to provide infection prevention supplies such as soap, alcohol-based hand sanitizers, tissues and disposal receptacles.

Recovery

Planning for recovery from a pandemic will assist the College Community in returning to normal operations as quickly and efficiently as possible. Recovery will be dependent on several factors such as the duration of the pandemic, the length of time the College is closed, the number of students, faculty and staff affected and the time of year (mid semester, summer…). Topics that should be considered include:

Returning to Normal Operations

The Emergency Management Team will make decisions on how the College will return to normal operations based on the situation and information from the state and local public health authorities. The resumption of college business plans will be communicated to employees and students by the procedures outlined in the Crisis Communication Plan. Recommendations may include making adjustments to the academic calendar and rescheduling special events.

Support for Students, Faculty and Staff
Consideration should be made for providing psychological counseling and crisis debriefing to individuals affected by the pandemic. Effects may include loss of loved ones, health issues related to the disease, or financial hardship due to interruption of work.

CPCC Response

Federal Government Response Stages and the World Health Organization Phases
In February 2007, the Federal government issued the *Pandemic Influenza Community Mitigation Interim Planning Guide for College and Universities*. Included in the document are recommendations for dismissing students for college and university classes based on the severity of the pandemic. As part of this guide, a Pandemic Severity Index has been established to be used as a tool by communities in their planning efforts and has assigned federal response stages aligned with the World Health Organization (WHO) Global Pandemic Phases (www.pandemicflu.gov).

CPCC Alert Levels and Actions
Table 2 outlines the general actions to be taken by the College during a pandemic event, based on the Federal Response Stages and WHO pandemic response alert phases. Additional actions taken by the College, related to the pandemic, will be based on information provided by federal, state and local government, and/or through the Mecklenburg County Health Department.

Table 2

CPCC ALERT LEVEL	CPCC ACTIONS
CPCC LEVEL 1 **No human-to-human spread of disease.** WHO PHASE 3 and Federal Government Response Stage 0	• Review and Approve Pandemic Preparedness Plan • Monitor situation through WHO, CDC, www.pandemicflu.gov, Mecklenburg County Health Department • Identify all essential onsite personnel • Identify all essential remote personnel • Health and Safety fit test all essential onsite personnel and order PPE • All departments identify critical departmental functions and report to Unit VP. • Develop contingency plans for instruction and enrollment management procedures. • ITS - prepare for support of remote critical functions, remote access and increased system usage. • Develop templates for communicating pandemic events to faculty, students and staff • Develop HR policies and procedures for handling work related issues during pandemic (absences, travel, insurance…) • Promote Stop the Spread of Germs Campaign
CPCC LEVEL 2 **Human-to-Human transmission found but localized. Confirmed Outbreak Overseas** WHO PHASE 4-5 and Federal Response Stage 1-2-3	• Alert Emergency Management Team and activate EOC and reserve bridge phone for Virtual EOC use. • Notify Essential Onsite and Remote Personnel to prepare for shutdown operations. • Distribute PPE to Essential Onsite Personnel. • Activate Crisis Communication Plan to keep College Community updated on current status • Coordinate with NC and Mecklenburg DPH and CM Emergency Management Office. • Monitor all travel abroad programs and advise based on CDC Travel Warnings and locations. • All departments prepare to integrate contingency plans.

CPCC ALERT LEVEL	CPCC ACTIONS
CPCC LEVEL 3 **Widespread Outbreak in North America and Overseas.** WHO PHASE 6 and Federal Response Stages 4&5 **Level 3** actions will be based on the location of the disease within North America and the response of the local community.	• Virtual EOC Activated and Emergency Management Team continue to monitor the situation. • All campuses closed. • All classes cancelled. • All Special Events and Activities Cancelled. • Essential Onsite Personnel report to Central Campus for shutdown operations. • Essential Remote Personnel continue to perform critical functions.
CPCC Recovery – CPCC returns to normal operations	• College facilities reopen and classes resume. • Emergency Management Team holds debriefing session.

Potential Resources for the Community

It is expected that the community resources will be overwhelmed during a pandemic. The Mecklenburg County Joint Health Operation Center (JHOC) will be responsible for coordinating area health care services and may be requesting resources and volunteers from the community including area schools. Some potential resources CPCC may be asked to provide are:

- Nursing/Health Care Students
- Various types of medical supplies used in teaching labs.
- Facilities
- ITS personnel

Appendices
1. **Stop the Spread Of Germs Campaign**
2. **References and Additional Resources**

Stop the Spread of Germs Campaign

References and Additional Resources

CDC Publication: Interim Pre-pandemic Planning Guidance

Arthur J. Gallagher & Co., Blueprint for Pandemic Flu Preparedness Planning for Colleges & Universities

American College Health Association Pandemic Planning Guidelines - DRAFT (doc)

Health and Human Services Pandemic Influenza Plan

Campus Safety Health and Environmental Management Association

Health and Human Services-Pandemic Flu.Gov.

World Health Organization (WHO) Epidemic and Pandemic Alert and Response

http://www.ncpublichealth.com/

http://www.epi.state.nc.us/epi/gcdc/pandemic.html

University of California, Davis

University of North Carolina at Chapel Hill; Pandemic Influenza Planning Assumptions

UNC PI Social Distancing Policy (March 2006)