



**SOUTHSIDE VIRGINIA
COMMUNITY COLLEGE**

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Community College**

**Infectious Disease
Response Plan
March 2020**

Southside Virginia Community College's infectious disease response plan focuses on significant health issues and their possible effects on students, faculty and staff. This plan complements those designed to restore physical facilities or address other concerns and should serve as a broad-based approach to curtailing widespread illness and minimizing serious health consequences to the greatest degree possible for students, faculty and staff. This plan is not restricted to influenza but should also form a framework for coping with other similar threats such as the 2020 coronavirus.

Goals

The goals of this plan are:

1. To contain illness so that the effect on SVCC faculty, students, and staff is minimized to the degree possible
2. To preserve the college's operations to the degree possible
3. To preserve the integrity of the instructional process
4. To minimize economic losses to the degree possible
5. To provide some general principles regarding how this type of situation can be managed, with the understanding that decision making and response will be based upon current information
6. To ensure appropriate planning that all contingencies have been addressed

Overall Organization of SVCC's Plan

Level One: Initial Planning

SVCC departments and offices must plan how they will respond to challenges posed by infectious disease up to and including pandemic level, including the identification of critical functions and essential employees, and under what circumstances those essential employees will report to work. SVCC leadership must identify the resources that can be made available to employees and students, and the policies that will govern the time period of widespread threats of infectious disease (e.g., liberal leave, those eligible for telecommuting). Backup plans and cross-trained personnel should be included in the planning, as the possibility that essential employees will fall ill must be considered.

Following is a breakdown of relevant responsibilities:

Appropriate individual and institutional Level 1 planning includes:

Tasks Assigned To:	Tasks:	Response:	Comments
Faculty, Students, Staff EVERYONE IS RESPONSIBLE!	<ol style="list-style-type: none"> 1. Practice good hygiene habitually to minimize possibility of contracting or spreading illness. 2. Prepare and implement a plan for personal preparedness and safety. 		Ongoing Responsibility for Everyone
Travelers (Foreign and Domestic)	<ol style="list-style-type: none"> 1. Consider purchasing trip insurance. 2. Obtain detailed info (e.g. tour group operators/hotel/ship, etc.) as to what each will provide during and following event, what provisions are made if travel is suspended for a significant amount of time, if tour members become ill, or wish to return home (e.g. family member's serious illness); obtain list of necessary documents for each scenario. 3. Establish communication plans for tour group, campus and families. 4. Collect and leave copies with college personnel of contact information for all those traveling. 5. Prepare to address any issue that infectious disease may present when traveling domestically. 		
SVCC Administration	<ol style="list-style-type: none"> 1. Develop preparedness and response plan. 2. Correlate SVCC plan with VCCS planning template when (and if) it becomes available. 3. Keep SVCC community advised of current plan. 		
Human Resource Officer or staff as assigned	<ol style="list-style-type: none"> 1. Monitor information from reputable organizations (e.g. WHO, CDC, VDOH) 		Ongoing Responsibility
President's Office and President's Council	<ol style="list-style-type: none"> 1. Establish and/or review chain of command. 2. Develop college-wide policies/practices that may supersede departmental policies. Examples include but are not limited to: 		

Tasks Assigned To:	Tasks:	Response:	Comments
	<ul style="list-style-type: none"> • Establish criteria for canceling large gatherings as well as closing and reopening facilities. • Publish any changes in criteria for absences from work as well as any necessary documentation. • Determine protocol for those who are ill on campus until they can leave campus (e.g. isolation: where, monitoring, release from isolation). • Determine faculty authorization and responsibility when ill students are in class. • Determine supervisor's authority and responsibility when ill employees report to work. <ol style="list-style-type: none"> 3. Collect personal contact information and establish emergency communication plan, keeping copies at home. 4. Develop list of contacts outside SVCC with whom communication will be essential during event and keep copies at home. 		
Directors, Coordinators, Supervisors	<ol style="list-style-type: none"> 1. Identify critical functions. 2. Cross-train individuals to complete essential functions in the event that employee with primary responsibility is unable to do so. 3. Collect personal communication information (e.g., home email accounts, home and cell phone numbers). 4. Monitor status of employees and completion of critical functions during pandemic. 5. Develop list of contacts outside SVCC with whom communication will be essential during event. 6. Plan for technology failures, power outages. 		
Chief Financial/Business Officer	<ol style="list-style-type: none"> 1. Identify critical functions and essential employees; cross-train employees. 		

Tasks Assigned To:	Tasks:	Response:	Comments
	<ol style="list-style-type: none"> 2. Develop plan to continue critical functions during event. 3. Forecast as possible potential impact on revenues, costs considering tuition loss, reimbursement for withdrawals, mitigating circumstances. 4. Identify, to degree possible, impact on Foundation, institutional investments. 5. Collect contact information for essential employees and outside providers. 6. Interact with HR and VCCS as needed concerning employee policies. 7. Develop plan for payroll processing in the event that key staff are unavailable. 8. Assure continuity of long-term and strategic projects 9. Stockpile of essential supplies (e.g. medical, non-perishable foods, equipment); budget assignment for same if unable to cancel classes before infectious disease reaches campus. 		
Student Services	<ol style="list-style-type: none"> 1. Prepare for increased demand on services and the need for referrals upon resumption of classes. 2. Include possibility of diminished resources in plan. 		
Buildings and Grounds Services	<ol style="list-style-type: none"> 1. Identify critical functions. 2. Cross-train employees needed to accomplish those functions if facilities are closed for a protracted time. 3. Establish a recovery plan for any issues not covered by the Emergency Plan, including sanitizing buildings and furnishings before campuses reopen. 4. Assure continuity of long-term and strategic projects. 		
Human Resources	<ol style="list-style-type: none"> 1. Identify critical functions and cross-train employees to carry out those functions. 		

Tasks Assigned To:	Tasks:	Response:	Comments
	<ol style="list-style-type: none"> 2. Consult with VCCS regarding policies related to extended campus closure and/or unique to situation (e.g. compensation, using sick leave/annual leave; compensatory pay for those continuing to work; telecommuting). 3. Arrange for payroll processing at alternative site, other colleges or universities and/or using telecommuting. 4. Develop/review and communicate relevant policies and procedures. 5. Publish policies and documentation needed during the event. 6. Develop communications regarding employees who have been exposed, suspected of being ill, or who become ill and communicate same (using CDC, VDH guidelines). 7. Prepare communications to employees regarding possible consequences of extended closure. 8. Identify ADA, FMLA and other policy implications for preparedness. 		
Instruction and Student Services	<ol style="list-style-type: none"> 1. Develop and provide faculty with options to assist in course completion if facilities are closed for an extended period of time. 2. Assure continuity of long-term and strategic projects. 3. Using CDC and VDH guidelines, develop policies regarding infection control and procedures for classrooms, including threshold for faculty to be absent from classes. 		
Public Information Officer	<ol style="list-style-type: none"> 1. Identify situations requiring mass dissemination of information. 2. Develop/review plans to provide accurate and timely information to all constituencies. 3. Provide back-up media contact in case of illness. 		

Tasks Assigned To:	Tasks:	Response:	Comments
Security	<ol style="list-style-type: none"> 1. Consider incident training for appropriate personnel. 2. Implement infection control policies and procedures as needed. 		
Technology Services	<ol style="list-style-type: none"> 1. Consider the effects of increased demand on email, Canvas, hits on the SVCC webpage and requests for access from home and home computers. 2. Plan for increased requests for laptops to use during the event. 3. Maintain personal communication information for IT staff as well as other SVCC employees and outside service providers. 4. Provide space and access to post relevant information. 		

To Maximize Personal Health:

- Avoid crowds during periods of high risk.
- Minimize visitors and do not visit those who are ill.
- Keep personal items separate from others, including household members who are ill.
- Clean surfaces around those who are ill frequently with a disinfecting cleanser.
- Don't share food or drinks.
- Drink plenty of water.
- Don't smoke.
- Exercise regularly.
- Take a multivitamin daily (especially older adults).
- Decrease stress, stay optimistic and remain active.
- Wash your hands frequently, using plenty of soap and warm water to clean hands and fingers thoroughly.
- Use hand sanitizers when you are unable to wash your hands.
- Keep your hands away from your face as much as possible.
- Sneeze into a tissue or your sleeve, never into your hands.
- Throw tissues away promptly.
- Have enough fluids and other supplies for one to two weeks.
- Have medications for fever and a thermometer handy.
- Know what options are available at work for when you are ill (e.g., working from home).
- Have a backup caregiver for loved ones.
- Keep emergency numbers and self-care instructions in a place where everyone in the house can access them.
- Stock up on basic supplies and food.
- Talk with your colleagues and students and share this information.

Level Two: Implementation

Tasks Assigned To:	Tasks:	Response:	Date Completed Date Revised:
Everyone	<ol style="list-style-type: none"> 1. Review relevant policies and procedures. 2. Continue to practice good hygiene habitually. 3. Consider practicing social distancing. 4. Have a thermometer and other personal safety items on hand. 5. Keep emergency contact information on hand. 		
Faculty	<ol style="list-style-type: none"> 1. Be prepared to discuss alternate methods of course completion and to provide students with that information. 2. Report unusual number of absences on the same day. 3. If you are ill, be sure to communicate with your dean. 4. In the event of your own illness: If full-time, communicate with your dean and follow practices for using/reporting sick leave (contact HR with any questions). If part-time, communicate with your supervisor or dean. 		
Administrators and Staff	<ol style="list-style-type: none"> 1. Share relevant information with those reporting to you. 2. In the event of your own illness: If full-time, communicate with your supervisor and follow SVCC practices for using/reporting sick leave (contact HR with any questions). If part-time, communicate with your supervisor. 		

Level Three: Additional Possible Responses

Given that SVCC is not prepared to isolate those who are ill or quarantine those who have been exposed, prudent decision-making requires that those charged with making the decision gather current information and exercise considerable judgment in making the decision to cancel classes and/or close the college. Guidance from the Virginia Department of Health and/or the Virginia Community College System and/or appropriate entities will be considered.

In the event of a significant health crisis, the SVCC administration may institute practices such as the following:

1. Semesters of ten or more weeks could be considered complete and students' grades would be calculated and entered accordingly.
2. A given semester could be suspended and then resumed when the situation allows.

Note: Any measures such as those described would be subject to approval by the VCCS Chancellor, State Board for Community Colleges and/or others as appropriate.

This document may provide SVCC administration, faculty, and staff with some of the resources needed to plan effectively for emergencies that affect large number of students and their health, including the possibility of pandemic influenza or other infectious disease that occurs on a widespread basis. Effective and thoughtful planning is the best resource currently available.

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