



# **Pandemic Outbreak**

Emergency Operations Plan

March 2020

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## 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 COVID-19 spreads from person-to-person. It's important to know this to better understand the risk associated with this virus. There is currently no vaccine to prevent COVID-19 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 Chief of Police.

*March 11, 2020*

## PURPOSE

Compton College's Pandemic Outbreak Plan is a companion document to the [Compton College 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 Compton 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 Compton College.

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

## OBJECTIVES

The greatest effect on Compton 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 [Compton College's Emergency Operations Plan](#) to also take action to minimize the impact of a pandemic on the District.

## **INFECTIOUS DISEASE OUTBREAK COORDINATION TEAM**

The Chief of Police, the Vice President of Human Resources, Director of Community Relations, and the Director of Purchasing and Auxiliary Services 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/CEO; the Health, Safety, and Parking Committee; and the campus community via official emergency communications to the campus through the Community Relations 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 Compton Community College District. Under these circumstances, the President/CEO has the authority to declare a local state of emergency within the District and to operate the District in accordance with [Compton College's Emergency Operations Plan](#).

## **RISK ASSESSMENT**

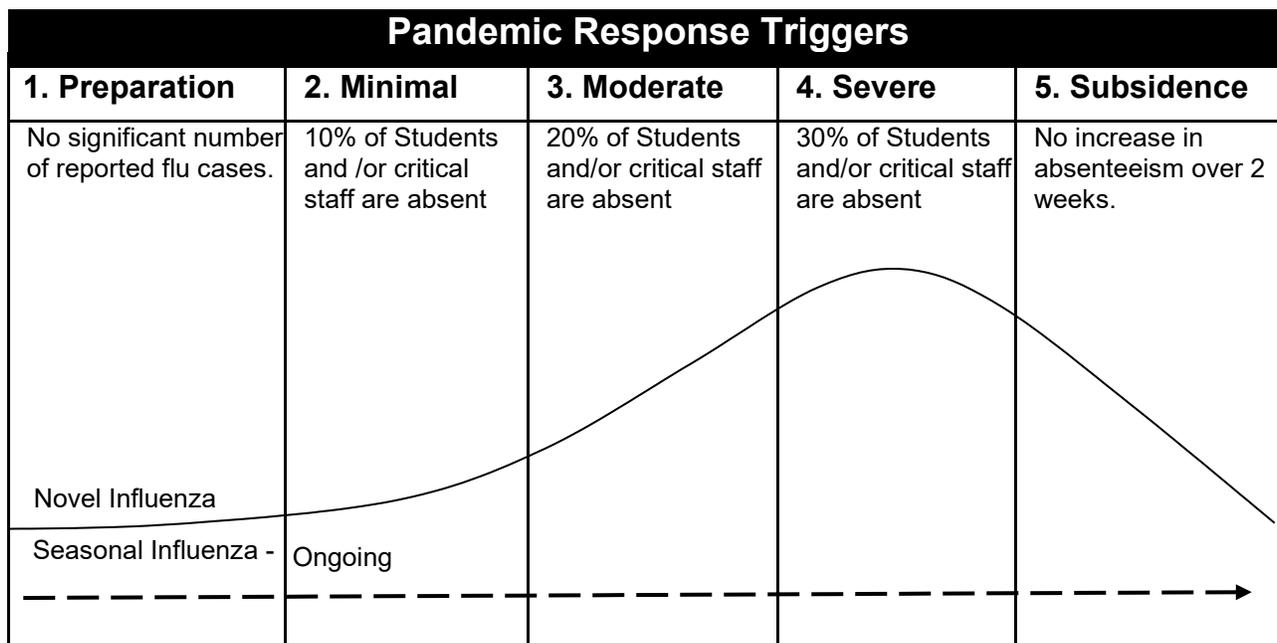
As a novel disease spreads throughout the world, people have little or no immunity and there will be limited vaccine available during the initial onset, which may result in a pandemic. The assumptions used in this planning process are:

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 DRCCC 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 Building Captains along with the Pandemic Coordinators will be responsible for implementing the response plan upon direction from the President/CEO's Office.

- 1) Implement a sound health and hygiene program for all faculty, staff, and students.
  - a) Obtain information from relevant sources for print, distribution, and posting.
  - b) Provide disinfecting dispensers in high-traffic areas.
  - c) Provide disinfecting wipes in offices and labs where equipment is shared.
  - d) Custodial staff to review viral cleaning and disinfecting protocols.
- 2) Conduct routine inventories of first aid and medical supplies.
- 3) Monitor and report higher than 'normal' absenteeism.
  - a) Faculty report weekly to Division Office
  - b) Managers report weekly to directors/vice presidents
- 4) Develop new or augment current Human Resources and Administrative Services policies and guidelines to mitigate the impacts of a potential pandemic.
- 5) Remind College employees of the Disaster Service Worker (DSW) requirement by providing information via website, flyers, and training.
- 6) Consult with the Director of Purchasing and Auxiliary Services regarding travel advisories or quarantines for those who have traveled to affected areas.
- 7) 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.
- 8) Maintenance & Operations will utilize Personal Protective Equipment (PPE) including:
  - a) Respiratory protective items (if available and appropriate)
  - b) Hand sanitizers
  - c) Protective eyewear

- d) Gloves
- e) Others as determined by the Health, Safety & Parking 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 Pandemic Tracking Program.

- 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) Classified staff 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) Email
    - ii) Website
    - iii) Campus newsletters
    - iv) Department meetings
    - v) Flyers and/or posters

- 5) Continue to implement viral cleaning and disinfection protocols
  - a) Facilities - high traffic areas
- 6) Non-essential travel and non-essential events may be canceled or reduced.

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

- **Recent confirmed cases of a 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 (Zoom and email communication) 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 at Compton 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 the 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

Preparing for a pandemic is significantly different than planning for manmade 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 increases 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.

The following critical functions need to be maintained if the College is ordered to close:

| <b>Critical and Essential Functions</b>   | <b>Responsible Groups</b>  |
|---|--|
| <b>Facilities</b> (shutdown operations and basic maintenance)   | Maintenance & Operations   |
| <b>Safety and security</b> (secure campus and buildings)  | Campus Police<br>Maintenance & Operations  |
| <b>Continuation of critical administrative functions</b> (student financial aid, employee leave, continuation of benefits and pay practice, accounts payable, purchasing) | Office of the President/CEO<br>Academic Affairs<br>Administrative Services<br>Human Resources<br>Student Services, including Financial Aid |
| <b>Information technology infrastructure</b> (shutdown and maintenance, support for essential personnel)  | Information Technology Services  |
| <b>Communication</b> (internal and external, media relations)   | Office of the President/CEO<br>Community Relations   |

The administrators of each Department/Division/Area 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 email addresses for all staff.
6. Notify non-employees and vendors regarding the closure. Review current contract language.

***Copies of those plans are to be submitted to the Vice President of Human Resources, and the College President/CEO.***

## **PLANNING CONSIDERATIONS – CAMPUSWIDE ISSUES**

### **Academic Affairs**

The Office of the President/CEO in collaboration with the Vice President of Academic Affairs and Vice President of Administrative Services shall develop policies and procedures concerning the necessity for waivers of regulations regarding examinations and required days of instruction. 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 infrastructure/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 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 Chief of Police and Director of Community Relations will be responsible for developing the information that will be distributed via the District's website, publications, posters and flyers, voice mail, email, and regular mail.

The Chief of Police and Director of Community Relations will develop an internal emergency communications plan and identify a primary person (and an alternate) as the main point of contact for the Pandemic Coordinators and the Building Captains. All employees and students are encouraged to subscribe to the College's emergency alert system ([nixle.com](http://nixle.com)), 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/CEO 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.