Supplemental Emergency Operations Plan

Infectious Disease/Pandemic

Revised April 2020

Reference: SCCCD Emergency Operations Plan – Section Five – Area Specific Emergencies – Facts and Government Response to Pandemic Flu

TABLE OF CONTENTS

INTRODUCTION

Respiratory viruses, such as influenza are highly contagious seasonal outbreaks of viral respiratory infection. In the United States, seasonal outbreaks of influenza 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 more than 20,000 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) influenza virus appears in humans for which we have no immunity. If the novel influenza virus is transmitted easily from person to person and causes significant illness, this creates the setting for an influenza pandemic, a global outbreak of influenza 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 and provides updates on the virus at WHO Emergency Public Dashboard.

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.

This plan comprises guidelines based upon assumptions derived from public health experts. As such, the plan is essentially a list of activities and strategies to pursue given incomplete information. As with any plan that meets reality, circumstances will dictate that some of the suggestions be followed while others are not relevant or needed. As more information and response strategies develop and become available the supplemental Infectious Disease/Pandemic Plan will be updated.

PURPOSE

The Santa Clarita Community College District (SCCCD) - Infectious Disease - Pandemic Plan is a *companion document* to the SCCCD's Emergency Operations Plan. This Infectious Disease/Pandemic Plan serves as the overarching guidance in developing plans and subsequent activities, leading to pandemic response. Key departments are asked to develop their own internal Business Continuity response plans based upon the guidance of this document in order to address specific issues within their areas related to challenges such as excessive absenteeism, remote instructional delivery, or campus closures.

The SCCCD has an obligation to be responsive, as with any community agency, 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 SCCCD.

This plan is a dynamic document and will be revised as dictated by circumstances, or changes in information. Accordingly, this document also includes specific references and information to address the current COVID-19 pandemic of Spring 2020.

OBJECTIVES

The greatest effect on the SCCCD will be necessary steps taken to **reduce the spread of the virus**, the inability to continue face to face operations, and an increase in absenteeism. The focus of this plan is to prepare the campus to respond to high absenteeism, the possible curtailment of face to face instruction, and to maintain essential operations of the District. This plan is guided by the following principles:

- Protect and support the health, safety, and welfare of our employees 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 or "triggers" to prompt prudent actions;
- To the extent possible, 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 Los Angeles County Department of Public Health (LAC-DPH). In a pandemic, the LAC-DPH 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 SCCCD administration has authority under Board Policy 3505 (District Response to Emergencies) and the Emergency Operations Plan to take actions to minimize the impact of a pandemic on the District. Emergency resolutions passed by the District Board of Trustees may further expand this authority during the pandemic.

INCIDENT COMMAND TEAM

The SCCCD's Incident Command Team is comprised of District administrators who undergo extensive emergency preparedness training, including National Incident Management System (NIMS) and State Emergency Management System (SEMS), and respond when an incident or emergency occurs on one of the campuses or impacts campus operations. This team is responsible for managing all aspects of an

incident or emergency response in coordination with the District Chancellor and other advisory taskforces formed in response to an incident. A more detailed explanation of the Incident Command Team, its organizational structure and responsibilities are included in the District's [Emergency Operations Plan](#).

PANDEMIC COORDINATION TEAM

Members of the District's Executive Cabinet and the Director of Student Health Services will act as the Pandemic Coordination Team for the District. The Pandemic Coordination Team (Coordinators) is responsible for assisting with monitoring and managing the day to day response for the District in coordination with the Incident Command Team and Chancellor. The Coordinators provide information to the Chancellor, Incident Command Team, Pandemic Task Force (if formed), and the campus community via the District website, student email, District employee email, and Emergency Notification System, COC Alert, (if necessary).

Should a pandemic become more severe than anticipated, it will be the responsibility of the Los Angeles County Department of Health (LAC-DPH) to issue quarantine orders, direct facilities closure, and provide critical information designating key healthcare facilities as well as the distribution of anti-viral medications. That authority encompasses the Santa Clarita Community College District. Under these circumstances, the Chancellor has the authority, under Board Policy 3505 and/or emergency resolution(s), to declare a local state of emergency within the District and to operate the District in accordance with the SCCCD Emergency Operations Plan.

RISK ASSESSMENT

As a novel (new) pandemic spreads throughout the world, people have little or no immunity and there will be limited, if any, vaccine available during the initial onset of the pandemic.
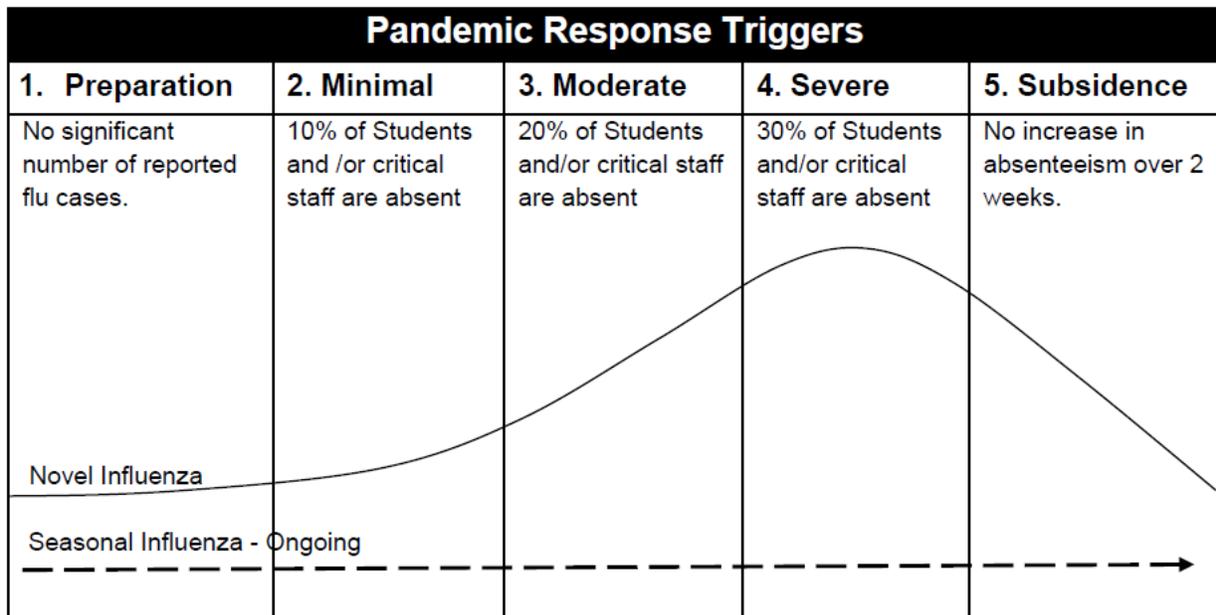
The assumptions used in this planning process are:

1. A pandemic is a public health emergency that takes on significant political, social, and economic dimensions and will be governed by factors that cannot be known in advance.
2. 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.
3. The availability of testing for the virus may be limited at the onset.
4. Vaccinations and antiviral treatment are anticipated to be the most effective medical treatment, but they may be in limited supply.
5. Non-medical containment measures will be the principal means of disease control until enough vaccinations are available.
6. Based on previous pandemics, the clinical attack rate (those persons becoming ill) is likely to reach thirty (30) percent of the overall population.

7. If the pandemic becomes severe, the economic impact is likely to be significant, though predictions are subject to a high degree of uncertainty.
8. Once the pandemic has run its course, economic activity should recover relatively quickly, although a severe pandemic will have a more disruptive effect.
9. High absenteeism rates (students and employee) constitute the greatest challenge to the District.

RESPONSE GUIDELINES

The following "triggers" are used to monitor the impact of a novel influenza pandemic on the District and to provide a consistent District-wide response. Note, the following graphic primarily addresses the spread of infection with a college environment, although Incident Command will nonetheless evaluate factors external to the college, such as rates of community spread and information from pertinent community agencies to inform the necessary steps of this plan.

Pandemic Response Triggers

1. Preparation	2. Minimal	3. Moderate	4. Severe	5. Subsidence
No significant number of reported flu cases.	10% of Students and /or critical staff are absent	20% of Students and/or critical staff are absent	30% of Students and/or critical staff are absent	No increase in absenteeism over 2 weeks.

Novel Influenza

Seasonal Influenza - Ongoing

August 2009 – The following "triggers" were developed by the DRCCC and based upon information from the CDC and DHS – Pandemic Influenza Planning and Preparedness course (CDP001-06).

Level One Response– Preparation: No evidence of virus on or near District facilities.

At Level One, the appropriate team will proactively assess the possible impact on the District and develop a response plan to mitigate those impacts, to the extent possible. The Incident Command Team with input from the Pandemic Task Force and the Pandemic Coordinators will be responsible for implementing the response plan upon direction from the District's Chancellor.

Action Steps:

1. Activate Incident Command.
   a. Coordinate the preparation efforts throughout the District.
   b. Review the Emergency Operations Plan and develop a COVID-19 response plan
   c. Develop a Communications Plan to keep the campus community informed
   d. Work with the Coordinators to establish contact with LAC-DPH for information sharing and coordination of efforts.
   e. Team members will be assigned roles consistent with a Level One response.

2. Update training for District custodial staff and implement prevention campaign for proper hygiene and disinfecting protocol.
   a. Obtain health related poster information from relevant sources for print, distribution, and posting.
   b. If available, post videos demonstrating proper coughing/sneezing techniques on the District's website.
   c. Provide, if possible, disinfecting supplies and materials in high-use areas such as labs, offices and where equipment is shared.
   d. Educate employees and students on wiping keyboards and headsets with disinfecting wipes.
   e. If possible, stock small disinfecting hand gels in the student center, cafeteria, library, computer centers, etc.
   f. Provide more custodial resources to increase cleaning throughout the campus focusing on high-touch areas.

3. Create an absentee tracking program for monitoring changes in absenteeism in selected courses and areas including but not limited to courses related to health occupations, sports teams, and large college support services programs. Employees and students in those areas will be notified that they will be monitored as part of the virus/influenza tracking program and will be briefed on its purpose. Incident Command will assign tracking leads to monitor absenteeism and provide weekly status updates.

4. Review Human Resources policies, education code, collective bargaining agreements, and accreditation standards that address:

   a. Mandatory vs. voluntary release from work due to Influenza Like Illness (ILI)

   b. Use of sick time for primary illness

   c. Extended use of sick time to care for family member with ILI

   d. Employees sick with no sick/vacation time remaining

   e. At work social distancing for high-risk employees (i.e. pregnant, immune suppressed, etc.).

   f. Remind District employees of the Disaster Service Worker (DSW) requirement by providing information via website, flyers, and training.

5. Encourage faculty 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 Learning Management Systems (LMS), Web Conferencing, email, or other methods to accommodate student absences.
    d. When appropriate, substitute 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.
    e. Provide necessary professional development training to support faculty during the transition.

6. Purchase Personal Protective Equipment (PPE)
    a. Face coverings
    b. Hand sanitizers
    c. Protective eyewear
    d. Gloves
    e. Other items as determined by the Incident Command Team, Pandemic Coordinators, or Pandemic Task Force.

7. Departments should review their Business Continuity Plans in the context of the current emergency.

Level Two Response – Minimal Infection Rate: cases in the community, however no cases with a nexus to District facilities.

At Level Two, the appropriate team will continue to assess the emerging impacts on the District to mitigate impacts to the extent possible. Level two response includes the action steps from Level One as well as the following additional anticipated steps.

Action Steps:

1. Require that sick individuals stay home, particularly if the illness is related to the current pandemic.
2. Request a self-check and responsible conduct among all members of the campus community. Check for any sign of fever, cough, or respiratory sickness EVERYDAY before coming to campus.
3. Limit visitors to campus.
4. Initiate social distancing and alternatives to large gatherings.
5. Initiate the virus tracking program after the second week of school to allow students to add and drop courses without affecting the tracking of absenteeism.
6. Cancel events, gatherings, and competition.
7. Utilize Incident Command to manage the physical resources, and provide supervision for essential personnel.
8. 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 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 influenza in their classes, they are to report it to the Pandemic Coordinators or Incident Command Staff and Administration

9. Staff attendance.

   a. If multiple employees in a department or common area report flu-like symptoms and/or are home ill, the supervisor will contact the Pandemic Coordinators.

   b. If employees or family member(s) test positive for novel influenza, the Incident Command Team, Pandemic Coordinators, Campus Safety and Student Health will be notified.

10. Faculty attendance

    a. If multiple faculty reports symptoms or are home ill, the office of Academic Affairs will notify the Pandemic Coordinators.

    b. If faculty report symptoms and have reported an increase in student absenteeism or had a student test positive for novel flu, the Office of Academic Affairs so the Pandemic Coordinators can be notified.

11. 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.

       - E-mail
       - Comprehensive Website and FAQs
       - Campus newsletters
       - Department meetings
       - Flyers and/or posters

12. Initiate extra cleaning of the campuses.

    a. Extra cleaning will be coordinated through Maintenance and Operations, specifically targeting

    b. high use areas i.e. Learning Center (TLC), library, cafeteria, and shared workstations

Level Three Response – Moderate Infection Rate: One or more members of the District have tested positive and have exposed others.

At Level Three, as infection rates continue with specific impacts to the campus, prior response level steps will continue--depending on the nature of the pandemic and with guidance from public health authorities—and will be augmented by the following additional anticipated steps:

Action Steps:

1. Utilize Incident Command to manage the physical resources, and provide supervision for essential personnel.
2. Contact local public health agencies.
3. Communicate with campus community regarding social distancing, hygiene.
4. Cancel events, gatherings, and competition.
5. Communicate regarding sick leave and pay policies
6. Educate students and faculty on the status of classes. At this time, it is anticipated that distance learning and online classes may continue as planned in the event of a closure of the campuses.
7. Complete plans and training to move as much instruction as possible to a distance or online format.
8. Assess the number of faculty not trained to teach online and reach out to provide needed training.
9. Communicate with and empower essential personnel who will continue critical operations during campus closure.
10. Initiate educational and work distancing

    a. Distance learning and support services should be available to impacted classes and programs.
    b. Telecommuting options should be considered if feasible.
    c. Transfer of critical functions should be addressed.

11. 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 Response – Severe Infection Rate: several members of the District community have tested positive.

At Level Four, with significant infection rates to the District, prior response level steps will continue and will be augmented by the following additional anticipated steps.

Action Steps:

1. Continue all activities outlined in the previous levels, plus:
2. In coordination with directives from Public Health and/or the California Community Colleges Chancellor's Office, take steps to close the campuses to the public.
3. Conduct extensive outreach to students, employees and the community.
4. Develop plans for the completion of course work.

5. Follow CDC guidelines for additional cleaning measures.
6. Ensure proper social distancing. Cancel or reschedule all gatherings, meetings, etc.
7. Utilize Zoom, or other similar tools for communicating with groups.
8. Utilize Incident Command to manage the physical resources, and provide supervision for essential personnel.
9. Utilize Incident Command and the Coordinators to work with external agencies.
10. Consider the need for emergency resolution.
11. Work with the LA County Health Department to determine whether mandatory social isolation is appropriate for populations at high risk or whether closure of the college is necessary.
12. 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 Response – Subsidence: no new cases are reported. Los Angeles County Public Health has issued guidelines for continued closure or transition to normal operations.

At Level Five, with cases subsiding per public health updates, the de-escalation of response steps will take place according to the following anticipated steps.

Action Steps:

1. Utilize the Coordinators and Incident Command to:
2. Return to normal College functions following Return to Campuses protocols.
3. Continue absentee surveillance program until trend is confirmed.
4. Continue hygiene campaign of handwashing and the proper way to sneeze/cough.
5. Continue disinfecting protocol.
6. Assess and debrief College departments to determine the effects of a pandemic wave.
7. Offer support services to affected individuals as appropriate.

CRITICAL & ESSENTIAL FUNCTIONS

A complete "closure" of the District is not expected; however, if the severity of the pandemic increases, the District may have to cease social activities for some period (i.e., classes, public activities and events). The following critical functions need to be maintained if the District is ordered to close:

Critical and Essential Function	Responsible Group
Essential administrative functions - Administrative Staff necessary to support the communications, coordination,	Chancellor's Office, Executive Cabinet

and execution of essential functions supporting the continuation of remote instructional and service delivery.	
Staff to maintain mission-critical functions remotely such as Instructional Faculty, Librarians, and Distance Ed Support staff.	Academic Affairs
Staff to maintain employee leave, benefits, employment questions, recruitment, labor pool	Human Resources
Staff to process financial transactions, such as Purchasing, Accounts Payable, Fiscal Services staff payroll, contracts and that grants and risk management functions continue	Business Services
Student Support Services, Counseling, and Student Health to provide remote services	Student Services
Staff for security of and access to the campus, such as Campus Security Officers	Campus Safety
Staff to maintain buildings, building access, building functions such as Custodial, Maintenance and Utility Workers, Grounds (minimal staffing), HVAC/electricians (at a minimum these employees should be on call)	Facilities
Staff to provide Communication, and operate Reprographics, Communication Center/Mailroom	PIO
Staff to maintain digital infrastructure and integrity, remote instructional delivery, communication, such as Canvas staff, IT staff, and Helpdesk staff	Information Technology

The administrators of each Department/Division will:

1. Develop a plan on how to operate during a period of excessive absenteeism.

2. Plan 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. Verify contact numbers and emails address for all staff.

Copies of those plans are to be submitted to the District's Incident Command Team, Pandemic Coordinators, and to the Chancellor.

PLANNING CONSIDERATIONS – DISTRICT WIDE ISSUES

Academic Affairs

The Office of Academic Affairs will develop policies and procedures concerning the necessity for waivers of regulations regarding examinations and required days of instructions. The Office of Academic Affairs should also encourage faculty to consider developing alternate methods to deliver classroom instruction and materials in the event of a shutdown of the College's campuses.

Implementation of these policies and procedures will be coordinated with Human Resources, the collective bargaining units, Academic Senate and Student Services. To the extent these changes impact working conditions, the District will negotiate the effect of said changes with the respective bargaining group. Information, as available, will be distributed to the campuses and posted online.

Human Resource

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 for the specific infectious disease/pandemic.

HR related activities:

1. Review telecommuting policies. Instruct telecommuting staff to have a plan in place for communication, reporting work product, etc.
2. Evaluate essential levels of staff to maintain operations, and develop contingency plans for the loss of essential staff, or entire operations.
3. Review emergency notification protocols.
4. In conjunction with public health authorities, disclose relevant information about exposure in the workplace.
5. Communicate that discrimination and harassment related to the pandemic are prohibited under policy and law.
6. Consider the response to staff who are unwilling to come to work due to a perceived vs. actual risk. How will leave balances be impacted?
7. Remind all staff of their rights to unpaid leave under FMLA and OFLA, of applicable disability laws, and their rights to paid sick leave.
8. Consider ways to flex family, medical, and sick leave policies. Employees are less likely to report illness if they will lose pay.
9. Per the CDC, do not request doctors' notes to validate staff members' need for leave.
10. Consider whether staff will be paid for any forced quarantine period.

Labor Relations:

1. Review CBA for clauses that address issues affecting telecommuting, changes in work duties, or emergency closures.
2. Consider whether pandemic related protocols will trigger mandator subjects of bargaining.
3. Meet with union leadership to anticipate issues related to working conditions and pay.

Information Technology Infrastructure

During a Level Two or Three 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. Information Services should develop strategies to inform the college about issues related to telecommuting and alternatives to meetings and presentations.

Facilities

The Facilities staff plays a vital role in the effort to prevent the spread of respiratory viruses. These plans include

1. Supplying tissues to college campuses;
2. Supplying soap or hand sanitizers to the campuses;
3. Increasing the schedule of cleaning and sanitizing areas where students, faculty and staff congregate;
4. Temporarily increasing custodial staff through the duration of the concerns around COVID-19;
5. Posting information relevant to social distancing and hygiene throughout the campuses.

Business Services

1. Payroll Department should identify remote options for receiving and processing timesheets and other payroll documents, and encourage direct deposit to reduce the mailing of checks to employees.
2. Review contracts for travel and events to determine cancellation penalties.
3. Review emergency contracting policies to ensure that the college can act quickly to address needs.
4. Review the Chancellor's authority to execute emergency contracts in any dollar amount and whether an emergency resolution may be needed.
5. Review the needs for construction materials or other hard goods over the next six months and determine the extent to which the District should warehouse such supplies.
6. Consult with the insurance provider(s) related to coverage for claims related to the virus and if there are any recommended or required pre-loss activities that the college should be conducting.
7. Grant Department should coordinate with State Chancellor's Office regarding any extensions for grant expenditures and reporting and communicate with respective program managers.
8. Fiscal Services Department should notify all vendors of electronic invoice process and coordinate with LACOE on check pickup and/or distribution.
9. Purchasing should process all requisitions electronically, including scanned supporting documents and email authorizations. Establish an authorized list of employees and stores/vendors where emergency purchases can be made directly.

Liaison - 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 Coordinators, Incident Command, and the Public Information Officer (PIO) will be responsible for developing the information that will be distributed via the District's website, publications, posters and flyers, voice mail, e-mail, Emergency Notification System, and regular mail.

All Departments and Divisions will develop/review an internal emergency communications plan and identify a primary and alternate person as the main point of contact for the Coordinators. All staff and students are encouraged to opt-in to the District's emergency alert system, which will be a primary means for communicating emergency information to the College community.

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. It is likely that travel restrictions will be imposed by the state or federal government, the District should limit official travel to areas with high infection rates. Information related to travel restrictions will be developed and distributed by Business Services.

Public Health/Hygiene Etiquette

Access to tests, 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 Center for Disease Control defines influenza-like illness as having a fever of 100-degree Fahrenheit or higher AND one of the following, cough or sore-throat. The best guidance available is:

- Avoid close contact with people who are sick.

- Stay home and away from work for 7 days and 3 days of being symptom free 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.

- Clean your hands – campuses should consider providing waterless antibacterial hand cleansing solutions to individuals.

- Avoid touching your eyes, nose or mouth.

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 Chancellor 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.

Level One Response– Preparation: No evidence of virus on or near District facilities.	Level Two Response – Minimal Infection Rate: cases in the community, however no cases with a nexus to District facilities.	Level Three Response – Moderate Infection Rate: One or more members of the District have tested positive and have exposed others.	Level Four Response – Severe Infection Rate: several members of the District community have tested positive.	Level Five Response – Subsidence: no new cases are reported. Los Angeles County Public Health has issued guidelines for continued closure or transition to normal operations.
At Level One, the appropriate team will proactively assess the possible impact on the District and develop a response plan to mitigate those impacts, to the extent possible. The Incident Command Team with input from the Pandemic Task Force and the Pandemic Coordinators will be responsible for implementing the response plan upon direction from the District's Chancellor.	At Level Two, the appropriate team will continue to assess the emerging impacts on the District to mitigate impacts to the extent possible. Level two response includes the action steps from Level One as well as the following additional anticipated steps.	At Level Three, as infection rates continue with specific impacts to the campus, prior response level steps will continue--depending on the nature of the pandemic and with guidance from public health authorities—and will be augmented by the following additional anticipated steps:	At Level Four, with significant infection rates to the District, prior response level steps will continue and will be augmented by the following additional anticipated steps.	At Level Five, with cases subsiding per public health updates, the de-escalation of response steps will take place according to the following anticipated steps.

Action Steps:
1. Activate Incident Command.
  a. Coordinate the preparation efforts throughout the District.
  b. Review the Emergency Operations Plan and develop a COVID-19 response plan
  c. Develop a Communications Plan to keep the campus community informed
  d. Work with the Coordinators to establish contact with LAC-DPH for information sharing and coordination of efforts.
  e. Team members will be assigned roles consistent with a Level One response.
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  d. Educate employees and students on wiping keyboards and headsets with disinfecting wipes.
  e. If possible, stock small disinfecting hand gels in the student center, cafeteria, library, computer centers, etc.
  f. Provide more custodial resources to increase cleaning throughout the campus focusing on high-touch areas.
	Action Steps:
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	3. Limit visitors to campus.
	4. Initiate social distancing and alternatives to large gatherings.
	5. Initiate the virus tracking program after the second week of school to allow students to add and drop courses without affecting the tracking of absenteeism.
	6. Cancel events, gatherings, and competition.
	7. Utilize Incident Command to manage the physical resources, and provide supervision for essential personnel.
	8. 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 Coordinators.
	  c. Attendance will be tracked to identify any severe spike (50% from week to week) or a steady increase in absenteeism.
		Action Steps:
		1. Utilize Incident Command to manage the physical resources, and provide supervision for essential personnel.
		2. Contact local public health agencies.
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		4. Cancel events, gatherings, and competition.
		5. Communicate regarding sick leave and pay policies
		6. Educate students and faculty on the status of classes. At this time, it is anticipated that distance learning and online classes may continue as planned in the event of a closure of the campuses.
		7. Complete plans and training to move as much instruction as
			Action Steps:
			1. Continue all activities outlined in the previous levels, plus:
			2. In coordination with directives from Public Health and/or the California Community Colleges Chancellor's Office, take steps to close the campuses to the public.
			3. Conduct extensive outreach to students, employees and the community.
			4. Develop plans for the completion of course work.
			5. Follow CDC guidelines for additional cleaning measures.
			6. Ensure proper social distancing. Cancel or reschedule all
				Action Steps:
				1. Utilize the Coordinators and Incident Command to:
				2. Return to normal College functions following Return to Campuses protocols.
				3. Continue absentee surveillance program until trend is confirmed.
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3. Create an absentee tracking program for monitoring changes in absenteeism in selected courses and areas including but not limited to courses related to health occupations, sports teams, and large college support services programs. Employees and students in those areas will be notified that they will be monitored as part of the virus/influenza tracking program and will be briefed on its purpose. Incident Command will assign tracking leads to monitor absenteeism and provide weekly status updates.

4. Review Human Resources policies, education code, collective bargaining agreements, and accreditation standards that address:
   a. Mandatory vs. voluntary release from work due to Influenza Like Illness (ILI)
   b. Use of sick time for primary illness
   c. Extended use of sick time to care for family member with ILI
   d. Employees sick with no sick/vacation time remaining
   e. At work social distancing for high-risk employees (i.e. pregnant, immune suppressed, etc.).
   f. Remind District employees of the Disaster Service Worker (DSW) requirement by providing information via website, flyers, and training.

5. Encourage faculty 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 Learning Management Systems (LMS), Web Conferencing, email, or other methods to accommodate student absences.
   d. When appropriate, substitute 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.
   e. Provide necessary professional development training to support faculty during the transition.

6. Purchase Personal Protective Equipment (PPE)
   a. Face coverings
   b. Hand sanitizers
   c. Protective eyewear
   d. Gloves
   e. Other items as determined by the Incident Command Team, Pandemic Coordinators, or Pandemic Task Force.

7. Departments should review their Business Continuity Plans in the context of the current emergency.

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d. If any faculty members are made aware of students testing positive for novel influenza in their classes, they are to report it to the Pandemic Coordinators or Incident Command Staff and Administration

9. Staff attendance.
   a. If multiple employees in a department or common area report flu-like symptoms and/or are home ill, the supervisor will contact the Pandemic Coordinators.
   b. If employees or family member(s) test positive for novel influenza, the Incident Command Team, Pandemic Coordinators, Campus Safety and Student Health will be notified.

10. Faculty attendance
    a. If multiple faculty reports symptoms or are home ill, the office of Academic Affairs will notify the Pandemic Coordinators.
    b. If faculty report symptoms and have reported an increase in student absenteeism or had a student test positive for novel flu, the Office of Academic Affairs so the Pandemic Coordinators can be notified.

11. 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.
       - E-mail
       - Comprehensive Website and FAQs
       - Campus newsletters
       - Department meetings
       - Flyers and/or posters

12. Initiate extra cleaning of the campuses.
    a. Extra cleaning will be coordinated through Maintenance and Operations, specifically targeting
    b. high use areas i.e. Learning Center (TLC), library, cafeteria, and shared workstations

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possible to a distance or online format.

8. Assess the number of faculty not trained to teach online and reach out to provide needed training.

9. Communicate with and empower essential personnel who will continue critical operations during campus closure.

10. Initiate educational and work distancing

   a. Distance learning and support services should be available to impacted classes and programs.
   b. Telecommuting options should be considered if feasible.
   c. Transfer of critical functions should be addressed.

11. Social Distancing should be implemented

   a. Minimize sport and public events.
   b. Cancel class field trips and travel to areas with high infection rates.

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gatherings, meetings, etc.

7. Utilize Zoom, or other similar tools for communicating with groups.

8. Utilize Incident Command to manage the physical resources, and provide supervision for essential personnel.

9. Utilize Incident Command and the Coordinators to work with external agencies.

10. Consider the need for emergency resolution

11. Work with the LA County Health Department to determine whether mandatory social isolation is appropriate for populations at high risk or whether closure of the college is necessary.

12. 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.

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determine the effects of a pandemic wave.

7. Offer support services to affected individuals as appropriate.

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