Chadron State College Infectious Disease Response Plan

Bacteria, viruses, fungi and parasites cause infectious diseases. Examples of infectious diseases are COVID-19, pandemic flu, tuberculosis, Ebola, AIDS, and malaria.

This plan is intended to provide a framework for Chadron State College’s response to any emergency that would have the potential to cause serious negative health implications for employees and students.

The real-time response by CSC to an infectious disease outbreak is expected to be customized to meet the unique needs of the particular outbreak and its rate of progression. It is understood that under the pressure of such an emergency, CSC employees will do their best to meet the needs of students, the campus, and community utilizing the framework of this plan.

The structure of the Infectious Disease Response Plan (IDRP) documented on the following pages will be modified during and following an outbreak to improve direction and better prepare for subsequent outbreaks.

Objectives:

- Protect students and employees to ensure a safe and healthy learning environment.
- Prevent the introduction or slow the spread of disease into the CSC community.
- Depend on guidelines established by the Center for Disease Control (CDC), State of Nebraska, Panhandle Public Health District, and Chadron Medical Clinic to inform decision making such as event cancellation, campus closures, continuity of instruction, etc.
- Strive for frequent and highly effective modes of communication to inform students and employees, to include reduction of stigma and discrimination relative to the disease.
- Minimize disruption to teaching and learning.
- Build on everyday best practices (hand hygiene, monitoring absenteeism, routine communication) before, during and after an outbreak.
Infectious Disease Response Plan (IDRP)


**Preparation:** Activities that should be undertaken upon notice of an emerging infectious disease emergency. No community spread in Nebraska.

**Level 1:** Confirmed cases of human-to-human transmission of dangerous infectious disease. Rapid community spread in the United States. No community spread in the Northern Panhandle.

**Level 2:** One on-campus suspected case of human-to-human dangerous infectious disease or multiple confirmed cases in the Northern Panhandle.

**Level 3:** Multiple confirmed cases on-campus

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<tr>
<th></th>
<th>Preparation</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Initial Assessment Team</strong></td>
<td>1. Team Convenes</td>
<td>1. Handoff IDRP to Crisis Management Team</td>
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<td></td>
<td>Broad Team to include:</td>
<td>3. Monitor campus climate.</td>
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<td></td>
<td>CSC Crisis Management Team</td>
<td>4. Designate a CSC Crisis Management Team member as IDRP Coordinator to monitor all activities going forward and to revise the IDRP for customized actions taken (Appendix 1b).</td>
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<td></td>
<td>Faculty representation</td>
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<td>Student representation</td>
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<td></td>
<td>Superintendent of Public Schools</td>
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<td>Chadron Medical Clinic</td>
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<td></td>
<td>Police Chief</td>
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<td></td>
<td>Panhandle Public Health District Rep</td>
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<td></td>
<td>NSCS System Office</td>
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<td>State Government</td>
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This team should meet annually to review and update the IDRP to ensure the plan is ready prior to an outbreak.
2. **Crisis Management Team**

- **Coordinator**: President
- **IDRP Coordinator**: Chief Information Officer
- **Funding**: VP for Administration and Finance
- **Student Issues**: VP for Enrollment Management, Marketing and Student Services or AVP of Student Services
- **Instructional**: Vice President for Academic Affairs or Academic Dean
- **Human Resources**: Associate Vice President of Human Resources
- **Technology**: Chief Information Officer
- **CEO Foundation**
- **Athletic Director**
- **Communication**: Director of College Relations
- **Student Housing**: Director of Residence Life
- **Facilities**: Director-Facilities
- **Risk Reduction**: Comptroller
- **Health Services**: Title IX Coordinator
- **Others as Required**

<table>
<thead>
<tr>
<th>1. Review and Approve the IDRP</th>
<th>1. Declare a Level 1 Condition</th>
<th>1. Declare a Level 3 Condition</th>
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<tbody>
<tr>
<td>2. Share IDRP initial state with NSCS System Office, post on CSC website.</td>
<td>2. Communicate with the Campus and Initial Assessment Team (Appendix 4).</td>
<td>2. Communicate with the Campus and Initial Assessment Team (Appendix 4).</td>
</tr>
<tr>
<td>7. Prepare to elevate to Level 1.</td>
<td>7. Activate residence hall - level 1 response (vacate or allowed w/ social distancing and reporting, refund schedule) (Appendix 6).</td>
<td>7. Activate residence hall – level 3 response (relocation of healthy students to separate buildings or vacate to home) (Appendix 6, 7).</td>
</tr>
<tr>
<td>8. Train housing staff on protecting self and residents. level 2 and 3 stage response (Appendix 6).</td>
<td>8. Ensure housing staff are trained on level 2 response.</td>
<td>8. Ensure housing staff are trained on level 3 response.</td>
</tr>
<tr>
<td>12. Issue travel advisories or restrictions for employees and students entering from affected regions, determine</td>
<td>12. Conduct health staff outreach to students (Appendix 5).</td>
<td>12. Require use of personal protective material.</td>
</tr>
</tbody>
</table>
3. **President’s Office / President’s Cabinet**

- President
- Vice President for Academic Affairs
- Vice President for Administration and Finance
- Vice President for Enrollment Management and Student Affairs
- Chief Information Officer
- CEO Foundation
- Athletic Director
- Associate Vice President of Human Resources

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<tr>
<td>1.</td>
<td>Collaborate with the NSCS leadership to establish guidelines for continuity of academic activities, human resources matters, adjustment to policies, access to campus, event management, emergency purchases, etc.</td>
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<tr>
<td>2.</td>
<td>Participate on the Crisis Management Team.</td>
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<td>3.</td>
<td>Discuss how expedient decisions will be made in the event of an emergency medical event. Review the chain of command (Appendix 3).</td>
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<td>4.</td>
<td>Determine resources to ensure supplies of food, water, infection control supplies, and medications within the residence halls.</td>
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<tbody>
<tr>
<td>1.</td>
<td>Collaborate with NSCS leadership to modify guidelines related to policy and procedure.</td>
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<td>2.</td>
<td>Participate on the Crisis Management Team.</td>
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<tr>
<td>3.</td>
<td>Review inventory to ensure supplies of food, water, infection control supplies and medications within the control of the college (Appendix 10).</td>
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<td>4.</td>
<td>Review content of internal and external public information bulletins and announcements.</td>
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<tbody>
<tr>
<td>1.</td>
<td>Activate remote work process level 2 (Appendix 12).</td>
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<tr>
<td>2.</td>
<td>Conduct health staff outreach to students (Appendix 5).</td>
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<td>3.</td>
<td>Issue directive to Clean and Disinfect (Appendix 6).</td>
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<td>4.</td>
<td>Receive training on containment and personal protective equipment (Appendix 6).</td>
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<td>5.</td>
<td>Request all campus employees to report all suspected or confirmed infectious disease cases within their families to Human Resources (Appendix 5, 13).</td>
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<td>6.</td>
<td>Initiate heightened communication campaign on self-protection (Appendix 4, 6).</td>
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<td>7.</td>
<td>Review locations for DDHS requested community isolation wards in residence halls (Appendix 7).</td>
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<tr>
<td>8.</td>
<td>Monitor US, State and Local conditions.</td>
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<td>9.</td>
<td>Prepare to elevate to Level 3.</td>
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<tr>
<td>1.</td>
<td>Collaborate with NSCS leadership to modify guidelines related to policy and procedure.</td>
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<tr>
<td>2.</td>
<td>Participate on the Crisis Management Team.</td>
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<tr>
<td>3.</td>
<td>Replenish low supplies of food, water, infection control supplies and medications within the college (Appendix 10).</td>
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<tr>
<td>4.</td>
<td>Review content of internal and external public information bulletins and announcements (Appendix 4).</td>
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<tr>
<td>5.</td>
<td>Advise Deans, Directors and Department Chairs on response options.</td>
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<tr>
<td>6.</td>
<td>Provide oversight for student and employee family notifications if appropriate (Appendix 4).</td>
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<td></td>
<td>2. Meet with and coordinate with local health officials.</td>
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<td>4. Identify potential first responders including Nursing faculty and students for the purposes of supporting infectious disease response.</td>
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<td>5. Develop a plan for screening returning travelers (Appendix 5).</td>
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<td></td>
<td>6. Develop a plan for vaccinating against infectious disease if recommended by health authorities (Appendix 5).</td>
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<td></td>
<td>7. Identify back-up personnel to ensure continued function of this team (Appendix 2).</td>
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</table>

| 5. Health Services | 1. Identify essential personnel (Appendix 1a) and medical services and formulate a plan to maintain them. (Appendix 5). | 1. Post Health Center notice alerting students not to enter if they show symptoms, have traveled to affected countries, or have been in contact with affected persons. Instruct students to call Health Services at 308-432-6232 (Appendix 5, 13). | 1. Follow guidelines for care of infectious disease as provided by CDC or local health officials. |
| | 3. Institute infectious disease illness surveillance. (Appendix 5). | | 3. Arrange for screening of contacts of suspected or confirmed cases (Appendix 5). |
| 1. Identify essential personnel to maintain essential services (Appendix 1, 1a). | 1. Community Health Team trains essential personnel (Appendix 1a) on infectious disease including respiratory hygiene/cough etiquette, standard and droplet precautions. | 1. Arrange for monitoring/delivery of medications, other goods and services to students not living on campus (Appendix 5). | 1. Identify events attended by confirmed infectious disease cases. |
| 2. Develop policies and plans for quarantine and evacuation (Appendix 7). | 2. Student Life communicates with the Office of International Education to monitor international students and student travelers entering from affected regions and assist with communication to students and their families (Appendix 13). | 2. Assist with relocation of students for isolation (Appendix 6). |
| 3. Develop an assessment plan for off-campus students. (Appendix 5). | 3. Housing and Residence Life Staff – Formulate and rehearse plan to address needs and support for on-campus residents, and commuter students. | 3. Assist Health Services with telephone consultation and support. |
| 4. Establish a reporting system to keep track of all students who are traveling away from campus that includes names, destinations, contact information, and dates (Appendix 13). | 4. Identify division personnel | 4. Set up housing and dining command center and call in essential personnel (Appendix 1a, 8). | 4. Cancel all planned events (Appendix 14). |
| 5. Identify back-up personnel to ensure continued function of this team (Appendix 2). | 5. Bodily fluid protections are in place (Appendix 9). | 5. Establish phone triage lines for Health Services. | 5. Contact Medical Examiner’s office if necessary. |
| 6. Meet with Student Services and Human Resources to coordinate services for students and employees with disabilities. | 4. Respiratory protection equipment in place along with any other recommended personal protective equipment. | 6. Consider moving location of Nurse’s Office to a more effective location. | 6. Consider moving location of Nurse’s Office to a more effective location. |
| 7. Determine availability of services for non-student infected persons. | 5. In-service training for infectious disease including respiratory hygiene/cough etiquette, standard and droplet precautions. | 7. Essential personnel (Appendix 1a) receive N95 respirators and any other recommended personal protective equipment. | 7. Essential personnel (Appendix 1a) receive N95 respirators and any other recommended personal protective equipment. |
| 8. Implement a plan for identification and reporting of infectious disease cases. (Appendix 5). | 6. Follow federal HHS protocol for patient testing. | 8. Essential personnel (Appendix 1a) receive fit test and training on respiratory protection and any other necessary personal protective equipment. | 8. Essential personnel (Appendix 1a) receive fit test and training on respiratory protection and any other necessary personal protective equipment. |
| 9. Essential personnel (Appendix 1a) receive fit test and training on respiratory protection and any other necessary personal protective equipment. | 1. Identify stockpiling a wide variety of antiviral medications. | 9. Conclude the VP of Student Services. | 9. Conclude the VP of Student Services. |

**6. Student / Residence Life**
- **Coordinator:**
  - Vice President for Enrollment Management, Marketing and Student Services
  - Associate Vice President for Student Services
  - Housing and Residence Life Director
  - Title IX Coordinator

**Update April 7, 2020**

**COVID-19 Coronavirus**

**Page 6**
| 7. **Food Service**  
| **Coordinator:**  
| Director of Food Service  
| Refer to Appendix 8 for dining services plan. | 1. **Establish plan for feeding isolated and quarantined students** (Appendix 7).  
2. **Community Health Team trains essential personnel** (Appendix 1a) on risks and responses (Appendix 6).  
3. **Ensure emergency response menu is planned for various degrees of need.**  
4. **Stockpile additional food and water.**  
5. **Coordinate communication of dining services with College Relations.**  
6. **Sign up Housing and Dining command center and call in essential personnel (Appendix 1a).** | 1. **Enact plan for feeding isolated and quarantined students** (Appendix 7).  
2. **Set up Housing and Dining command center and call in essential personnel** (Appendix 1a).  
3. **Communicate vital information related to housing and dining restrictions to on-campus students.**  
4. **Identify meal delivery need and method for isolated and quarantined students** (Appendix 7).  
5. **Identify roles of essential personnel** (Appendix 1a), leadership, communications, food production and delivery, maintenance and housekeeping.  
6. **Receive personal protective equipment deemed necessary** (Appendix 6).  
7. **Monitor amount of food and water on hand.**  
8. **Ensure proper disposal or cleaning.** | 1. **Maintain food delivery to isolated and quarantined students, caregivers, and essential personnel** (Appendix 1a).  
2. **Ensure for proper disposal or cleaning of contaminated food containers.** |
| 1. **Ensure emergency response menu is planned for various degrees of need.**  
2. **Stockpile non-perishable food and water.**  
3. **Ensure food delivery process is planned and supplies are on hand.**  
4. **Develop a plan to ensure ongoing operations in the event of a reduction in workforce.** (Food service operations may be condensed into the main dining room.)  
5. **Include the need to provide food for health care staff, facilities staff, or other key personnel (first responders, etc.) who may need to shelter in place.**  
6. **Identify volunteers or other essential personnel (Appendix 1a) who may be able to deliver meals.** | 1. **Plan quarantine for traveling and off-campus students** (Appendix 7). | 1. To trace contacts (Appendix 5).  
2. **Consider whether events need canceled** (Appendix 14).  
3. **Maintain a list of on-campus residents who have gone home** (Appendix 13).  
4. **Compile a list of the whereabouts of off-campus residents.** (Appendix 5).  
5. **Receive calls from students who suspect or have confirmed that they or their family members are infected.** (Appendix 5).  
6. **Identify potential rooms and/or buildings to be used for isolated and quarantined students** (Appendix 7).  
7. **Notify current occupants in spaces that will be needed of the potential or need for them to move** (Appendix 7).  
8. **Plan quarantine for traveling and off-campus students** (Appendix 7). | 1. **Ensure for proper disposal or cleaning of contaminated food containers.** |
### 8. Human Resources

**Coordinator:**
Associate Vice President Human Resources

1. Develop work place policies to maintain services and prevent spread of disease (Appendix 1, 3, 6, 12).
2. Plan for expanding staffing to continue essential services if illness prevents essential personnel from working (Appendix 1, 1a, 12).
3. Establish a reporting system to keep track of all employees who are traveling away from campus that includes names, destinations, contact information, and dates (Appendix 13).
4. Develop and publicize policies to encourage the healthy to come to work and the sick to stay home (Appendix 6, 12).
5. Identify back-up personnel to ensure continued function of this team (Appendix 2).

### 9. College Relations

**Coordinator:**
Director of College Relations

1. Anticipate student, parent, employee, and guest fear, anxiety, rumors and misinformation and plan communications accordingly (Appendix 4).
2. Identify back-up personnel to ensure continued function of this team (Appendix 2).
3. Establish calling tree to supplement other forms of communication (Appendix 4).

| 1. | Monitor employee travelers entering from affected regions (Appendix 13). |
| 2. | Identify personnel available for telephone support work. |
| 3. | Implement guidelines to modify frequency and type of face-to-face contact (e.g. handshaking, seating in meetings, office layout, shared workstations) among employees, students, and guests. Refer to CDC recommendations (Appendix 6). |
| 4. | Forecast and allow for employee absences during an infectious disease emergency due to factors such as personal or family member illness, community containment measures and quarantines, school and/or business closures, and public transportation closures (Appendix 12, 13). |

| 1. | Receive calls from employees who suspect or have confirmed that they or their family members are infected (Appendix 5, 13). |
| 2. | Expand staffing to continue essential services if illness prevents essential personnel from working (Appendix 1, 1a, 12). |

| 1. | Receive calls from employees who suspect or have confirmed that they or their family members are infected (Appendix 5, 13). |
| 2. | Expand staffing to continue essential services if illness prevents essential personnel from working (Appendix 1, 1a, 12). |

| 1. | Organize phone banks, if necessary (phone banks can refer callers to emergency services, take messages, support rumor control) |
| 2. | Establish a Media Relations Center: coordinate press releases, and manage news teams and interviews, etc. |
### 10. Information Technology

**Coordinator:**

Chief Information Officer

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<td>1.</td>
<td>Identify essential personnel to maintain all critical systems and provide support (Appendix 1a).</td>
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<td>2.</td>
<td>Update college web pages as coordinated with College Relations (Appendix 4).</td>
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<td>5.</td>
<td>Generate planning reports from the LMS, SIS, Zoom, etc. (Appendix 11).</td>
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<td>6.</td>
<td>Identify back-up personnel to ensure continued function of this team (Appendix 2).</td>
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### 11. Health & Occupational Safety

**Coordinator:**

Office Assistant IV for Vice President Administration and Finance

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<td>1.</td>
<td>Assess respiratory protection plan and resources (Appendix 6).</td>
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<td>2.</td>
<td>Stock N95 respirators and surgical masks and any other personal protective equipment as identified by health representatives (Appendix 6).</td>
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<tr>
<td>3.</td>
<td>Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), infectious disease fundamentals (e.g., signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g., guidance for the at-home care of ill students and family members) (Appendix 4).</td>
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**Note:**

- Update CSC website with emergency notices, and email enrolled students and employees (Appendix).
- Provide ongoing technical support for all services (Appendix 15).
- Provide ongoing technical support for all services (Appendix 15).
- Contract with hazardous material company for professional cleanup (Appendix 9).
- Provide notification of Emergency Liaisons (Appendix 4).
- Assist Health Services (Appendix 5).
- Ensure that essential personnel have proper personal protective equipment (Appendix 1a, 6).
### 12. Campus Safety

**Coordinator:**
Security Supervisor

- Identify essential personnel to maintain safety and security of campus facilities (Appendix 1a).
- Plan transportation with physical plant and designate a transportation vehicle in coordination with Community Health Team.
- Arrange for training of Campus Safety employees in infectious disease respiratory hygiene/cough etiquette (Appendix 6).
- Identify back-up personnel to ensure continued function of this team (Appendix 2).

- Alert Student Health Center if encountering individual(s) with flu-like symptoms (Appendix 5).
- Essential medical response personnel receive fit test and training on respiratory protection and any other personal protective equipment identified by health officials (Appendix 6).
- Community Health Team trains Campus Safety on infectious disease respiratory hygiene/cough etiquette (Appendix 6).

- Implement policy on transporting individuals with suspected cases to the hospital or campus isolation unit (Appendix 5).
- Essential medical response personnel receive N95 respirators and any other personal protective equipment identified by health officials (Appendix 6).

### 13. First Responders

**Coordinator:**
OA IV for Vice President of Administration and Finance

- Physical Facilities: Maintenance Manager
- Security Supervisor

- Identify others within the campus community who can fill this role besides Campus Safety Officers. Consider nursing students, nursing faculty, lifeguards, and athletic trainers.
- Identify back-up personnel to ensure continued function of this team (Appendix 2).
- Community Health Team trains First Responders on infectious disease respiratory hygiene/cough etiquette.
- Notify Community Health Team if suspected cases are encountered.
- Essential personnel receive fit test and training on respiratory protection and any other personal protective equipment identified by health officials (Appendix 6).

- Stand by to assist as needed
- Receive N95 respirators and any other personal protective equipment identified by health officials (Appendix 6).
- Carry personal protective equipment at all times (Appendix 6).

### 14. Faculty and Academic Departments

**Coordinator:**
Vice President for Academic Affairs

- Deans
- AVP Teaching and Learning

- Add to course syllabi attendance policies that encourage ill students to stay home (Appendix 13).
- Make plans for alternate courses if off-campus travel is restricted (Appendix 13).
- Identify back-up personnel to ensure continued function of this team (Appendix 2).

- Plan continuity of courses instruction in coordination with Information Technology and the Teaching Learning Center (Appendix 11).

- Follow Crisis Management Team instructions for cancellation of classes (Appendix 6).
- Stay away from campus if instructed to do so.

- Be ready to assist as directed by the Community Health Team.
15. **Physical Plant**  
- **Coordinator:**  
  Director of Facilities  
- Boiler House Workers  
- Physical Facilities: Maintenance Manager  
- Maintenance: Maintenance Manager  

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<td>1.</td>
<td>Identify essential personnel (Appendix 1a) and personnel to maintain power plant operations and electrical, generator and water services (Appendix 15).</td>
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<tr>
<td>2.</td>
<td>Identify back-up personnel to ensure continued function of this team (Appendix 2).</td>
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1. Verify building ventilation systems (Appendix 15).  
2. Essential personnel receive training on respiratory hygiene/cough etiquette (Appendix 1a, 6).  
3. Provide sufficient and accessible infection prevention supplies (Appendix 10).  

1. Essential personnel receive surgical masks and any other personal protective equipment identified by health officials (Appendix 1a).  
2. Stand by to shut off utilities as directed by Crisis Management Team, if necessary (Appendix 15).  
3. Convert campus buildings to new functions (e.g. Brooks Hall as isolation ward) as directed by Crisis Management Team (Appendix 15).  
4. Activate diesel/natural gas generators as necessary (Appendix 15).

16. **International Travel**  
- **Coordinator:**  
  Dean of Essential Studies and the School of Liberal Arts  
- Project Coordinator for Study Abroad  
- Project Coordinator for the Office of International Education  

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<td>1.</td>
<td>Keep aware of State Dept. travel warnings related to infectious disease (Appendix 13).</td>
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<tr>
<td>2.</td>
<td>Maintain a list of all students and employees who are traveling (Appendix 13).</td>
</tr>
<tr>
<td>3.</td>
<td>Identify back-up personnel to ensure continued function of this team (Appendix 2).</td>
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</table>

1. Determine what travel is appropriate for study abroad programs (Appendix 13).  
2. Establish contact with all off-campus students and employees (Appendix 13).  

1. Contact all off-campus students and employees to inform them of the need to stay put or quickly return based on decisions by the Crisis Management Team in consultation with Panhandle Public Health District (Appendix 13).

17. **Student Services – Tutoring/ADA**  
- **Coordinator:**  
  Director Office of Academic Success  
- Director Internships and Career Services  

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<tr>
<td>1.</td>
<td>Identify essential personnel (Appendix 1a) to maintain facilities and operations.</td>
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<tr>
<td>2.</td>
<td>Identify back-up personnel to ensure continued function of this team (Appendix 2).</td>
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1. Ensure training all essential personnel (Appendix 1a)  
2. Develop response plan for possible infectious disease emergency that involves psycho-social care. (Appendix 5).  

1. Implement plan for isolated individuals that involves psycho-social care but does not involve face-to-face contact (Appendix 5).
APPENDIX 1

Essential Services as Determined by the Emergency Response Team

(Following is a list of campus services; essential services determined per event.)

- Academic Courses and Planning
- Admissions
- Athletics
- Business Office
- Child Development Center
- Communications (College Relations)
- Conferencing
- Custodial
- Dining
- Extended Campus
- Facilities (Carpentry, Electrical, HVAC, Painting, Plumbing)
- Financial Aid Office
- Foundation
- Grounds
- Heating Plant
- Housing Office
- Information Technology
- Instruction (Faculty)
- International Travel
- Library
- Mail
- NPAC
- Human Resources and Payroll
- President’s Office
- Records
- Safety
- Security
- START
- Student Health (Title IX, Nurse and Counseling)
- Teaching Learning Center
- TRIO
- Tutoring Office
APPENDIX 1a
List of Essential Personnel

Essential personnel are defined as the faculty and staff who are required to report to their designated work location, to ensure the operation of essential services/departments (Appendix 1) during an emergency or when the College has suspended operations. Any employee who plays a role executing the Infectious Disease Response Plan will be designated as essential personnel.

Updated for Covid-19 March 2020 – Essential staff indicated by supervisors

President

Vice President for Academic Affairs
   Associate VP Teaching and Learning
   Instructional Technology and Design Specialist
   Librarian Outreach Services
   Librarian Public Services
   Head of Technical Services

Dean, Essential Studies and the School of Liberal Arts
   Director Office of Academic Success
   Director Internships and Career Services
   Director of Transitional Studies
   Project Coordinator (for Study Abroad)
   Faculty

Dean, Graduate Studies and the School of Business, Mathematics and Science
   Faculty

Dean, School of Professional Studies and Applied Sciences
   Director Child Development System
   Faculty

Vice President for Enrollment Management, Marketing and Student Services
   Office Assistant

Associate Vice President of Student Services
   OA II
   Project Coordinator
   Assistant Director Financial Aid
   Financial Aid Counselors
   Director Student Transition and Retention
   Project Coordinator
   Academic Advisors
   Extended Campus Program Coordinator
   Director of Admissions
   Assistant Director Admissions
   Coordinator of Admissions Services
   Project Coordinator
   Office Assistant II
   Coordinator of Admissions Services
   Admissions Representatives
   Registrar
   Project Coordinators

Director of College Relations
   Marketing Coordinator
   Digital Graphic Designer

Director of Housing and Residence Life
   Project Coordinator
   Assistant Directors of Residence Life
   Associate Director of Residence Life
   Associate Director of Housing & Residence Life

Title IX Coordinator
   Licensed Student Counselors
   Medical Assistant

Nurse – Chadron Medical Center contract
Security Supervisor

Updated April 7, 2020  COVID-19 Coronavirus  Page 13
Sport & Recreation Center Manager

Vice President for Administration and Finance
- Office Assistant IV
- Project Coordinator
- Physical Facilities Director
  - Office Assistant II
- Comptroller
  - Accountants
  - Accounting Clerk II
  - Accounting Clerk III
- Budget Director
  - Accounting Clerk III
- Accountant (for Athletics)
- Grounds Supervisor
- Coordinator of Conferencing
  - Office Assistant II

Maintenance Manager – Facilities
- Boiler House Lead
- Boiler House Staff
- HVAC Staff
- Plumber
- Carpenters
- Painter
- Electricians
- Groundskeepers

Maintenance Manager – Mail & Custodial
- Mail Clerk
- Maintenance Worker 3
- Custodial Leader
- Custodians

Director of Food Services
- Executive Chef
- Catering Retail Directory
- Accountant
- Kitchen Supervisors
- Cooks

Chief Information Officer
- Associate CIO
- IT Analysts
- IT Specialists
- IT Technician
- IT Support
- Help Desk Student Assistants

Associate Vice President of Human Resources
- Assistant Director Human Resources
- Human Resources Coordinator

Athletic Director
- Athletic Trainer

CEO Foundation
APPENDIX 1b
Role of the IDRP Coordinator

The Emergency Response Team will be convened by the President upon notice of an emerging infectious disease outbreak and prior to community spread in Nebraska.

The Emergency Response Team will designate a member of the Crisis Management Team as Coordinator of the Infectious Disease Response Plan (IDRP).

The Coordinator will:

1. Monitor campus, local, regional, and State disease status (pace of spread).
2. Attend all decision making forums to include Emergency Response Team, Crisis Management Team, Cabinet, NSCS System Office crisis meetings, and Governor’s press conferences.
3. Collect decisions and apply modifications to the IDRP, customized to the disease outbreak event.
4. Serve as content expert for the IDRP and advise decision making bodies.
5. Query campus departments for updates to IDRP content and apply updates.
6. Communicate IDRP to the campus and System Office.
7. Ensure activities and communication are represented on the disease website.
APPENDIX 2
Back-up Personnel to Assure Teams Continue to Function

- Initial Assessment Team
  1. This is a large team and will operate at reduced strength during the emergency.
- Crisis Management Team
  1. VP for Administration and Finance – Randy Rhine, James Powell, Jon Hansen
  2. Director of Facilities – Todd Baumann, Robert Diehl, Pat Mracek
  3. Alex Helmbrecht – Tena Cook, Dewayne Gimeson, Daniel Binkard, Craig Conway
  5. Austen Stephens – Sherry Douglas, Morgan Cullan
  7. Anne DeMersseman – Amee Diers, Kim Hernandez, Ben Watson
  8. Melany Hughes – Jordan Haefele, Leyna Brummels, Tracy Sommerville
- President’s Office and President’s Cabinet
  1. Follow succession chart
- Community Health Team
  1. Ted Tewahade – Don Watt, Lisa Welsch
  2. Hospital Representative – Alternates selected by hospital
  3. Panhandle Public Health District – Alternates selected by Panhandle Public Health District
  4. Red Cross – Alternates selected by Red Cross
  5. Region 23 Emergency Management – Alternates selected by Emergency Management
- Health Services
  1. Ted Tewahade – Don Watt, Lisa Welsch
- Student Services/Housing and Residence Life
  2. Austen Stephens – Taylor Osmotherly, Samuel Parker, Megan Northrup
  3. Sherri Douglas – Malinda Linegar, Shelia Pourier, Melissa Mitchell
  4. Ted Tewahade – Colleen Brennan, Christina Winters, Robin Bila
- Food Service
  1. Stewart Lavender – To be determined by Aladdin Food Management Services
- Human Resources
  1. Anne DeMersseman – Amee Diers, Kim Hernandez, Melany Hughes
- College Relations
  1. Alex Helmbrecht – Tena Cook, Dewayne Gimeson, Daniel Binkard, Craig Conway
- Information Technology
- Health and Occupational Safety
  1. Brenda Barry – Todd Baumann, Director of Facilities, Robert Diehl
- Campus Safety
  1. Mark Hunt – Jon Hansen
- First Responders
  1. Brenda Barry – Todd Baumann, Mark Hunt, Director of Facilities, Robert Diehl
- Faculty and Academic Departments
  1. James Powell – Margaret Crouse, Wendy Waugh, Jim Margetts, Department Chairs, Lee Miller
- Physical Plant
  1. Director of Facilities – Todd Baumann, Casey James
- International Travel
  1. Jim Margetts – Kate Pope, Angela Camerlinck
- Student Services/Tutoring/ADA
  1. Thomas Tylee – Deena Kennell Frances Gonzalez, Lisa Stein, Sherri Douglas
- Student Services/Counseling
  1. Ted Tewahade – Robin Bila, Christina Winters
APPENDIX 3
Succession Plan

In the absence of the President the following administrative officers, in descending order, will assume the responsibilities of campus CEO on a pro temper basis:

- Vice President for Academic Affairs
  Dr. James Powell
- Vice President for Administration & Finance
  Ms. Kari Gaswick
- Vice President for Enrollment Management
  Mr. Jon Hansen
- Chief Information Officer
  Ms. Ann Burk
- Dean of Essential Studies; School of Liberal Arts
  Dr. James Margetts
- Interim Dean of Curriculum and Accreditation; School of Professional Studies and Applied Sciences
  Dr. Margaret Crouse
- Interim Dean of Graduate Studies; School of Business, Mathematics and Sciences
  Dr. Wendy Waugh
- Associate Vice President Human Resources
  Ms. Anne DeMerssman
- Comptroller
  Ms. Melany Hughes

This succession schedule will remain in effect until further notice.
APPENDIX 4
Communications Plan

- College Relations is responsible for creating internal and external communication plans.
- The President or designee will coordinate all information released with College Relations. All public information and new releases will be authorized by the President or designee.
- College Relations will release all information relating to an emergency to the campus community facilitated by the following actions:
  - Maintain a list of media contacts.
  - Issue press releases via local radio stations and regional media.
  - Perform tests of the Alert system.
  - Compose and send messages to students and employees via e-mail and the Alert systems.
  - Publicize news releases on the college web site.
  - Hold information briefings in designated locations or via video conferencing.
- Response Protocol
  - Identify who will be in charge of the College Relations team and name at least two alternates who can take over if illness or otherwise prevents the named person from performing their duties.
  - Identify all possible means of communication for students, employees, Chadron residents and the public.
  - Be available to external parties including the media.
  - Provide consistent, clear, shared language and actions among all students, employees, and first responders.
  - Communicate factually and thoroughly with one voice for Chadron State College.
  - Provide information early and throughout the event duration.
  - Utilize designated Emergency Command Center Locations as needed:
    - On Campus: Sparks Hall President’s Conference Room, Miller Hall Room 109
    - Off Campus: Chadron Police Department, Chadron City Hall
  - Activate Calling Tree for Emergencies as needed:
    - Residence Halls: Assistant Director -> Housing Director -> VP of Enrollment Management -> President
    - Campus: Employee -> Supervisor -> Cabinet Officer -> President
- College Relations may request, through President’s Office/President’s Cabinet, the authority to absorb employees into their operation to assure up-to-date information is provided to students, employees, and the public.
- College Relations will open lines of communication with reliable health resources such as PPHD to ensure panhandle guidelines are received and college status is provided to PPHD in order to best detect and respond to an outbreak.
APPENDIX 5
Health Services Plan

**Essential personnel (Appendix 1a)**
- Essential health services staff will be identified by the Title IX Coordinator and includes the contracted Nurse. Refer to Appendix 1a for specific individuals.
- Monitor CDC, WHO and ACHA websites for disease spread status.
- Maintain communication with PPHD and CMC regarding panhandle and local status, travel advisories, testing, medical recommendations, etc.
- Ensure availability of necessary supplies (Appendix 10).

**Infectious Disease Illness Surveillance**
- In collaboration with Residence Life, follow recommendations of PPHD in regard to symptom management, testing, and reporting.
- Report confirmed cases to Residence Life to ensure activation of quarantine and isolation measures.
- Provide wellness checks on quarantine or isolated students.
- Receive reports of known student family illness and provide to the Crisis Management Team coordinator for consultation with PPHD.
- Receive reports of known employees and employee family illness and report to the Crisis Management Team coordinator for consultation with PPHD.

**Assessment of Off-Campus Students**
- If classes are in session, instructors will notify the Crisis Management Team coordinator of students who are not reporting to class. The coordinator will refer the faculty or provide the student name to the individual in Student Services designated to follow up with non-participating students.
- All ill students who present to Health Services will be asked if they are aware of any other students who are ill. A wellness check with the student will be initiated.
- Health Services will work with College Relations to communicate the process for reporting illness.

**Screening Returning Travelers**

**International Travel**
- Acquire a list of students studying out of the country from Extended Campus Programs and Study Abroad.
- Maintain contact with these students to inform them of health screening action necessary upon return to the U.S., for example if they need to return home prematurely or self-quarantine.

**CSC International Students**
- Advise international students studying on campus in regard to impact of travel out of the country and health screening requirements.

**Domestic Travel**
- At the discretion of President’s Office/Cabinet, all travel may be suspended.
- Advice employees of screening requirements for travel in/out of the panhandle, state, broader region.

Quarantine, Isolation and Evacuation – Residence Life
See APPENDIX 7

Vaccination Plan

- If vaccine is available to the college, Health Services will work with PPHD and the Chadron Medical Clinic to vaccinate essential employees first.
- The remaining employees and students will be vaccinated according to their risk (highest risk students/employees to be vaccinated first) as is determined by the lead functioning team in the following priority.
  1. Health Services Team
  2. President’s Office/President’s Cabinet
  3. Crisis Management Team
  4. Student Services/ and Residence Life Team
  5. Human Resources
  6. Community Health Team

Psycho-Social Care

- Post emergency contact information and list of services offered. This could require after hours work.
- Implement social distancing measures when possible to keep face-to-face meetings to a minimum.
- Contract with local providers if college personnel are unable to provide service.
- Keep employees with like job descriptions apart to minimize infection.
- Refer employees to the Employee Assistance Program
APPENDIX 6
Preventative Actions and Strategies to Reduce Spread
Consultation with the PPHD and CMC will help to determine specific activities and durations.

All Levels
- Communicate healthy hygiene habits:
  - Wash hands with soap and water for at least 20 seconds. Or use an alcohol-based sanitizer. https://www.cdc.gov/handwashing/when-how-handwashing.html
  - Avoid touching your eyes, nose, and mouth with unwashed hands
  - Cough/Sneeze etiquette – cough and sneeze into a tissue then throw it in the trash.
- Intensify cleaning and disinfection efforts.
  - Routinely clean and disinfect surfaces and objects frequently touched (doorknobs, light switches, sink handles, countertops, elevator buttons, water fountain buttons).
  - Clean with cleaners typically used and according to label directions.
  - Provide disposable wipes to employees.
  - Ensure adequate supplies to support cleaning and disinfection practices (Appendix 10).
  - Follow cleaning recommendation from vendors of specialized equipment such as computers. https://www.dell.com/support/article/en-us/sln308919/guidance-for-keeping-your-dell-technologies-equipment-clean?lang=en
- Stay home when sick.
  - Sick students living in residence halls in with no identified community disease spread and who are not believed to have been exposed to the disease should avoid contact with well individuals while sick.
- Monitor absenteeism.
  - Alert local health officials about increases in student and employee absenteeism or substantial increases in student health center traffic due to respiratory illnesses (the common cold and flu have symptoms similar to COVID-19).
- Post flyers provided by the CDC.
  - https://www.cdc.gov/handwashing/materials.html

Effective Level 1:
- Encourage Social Distancing.
  - Maintain a distance of 6’ from others.
  - Refrain from shaking hands.
  - Increase space between office desks, communal space furniture, dining hall tables, classroom seats.
- Adhere to health organization recommendation regarding group gatherings (10 Person Rule for example).
  - Cancel activities/events.
  - Close buildings to the public – post notices at all doors.
  - Utilize video conferencing such as Zoom for meetings.
  - Convert face to face courses to remote instruction and learning.
- Offer students the option to vacate residence halls.
- Scale back dining self-serve stations.
- Shift dining service to grab and go.
- Limit travel.
- Require sick individuals to stay home.
  - Keep sick individuals separate from well individuals until they can leave.
  - Rehouse roommates of those that are sick.
- Activate a Work from Home Accommodation.

Effective Level 2:
- Clean and disinfect thoroughly.
  - Distribute cleaning supplies to essential employees continuing to work on campus.
  - Close off areas used by the infected individual.
  - Open outside doors and windows to increase air circulation in the areas then begin cleaning and disinfection.
  - Clean and disinfect all areas (dorm room, offices, bathrooms and common areas) used by the patient focusing on touches surfaces.
  - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
For disinfection most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available at [https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2).

Follow the manufacturer’s instructions for all cleaning and disinfections products (concentration, application method and contact time, etc.)

All employees will be responsible for cleaning and removal of waste from their work areas. Several minutes each day will be reserved for disinfecting keyboards, phones, doorknobs and any other office surfaces that may be infected. The custodial staff will spend their time in public areas disinfecting doorknobs, handrails, classrooms, restrooms and the other high traffic areas. When cleaning, all personnel will wear gloves and any other personal protective equipment deemed necessary at the time.

- Cancel remaining group gatherings/events.
- Require sick individuals and those living with sick individuals to stay home.
- Quarantine and isolate patients from others.
- Ensure health providers and on-campus employees are protected with gloves, masks, gowns.
- Isolate campus operations in place.
- Lock down buildings.
- Require Work from Home for all but designated individuals.
- Restrict all travel.
APPENDIX 7
Plan for Quarantine, Isolation and Evacuation – Residence Life

- Health Services/Housing and Residence Life Team will implement this plan in coordination with Panhandle Public Health District (PPHD), the Crisis Management Team and President’s Office/President’s Cabinet.
- Utilize College Relations to develop communication content and distribution. Communicate openly and effectively across Residence Life staff.
- Provide ongoing training and regular status updates to Residence Life staff. Ex: symptoms, prevention strategies, spread rate, suspected or confirmed cases, managing resources, maintaining calm, personal protective equipment.
- Focus effort on APPENDIX 6: Preventative Actions and Strategies to Reduce Spread.
- Ensure the safety of the Residence Life staff and student residents.
- Maintain and adjust food service delivery to quarantine and isolation students. Adjust the schedule and delivery mechanisms as the disease condition progresses.
- Monitor and suspend guest entry as per recommendations of PPHD or upon direction from the President/designee.
- Limit or close common areas, laundry facilities, computer labs, and recreation areas.
- Limit or cancel Residence Life events.
- Adjust Residence Life staffing expectations due to low Residence Assistant and desk worker availability (due to vacating campus).
- Freeze all student room relocation requests to prepare for self-isolation activity.
- Facilitate the separation (re-housing) and screening of ill from well students and establish screening protocol of each.
- Develop automated student checkout process to limit residence life staff direct interaction with the student.
- Communicate cancellation and refund process.
- Revise mail delivery protocol.
- Consult with PPHD and Crisis Management Team to estimate the number of quarantine rooms and isolation rooms (Department of Health and Human Services) anticipated.
- Identify self-isolations rooms throughout the residence halls. Ex: 15 rooms/suites with private, un-shared bathrooms.
- Identify community isolation rooms.
- Distribute masks to residence hall staff.
- Establish tracking system for students placed in self-isolation.
- Engage CSC Health Services to plan nurse wellness checks on and safe delivery of supplies to ill students.
- Facilitate student evacuation from campus or relocation to other halls when directed by President’s Office/Cabinet in consultation with Panhandle Public Health District and the NSCS System Office.
- If evacuation notice is given, Housing and Residence Life will prepare a plan to evacuate Residence Halls in an orderly fashion. This may mean staging the evacuation by Hall or it may mean enlisting the help of law enforcement with traffic control when hundreds of students attempt to leave campus at the same time. College Relations will be responsible for the notification of employees if they are to be sent home. Essential personnel (Appendix 1a) will be expected to remain after evacuation of campus.
- Some students will not be able to evacuate and should be moved to a single location for tracking purposes. They should be housed in private rooms to assist in social distancing protocol and should continue to receive food service deliveries if possible.
## APPENDIX 8

**Plan for Feeding Quarantined and Isolation Persons**

Coronavirus Action Plan: Provided by Aladdin Food Management

<table>
<thead>
<tr>
<th>Objective</th>
<th>Collaborate with Chadron State College on a proactive plan to maintain a safe and healthy environment for students, faculty and staff amid concerns of the possible impact of coronavirus in our community.</th>
</tr>
</thead>
</table>
| Goals     | Up-hold strict standards of food and employee safety.  
Meet the needs of Chadron State College students, faculty and staff.  
Implement precautionary measures to prevent/contain the spread of illness. |

### Phase 1: Current state of high precaution

<table>
<thead>
<tr>
<th>Proposed Action</th>
<th>Timing/Trigger</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Aladdin Food Management will monitor its employees and is requesting assistance from Chadron State College in monitoring, in sync, its students, faculty and staff.</strong></td>
<td>Ongoing</td>
</tr>
<tr>
<td><strong>Both parties will take immediate actions to ensure potential infected persons are removed and remain home until symptoms subside or are cleared in writing by a medical professional.</strong></td>
<td>Ongoing</td>
</tr>
</tbody>
</table>
| **Aladdin Food Management will continue all employee safety, food safety and sanitation practices per policy and recent internal and client letter communications.**  
  - Immediate reporting of illness required of all management and employees  
    - If diagnosed with coronavirus, this must be reported immediately  
  - Thorough, frequent handwashing and glove wear  
  - Increased frequency of cleaning and sanitizing of surfaces and utensils | Ongoing |
| **All non-covered salad bar items or self-service items will be eliminated or covered** | Starting March ? |
| **All non-covered breads will be covered and distributed by a food service employee.** | Starting March ? |
| **Enforce single use of utensils** | Starting March ? |
| **All ready-to-eat hand fruit (apples, oranges, bananas) will be distributed individually, and apples will be individually wrapped** | Starting March 11 |

### Phase 2

<table>
<thead>
<tr>
<th>Proposed Action</th>
<th>Timing/Trigger</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Single-service flatware and plates will be used in all areas</strong></td>
<td>TBD</td>
</tr>
</tbody>
</table>
agreed-upon between Chadron State College and Aladdin Food Management.

All self-service stations will be converted to one-sided served stations or converted and combined with other stations.
- In all cases, these stations will be served and monitored by an Aladdin employee.
- This includes, and is not limited to, the Beverage Bar, Salad Bar, Soups; Deli, Waffle, Ice Cream and Dessert Bars.

All condiments will be provided by Aladdin employees directly to customers.

TBD

Phase 3
Trigger to be mutually agreed-upon between Chadron State College and Aladdin Food Management.

Proposed Action
Aladdin will be prepared to deliver meals to any quarantined areas on campus - either meals prepared on site or shelf stable and frozen meal program from Elior.
- NOTE: Aladdin managers and employees will not enter a known quarantined area but will deliver to an uncontaminated designated location
- If necessary, Chadron State College will assist with meal delivery to quarantined areas.

Timing/Trigger
TBD

Aladdin will work with Chadron State College to reduce the number of food stations and offerings while still offering a well-balanced nutritional meal

Limited availability of employees

Aladdin may request service hours be spread to ensure proper flow of customers to employee ratio

Limited availability of employees

Catering service will continue to use covered chafers, temporary sneeze guards and when necessary will condense menus to utilize boxed lunches and dinners

Limited availability of employees

CHADRON DINING SERVICES EMERGENCY RESPONSE

STABILIZE THE SITUATION

Ensure the site has a required emergency inventory of food/supply items (three days of perishable food, seven days of non-perishable food and disposable supplies). In the event of an emergency (e.g. water or food shortage or power outage), use the emergency response planned menu for your unit. Always follow food safety guidelines and the protocols in the Crisis Manual during and emergency response.

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**Water Shortage/Contamination**

- Where water is contaminated, work with the Elior North America Response Team to contact the applicable health department (or other agency) for approval to remain operational.
- Contact the local water company to deliver water that is safe for drinking, cooking and washing. Calculate one gallon per person for each day needed (or as indicated by your site).
- Use foods and recipes that require little or no water for food preparation or cooking.
- When water is contaminated, use bottled water for food preparation, cooking and drinking.
- Disposable products (e.g. paper plates, plastic utensils) must be used to eliminate dishwashing until water supply is reinstated.

**Food Shortage**

- Use perishable foods first.
- Utilize alternate Elior vendors. In the event you may need to utilize the local grocery stores/restaurants to supply food if needed, ensure that any items purchased are safe to eat.
- Work with Elior Response Team to obtain shelf-stable meals.

**Food Disposal**

- Work with the Elior North America Response Team to determine whether to dispose of any potentially damaged food products. In all instances, the following food products will likely need to be discarded:
  - Foods that go beyond their temperature safety zone for more than two hours. For example, milk and other potentially hazardous products (meat, fish, dairy, etc.) may be used until the food temperature exceeds 50°F Fahrenheit for two hours or more.
  - Frozen foods that have been thawed and refrozen or potentially subjected to cross contamination.
  - Food items that have been in direct contact with any type of water during emergency situations such as flood waters.
  - Food temperatures may be taken with a calibrated thermometer to ensure the temperature has not went above 40°F (Refrigeration) or 0°F (Freezer).

**Loss of Power (Check facility for available auxiliary power)**

- Work with client to contact the local power company to initiate emergency power repair.

**When There is a Power Outage**

- Note the time the power outage begins.
- Discontinue all cooking operations (if applicable). Currently unit has gas and generator options to ensure capability of food production.
- Do not place hot food in refrigerators or freezers, as this will rapidly raise the temperature inside the refrigerator or freezer and may make more food unusable.
- Discard food products that are in the process of being cooked, but which have not yet reached the final cooking temperature (if applicable).
- If the food reached the final internal cooking temperature, maintain hot potentially hazardous food at 135° or above if you are using a heat source. Monitor temperatures...
every two hours to ensure the food is maintained at 135°F. Discard any remaining food once service is completed.

- Monitor refrigerator and freezer temperatures throughout the power outage and follow instructions listed below.

**Loss of Power – Use of food during power outage**

- Contact Vendor or local trucking company for lease of refrigerated/freezer truck.
- Use perishable foods that do not require cooking first. Use canned foods after the perishable items have been used or are no longer safe to use.
- Only open refrigerator, walk-in or freezer doors as necessary. With proper care, dry ice may be used in undamaged refrigerators or walk-ins during a power outage. Where dry ice is used and the door to any walk-in has been closed for more than a few hours, do not work in the walk-in and you must leave the door opened for at least 15 minutes before allowing anyone to enter.
- Where required, dispose of food as under Food Disposal.
- Disposable products (e.g. paper plates, plastic utensils) must be used to eliminate dishwashing until the capability to wash and sanitize dishes is restored.
  - For manual dishwashing using detergent and a three-compartment sink, wash with detergent solution at or above 110°F Fahrenheit (or as directed by the manufacturer); rinse with clean water; and test the chemical concentration using an appropriate test strip and sanitize with sanitation solution at or above 171°F Fahrenheit (or as directed by the manufacturer).

**EVALUATE THE SEVERITY LEVEL AND COMMUNICATE (INTERNALLY)**

<table>
<thead>
<tr>
<th>Level</th>
<th>MODERATE</th>
<th>SIGNIFICANT</th>
<th>CRITICAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shortage/Outage</td>
<td>Potential water or food shortage</td>
<td>Water or food shortage expected to last for one day</td>
<td>Water or food shortage expected to last two or more days</td>
</tr>
<tr>
<td>Contact</td>
<td>District Manager</td>
<td>Elior North America Response Team</td>
<td>Crisis Hotline 1.844.627.1339</td>
</tr>
<tr>
<td></td>
<td>Local Support Team</td>
<td>1.866.721.7859 <a href="mailto:responseteam@elior-na.com">responseteam@elior-na.com</a></td>
<td></td>
</tr>
<tr>
<td>Team</td>
<td>• District Manager</td>
<td>• Elior North America Response Team</td>
<td>• Elior North America Response Team</td>
</tr>
<tr>
<td></td>
<td>• Risk Manager</td>
<td>• District Manager</td>
<td>• District Manager</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Risk Manager</td>
<td>• Segment Vice President/Regional Manager</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Company President</td>
</tr>
</tbody>
</table>

**CALMLY COMMUNICATE (EXTERNALLY)**

**Client.** Where there is a food or water shortage or contaminating event that impact the client and our site, work with the Elior North America Response Team and the Segment Vice President/Regional Manager to address the issue with the client. Where the client has protocol for response, abide by the client’s protocol.

**Media.** Do not provide any statements to the media. All media inquiries and/or statements related to any food or water shortage or contaminating event affecting an Elior North
Cooking During a Power Outage (Chadron State College)
Aladdin Food Management Services will be utilizing our small gas stoves that are used with butane canister. If there is a back-up generator available and electrical sources are available, small electrical appliances may be utilized to cook food (check with unit for availability of electrical appliances) and adjust the menu accordingly.

Plan for Feeding Quarantined and Isolation Persons
Campus Food Service will deliver food to the buildings in completely disposable products. The deliveries would not be delivered directly to each room to limit the chance of food service staff becoming infected. A central location within the building which has been disinfected will be designated for delivery of meals or a drop off point to eliminate the exposure of food service workers. After the meals are eaten the plates, utensils and cups would be disposed of by the college/university. Other precautions are listed below:

In the event of an emergency, inventories of both dining locations will be taken into consideration when executing our emergency menu. Meal service may be condensed into one location. Perishable goods from both dining locations are to be combined and used first. (*Based on use of back-up emergency generator for support.)

![EMERGENCY RESERVE SUPPLY](image)

<table>
<thead>
<tr>
<th>Item</th>
<th>Final Count TBD by Food Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bottled Water</td>
<td>2 pallets</td>
</tr>
<tr>
<td>Bulk Water</td>
<td>20 count 5 gallon</td>
</tr>
<tr>
<td>Cereal</td>
<td>10 cases</td>
</tr>
<tr>
<td>Peanut Butter</td>
<td>5 cases</td>
</tr>
<tr>
<td>Canned Fruit</td>
<td>15 cases</td>
</tr>
<tr>
<td>Canned Vegetables</td>
<td>15 cases</td>
</tr>
<tr>
<td>Powdered Milk</td>
<td>200 #</td>
</tr>
<tr>
<td>Pop Tarts/Granola Bars</td>
<td>10 cases</td>
</tr>
<tr>
<td>Instant Breakfast</td>
<td>8 cases</td>
</tr>
<tr>
<td>Assorted Crackers</td>
<td>8 cases</td>
</tr>
<tr>
<td>Canned Vanilla Pudding</td>
<td>5 cases</td>
</tr>
<tr>
<td>Spaghetti Meatless</td>
<td>6 cases</td>
</tr>
<tr>
<td>White Rice</td>
<td>4 cases</td>
</tr>
<tr>
<td>Canned Corned Beef Hash</td>
<td>6 cases</td>
</tr>
<tr>
<td>Canned Chili</td>
<td>8 cases</td>
</tr>
<tr>
<td>Juice</td>
<td>14 cases</td>
</tr>
<tr>
<td>Canned Chicken &amp; Dumplings</td>
<td>8 cases</td>
</tr>
<tr>
<td>Lorne Dunes</td>
<td>6 cases</td>
</tr>
<tr>
<td>Coffee</td>
<td>4 cases</td>
</tr>
<tr>
<td>Hard Candy</td>
<td>5 cases</td>
</tr>
<tr>
<td>Chips</td>
<td>10 cases</td>
</tr>
</tbody>
</table>

America site should be referred to the Elior North America Media Relations Coordinator at 1.866.721.7859 or marketing@elior-na.com.
<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canned Ravioli</td>
<td>10 cases</td>
</tr>
<tr>
<td>Instant Potatoes</td>
<td>3 cases</td>
</tr>
<tr>
<td>Trio Cheese</td>
<td>3 cases</td>
</tr>
<tr>
<td>Chocolate Pudding</td>
<td>10 cases</td>
</tr>
<tr>
<td>Classic Hash browns</td>
<td>6 cases</td>
</tr>
<tr>
<td>Spaghetti Sauce</td>
<td>10 cases</td>
</tr>
<tr>
<td>Canned Yams</td>
<td>4 cases</td>
</tr>
<tr>
<td>Canned Soup</td>
<td>20 cases</td>
</tr>
<tr>
<td>Canned Tuna</td>
<td>3 cases</td>
</tr>
<tr>
<td>Dinner Plates</td>
<td>4000 count</td>
</tr>
<tr>
<td>4 Piece Silverware</td>
<td>4000 count</td>
</tr>
<tr>
<td>Cups</td>
<td>4000 count</td>
</tr>
</tbody>
</table>

**ADDITIONAL ITEMS:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Butane Gas Cylinders</td>
<td>2 cases</td>
</tr>
<tr>
<td>Lighters &amp; Matches</td>
<td>TBD</td>
</tr>
<tr>
<td>Flashlights</td>
<td>TBD</td>
</tr>
<tr>
<td>Batteries</td>
<td>all sizes necessary</td>
</tr>
<tr>
<td>Battery Operated Radio</td>
<td>TBD</td>
</tr>
<tr>
<td>First Aid Kits</td>
<td>TBD</td>
</tr>
<tr>
<td>Charcoal</td>
<td>TBD</td>
</tr>
<tr>
<td>Walkie-Talkies</td>
<td>TBD</td>
</tr>
</tbody>
</table>
APPENDIX 9
Infectious Disease Waste Disposal Practices

- Consult with Panhandle Public Health regarding disposal of infectious waste.
- Considerations will include:
  - Ensure public health and safety
  - Absorb employees into their operation to assure infectious waste is being removed in a timely fashion.
  - Utilize an emergency contract with a vendor for waste pick-up and disposal.
  - If a vendor is not available, request the assistance of PPHD or CMC to determine an appropriate and safe location and process for the storage of the waste (buried, burned, etc.)

Notes:

Medical waste that is collected by the contracted CSC nurse is delivered to Chadron Community Hospital by the nurse following the hospital’s transport procedure. The waste is incinerated by the hospital.

CSC maintains a contract for disposal of bio waste with GRP & Associates, Inc. effective through April 30, 2023. Pickup is scheduled every 12 weeks. If waste volume increases, GRP will increase pickup frequency upon request. GRP supplies bags and boxes for waste containment. Waste containment is currently stored in Math Science, the pickup location. This process and contract have been in place since before the Covid-19 outbreak to address waste generated by the science faculty and students.
APPENDIX 10  
Listing of Necessary Supplies to be Stockpiled

Consult the following CDC referenced resource for disinfectants for use against the novel coronavirus:
https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

- N95 Respirators  Quantity – 250 boxes
- Surgical Masks  Quantity - TBD
- Gloves – Nitrile  Quantity - 80 cases
- Protective eyewear  Quantity – TBD
- Spray bottle w/trigger  Quantity - 250 each
- Scrubbing sponge  Quantity - 125 cases
- Scouring pad  Quantity - 125 cases
- Sponge mop  Quantity - 24 each
- Mop head refill  Quantity - 250 each
- Disinfectant spray  Quantity - 20 cases
- Disinfectant  Quantity - 20 pails
- Tissues  Quantity – 16 cases
- Antiseptic towelettes  Quantity - 400 boxes
- Liquid hand soap  Quantity - 30 cases
- Hand sanitizer  Quantity - 2,500 each
- Kimtex wipes  Quantity - 10 cases
- Toilet paper  Quantity – 75 cases
- Bowl swabs  Quantity - 24 each
- Paper towels  Quantity - 50 cases
- Multi-fold towels  Quantity - 15 cases
- Receptacles  Quantity – 50 each
- Trash can liners – Large  Quantity - 55 cases
- Trash can liners – Medium  Quantity - 40 cases
- Infectious waste bags  Quantity – 10 cases
- Body fluid kits  Quantity - 2,500 kits
- Barricade tape  Quantity - 20 rolls
- Triple antibiotic ointment  Quantity - 400 boxes
- Alcohol prep pads  Quantity - 25 boxes
- Food  Quantity – TBD
- Water  Quantity – TBD
- Bedding  Quantity – TBD
- Radios  Quantity – TBD
- Signage  Quantity – TBD

Normal cleaning items and paper goods will be stored in Hildreth Hall with current supplies. The par level of these supplies will be increased until the Emergency Response Committee decides to reduce inventory levels to normal.

Respirators, surgical masks, protective eyewear, bedding and signage will require minimal storage capacity and will be located in a secure storage location. Cabinet is to be aware of the location.

Food and water will be stored in the dining area in the Student Center.
APPENDIX 11

Continuity of Teaching and Learning

The intent of this section is to provide guidance to support the abrupt shift of face to face courses to emergency remote instruction. Emergency remote instruction differs from online teaching and learning which requires longer term thoughtful development of content, learning activities and assessment leading to significant changes in pedagogical practice. This APPENDIX will serve as documentation of actions taken to support continuity of teaching and learning throughout the COVID-19 response in order to inform response to subsequent outbreaks.

Preparation:

- Execute reports from the student information system to inform decisions
  - Identify the ratio of courses being taught face to face vs online and the breakdown
    - Ex: 98.2% or 766/780 spring 2020 courses (includes 16 & 8 week courses) are in CSCOnline/Sakai
      - Of the 14 courses that are not in CSCOnline/Sakai:
        - 5 courses are Dual Enrollment courses taught on High School campuses
        - 1 course is an Adult Community Recreation course (9 enrolled)
        - 8 courses are In-Service/Professional Development courses (6 enrolled)
  - Identify the faculty who have accounts in CSC Online/Sakai:
    - Ex: 100% of faculty, full-time and adjunct, have active accounts in CSCOnline/Sakai
  - Identify the faculty who have taught courses:
    - Ex: 94.2% or 132/140 faculty (# does not include Dual Enrollment instructors teaching in high schools) of spring 2020 courses have previously taught or are currently teaching a full or partially online (section 79/89/99) course.
  - Produce a list of faculty who have not previously taught a section 79/89/99 course and the courses they are teaching in the term of concern.
  - Identify the ratio of students taking courses face to face vs online and the breakdown
    - Ex: 96.6% or 2236/2314 students enrolled in spring 2020 courses have previously taken or are currently taking a section 79/89/99 course.
      - Of the 78 students who have not previously taken a section 79/89/99 course:
        - 35 students are enrolled in Dual Enrollment courses taught at High Schools
        - 16 students are enrolled in Community Band, Community Choir, or Adult Rec
        - 7 students are enrolled in a single course as a non-degree seeking UG student
        - 1 student is a non-degree seeking UG student who is auditing the course
        - 19 students are enrolled full-time, all but one in the first year at CSC
  - Produce a list of students enrolled full-time who have not previously taken a section 79/89/99 course

- Execute reports from the Network Access Controller to inform decisions
  - Identify the ratio of students living in the residence halls with devices registered on the campus network.
    - Ex: 97% or 588/605 students living in the residence halls have devices registered on the campus network. The 17 students who do not have devices registered are freshman across all residence halls. Devices should be further identified to determine desktops/laptops/tablets/phones.

- Execute reports from Zoom to inform decisions
  - Identify ratio of faculty with Zoom accounts.
    - Ex: 44% or 62/140 instructors (# does not include Dual Enrollment instructors teaching in high schools) of spring 2020 courses have Zoom accounts.
  - Validate that Zoom subscription level and available licenses are sufficient to distribute to faculty and students.
    - Ex: 200 license subscription for employees. 77 licenses are available and licenses can be reassigned from classrooms to distribute to faculty if needed. Unlimited licenses for students.
  - Validate the Zoom storage level. Move old recordings to archive locations (MS Stream, YouTube).
  - Validate that Zoom is integrated with CSCOnline/Sakai.

- Ensure all faculty have a CSCOnline/Sakai account (a normal step in the new employee account create workflow).
- Ensure all courses have a CSCOnline/Sakai course shell (a normal step in the term course development process).
- Contact the learning management system provider
  - Ensure readiness for increased utilization.
  - Validate license.
- Contact Zoom provider
  - Ensure readiness for increased utilization.
  - Validate license.
- Prepare student and faculty Readiness Checklists for Working Remotely for the web site.
- Prepare a consolidated contact list for support resources for the web site.
- Gather and populate support resources on the infectious disease web site and CSCOnline/Sakai.  
  Ex: Faculty Remote Instruction Resources page  
  Student Remote Learning Resources page

Level 1:
- Update support resources content on the infectious disease web site and learning management system (LMS) as the shift develops.
- Contact the faculty who have not previously taught a section 79/89/99 courses, determine if they have LMS experience from another institution and the support resources needed for emergency remote instruction using the LMS.
- Query faculty to identify those who need support resources for emergency remote instruction beyond the LMS.  Ex: specialized labs, field work, student teaching, fine arts, etc.
- Contact the students who have not previously taken a section 79/89/99 course and provide the support resources needed for emergency remote instruction using the LMS.
- Contact students who do not have a device registered on the campus network to determine if a loaner device is required upon move to home location.
- Convene learning tool (software application) support and peer groups to guide/mentor faculty through the transition.
- Transition the Learning Lab remote service
- Adjust Library hours to meet demand
- Verify the process for faculty to report students who are not participating in class, who will follow up with the student, and the action plan.

**Software/Applications**
- Learning Management System – CSCOnline/Sakai
- Video Conferencing – Zoom
- Proctoring – Zoom
- Adobe Creative Cloud
- Remote Access: CSCConnect (Faculty only)
- Office365
- YouTube
- PowerPoint

**Hardware**
- Mobile Devices – Laptops/Tablets/Phones
- Video - Web Cams
- Audio - Speakers, Headsets
Remote Workforce

Level 1
Disease spread may result in the closure of public schools, daycares, businesses, etc. affecting the work schedules of college employees. If significant closures result, the college will consult with the System Office and provide accommodations for employees. Accommodations may be due to care for a sick family member, care for a child due to school closure and home schooling, or another reason.

An employee may make a request to Human Resources to work from home on a part time or full time basis. Human Resources will provide the job description to the supervisor for review and confirmation that all responsibilities can be accomplished from home.

Human Resources will render a decision and provide a response to the employee and the supervisor.

Employees are responsible for providing technology and connectivity from their home. Upon Human Resources approval of an accommodation request, and CIO approved technology request, college computers may be relocated to the home for the duration of the accommodation, however remain the property of the college and are the responsibility of the employee, for the employee’s use only. Family members are not to use college owned property.

Level 2
TBD


APPENDIX 13

Travel Restrictions, Leave, and Absenteeism

Travel Restrictions
In order to limit disease spread, travel restrictions may be issued for employees and students.

- Review NSCS travel policies
- Consider the disease spread in the region, State, country, etc.
- Review recommendations of the Panhandle Public Health Department (PPDH), NSCS System Office, Governor, and US Department of State.
- The President will determine the need to restrict regional, national, and international travel.
- Identify the quarantine requirement for those who do not abide by the travel restrictions. This should be based on PPHD and State recommendations (14 days self quarantine for example). This may be due to the need to travel for medical appointments, pick up children from other colleges, etc.). Human Resources will advise employees regarding their leave options.
- Communicate restrictions to the campus as they evolve.
- Employees are responsible for cancelling all reservations due to restricted business travel (event registration, airlines, hotels, car rental, etc.).

Leave

- Review NSCS leave policies
- Follow the special provisions made to leave policies as communicated from the NSCS System Office and campus Human Resources Department. These may include:
  - An employee who has been diagnosed with an infectious disease may use accrued sick leave, vacation leave, compensatory leave, use crisis leave sharing program (if available when ill) or may invoke up to 12 weeks of unpaid leave under the Family and Medical Leave Act. Illness should be reported to Human Resources immediately.
  - An employee who has been exposed to an infectious disease but is not showing symptoms may take accrued sick leave, compensatory leave or vacation leave in order to self-quarantine.
  - Healthy employees afraid to come to work due to exposure to an infectious disease, may request vacation leave or compensatory leave. The supervisor has the right to schedule the time when the leave may be taken to assure continued operations.
  - Special leave provisions such as the federal Families First Coronavirus Response Act, providing emergency paid sick leave and Emergency FMLA.
- The college has the right to cancel scheduled annual leave time in an emergency to assure continued operations. If the college cancels annual leave and the employee may lose vacation days at year end, the employee may request the President allow those days carried over into the next year. These requests will not be unreasonably denied.
- An employee caring for a sick family member may use sick leave, annual leave, compensatory leave or invoke the Family and Medical Leave Act.
• If an employee exhausts all vacation leave and sick leave, they may request the President advance up to 40 hours of each. The President is under no obligation to advance these hours and may use historical attendance data to determine whether the advance is warranted.

• An employee caring for a child at home because school has been cancelled and they are unable to secure alternate childcare, may request vacation leave or compensatory time.

**Monitoring and Planning for Absenteeism**

- Review NSCS leave policies.
- Review NSCS class attendance policies.
- Work with the NSCS System Office to determine changes to Board leave policies or negotiated agreements.
- Adjust internal procedures for such items as
  - Courses
    - Break extension (Ex. Midterm, spring, holiday, etc.)
    - Extend due dates
    - Allow electronic submission of assignments
  - Employees
    - Support use of leave to care for sick household members
    - Require sick employees to stay home
- Identify critical job duties and positions and plan for alternative coverage by cross-training staff and faculty.
- Consider creating notification processes to report noticeable changes in absenteeism to Human Resources or Student Services.
- Alert health officials about large increases in student and employee absenteeism due to flu-like conditions.
- Determine what level of absenteeism will disrupt continuity of teaching, learning, and work.
APPENDIX 14

Event Cancellation

- Determine all departments and main contacts who schedule and/or maintain event calendars:
  - Conferencing Office
  - Athletics (RMAC, NCAA)
  - Sandoz
  - Testing Center (Education Department PRAXIS)
  - Student Senate, CAB
- Acquire all event calendars sorted by date for the remainder of the term or duration determined by the Emergency Response Team
- As disease progression dictates, cancel events, communicate to the campus and public, remove events from calendars.
APPENDIX 15

Maintaining Vital Building Services

Information Technology
- Ensure generator readiness at Miller Hall.
- Cross-train individuals or utilize contracted services to maintain vital services: authentication services and associated hardware, core network functions.
- Cloud source services to limit on-site technical staff dependency.
- Facilitate effective IT remote access workforce.
- Monitor all services for on-site and remote access by employees and students.
- Maintain social distancing in all spaces.
- Provide on-site staff with personal protective equipment at Level 2.

Facilities
- Ensure diesel/natural gas generators are in optimal working condition.
- Cross-train individuals to maintain the operation of the boiler house.
- Identify local contractors who are able to provide services if staffing runs low
- Provide for salary increases if employee is doing the work of a higher classed individual.
- Prioritize buildings if utility company asks for or demands less consumption; which buildings would remain on-line and which buildings could be off-line. Before taking a building off-line, communication must be made with Crisis Management Team and Panhandle Public Health District to determine whether it is needed for community support.
- Maintain social distancing in all spaces
- Provide on-site staff with personal protective equipment at Level 2.
APPENDIX 16
Campus Closure

- Review NSCS Board of Trustees campus closure related policies.
- A decision will be made to close the campus after consultation with Panhandle Public Health District (PPHD) and the NSCS System Office. This could involve canceling classes or closing campus completely.
- College Relations will provide notification to students and employees.
- College Relations will be responsible for updating the college’s website, initiating Alert notifications, notifying radio, television, and print media.
- Phone system messaging will be developed by College Relations and implemented by the Department of Information Technology, START, and individual departments.
- PPHD will be notified.
- Human Resources will distribute notification to employees regarding the status of the administrative leave and procedure for reporting on monthly leave reports.
- Essential personnel (Appendix 1a) will continue to provide services to the campus as determined by President/Cabinet/Infectious Disease Response Team.