Southern Oregon University
Infectious Disease Annex
1 Introduction

1.1 General
This plan is a hazard-specific annex of the Southern Oregon University (SOU) Emergency Operations Plan (EOP). Management of this plan utilizes the Incident Command System to facilitate a coordinated University response and is designed to be scalable based on each event.

1.2 Purpose
The Infectious Disease Plan describes departmental and individual actions, roles, and decisions which may be required to reduce, control, and respond to the effects of an illness on the students, staff, and operations of SOU. The plan has been developed for an influenza pandemic but may be modified and implemented for other contagious infectious disease events such as measles or large scale food poisoning.

1.3 General
A pandemic is a disease which has spread worldwide. These diseases may be passed via blood or body fluid (such as HIV) or may be airborne (examples include H1N1, smallpox, or SARS). The most likely pandemic will be an influenza that occurs with the emergence of a novel (new) virus. The World Health Organization (WHO) is responsible for announcing a pandemic outbreak. If the new virus spreads easily from person to person and leads to significant illness, with the frequency of international transportation and urbanization, a significant pandemic is likely to occur. A severe pandemic may lead to a public health emergency with high rates of infection, hospitalizations, and deaths. This has the potential of overwhelming the federal, state, and local infrastructures.

1.4 Scope
While SOU recognizes there will be many unknown variables, the intent of this plan is to best prepare the University to have systems and procedures in place that allow an organized, coordinated, and scalable response.

1.5 Partner Agencies
The following are considered SOU partner agencies during an outbreak. Communication may be via phone, email, or fax. This list may change based on University, community, state, and regional response needs during a pandemic.

- Jackson County Public Health Department
- Oregon Public Health Division
- Oregon University System
- Oregon Emergency Management
- Jackson County Emergency Management
- City of Ashland Emergency Management
- Local Hospitals
1.6 Authorizations for Isolation and Quarantine
States and localities have primary responsibility for public health matters within their borders, including isolation and quarantine, under the authority of Section 361 of the Public Health Act (42 USC 264).
2 Situation and Planning Assumptions

2.1 Planning Considerations
The University’s planning efforts have been guided by the following principles:

- Protect and support the health, safety, and welfare of the students, faculty, staff, and visitors as well as the assets and property of the University.
- Identify infectious disease related events which serve as action prompts for progressively higher levels of University response.
- Identify and implement practices and actions to limit the spread of the disease at SOU.
- Identify key departments and personnel that perform mission-critical/essential functions.
- Effective communication and information sharing among the campus (students, faculty, staff, and families) and the community responders (Jackson County Public Health) utilizing a variety of communication media.
- An Incident Command System will be established to ensure that appropriate decisions will be made centrally and by an approved chain of command.

2.2 Issues and Challenges
SOU has a strong commitment to learning and service locally, regionally, and internationally. The University has the following unique issues and challenges related to its role as a regional University:

- Students in residence halls have a higher potential of attack rate.
- Students and faculty with families may have sick children and/or child care issues due to school closures.
- International students are unable to return home easily and there may be language barriers.
- Students and employees with chronic illness are at a higher risk of severe illness and complications.
- Onsite childcare facilities have a different infection rate.
- Students and faculty abroad may encounter different WHO/CDC guidelines than those in Southern Oregon.
- Housing of onsite groups like Elderhostel, conferences, and children summer camps.

2.2.a Childcare Facilities
SOU operates two childcare facilities on the campus property. These facilities provide childcare for students, employees, and the community. Infants and young children may be more susceptible to infection and are at higher risk for complications. In addition, these facilities, like K-12 schools, can serve as infection points for the spread of illness to the community.

- Screening: SOU childcare will report the number of absences to the Student Health and Wellness Center (SHWC) hotline when requested by the Crisis Incident Management Team (CMT).
- Communication: both childcare leads will be placed on the infectious disease email distribution list.
- Closure: if the County Health Department closes Ashland public schools, childcare should close even if the adult component of the campus is remaining open.
2.2.b Exchange Students and Conferences
Throughout the year, SOU hosts conferences in which outside groups are housed in the residence halls. These conferences host adults, the elderly, and minors. Additionally, SOU partners with local high schools to house international high school students who live at the campus year round. These visitors fall under Residential Life for the purpose of developing a plan for the outbreak. If the campus is closing, Residential Life will work with the Crisis Management Team to develop a plan for international students who will not be able to go home during the closure.

2.2.c University Sponsored International Programs and Exchange Students
SOU promotes a broad array of international educational programs as part of its academic programs. During a pandemic, international travelers may be at an increased risk of exposure due to traveling in affected areas or passing through international airports. The SOU response plan includes actions for this group of students and faculty.

SOU participates in the National Student Exchange, overseen by Student Affairs, through which students are placed within the U.S., Guam, Puerto Rico, the Virgin Islands, and Canada. Although these students are enrolled in another university, SOU will still provide them with information regarding an outbreak via email.

- Identification
  - During the initial outbreak, the Office of International Programs (OIP) will be contacted by the SHWC to ascertain whether there are any faculty, staff, and/or students studying and/or teaching abroad. This information will be included on the Outbreak Briefing Template, Appendix B.
  - During the initial outbreak, the Department of Student Affairs will be contacted by the SHWC to ascertain how many students are in National Student Exchange and the number, if any, who are outside of the U.S. This information will be included on an Outbreak Briefing Template.

- Communication
  - OIP will work with SHWC and the Public Information Officer (PIO) (Marketing and Communications) to create an email notifying students, faculty, and staff of the outbreak and include links to the WHO and Center for Disease Control and Prevention (CDC) websites: [www.who.int](http://www.who.int) and [www.cdc.gov](http://www.cdc.gov).

- Travel Restrictions
  - To limit the spread of the illness, the CDC may recommend restricting travel to or from certain destinations. OIP will advise students, faculty, and staff currently abroad or those planning to study abroad of the guidelines and restrictions.

- Screening
  - The CDC may recommend that travelers returning to the United States from affected international locations be screened for the illness. OIP will work with SHWC and possibly the Jackson County Health Department to help students obtain the recommended screening. Faculty and staff will need to work with their primary care provider to obtain necessary screening prior to returning to work.
2.2.d University Off Campus and Family Housing
In addition to the on campus Living and Learning halls, SOU offers off-campus family housing. Infectious disease information will be provided to these students including information which may be specific to their living arrangements.

2.2.e Satellite Campus
In addition to the main campus in Ashland, SOU jointly operates in the Higher Education Center (HEC) located in Medford, Oregon with Rogue Community College (RCC).

- Communication: The SOU Director of HEC will be placed on the pandemic update email distribution list. In addition, the HEC director will share information received from his or her RCC counterpart with the SOU Emergency Preparedness coordinator.
- Closures: Although HEC follows RCC for weather related closures, they will follow SOU for infectious disease-related closures.
3 Roles and Responsibilities

3.1 Faculty and Staff
It is important for faculty and staff to be knowledgeable about this plan, to be informed of the University’s current pandemic response stage, and to know the appropriate response to any emergency situation. Professional and personal planning is important in order to be able to provide assistance and support to the University as it deals with a pandemic emergency.

3.2 Modified Attendance
Based on recommendations from public health agencies and the SHWC, the Provost’s office may help curtail the spread of the disease by setting new attendance guidelines that prevent ill students from attending class.

The Provost will communicate the interim attendance policy with faculty via email. This communication will include the faculty’s responsibilities. Students will also be given information on whom to contact if they are having issues with their attendance and instructor(s). SOU students have the responsibility to follow the modified attendance plan.

3.3 Faculty and Staff Illness
Faculty and staff are also encouraged to remain home if they are ill. Individuals need to follow their department’s sick call policy regarding notification. For a prolonged illness the individual and Human Resources can work together to evaluate if federal or Oregon medical leaves apply.

3.4 Supervisors
During an outbreak (phase orange or red), the administration may ask that you report sick calls to a centralized number in order to monitor absenteeism rates.

Academic Affairs, in consultation with the faculty, will provide the Executive Cabinet with recommendations regarding the handling of a potential school closure. Other appropriate segments of the University community may share this responsibility and the efforts to support the academic continuity plan.

3.5 Students
Providing safety and security for students is the primary concerns for SOU. Students also have a responsibility to participate in their own safety and security by staying informed of current events and taking precautions when necessary. As a potential infectious disease outbreak develops, students are expected to follow all recommendations issued by various departments within the University. Alerts and recommendations from the University should be followed to help students stay healthy.

3.6 Essential Personnel
Essential personnel are staff with specific expertise and skills who will be expected to continue to work during emergency events to ensure that critical campus operations are maintained. Essential personnel will have advance instructions issued by their supervisor outlining their response and role during an emergency. In the event that campus operations are suspended and all non-essential
personnel are sent home, essential personnel will implement procedures to maintain critical campus operations. These individuals will work with their assigned supervisors to coordinate their hours along with rest periods. Supervisors will work with the Crisis Management Team in arranging times to work on campus to promote social distancing, see Appendix E.

**Telecommuting:**
Certain essential personnel may not be required to work on campus and will perform their job from home. These individuals will work with their assigned supervisor to coordinate their hours along with rest periods, see Appendix G.

### 3.7 Operational Roles and Responsibilities
With the activation of a new infectious disease alert level (example: green to yellow), this plan outlines group, department, and unit responsibilities and the appropriate actions in response to each level of alert. Response levels in this plan will allow administrators, planners, departments, and responders to more accurately define key decision points and appropriate actions for each tier. For example, a response to phase yellow may primarily focus on communication sharing along with personal infection control practices; whereas, a response level red may trigger proactive preparations to implement highly disruptive social distancing practices. Roles and Responsibilities are found in Appendix A.
4 Concept of Operations

4.1 Infectious Disease Alert Levels
The SOU infectious disease levels help to define what planning, preparedness, response, and recovery steps should be taken before, during, and after a disease outbreak. This is based on the severity, virulence, and spread of the disease. The system is specific to SOU, but has links to the WHO’s six-phase system, see Appendix H and I.

Green – Operating under normal status. SOU will monitor the world for disease outbreaks that may impact the University at some future time. (WHO phases 0-3)

Yellow – A current disease outbreak is occurring which is transmitted from person to person and is spreading around the globe. There may be confirmed cases in the U.S. (WHO phases 4-5)

Orange – A pandemic has been declared by the WHO or the current disease outbreak has confirmed cases in the Northwest Region (Washington, Oregon, Idaho, or Northern California). (WHO phase 5)

Red – The disease is common locally and is affecting the SOU community with the potential for significant impacts to academic functions and administrative operations throughout the University. (WHO phase 6)

Blue – Recovery: SOU transitions back to normal academic and operational status as the impacts of the infectious disease outbreak subside. (WHO post period)

A recommendation will be made to the Executive Leadership Team (ELT) by the Incident Commander for changing the current SOU infectious disease level. This recommendation will be based on the color level guidelines along with the evaluation of CMT:

- Number and severity of cases among faculty, staff, and students
- Capacity to provide student care
- Capacity to provide services
- Rate of absenteeism
- Information from Public Health Departments

Although the changes will usually follow the guidelines above, the SOU Infectious Disease Team can recommend changing the color response level earlier. This may occur when cases are confirmed in Jackson, Josephine, Klamath, or Siskiyou Counties or suspected/confirmed cases are occurring on campus.

For local isolated infectious disease outbreaks, the campus status level will be determined based on the severity, virulence, and spread of disease and the number exposed.
4.2 Activation
Activation of this response plan should be the initial notice of an infectious disease outbreak that has the potential to affect SOU. It will be up to the IC when and if to activate the entire CMT and open the EOC.

4.3 SOU Responders
The following are considered initial responders during an infectious disease event. The list may be modified based on University needs during an outbreak.

- **Executive Leadership Team (ELT):** This group is responsible for overall strategic direction and policy decisions. The Incident Commander reports to them.
- **Incident Commander (IC):** The IC is appointed by the President and is responsible for managing all aspects of the University’s response.
- **Crisis Management Team (CMT):** This team is trained in Incident Command System (ICS) and SOU’s Emergency Operations Plan. The team members serve as command and general staff.

4.4 Communication
Effective communication with the ELT, CMT, faculty, staff, students, and partner agencies will be crucial. This infectious disease plan utilizes an Incident Command Structure to help facilitate the sharing of information and to coordinate a response to an outbreak.

4.5 Communication with Faculty, Staff, and Students
The nature of pandemics usually allows for a tiered response and enough time for advanced discussions and notifications. In the event that classes would need to be suspended rapidly (for example, a highly contagious SOU isolated infectious disease), SOU would/will utilize a multimodal emergency notification system for students, faculty, and staff:

- SOU Alert
- Email
- Radio
- Websites
- Television
- Social Networking
- Data Collection

4.6 Continuity of Operations
The following departments have been identified as having mission-critical and essential duties during a long term closure (greater than two weeks) and will need to remain operational during an infectious disease event:

- Campus Public Safety
- Payroll
- Facilities Management and Planning
- Residential Life
- Dining – Food Services
- Information Technology
The CMT has the departmental business continuity plans and will coordinate their modified operations in the event of an infectious disease outbreak.

4.7 Social Distancing
The University President, in consultation with the senior staff, will determine when to implement social distancing measures in administrative offices, cancel campus events, or modify campus operations, see Appendix I.

4.8 Campus Closure/Class Suspension
To reduce the number of cases of pandemic illness or to slow the spread of illness during a serious public health emergency, SOU may need to collaborate with Jackson County Public Health officials, the Oregon University System (OUS), and legal counsel in regards to suspension of classes and/or a campus closure. Pursuant to ORS.431.264, the State Public Health Director may direct school closures with governor approval. The University, possibly acting in concert with other OUS or regional schools, may also take such actions prior to a public health recommendation. The following are indicators that will factor into a campus closure decision:

- Falling class attendance
- Rising employee absenteeism
- Closing of local K-12 public schools
- Number of cases seen at SHWC and emergency departments
- Timing in academic year
- Actions of other universities and colleges in Oregon
- Mortality rate greater than one percent
- Morbidity rates
- Transmissibility

The decision will be made by the University President or the established designee. Timing will be crucial in the decision to cancel classes or to close the University. The University may have a narrow window to implement a closure. Premature closures could lead to unnecessary disruption, while late implementation may render such actions ineffective. Refer to Appendix F for Pre-closure Checklist.
Appendices
Appendix A

University Operational Roles Response Actions: Levels Green, Yellow, Orange and Red

**Infectious Disease Level Green:** There are no known novel viruses or infectious disease outbreaks. SOU will review the current pandemic plan and perform staff education and drills. The University will continue to make plan improvements based on new knowledge, best practices, and the results of post-exercise review.

**Initial Announcement of Potential Infectious Outbreak**
To be proactive and provide a heightened awareness, as soon as the CDC announces that there is a novel virus, the following happens:

**SHWC (Medical Director / Designee):**
- Creates an infectious disease email distribution list that includes:
  - President and Executive Cabinet
  - Crisis Management Team
  - Director of International Studies
  - Director of the HEC
  - Directors of both childcare facilities
- Completes disease outbreak template and sends an email of the template to the infectious disease distribution list.
- The SHWC medical director or designee communicates with the Jackson County Health Department and, if not already a member of the Medical Advisory Group (MAG), requests to be included in any upcoming MAG meetings.
- The SHWC director or designee monitors CDC and WHO reports and provides email updates to the infectious disease email distribution group.
- Recommends that the President change the infectious disease response level.

**Infectious Disease Level: Yellow**
A current disease outbreak is occurring. The disease is transmitted easily from person to person and is spreading around the globe. There may be confirmed cases in the U.S. (WHO phase 4)

**Executive Leadership Team (ELT):**
- Change the response level from green to yellow.
- Selects the Incident Commander.
- Reviews the infectious disease response plan and is briefed on the current status of the outbreak.
- Considers having the Academic Affairs Department draft attendance guidelines based on current length of the illness.
- Ensures adequate communication channels between the ELT, Incident Command, deans, directors, and department heads.
- Asks HR to draft a FAQ sheet regarding sick policy, FMLA, etc.
- Reviews and approves press releases.
• Reviews outbreak information from the SHWC.
• Establishes communication and coordinates strategies with OUS peer institutions.
• Creates email for staff and faculty advising them of the change in the infectious disease status and asking them to review the response plan.
• Drafts letter to parents advising them of SOU’s actions.

**Incident Commander**
• Evaluates the need for Deputy IC.
• Begins filling the general staff roles as needed.

**Office of International Programs and National Student Exchange**
• Works with Marketing and Communications in creating an informational email to the students, faculty, and staff who are abroad. The email will include the CDC and WHO websites.
• Talks with host families about possibly housing international students during closures.
• Monitors the CDC and WHO websites for travel restrictions or re-entry requirements.

**Crisis Management Team**
• Sends out email requesting information on upcoming events that departments are sponsoring or participating in, see Appendix C for Event Assessment.
• Meets as requested by IC.
• Advises the President when to change to response level orange.
• Work with Academic Affairs assisting with drafting or modifying attendance guidelines.
• Activates communication links with OUS schools, City of Ashland, and Jackson County.
• Assists the SHWC with public health communications and meetings.
• Prepares situation reports.

**Office of Marketing and Communications**
• Works with the President to compose statements to faculty and staff asking them to review the infectious disease plan.
• Coordinates with other Public Information Officers (PIO) in the community.
• Establishes communication with other OUS campus PIOs to assure coordination and consistency of information.
• Notifies staff, faculty, students, and parents that SOU is at infectious disease response level yellow.
• Prepares a statement on the situation including steps being taken to respond, and provides information to media.
• Works with the SHWC to create information on the disease, the status of disease spread, self protection, and signs and symptoms of infection. Communicates to all University students, staff, and faculty.

**Child Care Centers**
• Disseminates the Centers’ sick children policy to parents.
• Reviews the Centers’ cleaning sanitization protocols with staff.
• Evaluates substitute staff availability.
• Evaluates and monitors levels of sick calls for children and staff.
• Actively enforces sick child policy.

Residential Life
• Places information on hand washing throughout the residence halls and family housing.
• Makes hand and equipment sanitation stations available in residence halls, food service areas, computer areas, and other common areas.
• Assesses what open rooms and/or halls are available for housing ill students.
• Briefs the residence managers and the resident assistants of disease signs and symptoms.
• Haves the residence managers and the resident assistants advise the SHWC of ill students.
• Sends email to students reviewing how to order a sick tray and what to do if ill.
• Creates staffing plan in case of residence hall outbreak.
• Works with SHWC to coordinate PPE training for Residence Life staff.
• Reviews residential Life Housing Plan, Appendix D.

Disability Services
• Works with SHWC to establish communication with high risk students on email distribution list.

Academic Affairs
• Reviews draft of modified attendance policy, prepares to make recommendations to ELT.

Food Services
• Reviews the SOU and Sodexo Infectious Disease Plans.
• Inventories disposable utensils and plates; orders as needed.
• Reviews sick tray ordering policy with staff.

SHWC
• Monitors local, state, regional, national, and international reports of pandemic spread, including the severity of illness, recommended means of preventing spread, and other information regarding an outbreak, and provides regular updates to ELT, etc.
• Assesses level of medical supply inventory and orders as needed, especially Personal Protection Equipment (PPE).
• Assesses level of antiviral or appropriate medications for outbreaks and orders medications as needed.
• Reinforces precautions with SHWC staff to prevent spread of illness
• Updates information on web page.
• Works with Residence Life in reviewing student isolation procedures.
• Consults with PIO in creating infectious disease FAQs.
• Distributes information in multiple formats to students and faculty regarding prevention, symptom recognition, treatment, isolation, and proper procedures for accessing medical care if they develop symptoms of illness.
• Assesses availability of activation of the “flu hotline” phone.
• Develops procedures for meeting the medical needs of students who are in quarantine and/or in isolation.
• Develops protocols for clinic flow to minimize the exposure to staff and patients during evaluation, and treatment of students with possible infectious illness.
• Provides SHWC staff in-services, training, education, and talking points on pandemic illness.
• Places additional personal protective equipment in SHWC lobby and other campus sites if necessary.
• Prepares to track number of patients with Influenza Like Illness (ILI data).
• Networks to obtain antiviral medications and vaccines.

Infectious Disease Level: Orange
A pandemic has been declared by the WHO or the current disease outbreak has confirmed cases in the Northwest Region (Washington, Oregon, Idaho, or Northern California). (WHO phase 5)

Executive Leadership Team
• Evaluates recommended social distancing strategies and recommends when to implement as needed.
• Evaluates upcoming events and considers cancellation of SOU sponsored events.
• Approves letter to be posted on website summarizing SOU’s actions.
• Evaluates scheduled conferences (students, Elderhostel) and considers the need to cancel.
• Implements infectious disease attendance guidelines.
• Works with legal counsel on issues such as the prohibition of mass gatherings, event, quarantine and isolation requirements, and campus closure.
• Ensures that the response level has been changed to orange.

Human Resources
• Distributes Infectious Disease FAQ sheet regarding sick leave, FMLA, etc.
• Reviews union contracts regarding closures and creates fact sheet for the ELT advising of them of the requirements.
• Reviews Emergency Infectious Disease Telecommuting Agreement, Appendix G.
• Sends email of telecommuting agreement to directors of all essential departments to have on hand if requested.
• Drafts email advising employees with children to begin to think about alternative child care if public schools were to close.
• Works with their Vice President to consider changing employee sick policy to a temporarily more liberal one.
• Drafts policies for employees who have to stay home to care for ill household members, such as allowing them to work from home if possible.
• Reviews and shares with the Executive Cabinet the state and federal laws regarding leave for workers who need to care for an ill family member.
• Sends email to directors, managers, and supervisors to call the “flu hotline” at SHWC daily with the number of employees who are calling in sick.

Academic Affairs
• Facilitates issues with faculty and staff related to outbreak and students; serves as communication conduit.
• Upholds approved attendance policy.

Office of Marketing and Communications
- Preparas y distribuye un comunicado notificando a estudiantes, personal, personal académico y padres de familia que SOU está en nivel de respuesta naranja, incluyendo un resumen de la respuesta del University’s response.
- Trabaja con SHWC y Life to create material regarding how to recognize signs and symptoms of disease, when to seek medical care, prevention strategies, how to obtain a private room, and any medical services available to students.
- Trabaja con el Presidente para redactar una nueva carta para el sitio web.

Residential Life
- Prepares identified facilities and staff to receive quarantined or isolated students.
- Provee PPE para el personal de vida residencial que pueda estar entregando bandejas de comidas a estudiantes enfermos.
- Informa a SHWC el número de estudiantes enfermos diariamente.
- Sigue el horario de comidas diario de Sodexo.

SHWC
- Implementa el “flu hotline” o Infectious Disease Information hotline.
- Monitorea lo siguiente:
  - Número de pacientes con enfermedades de brote infeccioso y/o síntomas
  - Datos recopilados de centros de cuidado infantil
  - Número de estudiantes enfermos en los salones de vida
  - Número de llamadas por síntomas de enfermedad infecciosa
- Implementa triaje telefónico.
- Establece horario para visitas de aislamiento a los salones de vida.
- Informa datos cada martes y viernes a la lista de correo de infección.
- Trabaja con el Departamento de Salud para implementar recomendaciones para el tratamiento y aislamiento de casos sospechosos.
- Planifica clínicas de vacunación, si está disponible. Puede necesitar ser un “centro de vacunación” como el sótano de la Union.
- Revisa recomendaciones CDC/WHO N-95 y revisa el uso con personal si es apropiado.
- Actualiza información en la página web.
- Crea posibilidades de horario extendido de clínicas o horas de triaje RN horarios/schedules.
- Informa al número de pacientes vistos en SHWC y número de comidas servidas al Departamento de Salud al ser solicitado.

Crisis Management Team
- Considere activar el completo Crisis Management Team.
- Solicita que el cuidado infantil informe el número de enfermedades cada día en línea de flu SHWC.
- Sigue el horario de eventos programados y evalúa el número de asistentes, ubicación y proximidad individual. Realiza recomendaciones a ELT sobre eventos a considerar cancelar.
- Sigue el horario de conferencias programadas (estudiantes, Elderhostel) y se lo da a ELT.
- Prepara informes de situación.
- Crea Incident Action Plan.
- Activar monitoreo de impacto financiero.

Academic Affairs
- Evaluates the possibility of changing to online teaching to allow for social distancing.
- Distribuye procedimientos de asistencia de enfermedades infecciosas a todos los personal académico y estudiantes.
Student Affairs

- Works with Academic Affairs on attendance procedures due to an infectious disease and distribution of these procedures, follows up on issues.
- Assists in posting prevention flyers and ensuring the information is correct.

Infectious Disease Level: Red

The disease is common locally and is affecting SOU and the University community, with the potential for significant impacts to academic functions and administrative operations. (WHO phase 6).

If SOU reaches level red, there is a real possibility that social distancing protocols or even the potential of a campus closure may arise.

Executive Leadership Team

- Assesses trends in illness data from SHWC.
- Makes decisions regarding the activation of social distancing procedures such as cancelling events, implementing alternate work schedules, or telecommuting. Refer to Appendix I for key decision factors.
- Continues to plan for possible school closure. Activates the Crisis Management Team (CMT) if not already fully staffed.
- Finalizes the announcement of event cancelation with PIO if not already up and running.

Crisis Management Team

- Fills ICS positions, as needed.
- Sets up scheduled briefing times.
- Reviews campus closing check sheet, Appendix C.

Office of Marketing and Communications

- Works with ELT to create a letter for faculty, staff, students, and parents explaining that SOU is at level red, SOU’s response, and possible actions including social distancing.
- Drafts and/or reviews content of internal and external public information bulletins and announcements.
- Coordinates with other PIOs in the community.
- Creates draft of announcement regarding cancelation of events to provide to ELT.

Residential Life

- Monitors residence hall illness and assesses the need for restricting access to a hall or halls.
- Continues reporting the number of illnesses to the SHWC daily.
- Works with SHWC in establishing a schedule for the RN to do rounds if hall is in isolation.
- Works with OIP to evaluate availability of host families for possible closure.
- Evaluates which Residence Hall is available to house students unable to return home.

SHWC

- Updates web page.
- Reports the number of illnesses to the infectious disease email group on Monday, Wednesday, and Friday.
- Reports information from Medical Advisory Group (MAG) every Friday to the infectious disease email group.
- Implements additional staff and/or hours as needed.
- Decreases the number of routine/screening appointments such as annual exams.

**Academic Affairs, Student Affairs, Human Resources**

- Obtains permission to send out email discussing alternative child care if K-12 schools close. Advises that children will not be allowed to be brought to work.
- Consults with the department directors/managers as needed to create alternate work schedules if K-12 schools close.
Appendix B

SOU Outbreak Briefing Template

During an outbreak certain information will need to be gathered. This information will need to be communicated to the Executive Council, faculty, staff and University community. As new information is disseminated from CDC or Public Health, a new briefing sheet should be completed and shared with the appropriate people.

Date: __________ Time: __________ Person completing briefing: __________________________

Source of Information:
___CDC  ___State Health Dept.  ___Jackson Co. Health  Other:________________________

Causative agent: ____________________________________________________________________

How is it transmitted: __________________________________________________________________

Incubation period: ___________________________________________________________________

Duration of illness: ___________________________________________________________________

Isolation requirements: __________________________________________________________________

Affected age groups: ___________________________________________________________________

Signs and symptoms: ___________________________________________________________________

Meds available for treatment: ☐ Yes  ☐ No
   If so, accessible to students/staff: ______________________________________________________

How are other schools responding: ______________________________________________________

Do we have any faculty/students abroad? ☐ Yes  ☐ No
   o If so, how many and where? _________________________________________________________

WHO level: ☐ Pre-pandemic – Not in the U.S.  ☐ Pre-pandemic – In the U.S.  ☐ Pandemic

If pandemic, what is the Pandemic Severity Level?  1  2  3  4  5
   Circle One
Appendix C

Event Assessment

Use one sheet per event.

Upcoming Scheduled Event Information for the Next Eight (8) Weeks

Department Involved: ________________________________ Hosting or Participating Circle One

Contact Person: ________________________________

Primary Phone Number: ____________ Alternate Phone Number: ____________

Email Address: ________________________________

Date(s) of Event: ____________ to ____________ Time of Event: ____________

Location of Event: ________________________________

Number of People Attending the Event: ________________________________

Is There a Registration Fee?  ☐ Yes  ☐ No  Amount: ________________________________

Are the attendees mostly from Southern Oregon or out of the region? ________________________________

Are there contractual implications for the canceling of the event?  ☐ Yes  ☐ No

If yes, explain: ________________________________

______________________________

______________________________

______________________________

______________________________

Completed by______________________________
Appendix D

Residential Life Housing Plan

Stage Orange Confirmed
If a case is confirmed for a residence hall student, the student will be housed in a private room. Anticipating the need for more private rooms, a hall with multiple open rooms will be considered. Residential Life will work with the student to develop a care plan that includes delivery of food, custodial needs, laundry care, etc. The student may order a sick tray via telephone and either a friend or a RA will be coordinated to pick up and deliver the tray. This may involve contracting with an outside agency. Residential Life will work closely with the SHWC and report the number of ill residents daily. SHWC and Residential Life will also establish “all clear” guidelines when a student may return to his or her prior living quarters. Whoever is taking meals and/or other supplies to a student in isolation due to a contagious illness will be required to take precautionary measures, such as wearing a mask and gloves.

If a student is ill and placed in a private room, housing will email this information to Student Affairs, who will advise the student’s professors of upcoming absences.

Stage Red Multiple cases confirmed in one complex or area
In the event that there are a significant number of students with confirmed symptoms, a decision may be made to restrict access to and from the specific complex or area. This may involve restricting access in and out of the building, providing medical care, custodial care, and food service separately from the rest of the campus, etc. The SHWC will facilitate having a nurse available for Residential Life to respond to or assess patients in the hall or complex.

School closed (unsure if it’s reopening this term)
We will work with students to transition them to a home address off campus. There will be some people who cannot go home. Residential Life will work with the Crisis Management Team to establish a plan for those students who are unable to go home. These may include international students or residents who reside here year round. Depending on the number of residents and length of time for school closure, the following options may be considered:

- Housing students with host families in the area.
- Placing students in local hotels with a food stipend.
- Utilizing a skeleton crew on modified hours, keep one residence hall open and serving meals.
- Keeping one residence hall open but giving students a food stipend.
- Keeping a residence hall open and contracting with a vendor for delivery of meals.
Appendix E

Essential Personnel

You, ________________________, work in a position which has been deemed to be an essential role in the event of a disaster/emergency. These disasters/emergencies can include long term power or utility outages, pandemic outbreaks, or other disasters.

If you are not on the campus at the onset of a large scale emergency event, contact your supervisor to determine the nature and severity of the incident and obtain instructions. If you are unable to reach your supervisor, call the Southern Oregon University Incident Command Center at __________ _____ to obtain directions. We understand that emergency events can be stressful and we want you to make sure your family is safe and settled in before you report to work.

Based on your job responsibilities, you will need to plan on:

☐ Reporting to campus for work
☐ Telecommuting
☐ Either one, depending on the event

If you are requested to come to work, you will be told where to go and where to check in upon arrival on the campus.

The Southern Oregon University Crisis Management Team and Executive Leadership Team would like to thank you for your dedication to keeping these essential jobs and functions running during an emergency.

There may be situations during which it is safer for you to remain on campus (i.e., ice storms). In those events Southern Oregon University will provide sleeping quarters for you in a residence hall. Although we can provide linens and toiletries, we cannot provide you with prescription medications. You are encouraged to consider keeping 48 to 72 hours’ worth of your prescription medication at work.
Appendix F

Pre-closure Checklist
To be completed by the Planning Section

☐ Classified staff have been given ______ hour(s) advance notice as per contract

☐ Faculty have been given ______ hour(s) advance notice as per contract

☐ Unclassified staff have been notified

☐ Human Resources has distributed the FAQ sheet regarding pay practices, vacation use, etc. during closure with contact number(s) for questions

☐ Essential employees have been notified of their shifts and responsibilities by their supervisors (given to Planning Chief for IAPs)

☐ Written plan is in place for residents unable to go home, include housing and meals (plan to be given to Operations Chief)

☐ Logistics has developed a plan to feed essential staff, the CMT, and the ELT

☐ Departments have been asked to suspend any standing order deliveries if they are closing or evaluate if they are an essential delivery

☐ Essential employees who are to telecommute have confirmed with supervisor that they have appropriate programs, computers, and/or equipment at home to perform tasks

☐ Deposits have been made to financial institutions

☐ Conference call information has been shared with CMT

☐ Staff has been contacted reminding them to cancel any future scheduled appointments or meetings with non-SOU individuals

☐ Guidelines have been created for faculty regarding suspension of classes and assignments

☐ Residential Life is working with the CMT to establish a plan for those students who are unable to go home

☐ Media announcements have been created; news conference have been coordinated

☐ President has developed a letter to campus community and parents advising of closure

☐ Utility plan for buildings

☐ Cancel conferences, athletic events, music recitals, etc.
Appendix G

Emergency Telecommunicating Agreement by and Between
Southern Oregon University (SOU) and ________________ (Employee)
(Inclusive dates of agreement)

This agreement establishes telecommuting terms and conditions to be instituted during a campus declared disaster. The above named is considered an essential employee who performs an essential job which is necessary to maintain even during a declared disaster. Part or all of their duties can be completed via telecommuting. This agreement will commence when this employee’s supervisor or the Incident Management Team has stated the employee may return work at the campus.

BASIC TERMS AND CONDITIONS OF EMPLOYMENT

Duration. This agreement is valid until canceled by SOU or the Crisis Management Team.

Work Hours. Work hours will be agreed upon at the activism of the agreement

Pay and Attendance. All pay and leave is based on EMPLOYEE’S official SOU position. EMPLOYEE time and attendance is recorded as if performing official duties at the campus.

Leave. EMPLOYEE must obtain supervisor’s approval before taking leave in accordance with established department and SOU procedures.

Overtime. It is possible that overtime may occur during a disaster. The EMPLOYEE must get overtime approved in advance and will be compensated in accordance with applicable laws, rules, and the Collective Bargaining Agreement.

Liability. SOU is not liable for damages to EMPLOYEE property resulting from participation in this Telecommuting Agreement.

Cost. SOU is not responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities) associated with the use of the EMPLOYEE’S residence. EMPLOYEE will be reimbursed for authorized expenses incurred while conducting official duties at the telecommuting location, with copies of expenses submitted for approval.

Workers’ Compensation. EMPLOYEE is covered by Workers’ Compensation if injured in the course of performing official duties at the telecommuting location. If EMPLOYEE incurs a work-related injury while telecommuting, Workers’ Compensation laws and rules apply just as they would if such an injury occurs at the campus office. EMPLOYEE must notify supervisor immediately and complete all necessary documents regarding the injury.

This agreement will be effective starting ____________, 20__

________________________  __________________________
Employee name Date Supervisor Name Date

________________________  __________________________
Signature Signature
Appendix H

Pandemic Severity Index

The Pandemic Severity Index provides U.S. communities a tool for scenario-based contingency planning to guide pandemic planning efforts. Upon declaration by the WHO of having entered Pandemic Period (Phase 6), the CDC’s Director shall designate the Pandemic Severity Index category of the emerging pandemic based on multiple parameters. The age-specific and total illness and mortality rates, reproductive number, intergeneration time, and incubation period, as well as population structure and healthcare infrastructure, are important factors in determining pandemic impact.

This Pandemic Severity Rating Index will help guide decisions around social distancing and school closures for SOU.
### Appendix I

<table>
<thead>
<tr>
<th>Intervention by Setting</th>
<th>PANDEMIC SEVERITY INDEX</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
</tr>
<tr>
<td><strong>Home</strong></td>
<td></td>
</tr>
<tr>
<td>Voluntary isolation of ill at home (adults and children), combine with use of antiviral treatment as available and indicated</td>
<td>Recommend</td>
</tr>
<tr>
<td>Voluntary quarantine of household members in homes with ill persons (adults and children), consider combining with antiviral prophylaxis if effective, and feasible and quantities sufficient</td>
<td>Generally Not Recommended</td>
</tr>
<tr>
<td><strong>School</strong></td>
<td></td>
</tr>
<tr>
<td>Child social distancing</td>
<td></td>
</tr>
<tr>
<td>- dismissal of students from schools and school based activities and closure of child care programs</td>
<td>Generally Not Recommended</td>
</tr>
<tr>
<td>- reduce out-of-school social contacts and community mixing</td>
<td>Generally Not Recommended</td>
</tr>
<tr>
<td><strong>Workplace/Community</strong></td>
<td></td>
</tr>
<tr>
<td>Adult social distancing</td>
<td></td>
</tr>
<tr>
<td>- decrease number of social contacts (e.g. encourage teleconferences, alternatives to face-to-face meetings)</td>
<td>Generally Not Recommended</td>
</tr>
<tr>
<td>- increase distance between persons (e.g. reduce density in public transit, workplace)</td>
<td>Generally Not Recommended</td>
</tr>
<tr>
<td>- modify, postpone, or cancel selected public gatherings to promote social distance (e.g. stadium events, theater performances)</td>
<td>Generally Not Recommended</td>
</tr>
<tr>
<td>- modify work place schedules and practices (e.g. telework, staggered shifts)</td>
<td>Generally Not Recommended</td>
</tr>
</tbody>
</table>

- Recommended interventions based on declared Pandemic Severity Index by the CDC