

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY



INSTITUTE OF TECHNOLOGY



PANDEMIC PREPAREDNESS AND RESPONSE EMERGENCY ACTION PLAN

VERSION 2020

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The responses and actions to be taken by Oklahoma State University Institute of Technology in the event of a disease pandemic will be initiated and appropriate in scope and breadth based upon the location of confirmed disease and the severity of the disease. In both cases, the World Health Organization and the Federal Centers for Disease Control will be providing the data necessary for such evaluations. The following information provides a process for determining what actions should be taken and when such steps should be initiated.

Purpose

The purpose of this plan is to provide the University with established guidelines to prepare, respond to, and recover from a pandemic. This document provides guidelines for the management process and flow of communication within Oklahoma State University Institute of Technology (OSUIT). Various departmental roles and responsibilities are defined in order to take effective measures to control the outbreak and limit its spread or prevent recurrence. However, actual emergency procedures during a potential pandemic may change based on the need to adapt to unforeseen conditions to ensure the safety of campus and the surrounding community.

Situation and Assumptions.

The purpose of presenting assumptions is to move toward a consistent and better defined response plan. OSUIT has over 8 residence halls and neighborhoods and upwards of 3,000 students. On average there could be a potential of 600 to 800 students living on campus at any given time.

Assumptions

- That each pandemic will come with a unique set of circumstances that will require adjustments based on current CDC and the Oklahoma State Department of Health (OSDH) guidance.
- The succession of events in a declared pandemic is not predictable; therefore, this plan, should serve only as a guide and a checklist, and may require modifications in order to meet the requirements of the emergency.
- Depending on the severity of the pandemic, response time should be considered
- Perception of the threat could create confusion and fear among students, staff, and faculty and must be addressed.
- It is likely the University would experience a shortage in supplies particularly in the areas of food, water, personal protective equipment (PPE), and healthcare.
- Communication with personnel and students prior to, during, and after a pandemic will present unique challenges in ensuring the correct information is disseminated.
- Availability of pharmaceutical treatment agent supplies may be limited and not available in the stages of pandemic response.
- International travel and most domestic travel will be limited and/or restricted.
- PPE and social distancing, including quarantine and isolation, will be implemented if necessary to stop the spread of the disease.
- That a pandemic will occur during a fall or spring semester.
- That our students are especially at risk due to living arrangements and academic activities.
- In the event of a severe pandemic, we should expect suspension of classes.
- Even with class suspension, there may be some number of students who will continue to reside on campus, e.g. international students and family housing.
- Faculty and staff absenteeism may approach 40%, comprised of those who are ill, caring for the ill, and those choosing to not come to campus.
- The most severe impact will last two weeks.

- Suspension of classes may not mean that the University will close.
- Critical supplies may not be available as regional and national shipping processes are interrupted resulting in inventory shortage, shipment delays.
- Essential operations must continue.
- Some contagious employees will come to work.
- 20% of OSUIT leadership, will become ill.
- There will be no vaccine and very limited supplies of antivirals.
- Travel restrictions may impact student enrollment and University business relations and activities.
- There are instances in which an ill student or staff member may elect to seek care at a local medical facility. There are also instances in which a staff or faculty member does not report the diagnosis of a communicable illness to his/her supervisor or to Human Resources. When this occurs there may be a delay in reporting.

OSUIT PANDEMIC PLANNING PROCEDURES

1. PLANNING AND COORDINATION

The Pandemic Response Team (PRT) will be comprised of:

Director of University Health Services/Student Union
Emergency Manager
President of OSUIT
Vice President for Student Services
Vice President for Academic Affairs
Vice President for Fiscal Services
Director of Residential Life
Director of Human Resources
Director of Physical Plant
Aso VP Information Technology
PIO/Executive Director of Marketing
Chief of OSUIT Police Department

The Pandemic Response Team will develop and communicate the plan with team members or additional members as needed. Team members will review policies and give updates to their respective department as needed. The Pandemic Response Team will serve in an advisory and support capacity in the event of a pandemic, serving the Emergency Management Team.

Other Essential Roles Involved in Planning and Coordination:

Role of the Federal Government. The Federal Government will:

- Coordinate national and international surveillance.
- Conduct epidemiological investigations in the U.S. and globally.
- Develop and direct use of diagnostic laboratory tests and reagents.
- Develop reference strains and reagents for vaccines.
- Evaluate and license vaccines.
- Determine populations at highest risk and strategies for vaccination and antiviral use.
- Assess and advise on measures to decrease transmission (such as travel restrictions, isolation and quarantine).
- Deploy federally purchased vaccine.
- Deploy antiviral agents in the Strategic National Stockpile.
- Evaluate the efficacy of response measures.
- Deploy the Commissioned Corps Readiness Force and Epidemic Intelligence Service officers.
- Develop and distribute medical and public health communications.

Role of the Oklahoma State Department of Health. In the event of a pandemic or infectious disease outbreak, the Oklahoma State Department of Health is the lead agency in the response. State, regional and local organizations initiate actions outlined in the “Catastrophic Health Emergency Plan” composed of six essential elements:

- Command, Control and Management
- Surveillance
- Delivery of Vaccine
- Delivery of Antiviral or other Prophylactic Medications
- Emergency Response
- Risk Communication

The overall goal is to minimize serious illness and overall deaths and minimize societal and infrastructure disruptions for the citizens of Oklahoma.

The Oklahoma State Department of Health will:

- Develop, regularly review and implement pandemic and infectious disease plans.
- Provide laboratory services, including: surveillance activities, viral isolation, antigen detection and strain identification of viruses and diseases.
- Direct and supervise the implementation of the plan components, namely vaccine delivery and antiviral dispensing by the Commissioner of Health and State Health Officer.

Role of Okmulgee County Health Department. County health departments are responsible for planning and coordinating the local response with direction from Oklahoma State Department of Health central office. Local distribution of vaccines and antivirals will be made by the county health departments. **OSUIT is a Push Partner with Okmulgee County Health Department. Frequent communication, education, and drills take place as a Push Partner and as a key stakeholder, OSUIT will receive guidance, supplies, and alerts as necessary.*

Okmulgee County Health Department will:

- Meet with local key partners and familiarize them with state plans.
- Act as a liaison with local responders.
- Promote inter-pandemic routine vaccination to designated high-risk groups.
- Develop a plan with key partners to address closing and re-opening of schools, business and public events.
- Assure local emergency plans are implemented during a pandemic or infectious disease outbreak.
- Assist with disseminating educational materials regarding a pandemic or infectious disease outbreak.

2. CONTINUITY OF STUDENT LEARNING AND OPERATIONS

The PRT shall identify alternative procedures to support and assure continuity of instruction. As necessary the Emergency Operations Center shall function in a supporting role to identify and direct resources in support of this initiative. The PRT shall develop and make available to faculty resources, directives, and resources to provide, to the extent possible, ongoing teaching in the event of campus closure.

It is important for faculty and staff to keep informed of the progress of and appropriate response to any emergency situation and provide an example, along with all appropriate information, to OSUIT students and visitors. Personal planning and being prepared at home is also important to being able to provide assistance and support to the campus as it deals with an emergency such as an infectious outbreak. General emergency preparedness information for families and individuals is available from sources that include but are not limited to:

- <http://www.flu.gov>
- <http://www.redcross.org/prepare>
- <http://www.cdc.gov>
- <https://www.who.int/>

The Pandemic Response Team shall review and assess information, guidance and direction from the Federal Centers for Disease Control, World Health Organization and the Oklahoma State Department of Health when making recommendations to the President's Cabinet that might affect the continuity of instruction, business operations and/or other critical University functions.

The university has developed phases based on the WHO pandemic alert system phases. The university response will be based on these general phases with adjustments made to account for the specific variable associated with the current threat. Adjustments could include selection and timing of actions taken during each phase and changes to protocols based on the guidance from the CDC and the OSDH. The table below helps summarize phases that will be used to help the university make decisions about the appropriate response posture:

PERIOD	PHASE	DESCRIPTION*
Alert Preparedness & Training	1	An animal or human-animal infectious agent has caused sporadic cases or small clusters of disease in people. (WHO phase 1-3)
Elevated Risk	2	Human to human transmission in sustained community level outbreaks in multiple countries or sporadic cases indicating spread in the U.S. (WHO phase 4)
Severe Risk Pandemic Alert	3	Sustained community level outbreaks in the U.S., small clusters in the eastern region of the U.S. or sporadic local cases. (WHO phase 5-6)
Recovery	4	Notification from health officials of a sustained reduction human-human transmission to levels seen prior to the outbreak.

*Descriptions correspond to phases defined in WHO Pandemic Influenza Continuity Template A1-1. Timing of phase implementation will be based on CDC and TNDH assessments and recommendations.

Alert Preparedness and Training - Phase 1. In this phase, the University will focus on training and preparedness procedures to attempt to prevent introduction of the threat on campus and be ready to elevate the response if pandemic conditions continue to develop.

Elevated Risk - Phase 2. In this phase, the University will maintain operations in an elevated risk mode. Procedures would include, but not limited to, reviewing the Emergency Management and Pandemic Plans, reviewing food, water, medical, and other supply levels. Critical operations personnel information would be identified. Portions of the PRT would be activated to facilitate phase 2 operations.

Severe Risk Pandemic Alert - Phase 3. The University would move response procedures to a severe risk and begin implementing the actions based on PRT recommendations. This phase could involve extended closing procedures.

Recovery – Phase 4. The University would begin implementing normal operations at a specified date and initially would operate under Phase 2 procedures. The level of normal operations (i.e. partial, incremental, or full) will depend on ongoing reviews of the international, national, and local situations.

3. INFECTION CONTROL CONSIDERATIONS

University Health Services and PIO/University Communications and EM Team will develop and implement communication programs to instruct the campus community on methods to limit the spread of illness in the classroom, work setting, and home. This information will be developed following guidelines and instructions from federal, state and local health sources.

During the inter-pandemic period, the University will provide information and educational materials to the campus community regarding lifestyle habits that can minimize the spread of infection. As available, the University will provide annual influenza immunizations to students, faculty and staff.

All departments of OSUIT will make efforts to procure and make available infection control supplies for staff such as tissues, sufficient receptacles for their disposal, and alcohol based hand cleaners.

Academic Affairs will assess, evaluate and implement class leave policies for students during a pandemic. Such policies shall be used in this unique situation and reflect the positive outcomes of limiting social contact of those who are ill with those who are not ill.

Human Resources shall evaluate and implement sick leave policies that support the goal of limiting contact between the ill and the well. Employees with known or suspected pandemic influenza should not remain on campus and should return only after symptoms resolve and they are physically ready to return to campus. Specific return to work instructions will be provided to all staff based upon recommendations developed with State and local health officials.

University Health Services shall develop and implement procedures consistent with Federal guidelines that address infection control issues unique to the health care setting. UHS shall obtain and maintain supplies necessary for the anticipated surge in demand for medical services.

The University will implement policies as necessary to restrict travel as directed and outlined by the U.S. State Department and/or the Centers for Disease Control. Such policies may restrict travel to or from areas of highest risk. As necessary, staff and students may be recalled from areas of high risk.

As indicated or directed by State or Federal agencies, University Health Services will develop and implement processes to screen returnees from areas of high risk.

All departments shall develop necessary call lists and methods to maintain communication with staff in the event of cancellation of classes or closure of campus. In addition, all departments shall evaluate which functions provided are essential to protect human life, animal life, intellectual assets, physical assets and the security of facilities and information. Determination shall be made of the staff necessary to support these essential functions and a process to cross-train or in other ways insure that the essential functions continue. Completion of these assessments shall be provided to the appropriate Dean or Vice President.

4. COMMUNICATIONS PLANNING

OSUIT PIO and Office of Marketing and Communications will take the lead on all University communications.

The PRT may define key roles in communication including a spokesperson under the direction of the OSUIT PIO.

Employees and students will be informed where to find up-to-date and reliable pandemic information from federal, state and local public health sources.

OSUIT shall disseminate appropriate information about its pandemic planning preparedness and response plan. This will include information regarding the potential impact on student housing closure and contingency plans for students who are dependent on student housing and dining.

In the event of a campus closure, OSUIT Police will be charged with insuring the safety and security of any who must remain in campus housing.

University Health Services will coordinate with OSUIT Communications to provide information regarding routine infection control steps for the workplace and home; for information about the pandemic; personal and family protection strategies. Resources made available from Federal agencies will be utilized in such efforts.

University Counseling will be contacted if there is potential fear and anxiety of employees, students and families that result from rumors or misinformation. The Director of University Counseling Services shall coordinate with other counseling services, agencies, and resources to provide campus support.

OSUIT Pandemic Preparedness and Action Matrix

ODUIT Function	PREPARATION	ALERT	STANDBY	ACTIVATE	RECOVERY
Pandemic Response Team	<ul style="list-style-type: none"> • Monitor national situation through review of CDC, WHO and OSDH. • Communicate with campus community. • Brief executive team annually. • Meet and coordinate with OSDH and Payne County Health officials.. • Formulate the plan for the University's response to Pandemic Influenza. • Develop a policy for suspension of classes due to Pandemic Influenza outbreak. • Update the University's emergency preparedness web page as appropriate. • Provide direction to campus community regarding steps to be taken to prevent transmission and to protect students and co-workers. • Provide campus training and orientation to pandemic influenza. • Develop a process for long term oversight of pandemic influenza emergencies. 	<ul style="list-style-type: none"> • Evaluate OSUIT staff and students traveling internationally. Consider recalling from higher risk areas. • Provide regular updates to staff, students and parents on preparedness and response activities. The PRT will meet at least monthly to review and assess the situation. • Monitor the Health Alert Network and other communications from public health officials to review changes in recommendations about screening criteria and will communicate changes to clinicians via some combination of email, intranet or radiographic or laboratory reporting. • Provide updates to the executive team on a monthly basis. • Essential staff will receive N-95 respirators and respiratory protection training. • Direct all departments to review and update essential function and essential staff lists 	<ul style="list-style-type: none"> • Activate EOC • Begin weekly meetings • Consider possible restrictions to vendors, visitors and conferences/group activities. • Brief the executive team at least weekly. • Communicate with campus community weekly. • Begin preparations in anticipation of closure. • Initiate communications with State and County health officials. 	<ul style="list-style-type: none"> • Continue communications with State and County health officials • Meet as needed • Evaluate reduced staffing opportunities with focus on essential staff • Evaluate if closure is indicated • Implement long term oversight procedures. 	<ul style="list-style-type: none"> • Communicate with State and local officials regarding opportunity to return to normal operations. Based upon those discussions, the PRT will communicate this opportunity to the President and Executive Team • Will assess and evaluate the effectiveness of the plan and make changes as needed or indicated • Will conduct campus wide debriefings to obtain feedback, suggestions regarding the plan.

ODUIT Function	PREPARATION	ALERT	STANDBY	ACTIVATE	RECOVERY
Business and Finance	<ul style="list-style-type: none"> • Prepare instructions and directions for performance of essential functions including payroll, purchasing, deposits and other business critical activities. 	<ul style="list-style-type: none"> • Communicate business continuity instructions to all departments • Monitor situation and respond as needed 	<ul style="list-style-type: none"> • Monitor situation and respond as needed. 	<ul style="list-style-type: none"> • Monitor situation and respond as needed. • Implement business continuity policies. • Implement closure staffing if so directed 	<ul style="list-style-type: none"> • Provide instruction and direction to all OSUIT departments regarding the return to normal business operations.
Provost and Academic Affairs	<ul style="list-style-type: none"> • Identify assets and resources that can contribute to the continuity of student learning. • Provide training to faculty in use of teaching technology • Develop pandemic class leave policies • Develop process to obtain and report class attendance • Develop method for reporting class progress/grade reporting in the absence of the primary instructor • Evaluate issues related to international students and scholars • Evaluate issues related to voluntary student departures from campus prior to and during a pandemic event 	<ul style="list-style-type: none"> • Monitor situation and respond as needed. • Recall any faculty, staff, students traveling or studying in affected continent. • Postpone or cancel any travel to affected continent • Implement any updated US State Department or CDC travel guidance • Assess issues related to incoming international students and scholars and respond as needed 	<ul style="list-style-type: none"> • Implement pandemic class attendance policies • Inform academic departments to initiate daily attendance reports is so directed from State or Local health officials • Monitor situation and respond as needed. • Recall any faculty, staff, students traveling or studying abroad • Postpone or cancel all travel • Implement any updated US State Department or CDC travel guidance • Implement any guidance or instructions related to incoming international students or scholars 	<ul style="list-style-type: none"> • Evaluate changes to academic calendar and if directed initiate cancellation of classes • Where capable, utilize alternative teaching methodologies. • Monitor situation and respond as needed. • Implement policies to secure academic reports/student progress reports/coursework if closure or cancellation of classes is ordered. 	<ul style="list-style-type: none"> • Will determine and communicate decisions and directions regarding academic continuity. • Evaluate the impact upon faculty and teaching resources and take steps to mitigate, minimize and respond to the current situation. • Will evaluate and advise the President and Executive team on any revisions to the academic calendar.

ODUIT Function	PREPARATION	ALERT	STANDBY	ACTIVATE	RECOVERY
Student Affairs	<ul style="list-style-type: none"> Identify essential functions and staff necessary to provide basic services to students in the event of pandemic influenza. Develop criteria to determine who will be allowed to remain in campus housing. Prepare methodologies to provide counseling services to affected students. Develop methods to maintain communication with students leaving campus housing. Develop methods to monitor ongoing residence. Develop plans for dining that do not require use of dining facilities. Evaluate and assess the need for increased inventories of food. Evaluate the special needs of international population and methods to provide support to that population. All departments will evaluate and prepare for alternative services delivery which may include online, phone support, or other non-traditional methods Departments will evaluate and identify opportunities for alternative work assignments and responsibilities to meet short term staffing priorities within the Division of Student Affairs Evaluate and assess the physical plant resources of 	<ul style="list-style-type: none"> Monitor situation and respond as needed. Evaluate current supply chain processes, inventories and needed stock levels. Begin to expand food inventories that might be necessary for student support in the event of closure. Provide educational materials and instructions to students on how to reduce risk of influenza. 	<ul style="list-style-type: none"> Monitor situation and respond as needed. Begin monitoring student departures from campus. Provide instructions to students regarding potential closure of campus. 	<ul style="list-style-type: none"> If directed, close and consolidate housing operations. Begin alternative dining options. Implement support system for students who must remain on campus. Implement closure staffing if so directed 	<ul style="list-style-type: none"> Will communicate return to housing instructions to students who reside on campus. Will provide programming and other support activities to facilitate the return of students.

	the Division and the opportunity for campus or community use of buildings if so directed				
Communications.	<ul style="list-style-type: none"> • Identify essential staff that will be available in the event of an influenza pandemic • Develop a system of coverage and availability of official spokespersons. • Develop and coordinate web based information regarding planning, prevention, and regular communication with campus community. • Develop and have prepared for implementation, toll free information line, to be updated daily in the event of pandemic. • Develop educational and promotional materials to inform the campus community of the availability and desirability of annual flu shots 	<ul style="list-style-type: none"> • Implement policies to communicate with students, faculty and staff on the current status of pandemic and ODUIT preparations and plans • Develop a sustainable and effective plan for communication and promotion of messages relating to a potential pandemic influenza to internal and external audiences. • Inform faculty, staff and students of basic readiness activities at ODUIT. • Monitor situation and respond as needed. • Daily updates of online information • Prepare and record telephone recording messages 	<ul style="list-style-type: none"> • Write and record pandemic influenza bulletins and updates for the ODUIT Information Line • Monitor situation and respond as needed. • Communicate current status and instructions to campus community • Update online information 	<ul style="list-style-type: none"> • If required, prepare and communicate campus closure, cancellation and other actions • Develop daily pandemic influenza updates to national and local media outlets. • Monitor situation and respond as needed. • Implement closure staffing if so directed • Develop daily pandemic influenza updates for students, faculty, staff and families utilizing online resources and other communication tools. 	<ul style="list-style-type: none"> • Will provide information regarding return to work for faculty, staff. • Will provide information to students regarding the return to classes and other important information regarding the academic calendar. • Will provide information regarding resources and services available to all the OSUIT family to support the return to normal operations.

ODUIT Function	PREPARATION	ALERT	STANDBY	ACTIVATE	RECOVERY
Research	<ul style="list-style-type: none"> Identify essential staff that will be available in the event of an influenza pandemic. Develop specific pandemic influenza preparedness plan for research including assessment of opportunities for lab closure Develop plans for ensuring animal health and safety Develop plans for maintaining safety and security of laboratories and research assets. Evaluate costs and implications of closure of laboratories for up to twelve weeks. Evaluate opportunities and capabilities to increase inventories of essential supplies. 	<ul style="list-style-type: none"> Essential staff will receive N-95 respirators and respiratory protection training. Monitor situation and respond as needed. As possible, increase essential supply inventories. 	<ul style="list-style-type: none"> Monitor situation and respond as needed. Initiate steps necessary for lab closures. 	<ul style="list-style-type: none"> Monitor situation and respond as needed. If campus closure is ordered, implement research actions consistent with prior planning processes. 	<p>Support and provide guidance as needed to facilitate the return to normal operations</p>
Physical Plant	<ul style="list-style-type: none"> Identify essential staff that can maintain the University's Facilities and Operations during an influenza pandemic. Evaluate and assess the need for increasing supplies of essential materials. Develop priorities for taking buildings offline if closure decision is made, as well as bringing facilities online in the recovery phase post closure. 	<ul style="list-style-type: none"> Monitor situation and respond as needed. Essential staff will receive N-95 respirators and respiratory protection training. As possible, begin increasing essential supply levels. 	<ul style="list-style-type: none"> Prepare plan to shutdown ventilation systems on buildings on an individual or entire-campus basis. Infection control signs will be placed at all entrances and in all common areas, e.g. residence halls, Colvin Center, Student Union, Library, dining areas, classrooms and restrooms. Monitor situation and respond as needed. 	<ul style="list-style-type: none"> Shutdown building ventilation systems as indicated. Implement building and equipment monitoring processes. Monitor situation and respond as needed. 	<ul style="list-style-type: none"> Will coordinate with colleges, research laboratories and other departments to facilitate the return to normal operations.

ODUIT Function	PREPARATION	ALERT	STANDBY	ACTIVATE	RECOVERY
Health and Medical	<ul style="list-style-type: none"> Identify essential staff that will be available in the event of an influenza pandemic. Develop educational and promotional materials to promote availability and desirability of influenza vaccine for all. Develop specific pandemic influenza preparedness plan for medical response. Initiate process to obtain and maintain sufficient supplies for use in pandemic influenza. Evaluate alternative scheduling methods Provide training for all UHS staff. Participate in county and State planning activities. Evaluate secondary site utilization for non-influenza patients. Develop health center procedures for use during a pandemic; all staff to be trained in these procedures 	<ul style="list-style-type: none"> Monitor national, regional, and local data related to pandemic influenza. Provide N-95 fit testing to all staff of whom use of this equipment will be required. Recall any faculty, staff, students traveling or studying in affected continent. Activate University Health Services pandemic procedures 	<ul style="list-style-type: none"> Implement case monitoring and reporting processes. Airborne, droplet, and contact precautions are required for all contact with any individual who has screened as a possible pandemic influenza case, until an alternate diagnosis is made. Health Services personnel will offer a surgical mask to anyone who self-identifies as possibly having pandemic influenza. Initiate social distancing of patients. Communicate essential information to the public in conjunction with ODUIT communications 	<ul style="list-style-type: none"> N-95 masks and contact precautions are required for all campus Health Services staff having contact with any person exhibiting symptoms of pandemic influenza, until an alternate diagnosis is made. Provide primary care services in conjunction with and under the guidance of Payne County Health department. Implement alternative scheduling consistent with patient volume and staffing capabilities Implement alternative site operations for non-influenza patients. 	<ul style="list-style-type: none"> Return to normal operations Evaluate and assess pandemic operations and implement changes as indicated Evaluate information and recommendations from public health resources regarding future availability of vaccines

ODUIT Function	PREPARATION	ALERT	STANDBY	ACTIVATE	RECOVERY
All ODUIT Departments	<ul style="list-style-type: none"> Review all instructions from Pandemic Response Team Maintain O-directory with current information on all employees Develop emergency call list Develop succession/chain of command plan Identify all essential activities Identify staff necessary to support essential functions Assess inventory levels of supplies necessary for essential functions Cross train staff in essential functions Cross train staff in key business continuity activities, e.g. payroll, purchasing, deposits. Identify key assets, equipment, and data that might require special handling and care. Monitor information from professional societies, colleagues, governmental agencies specific to area of responsibility Report progress in preparation to responsible VP or Dean. 	<ul style="list-style-type: none"> Initiate appropriate CDC recommended mitigation steps (See Table) Monitor reports from Pandemic Response team Monitor information from professional societies, colleagues, governmental agencies specific to area of responsibility Update essential tasks and staff lists Update departmental call and contact lists Recall any faculty, staff, students traveling or studying in affected continent consistent with CDC or State Department guidance Postpone or cancel any travel to affected continent Implement any updated US State Department or CDC travel guidance Emergency contact information for critical/essential staff will be distributed through colleges and departments, and to the responsible Dean or VP Prepare updates for all departmental websites All departments will review and assess pending campus events and evaluate potential impact 	<ul style="list-style-type: none"> Initiate appropriate CDC recommended mitigation steps (See Table) Monitor situation and response as needed. Monitor absenteeism and report as directed. Evaluate and prepare for shut down of labs and other facilities if so directed Prepare roster of essential staff and forward to Dean or VP Identify staff who would be authorized for department access in the event of closure, forward to Dean or VP Recall any faculty, staff, students traveling or studying abroad Postpone or cancel all travel Implement any updated US State Department or CDC travel guidance Evaluate public health instructions and advisories regarding large public meetings and events and develop appropriate responses 	<ul style="list-style-type: none"> Initiate appropriate CDC recommended mitigation steps (See Table) Prepare to operate essential functions with reduced staff as defined by department essential staff lists. Implement closure staffing if so directed Implement procedures to maintain essential function if closure is ordered Monitor health and availability of staff through telephone or email contacts. Communicate relevant information to staff. Implement business continuity processes. Implement steps to protect key assets, equipment and data. Implement safety measures to protect life and physical and intellectual assets during closure. If so directed by ODUIT Executive team or by State or Local health officials, cancel or postpone public events 	<ul style="list-style-type: none"> Return to normal operations as directed Assess the impact of the pandemic including, but not limited to: staffing, budget, availability of essential operating resources and inventory items. Communicate this evaluation to the appropriate Dean or VP. Participate in campus wide debriefings

ODUIT Function	PREPARATION	ALERT	STANDBY	ACTIVATE	RECOVERY
Human Resources	<ul style="list-style-type: none"> • Develop process for daily reporting of absenteeism (departments would report through dean/vice president to Human Resources. • Develop instruction for department preparation for succession planning. • Develop and gain approval for contingency plans for work and leave provisions under various scenarios including closing? Include provisions for refusal to work. • Work with departments on identification of critical jobs and succession planning. • Gather absenteeism reports from deans/vice presidents. 	<ul style="list-style-type: none"> • Communicate business continuity instructions to all departments • Monitor situation and respond as needed 	<ul style="list-style-type: none"> • Monitor situation and respond as needed. 	<ul style="list-style-type: none"> • Monitor situation and respond as needed. • Implement business continuity policies. 	<ul style="list-style-type: none"> • Provide guidance and information regarding leave, personnel changes and other HR issues
Colleges and Academic Units	<ul style="list-style-type: none"> • Encourage development of alternative instructional methodologies that take advantage of technological capabilities of the University • Evaluate capabilities and consider development of process to monitor and report class attendance • Evaluate current policies that insure the security of academic records, student grades and progress and the potential need to change or alter instructor of record. 	<ul style="list-style-type: none"> • Monitor situation and respond as needed 	<ul style="list-style-type: none"> • Monitor situation and respond as needed • Provide information and guidance to students regarding communications and directions in the event of class cancellation • If directed, initiate class attendance reporting 	<ul style="list-style-type: none"> • Monitor situation and respond as needed. • Implement alternative instructional processes where possible. • Initiate alternative communication processes with students as necessary Implement closure staffing if so directed 	<ul style="list-style-type: none"> • Evaluate with Provost the return to classes and teaching • Evaluate with Provost any adjustments to the academic calendar

ODUIT Function	PREPARATION	ALERT	STANDBY	ACTIVATE	RECOVERY
Information Technology & Telecommunications	<ul style="list-style-type: none"> • Cross train staff on remote access • Promote and cross train on course management system for distance education • Cross train branch IT personnel for backup • Review all levels of operation for pandemic planning and plan to support IT services accordingly • Exercise, update and communicate IT BCP plan • Work with EOC committee on documenting and implementing technology requirements for the emergency operating center 	<ul style="list-style-type: none"> • Implement and support level 1 services • Begin preparation for level 2 services as outlined by the institution 	<ul style="list-style-type: none"> • Implement and support level 2 services • Begin preparation for level 3 services as outlined by the institution 	<ul style="list-style-type: none"> • Close all IT computer labs • Implement and support level 3 services as outlined by the institution • Monitor situation and respond accordingly 	<ul style="list-style-type: none"> • Return to normal operations
International Students and Scholars and Study Abroad	<ul style="list-style-type: none"> • Review and evaluate impact of pandemic upon international student and scholar applicants • Review and evaluate impact of pandemic upon reciprocal exchange students, study abroad students and affiliated/approved programs • Develop methods to communicate with students if actions are anticipated that will affect their studies or status 	<ul style="list-style-type: none"> • Communicate with students using listserv and other methods • Communicate with the Provost's office regarding possible need for academic provisions for incomplete work due to pandemic • Evaluate State Department and CDC guidance and directives to limit or not allow travel to identified areas of risk. • Interpret and apply Citizenship Immigration Services Guidelines. 	<ul style="list-style-type: none"> • Assist students needing to return to the US • Communicate with Study Abroad students unable to return regarding campus status and instructions for shelter in place • Monitor situation and respond accordingly 	<ul style="list-style-type: none"> • Monitor situation and respond accordingly • Assist Student Affairs in identifying students who might require housing and or dining support in the event of closure 	<ul style="list-style-type: none"> • Facilitate the return of students • Evaluate limitations on travel that might remain and other restrictions that might affect international students • Evaluate and respond to issues related to Federal reporting, e.g. SEVIS

ODUIT Function	PREPARATION	ALERT	STANDBY	ACTIVATE	RECOVERY
Counseling and Mental Health Services	<p>Identify all university counseling resources and assets.</p> <p>Develop campus wide plan for providing counseling and support services</p> <p>Evaluate needs of campus populations.</p> <p>Develop schema and protocols for handling counseling emergencies during pandemic</p> <p>Develop staffing call lists and protocols</p>	<p>Notify all counseling staff of current status.</p> <p>Implement campus communications to provide information to students, faculty, staff and community</p> <p>Inform campus community of availability of counseling services</p> <p>Assist in development of campus communication messages</p>	<ul style="list-style-type: none"> • Monitor and respond as needed • Provide consultative assistance as needed • Implement counseling support network • Inform campus community of availability of counseling services • Assist in development of campus communication messages 	<ul style="list-style-type: none"> • Monitor and respond as needed • Provide information to campus community on issues of importance regarding mental health and wellness • Maintain updated campus counseling resources for the purpose of referrals to support agencies as indicated • Inform campus community of availability of counseling services • Assist in development of campus communication messages 	<ul style="list-style-type: none"> • Provide ongoing mental health support to the OSUIT Family