

**DIVINE WORD COLLEGE
EPIDEMIC RESPONSE PLAN**

April 2020

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April 24, 2020

Purpose of this plan:

At the directive of the U. S. Department of Education, National Department of Health and Human Services and the Centers for Disease Control and Prevention, Divine Word College has developed an Epidemic Response Plan. The plan is a guide for responding to an outbreak of an epidemic or pandemic scope.

Plan Strategies:

The intent of this plan is to assist in managing the impact of a transmissible outbreak on Divine Word College based on two main strategies:

- *Reduce the spread of the virus within Divine Word College facilities.*
- *Sustain educational functions and operations.*

What will this plan mean to Divine Word College employees?

Each department will be impacted by the initiation of this response system. Specific responsibilities and duties will be assigned by the administrator or person supervising each department.

The following groups of individuals will have specific roles delegated to them during the plan activation. These groups include members of the Board of Administration, Emergency Committee, Health Services Coordinator, College Counselor, Faculty and Staff. Various employees may be asked to provide back up support services as needed to continue the day-to-day operation and functions of Divine Word College.

Please review this Response Plan to become familiar with the duties and responsibilities that it describes. This plan will require a team effort to be successfully implemented.

EPIDEMIC RESPONSE PLAN/RESPONSIBILITIES

The following persons will be responsible to carry out certain functions in the event of a transmissible epidemic or pandemic.

The Emergency Planning Committee – works directly with the President and Board of Administration to assist in coordinating emergency plans.

Health Services Coordinator

- Keeps record of illnesses on campus, collecting daily absences from the Dean of Students, Vice President for Operations, and the Vice President for Academic Affairs.
- Contacts the physician or health center for students or SVD members needing medical service.
- Recommends that all Divine Word College employees who exhibit a temperature of 100 degrees or higher, have active vomiting or diarrhea, a generalized body rash of undiagnosed origin or are experiencing any additional symptoms that may be specific to the active strain of a transmissible virus, stay at home. Divine Word College protocol for reporting an absence due to illness should be followed. Employees who develop these symptoms while at work will leave the work place immediately.

The President

- Consults with the Emergency Response Team and/or the Emergency Committee and Public Health Officials to institute their recommendations and facilitate the dissemination of health communications in the event of an epidemic or pandemic.
- Communicates all College plans to internal and external constituencies.
- Executes key decision-making regarding Divine Word College such as college closure.
- When necessary, implements a “stay-on-campus policy,” limiting traffic on and off campus.

Vice President for Operations/Human Resources

- Supports Divine Word College employees as they perform duties as delegated and assigned. Reviews and revises delegation of duties as necessary.
- Addresses potential compensation and budgetary implications of the plan, in consultation with the President and the Business Office Director.
- Prioritizes material needs and purchases during the epidemic.
- Identifies essential staff and functions. (Prioritizes functions and back up staff.)
- Delegates or reassigns employees to cover essential tasks. Discontinues functions that are deemed non-essential.
- Conducts a daily review of number of staff absent due to illness and reports absences to the Health Services Coordinator.
- Plans for absenteeism of staff - develops a contingency or back up plan for functioning with a limited number of college employees absent due to personal or family illness.
- Addresses potential implications for sick leave policies.
- Ensures that core functions, people and skills have been identified and that strategies are in place to manage these prior to the pandemic (i.e. cross training, delegation, prioritization of functions).

- Identifies a process for maintaining College operations.
- Works closely with housekeeping staff to ensure all necessary supplies are available, as noted below under housekeeping duties.

Vice President for Academic Affairs

- Conducts daily review of the number of faculty and students absent due to illness, and reports absences to the Health Services Coordinator.
- Plans for student absenteeism due to illness.
- Develops mechanisms for allowing students to continue programs who have been excluded for a period of time due to illness.
- Develops alternative methods for continuing educational functioning in the event of a prolonged college closure (i.e. emailing of assignments, phone messages, mailing of assignments, distance learning with the use of the internet, Zoom, Populi, etc.).
- Maximizes student spacing in classrooms and distancing individuals to reduce the spread of pathogens by keeping the desks as far apart as possible.
 - Space student desks at a minimum of six (6) feet apart or in small pods or clusters.
 - Discourage prolonged congregation in hallways or entryways in between class periods.
 - Stagger lunch and dinner times to minimize the number of students and employees in the dining room at one time. Doing so could require schedule changes and flexibility to accommodate this component of the plan.
- Limits large group activities.
- Postpones college events or activities where large groups of people congregate.
- Develops a plan to cover courses should faculty become ill.
- Ensures all classes are meeting and running on schedule.
- Meets with those instructors who need additional time to cover curriculum.
- Organizes these extra class times.

Faculty

- Faculty are responsible for putting the plan into effect in the classroom.
- Promotes healthy hygiene habits in the classroom (i.e. appropriate distancing, frequent hand washing, covering sneezes and coughs).
- Prevents personal exposure to germs and illness-causing pathogens by:
 - Instructing students to wipe desktops with disinfectant wipes after class before leaving the classroom.
 - Computer Lab - Periodically cleaning computer keyboard with processes recommended by Information Systems Staff.
- Reports any signs of illness to the appropriate dean and the Health Services Coordinator.
- Do not report to work if ill and have a temperature of 100 degrees or higher, active vomiting or diarrhea, or a generalized body rash of undiagnosed origin. Follows the college protocol for reporting an absence due to illness.
- Removes any student from the classroom that exhibits a temperature of 100 degrees or higher, has had active vomiting or diarrhea, or a generalized body rash of undiagnosed origin as soon as possible.

- Spaces desks as far apart as possible - Maximizes student spacing and distances individuals to reduce the spread of pathogens.
- Promotes frequent air exchanges in the classroom, by closing the door to the hallway, and opening a window if available.
- Promotes continuity of educational process by utilizing one or more of the following strategies or instituting another avenue for providing the same:
 - Posts assignments on-line for ill students or in the event of campus closure.
 - Maintains a list of students in class with phone numbers to contact them with assignments.
 - Prepares to teach classes through online options using Popui or college-wide information system.
 - Gives students an email address or some other mechanism for turning in assignments.

College Counselor

- Provides emotional-psychological support to students and staff via counseling.
- Monitors the effects of cumulative stress on caregivers such as office staff, faculty, administrators, and other employees who may be under additional stress or working extended hours during the epidemic event.
- Sets up support/discussion groups for those affected by the transmissible virus.
- Follows up with staff and student referrals to other community agencies for intervention as need indicates.
- Provides a safe area for students or staff to utilize during times of high stress or when emotionally distraught.
- Makes educational materials available to families and staff on topics such as how to support your loved one while recovering from illness, common symptoms of grief or loss, and describe aspects of effective versus ineffective coping mechanisms.

PHYSICAL PLANT

Housekeeping Staff, in Coordination with the Vice President for Operations

- Provides for and effectively manages material resources such as masks, gloves, trash can liners and other contamination equipment for Divine Word College.
- Initiates actions that reduce the spread of the virus including the thorough cleaning and disinfecting of the facilities.
- Acquires and provides adequate cleaning supplies, gloves, etc. to last ideally a minimum of six to eight weeks, or more.
- Provides waterless hand cleaning stations, disposable facial tissue, trash can liners for potentially virus-contaminated materials, and adequate restroom stocking of hand soap and toilet tissue.
- Provides adequate supplies of protective gear such as protective face masks for the ill individuals, and gloves along with other health service materials that will be required. (Assure adequate stock supply in event of transit or shipping halts due to an epidemic outbreak).
- Prevents personal exposure to germs and illness-causing pathogens:
 - Performs cleaning duties according to established protocol.

- Wears protective gear when indicated.
- Wipes public telephones and door knobs with disinfection solution ~~daily~~ repeatedly during times of high incidence of illness.
- Maintains adequate storage of supplies to include:
 - Cleaning supplies, including bottles of disinfectant and wiping cloths for each classroom.
 - Protective wear: masks, gloves.
 - Waste liners.
 - Restroom supplies: hand soap, toweling, and toilet tissue.
- Disinfects daily (or more often if possible) common or shared surfaces, desktops, counters, railings, and door knobs/handle mechanisms. Standard cleaning solutions or products are adequate—no specialized solutions are indicated. Detailed information regarding cleaning solutions can be found on the Iowa Public Health Website: <https://idph.iowa.gov/>.
- Disposes of waste materials in a safe and efficient manner. Liners will be needed in all waste cans that are collecting potentially contaminated materials.
- Props doors open to daily entered areas – dining room, corridors, classrooms, etc. – to avoid possible contamination by continuously touching the doors.

Maintenance Staff, in Consultation with the Vice President for Operations

- Researches ventilation systems and methods to shut off or reduce ventilation to various areas on campus in the event of closure.
- Purchases contamination signs and tape.
- Where operationally possible, promotes frequent air exchanges and increases ventilation in the buildings. Opens doors and windows if possible. Turns up air conditioning or heating system to promote air exchanges.
- Cleans and changes filters or air conditioning or heat exchange units frequently.
- Reports any potential areas of contamination to the Vice President for Operations and the College President.
- Prepares to put up partitions in dorm areas, such as restrooms and shower areas, to separate ill individuals from other students.

FOOD SERVICES

Director of Food Services, in Consultation with the Vice President for Operations

- Coordinates with his/her staff that the following responsibilities are carried out.
- Manages food supplies and inventory. Develops a contingency plan in the event of limited arrival of food shipments.
- Maintains adequate storage of food supplies for use in event of an epidemic that could last 6-8 weeks, or more.
- Purchases masks, gloves, and individual food containers.
- Promotes healthy hygiene habits (frequent hand washing before and after mealtime, cover sneezes and coughs, etc.).
- Prevents personal exposure to germs and illness-causing pathogens by:
 - Practices Universal Precautions at all times.
 - Performs kitchen and cafeteria cleaning duties according to established protocol.

- Utilizes mechanical dishwasher at appropriate temperature setting and for full-cycle washing. (This effectively eliminates potential disease-causing pathogens on kitchenware and tableware.)
- Prepares foods as directed, maintaining ideal temperatures for hot and cold foods.
- Avoids sharing paperwork surfaces and telephones with others.
- Wipes paperwork surfaces and telephones with disinfecting solution daily during times of high incidence and illness.
- Does not report to work if ill and has a temperature of 100 degrees or higher, active vomiting or diarrhea, or a generalized body rash of undiagnosed origin. Follow Divine Word College protocol for reporting an absence due to illness.
- Disinfects daily (or more often) common or shared surfaces, counters, railings, and door knobs/handle mechanisms. Cafeteria tabletops and seats should be disinfected after each seating of students. Standard cleaning solutions or products are adequate—no special solutions are indicated. Detailed information regarding cleaning solutions can be found on the Iowa Public Health website: <https://idph.iowa.gov>.
- Where operationally possible, promotes frequent air exchanges and increases ventilation in the building. During the day, increases air exchanges in the kitchen and cafeteria.
- Reports any potential areas of contamination or concern to the Vice President for Operations.

The Director of Food Service, in consultation with the Vice President for Operations, will develop contingency plans in the event of high amounts of absenteeism due to illness, for coverage of essential food service duties. Cross training of food service personnel may be indicated to support continuity of food services during high absenteeism. Another area of consideration for food services will be in the event that food supply deliveries are limited or shipments suspended.

In the event of an epidemic outbreak, the Vice President for Operations, in consultation with the College President, will close the kitchen area to non-kitchen personnel, limiting access to the kitchen for food service workers only.

STUDENT DORMS

Dean of Students

- Promotes and reinforces healthy habits (i.e. frequent hand washing, covering sneezes and coughs, etc.)
- Where possible, increases ventilation by opening windows.
- Develops a plan to isolate ill students. Possible alternatives include individual rooms for all students or isolating all ill individuals in one location.
- Has emergency phone numbers available for physicians and hospitals.
- Coordinates with the Health Services Coordinator to have a plan in place for those who will care for the ill students.
- Develops a plan to have food delivered to the students in the dorms.
- Wears a face mask when working with ill students.
- Quarantines the dorm used to house the ill students.

- Communicates often with students and keep them advised.
- Assures a thorough cleaning of the entire dorm area as well as the ventilation system before resuming occupancy in the dorm rooms.

Students

- Practice healthy hygiene habits – frequent hand washing, covering coughs and sneezes, use and proper disposal of personal tissues.
- Prevent personal exposure to germs and illness-causing pathogens by:
 - Not attending classes if ill. Contact the Dean of Students.
 - Not sharing drinking glasses or eating utensils.
 - Using and properly disposing of soiled tissues in garbage.
 - Covering mouth with all coughs and sneezes.
 - Eating a well-balanced diet and getting plenty of rest during time of illness.
 - Disinfecting commonly shared surfaces.
 - Using hand sanitizer as directed.
- Open windows to increase ventilation as weather and outdoor temperatures warrant.

REFERENCES

References for information on epidemic/pandemic illness and the development of a response plan:

Centers for Disease Control and Prevention: <http://www.cdc.gov/>

Iowa Department of Public Health: <http://idph.iowa.gov/>

U.S. Department of Health and Human Services: <http://www.hhs.gov/>

World Health Organization: <http://www.who.int/>

There are other sources of information available as well. However, those listed here are official information resources.