



UNIVERSITY OF  
**NORTHERN  
COLORADO**

**PANDEMIC PLANNING  
RESPONSE PLAN  
(May also be used for epidemics as needed)**

February 2020

## Table of Contents

<b>Introduction .....</b>	<b>1</b>
<b>Four Levels of Response.....</b>	
<b>Level One.....</b>	<b>5</b>
<b>Level Two .....</b>	<b>11</b>
<b>Level Three .....</b>	<b>16</b>
<b>Level Four .....</b>	<b>23</b>
<b>Disaster Recovery and Business Continuity .....</b>	<b>30</b>

## Appendices

<b>Appendix A: Housing and Residential Education Facility Capacity List.....</b>	<b>32</b>
<b>Appendix B: Avian Flu, MERS, COVID-19, Measles, Mumps Resources.....</b>	<b>33</b>
<b>Appendix C: Local, State, and National Emergency Preparedness Resources.....</b>	<b>34</b>
<b>Appendix D: Abbreviations.....</b>	<b>35</b>

## **Introduction**

A pandemic is a global disease outbreak. A pandemic occurs when a new virus emerges for which people have little or no immunity, and for which there is no vaccine. The disease spreads easily from person-to-person, causes serious illness, and can sweep across the country and around the world in a very short time.

It is difficult to predict when the next pandemic will occur or how severe it will be.

Wherever and whenever a pandemic starts, everyone around the world is at risk.

Countries might, through measures such as border closures and travel restrictions, delay arrival of the virus, but cannot stop it.

The University of Northern Colorado Pandemic Planning Response Plan offers general guidelines for how to prepare and respond to highly communicable diseases. These guidelines apply to any virus circulating, as well as any highly communicable respiratory/airborne diseases such as Meningitis, Measles, Mumps, Ebola, SARS, or MERS. This plan is aimed at preventing transmission of such highly communicable respiratory/airborne diseases and viruses.

### **What is the difference between a pandemic and an epidemic?**

An epidemic is an outbreak of a disease that occurs in one or several limited areas, like a city, state, or country. Once the disease spreads beyond the borders of several countries and affects many countries across the globe, it is called a pandemic. In the last century, several pandemics have occurred – the biggest one, an influenza pandemic, occurred in 1918. During that pandemic, at least 500,000 Americans died. There were as many as 40 million deaths worldwide.

### Communicable Diseases Definitions:

#### **What is Meningitis?**

Meningococcal disease is a rare, yet potentially life-threatening, bacterial or viral infection. The disease most commonly is expressed as either meningococcal disease, an inflammation of the membranes surrounding the brain and spinal cord, or meningococemia, a presence of bacteria in the blood.

Meningococcal disease is caused by *Neisseria meningitidis*, which has become the leading cause of bacterial meningitis in older children and young adults in the United States. There are five types of bacteria (or serogroups) of meningococcal diseases that circulate worldwide: A, B, C, Y, and W-135. Studies show that approximately 70 to 80 percent of cases in the college age group are caused by serogroup C, Y, or W-135, which are potentially vaccine-preventable.

This bacterium lives in the human throat and is commonly carried without ill effect. However, illness can develop very rapidly and is fatal in five to ten percent of cases. Illness is due to septicemia (blood poisoning), meningitis (inflammation of the brain lining) or a combination of the two. Other parts of the body e.g. joints, heart, eye may occasionally be infected. Urgent antibiotic treatment is needed.

## **What is Mumps?**

Mumps is a viral illness caused by a paramyxovirus, a member of the Rubulavirus family. The average incubation period for mumps is 16 to 18 days, with a range of 12 to 25 days. Mumps usually involves pain, tenderness, and swelling in one or both parotid salivary glands (cheek and jaw area). Swelling is first visible in front of the lower part of the ear. It then extends downward and forward as fluid builds up in the skin and soft tissue of the face and neck. Swelling usually peaks in 1 to 3 days and then subsides during the next week. Nonspecific prodromal symptoms may precede parotitis by several days, including low-grade fever which may last three to four days, myalgia, anorexia, malaise, and headache. Fever may persist for 3 to 4 days.

People with mumps are usually considered most infectious for several days before and after onset of parotitis. The mumps virus replicates in the upper respiratory tract and spreads through direct contact with respiratory secretions or saliva or through fomites. The risk of spreading the virus increases the longer and the closer the contact a person has with someone who has mumps. When a person is ill with mumps, he or she should avoid contact with others from the time of diagnosis until at least 5 days after the onset of parotitis.

## **What is Measles?**

Measles is an acute viral respiratory illness. It is characterized by fever (as high as 105°F) and malaise, cough, coryza, conjunctivitis, and Koplik spots followed by a maculopapular rash. The rash usually appears about 14 days after a person is exposed; however, the incubation period ranges from 7 to 21 days. The rash spreads from the head to the trunk to the lower extremities. Patients are contagious from 4 days before to 4 days after the rash appears. Of note, sometimes immunocompromised patients do not develop the rash

Measles is a highly contagious virus that lives in the nose and throat mucus of an infected person. It can spread to others through coughing and sneezing. Also, measles virus can live for up to two hours on a surface or in an airspace where the infected person coughed or sneezed. If other people breathe the contaminated air or touch the infected surface, then touch their eyes, noses, or mouths, they can become infected. Measles is so contagious that if one person has it, 90% of the people close to that person who are not immune will also become infected.

Vaccination with the measles, mumps, and rubella (MMR) vaccine is the best way to protect yourself and your community. Most children receive the MMR vaccine at 12 months of age, and a second booster dose between 4 and 6 years of age.

Because Measles can lead to serious complications, such as pneumonia, encephalitis, hospitalizations and even death, the State of Colorado requires all students to submit proof of MMR immunity prior to attending classes. If there is an outbreak on campus, all students, staff, and faculty who are unable to provide proof of immunity could be subject to isolation or quarantine for up to 21 days after exposure.

## **What is Influenza?**

Influenza is a contagious respiratory illness caused by influenza viruses that infect the nose, throat, and sometimes the lungs. It can cause mild to severe illness, and at times can lead to death. Most experts believe that flu viruses spread mainly by tiny droplets made when people with flu cough, sneeze or talk. These droplets can land in the mouths or noses of people who are nearby. Less often, a person might also get flu by touching a surface or object that has flu virus on it and then touching their own mouth, nose, or possibly their eyes.

Influenza is most contagious in the first 3-4 days after illness begins. In some instances, infection can begin 1 day before symptoms develop and up to 5 to 7 days after becoming sick. The time from when a person is exposed to flu virus and infected to when symptoms begin is about 1 to 4 days, with an average of about 2 days.

Complications can include bacterial pneumonia, ear infections, sinus infections, and worsening of chronic medical conditions, such as congestive heart failure, asthma, or diabetes

There are numerous strains of influenza including Avian flu virus, H7N9, H1N1, H5N1 and H3N2v. These flu viruses occur naturally among wild birds and rarely spread from birds to people but have recently infected people in small numbers. So far, these viruses have not spread easily from person-to-person.

## **What is MERS Co-V?**

Coronaviruses are common around the world and cause a range of illnesses in humans. A new novel coronavirus, first found in Saudi Arabia, is called MERS –Middle East Respiratory Syndrome. This strain of coronavirus has not been previously identified in humans and there is limited information on transmission, severity, and clinical impact. Human to human transmission has been documented, but the mode of transmission has not been defined.

## **Is MERS the same as SARS?**

No. MERS-CoV is not the same coronavirus that caused Severe Acute Respiratory Syndrome (SARS) in 2003. However, like the SARS virus, MERS-CoV is most like coronaviruses found in bats. CDC is still learning about MERS.

## **What is COVID-19 (Wuhan Coronavirus)?**

Like MERS, COVID-19 (Wuhan Coronavirus) is a novel (new) coronavirus causing pneumonia illness in the city of Wuhan China, other areas of Asia, and has appeared in the United States. There are several known coronaviruses that infect people and usually only cause mild respiratory disease. However, some coronaviruses have caused severe disease such as severe acute respiratory syndrome and pneumonia. This novel coronavirus COVID-19 has the potential to cause severe illness and death. Symptoms include fever, cough, and difficulty breathing. How this virus is transmitted has not been

definitively determined so anyone interacting with an ill person who has traveled to Wuhan China should wear a mask and take other precautions to minimize exposure.

## **What is Ebola?**

Ebola virus disease (EVD) also known as Ebola Hemorrhagic Fever, is a severe, often fatal illness in humans (50% fatality rate). The virus is transmitted to people from wild animals and spreads in the human population through human to human transmission of blood, vomitus, urine, feces, sweat, semen, and saliva.

The first Ebola outbreak occurred in remote villages in Central Africa, but the most recent outbreaks in West Africa have involved major urban as well as rural areas. Community engagement is key to successfully controlling outbreaks. Good outbreak control relies on applying a package of interventions, namely case management, surveillance and contact tracing.

Early supportive care with re-hydration, symptomatic treatment improves survival. There is yet no licensed treatment proven to neutralize the virus but a range of blood, immunological and drug therapies are under development. There are currently no licensed Ebola vaccines, but 2 potential candidates are undergoing evaluation.

## What would be the effect of a pandemic?

A pandemic may come and go in waves, each of which can last for six to eight weeks. An especially severe pandemic could lead to high levels of illness, death, social disruption, and economic loss. Impacts can range from school and business closings to the interruption of basic services such as public transportation and food delivery. A substantial percentage of the world's population will require some form of medical care. Health care facilities can be overwhelmed, creating a shortage of hospital staff, beds, ventilators and other supplies. Surge capacity at non-traditional sites such as schools may need to be created to cope with demand.

## What is the state health department doing to prepare for a pandemic?

If there is a widespread, communicable disease outbreak, Colorado and every other state in the country will respond with new procedures, and many standard, time-tested disease control methods.

- The Colorado Department of Public Health and Environment (CDPHE) and local health agencies across the state monitor disease outbreaks in our communities by working with doctors, hospitals, laboratories, and nursing homes to identify unusual numbers of people with illness.
- The state laboratory checks samples from patients with illness to help identify which viruses are circulating in our state.

- The Department of Public Health and Environment and our local public health agency work together to plan for public health emergencies. Staff practices policies and procedures in the pandemic plan to better prepare for disease outbreaks.

### How are we preparing?

The United States has been working closely with other countries and the World Health Organization (WHO) to strengthen systems to detect disease outbreaks that might cause a pandemic.

The effects of a pandemic can be lessened if preparations are made ahead of time. Planning and preparation information and checklists are being prepared for various sectors of society, including information for individuals and families

Federal agencies provide funding, advice, and other support to assist with pandemic planning and preparation. Information on state/federal planning and cooperation, is available at: <http://pandemicflu.gov/>

## **Four Levels of Response**

**Level One:** Confirmed human-to-human cases worldwide and/or U.S.

**Level Two:** Confirmed human cases in Colorado and/or Weld County

**Level Three:** Confirmed human cases on campus and/or multiple campuses

**Level Four:** Campus Closure to be determined. Consideration Factors:

- Rate/Geographic Spread
- Confirmed high rate of infectivity/mortality
- Falling class attendance, residents leaving campus
- Staff absenteeism
- Transportation closings
- Other regional school closings
- Local and State public health Recommendations or requirements.

### **Level One**

**Confirmed cases of human-to-human transmission of a virus worldwide and/or in the U.S.**

The University of Northern Colorado Emergency Management team is brought together and provided latest information on the virus.

- After receiving appropriate training from the CDPHE/WCHD, the Campus Medical Officer, with assistance from the Health Center Clinic Manager and Immunization Coordinator are responsible for educating the Management team.
- Incident Commander is responsible for coordinating the implementation of the following roles:

- **Health Center will be responsible for:**
  - Increased disease surveillance according to the Center for Disease Control (CDC) directive.
    - Health Center Clinic
    - Center for International Education
    - Athletics
  - Identification of and care for cases per CDC directives.
  - Order more Personal Protective Equipment (PPE) for SHC staff.
  - Confirm network for obtaining antiviral meds, vaccine.
  - Obtain appropriate standing orders.
  - Set up different traffic flow in the Health Center.
  - In conjunction with the WCHD, obtain current information on the virus and work with University Communications as well as CO HELP, to provide informative information on symptoms and prevention to the University Community.
  - Work with appropriate University personnel and State/Local Health Departments to prepare for possible isolation and quarantine. In the case of Measles or other highly contagious communicable disease on campus, the Colorado Department of Public Health and Environment (CDPHE) will assess quarantine status for any staff or student based on the level of exposure and proof of immunity. UNC will follow CDPHE/WCDH guidelines regarding isolation, quarantine and contact tracing.
    - **Isolation** is used for the person suspected or diagnosed with the disease. The person could be in isolation in the hospital or at their own home. A place to isolate a person here on campus would be needed if we had an on-campus resident who was unable to be immediately transported home.
    - **Quarantine** is used for healthy persons who have been exposed to the suspect or diagnosed case. The persons are kept in a place where they have no contact with others for the duration of the incubation period. If no symptoms develop in that time frame they are taken out of quarantine. If a person develops symptoms they are moved to isolation.
  - In conjunction with the WCHD, provide training for appropriate University Personnel (Environmental Health & Safety, Housing & Residential Education, and Dining Services).
  - Campus Medical Officer or the Immunization Coordinator will serve as a liaison between Weld County Health Department and the Incident Commander.
- **Environmental Health and Safety:**
  - Coordinate with the Health Center to promote good hygiene practices throughout campus.
  - Work with the Health Center to provide confirmed cases and information to the Communication Center and Media Relations.
  - Assess and order Personal Protective Equipment (PPE) inventory.
  - Assess and provide PPE training.



- Evaluate and provide necessary pulmonary function testing for identified essential personnel.
- **UNC Police Department:**
  - Annual fit test of all PPE including medical fit for respirators.
  - Order additional PPE supplies as may be needed.
  - Establish protocols for all essential personnel creating a balance of family/self-care with professional response.
  - Identify on campus services for emergency services and critical personnel during condition 2-4.
  - Implement comprehensive infection control procedures to limit the spread of influenza including immunizations for all essential personnel.
  - Coordinate with ROTC to identify availability of human resources.
- **Facilities Management:**
  - Identify who will be considered essential personnel along with back-up personnel for each position.
  - Determine preliminary schedule for staffing needs.
  - Determine buildings to be utilized for Isolation or quarantine areas.
  - Finalize plans for modifications to the sequence of operations for HVAC systems in isolation and/or quarantine facilities.
  - Develop plans for on-going maintenance of critical areas such as research labs, Animal Facility, Heating Plant and other Facilities.
  - Identify needed supplies for all campus units.
  - Develop plan for building security in case of campus closure.
- **Human Resources:**
  - Maintain and redistribute current leave policies and procedures to all employees.
  - Contact workers compensation provider and make contingency plans for coverage and filing claims.
  - Each department identifies critical employees.
- **University Communications:**
  - Attend Emergency Response Management Committee meetings
  - Work with committee to determine messages to send to targeted audiences (students, faculty and staff) as needed.
  - Respond to media inquiries regarding UNC's pandemic preparations.
- **Dean of Student's Office:**
  - In collaboration with University Communications, coordinate communication to students and parents.
  - Coordinate communication of the isolation, quarantine.
    - Work with Dining Services, Housing & Residential Education, Health Center and Environmental Health & Safety.
    - Deal with enforcement issues and parent issues.

- **Academic Affairs:**
  - Responsible for communication and coordination with academic areas on campus regarding any early preparedness steps that might be taken in matters related to academics.
  
- **President's Office:**
  - Based on recommendations from U.S. State Department, CDC and Weld County Health Department be prepared to modify athletic events, exchange programs and University related travel to and from other countries, class schedules.
  
- **University Center/Campus Commons/Conference & Event Services**
  - Maintain daily event operations.
  - Review and maintain emergency plans.
  - Connect with campus partners whom are in direct contact with campus guests for potential isolation and quarantine planning:
    - Housing, Dining, Rec Center, UC/CC, Facilities, and academic programs as necessary
  - Communicate relevant and necessary information to Event/Conference contact persons regarding enhanced hygiene vigilance.
  - Ensure adequate and appropriate PPE inventory for Conference & Event staff and event personnel.
  
- **Housing and Residential Education:**
  - Enact planning to determine the most appropriate locations for potential quarantine, isolation housing, etc.
  - Health Center trains essential personnel on risks and response.
  - Fit test essential personnel for N95.
  - Order appropriate PPE.
  - Immunize essential staff.
  
- **Dining Services:**
  - No changes will be made to current services, menu or staffing.
  - Evaluate plans for each level in regards to how long services such as food and water must be provided and at what point they will no longer be offered.
  - Review and confirm potential Isolation and Quarantine areas and needed services with Housing and Residential Education.
  - Designate drop off areas for food and supplies at the potential Isolation and Quarantine areas with Housing & Residence Education.
  - PFS to contact our Secondary Vendor List (as identified in the Business Continuity Plan) to identify other sources of procurement of supplies in case our Primary Vendor experiences interruption of service.
  - Display bulletin boards and table tents with tips for prevention which have been previously developed by DSO.

- Contact Student Health Services to provide opportunities for staff to get vaccine if available.
  - Make sure training outlines and procedures are in place for training for employees on:
    - Virus prevention (Recommendations from Student Health Services and/or Environmental Health & Safety)
    - Home emergency procedures (training previously presented by Assistant Director)
    - Menu and production modifications (Unit Managers/Unit Chefs)
    - Front of the House service modifications (Managers/SPS/Associate Director)
    - Modified dishwashing procedures (IT Managers/SPS)
    - Modified check station procedures (Program Asst/Holmes Hall & TK Admin Asst IIs)
  - Install hand sanitizers for customers and employees.
  - Make sure contact information (vendors, employees, Express Personnel, volunteers), phone trees, and chain of command for Dining Services is correct and up to date.
  - Notify Senior Nutrition program of pandemic status and verify plans for closure if necessary.
  - Remind all classified and exempt staff that they are essential personnel.
  - Provide prime vendor and vending vendor a list of products and quantities needed in case of level 3 and 4 implementation.
  - Post information regarding Pandemic Plan on the website.
- **Counseling Center:**
- Development of procedures for handling increased demand.
  - Disseminate information available about medical resources available and prophylactic measures students can take to help feel more empowered and secure.
  - Begin to develop emergency schedule of counselor availability if needed for level two or three.
  - Provide support to the “worried well.”
  - Work with health center on ventilation system as both facilities share the same air handling system.
- **Center for International Education:**
- Activate internal phone tree to include appropriate FT staff who oversee impacted populations/programs.
  - Review and ensure accuracy of institutional data related to impacted populations/programs.
    - Banner
    - TerraDotta (ISSS and Study Abroad)
    - SEVIS
  - Attend emergency response committee/team meetings.

- Identify essential staff in case of situational escalation, recognizing that the University situation level (1-4) may be very different from the level elsewhere, whether the countries or cities of visiting students or scholars or the location of faculty/staff/students in travel status.
  - Identify students, faculty, staff either in or from immediately impacted areas outside Colorado.
  - Coordinate with University Relations and Health Center as well as U.S. Departments of State and Homeland Security to provide information to:
    - International students and parents
    - Individuals on international travel for university business or study activities
    - Partner universities abroad and study abroad providers
  - Provide situational information online or provide supplemental information for specific populations, as necessary.
  - Consult with Health Center regarding individuals recently arrived from internationally impacted areas who become ill and if advised, direct them to the Health Center or area medical providers, as appropriate; identify incoming travelers from CDC specified locations and work with the health center screening and isolating students upon arrival if indicated.
  - Coordinate with Counseling Center for services to students coping with illness (their own or distant family) without family support networks.
  - Monitor international travel recommendations/requirements, provide updates to appropriate campus authorities.
  - Using AlertTraveler software, account for students, faculty, and staff traveling for University-related activities; communicate any CDC or University restriction on travel.
  - Work with Insurance Providers to assistance students/faculty/staff impacted by potential travel restrictions.
  - Assist with visa-related requirements for international students and scholars needing to adjust academic schedules or travel
  - Coordinate with Registrar's Office and Housing and Residential Life regarding needs of students returning from abroad unexpectedly.
- **University Libraries:**
    - Communicate with the UNC Emergency Management team for up-to-date information about the incident
  - **Campus Recreation:**
    - Enact planning for possible isolation and quarantine shelter.
    - Offer assistance in the form of facilities, First Aid Certified staff assistance, and First Aid supplies.
    - Seek training for essential personnel from the Student Health Center on risks and responses.

- Ensure there is sufficient inventory of Personal Protective Equipment (PPE) and that all staff are using proper cleaning procedures.
- Immunize essential staff.

## **Level Two**

### **There are confirmed human cases in Colorado and/or Weld County**

The UNC Emergency Response Management team is brought together and provided latest information on the virus.

- After receiving appropriate training from the WCHD, the SHC Medical Director, with assistance from the Student Health Center Clinic Manager and Manager of Student Health Services are responsible for educating the Management team.
- Incident Commander is responsible for coordinating the implementation of the following roles:
  - **The Health Center:**
    - Notify Weld County Health Department if there is a case on the UNC campus.
    - Campus Medical Officer or the Immunization Coordinator will serve as liaison between Weld County Health Department and the Incident Commander.
    - Notify UNC Emergency Response Management team.
    - Notify Housing & Residential Education and Dining Services of the number of persons who may be required to be isolated or quarantined.
    - Monitor persons in quarantine.
    - In conjunction with the CDPHE/WCHD, provide ongoing communications with campus community regarding signs/symptoms, protocol for referral of suspected cases and isolation/quarantine guidelines.
    - Initiate poster, e-mail campaign on self-protection.
    - Preparation for prophylactic treatment of contacts.
    - Assist Housing & Residential Education staff in how to deal with needs of persons in quarantine.
  - **Environmental Health & Safety:**
    - Contact the Emergency Response Clean-Up Contractor.
    - Coordinate with the Health Center to continue promoting good hygiene practices throughout campus (increase information).
    - Provide PPE training to essential personnel.
    - Work with the Health Center and CDPHE/WCDPHE to provide confirmed cases and information to the Communication Center and Media Relations.
    - Arrange for medical waste pickups and waste storage.
    - Issue PPE to essential personnel.

- Monitor PPE and Emergency Response Supply Inventory.
- **UNC Police Department:**
  - Enhanced security in police and communication center work areas.
  - Influenza awareness training for all staff.
  - Communications Center will coordinate with Health Center and Media Relations to direct/disseminate all applicable information.
  - Possible implementation of call center.
  - Review WCHD POD/Mass Vaccination responsibilities.
  - Assist Health Center staff with special security issues/asset protection.
  - Review mutual aid agreement for possible transfer of all police services to GPD/Weld Comm.
- **Facilities Management:**
  - Identify additional cleaning and sanitation procedures.
  - Acquire all needed supplies.
  - Lease generators for Heating Plant, EOC and other essential facilities.
  - Fit test for respirators and other PPE as required.
  - Provide training for flu related hazards and related procedures (PPE, cleaning, hygiene, hand washing, cough etiquette).
- **Human Resources:**
  - Communicate FMLA triggers to supervisors.
  - Ensure all employees' insurance and beneficiary information is current.
  - Communicate procedures for sending home sick employees and contingency plans for critical personnel should they become ill.
  - Update employees on University preparedness plan.
- **University Communications:**
  - Attend Emergency Response Management Committee meetings.
  - Work with committee to determine messages to send to targeted audiences (students, faculty and staff) as needed.
  - Respond to media inquiries regarding UNC's pandemic preparations.
- **Dean of Student's Office:**
  - In collaboration with University Communications, coordinate communication to students and parents.
  - Coordinate communication of the isolation, quarantine.
    - Work with Housing & Residential Education, Dining Services, Health Center and Environmental Health & Safety.
    - Deal with enforcement issues.
    - Parent issues.
  - Handle parent calls, those wanting to come to campus.

- **Academic Affairs:**
  - Responsible for communication and coordination with academic areas on campus regarding UNC procedures related to student absences due to illness and any other matters related to academics.
  
- **President's Office:**
  - Based on recommendations from U.S. State Department, CDC and Weld County Health Department be prepared to modify:
    - Athletic and other University events.
    - Exchange programs and University related travel to and from other countries.
    - Class schedules.
  
- **University Center/Campus Commons/Conference & Event Services**
  - Provide information to campus event guests on the disease and personal preventative measures through posters and other communication means at the events.
  - Meet with external vendors to discuss plan and potential next steps.
  - Coordinate with custodial services increased "high touch" area cleaning and additional hand sanitizer stations in event and pre-event spaces.
  - Access campus event schedule for modifications and/or conference/event terminations.
  - Access and maintain PPE supplies.
  - Attend campus response meetings as necessary.
  - Provide a 6-week report of scheduled events to Associate Vice President of Administration.
  
- **Housing & Residential Education:**
  - Work with Facilities Management, Environmental Health and Safety, etc. to determine the most appropriate locations for potential quarantine, isolation housing, etc. Refer to Appendix A for Facility capacity
  - Educate students and staff on Flu prevention strategies.
  - Train custodial staff on cleaning strategies.
  - Work with Facilities to identify needed ventilation systems and to provide negative pressure areas.
  - Notify current occupants in spaces that will be needed of the potential or need for them to move.
  - Prepare staff for how to deal with the needs of persons in quarantine.
  - Update essential personnel on flu information, including maintenance and housekeeping persons.
  - Review the use of PPE and N95.
  - Report any possible cases to the Health Center.
  - Work with food service on the delivery of food.

- **Dining Services:**
  - No changes will be made to current services, menu or staffing.
  - Dining Services Management staff will receive training from Environmental Health and Safety on fit testing and respiratory protection. Management will then arrange and assist in respiratory protection training for all Dining Services employees.
  - Coordinate orders for N95 respirators with F&M.
  - Supplies needed for implementation of Levels 3 and 4 will be checked to ensure needed quantities are available.
  - Review Isolation menus, Quarantine menus, Gourmet to Go style menus, and supply lists. (Plan for four days then repeat menu as needed.)
  - Review Level 3 and 4 plans for implementing Dining Services internal procedures regarding menus, contact information, phone trees, chain of commands for requests to Dining Services, delivery alternatives, par levels of stockpiled food and water, training outlines and procedures.
  - Procure prepackaged utensils and paper goods for implementation in case of university closure.
  - Contact prime vendor to make sure adequate levels of prepackaged food items are on hand for implementation in case of university closure and switch to Gourmet to Go type service.
  - Update Pandemic Plan information on the website.
  
- **Counseling Center:**
  - Expect an increase in clients seeking emergency emotional support
  - Implement the staffing procedures mentioned above to handle the increase in client demand.
  - Utilize existing procedures for providing 24/7 care if needed.
  - Begin emergency support efforts to help students deal with effects of illness and loss.
  - Implement emergency schedule of support for increased counselor availability.
  - Partner with other providers on campus with their information dissemination process to provide campus with information about the psychological aspects of the situation as well as to encourage them to seek support.
  - Provide emotional support for those in isolation and quarantine via telephone.
  - Provide support the faculty and staff as well as students.
  - Provide support for Housing and Residential Education staff, not only for coping with student needs, but also to help with their emotional support.
  - Provide support to employees through Human Resources department.
  
- **Center for International Education:**



- Coordinate communication as necessary with
  - International students and parents
  - Students studying abroad and their parents, third party providers, insurance agencies
  - Partner universities abroad and study abroad providers
- Utilize CIE Emergency phone line to place and receive international phone calls.
- Confirm workability of student and scholar listserv for situational updates.
- Email all students and scholars “how to protect yourself from pandemic” and “what the university is doing.”
- Identify essential personnel, Director of Student Scholar Services, Director of Study Abroad, Executive Director, and other essential personnel as indicated, identify point person for response and coordination.
- Activate internal phone tree to include appropriate FT staff who oversee impacted populations/programs.
- Review and ensure accuracy of institutional data related to impacted populations/programs.
  - Banner
  - TerraDotta (ISSS and Study Abroad)
  - SEVIS
- Attend emergency response committee/team meetings.
- Identify essential staff in case of situational escalation, recognizing that the University situation level (1-4) may be very different from the level elsewhere, whether the countries or cities of visiting students or scholars or the location of faculty/staff/students in travel status.
- Identify students, faculty, staff either in or from immediately impacted areas outside Colorado.
- Coordinate with University Relations and Health Center as well as U.S. Departments of State and Homeland Security to provide information to:
  - International students and parents
  - Individuals on international travel for university business or study activities
  - Partner universities abroad and study abroad providers
- Provide situational information online or provide supplemental information for specific populations, as necessary.
- Consult with Health Center regarding individuals recently arrived from internationally impacted areas who become ill and if advised, direct them to the Health Center or area medical providers, as appropriate; identify incoming travelers from CDC specified locations and work with the health center screening and isolating students upon arrival if indicated.
- Coordinate with Counseling Center for services to students coping with illness (their own or distant family) without family support networks.

- Monitor international travel recommendations/requirements, provide updates to appropriate campus authorities.
  - Using AlertTraveler software, account for students, faculty, and staff traveling for University-related activities; communicate any CDC or University restriction on travel.
  - Work with Insurance Providers to assistance students/faculty/staff impacted by potential travel restrictions.
  - Assist with visa-related requirements for international students and scholars needing to adjust academic schedules or travel
  - Coordinate with Registrar's Office and Housing and Residential Life regarding needs of students returning from abroad unexpectedly
    - Identify UNC staff, faculty who may be traveling to or located in the impacted areas. Other assistance for communication and evacuation as appropriate in coordination with UNC authorities.
- **University Libraries:**
    - Communicate and coordinate with Academic Affairs regarding changes in class schedules or class cancellations.
    - Communicate and coordinate with Academic Affairs regarding increased online instruction.
    - Work with Facilities to increase or change cleaning and sanitation procedures
    - Share information with employees, including student employees, about disease spread, symptoms, worker's compensation, and procedures for calling out.
    - Develop contingency plans for significant numbers of ill employees.
    - Develop plans for increased remote delivery of physical library materials.
- **Campus Recreation:**
    - Identify potential areas of the building to be used for quarantine, in case requested by the Emergency Management Team.
    - Educate staff on prevention strategies.
    - Train all staff on cleaning strategies.
    - Work with Facilities Management, if necessary, to identify needed ventilation systems and negative pressure areas.
    - Notify visitors, if directed by Emergency Management Team, in the areas that may be needed.
    - Prepare staff in dealing with the needs of persons in quarantine.
    - Update essential personnel on information.
    - Review the proper use of Personal Protective Equipment (PPE)
    - Report any possible cases to the Student Health Center immediately.
    - Work with Dining Services on the delivery of food strategies, if so designated by the Emergency Management Team.

**Level Three:**

**Confirmed human cases on campus and/or multiple campuses in Colorado**

The UNC Emergency Management team is brought together and provided latest information on the virus.

- After receiving appropriate training from the CDPHE/WCHD, the SHC Medical Director, with assistance from the Health Center Clinic Manager and Manager of Student Health Services are responsible for educating the response team.
- Incident Commander is responsible for coordinating the implementation of the following roles.

:

- **The Health Center:**

- Notify Weld County Health Department and Colorado Dept. of Public Health.
- All direction on how to proceed will be received from Colorado Department of Public Health and Environment and the Weld County Health Department.
- Campus Medical Officer or the Immunization Coordinator will serve as liaison between UNC and the Incident Commander.
- Notify UNC Emergency Response Management team.
- Notify Housing & Dining on number of persons who may be required to be isolated or quarantined.
- In the case of vaccine preventable diseases, the Immunization Coordinator and Health Center staff will work to obtain proof of immunity for all students, staff, and faculty.
- Prepare for isolation and or quarantine for all individuals who are unable to show proof of immunity per CDPHE/WCHD guidelines and protocol.
- Prophylactic treatment of contacts.
- Continue with use of PPE. Essential persons at SHC receive N95 respirators.
- Monitor persons in quarantine.
- Care for persons in isolation.
- Ongoing communications with campus community regarding signs/symptoms, protocol for referral of suspected cases.
- Continuation of e-mail campaign on self- protection.
- Make recommendation to Senior Administration to move forward with preparations for campus closure.

- **Environmental Health & Safety:**

- Communicate with State, regional, and local agencies and provide information to the Communications Center and Media Relations.
- Identify and implement modified shift schedule for essential personnel.
- Assess emergency supply inventory
- Ensure essential personnel have PPE
- Assist incident commander.

- **UNC Police Department:**

- Enhanced security in police and communication center work areas.
  - Monitor and maintain law and order, public health and safety on campus.
  - Possible implementation of call center.
- **Facilities Management:**
    - Issue PPE to essential personnel
    - Prepare mass vaccination center or other emergency shelter facility as requested.
    - Emergency clean-up team to stand-by.
    - Implement additional cleaning and sanitation procedures.
- **University Center/Campus Commons/Conference & Event Services**
    - Be prepared to modify and/or suspend campus events, particularly those in spaces intended for isolation quarantine or modified response services.
      - Encourage campus partners to use technology for virtual meetings where possible instead of meeting in groups.
    - Adjust building hours of the Campus Commons and University Center as appropriate to support business functions or emergency response only.
    - Meet with external vendors (Hair Salon, Bookstore, and Bank) to discuss likely closure and business continuity plans.
    - Contact external event customers to prepare for the potential modification/suspension of events.
    - All non-operations staff will move to a telecommuting work scenario, identified essential staff to remain on-site.
    - Continue to provide relevant preventative information to campus event guests.
    - Assess and maintain PPE supplies for essential staff.
    - Provide support as requested by the Emergency Management Team.
- **University Communications:**
    - Campus Community (Faculty, Staff, Students).
      - Web site / Ursa.
      - Post FAQ on bird flu / UNC's pandemic plan.
      - Updates.
      - E-mail updates as needed.
      - Provide information to a call center to respond to public inquiries.
    - Media (Newspapers, TV and Radio).
      - Serve as spokesperson and direct contact for media representatives.
    - Public (Including Parents).
      - Updates on UNC's public Web site.

- Provide information to a call center to respond to public inquiries.
  - Outside organizations.
    - Collaborate with outside organizations, like NCMC and Weld County Department of Public Health and Environment, for consolidated media outreach.
- **Dean of Student's Office:**
  - In collaboration with University Communications, coordinate communication to students and parents.
  - Coordinate communication of the isolation, quarantine.
  - Work with Housing & Residential Education, Dining Services Health Center and Environmental Health & Safety.
  - Deal with enforcement issues.
  - Parent issues.
  - Handle parent calls, those wanting to come to campus.
- **Academic Affairs:**
  - Responsible for communication and coordination with academic areas on campus regarding necessary changes in class schedules, class cancellations, and other matters related to academics.
- **President's Office:**
  - Based on recommendations from U.S. State Department, CDC and Weld County Health Department be prepared to modify or suspend
    - Athletic and other University events.
    - Classes.
  - Assist Dean of Student's Office with student and parent issues.
  - Provide assistance in supporting University Offices in dealing with issues and they pertain to faculty and staff.
- **Housing & Residential Education:**
  - Work with Facilities Management, Environmental Health and Safety, etc. to determine the most appropriate locations for quarantine, isolation housing, etc.
  - Work with Facilities Management and Health Center to identify needed ventilation systems and to provide negative pressure areas.
  - Have essential personnel fit tested for N95
  - Continue to provide prevention information.
  - Refer concerned students to counseling center.
  - Work with Facilities Management to identify needed ventilation systems and to provide negative pressure areas.
  - Fit essential personnel for PPE.
- **Dining Services:**
  - If the university closes, all service will be switched to Gourmet to Go type service.

- Modification to style of service for Retail operations will be evaluated and modified per UNC Dining Services and Corporate requirements.
- If the university is still open, encourage customers to carry out their Bear on the Run.
- If the university is still open, Dining Services will change the method of service and menus to assist in preventing the spread of the virus.
  - Self-Serve stations will be changed to be served by Dining Services Employees or eliminated
  - Salads will be pre-made and served
  - Drink stations will have a Sanitizer Attendant
  - Gloves will be worn by check stand employees
  - Bear on the Run containers will be used for service
  - Salt and pepper shakers and napkins will be removed from the tables
- Staffing and customer counts will be monitored to prepare for further closures.
- All employees' time will be tracked with Micros.
- Concessions events will be cancelled or changed to serve pre-packaged products only.
- Offer reduced services and modified hours based upon employee absenteeism, staffing availability and food supplies.
- Evaluate when Senior Nutrition should close (with Agency for Aging).
- Internal information and training sessions on topics listed in Level 1 will be conducted by Dining Services and/or Environmental Health & Safety or Health Center to all operations and employees on the first & second day of Level 3 response. All employees are required to attend.
- Communication will be increased with vendors in regards to the status of delivery availability.
- In the event that delivery is not available from our vendors, Dining Services Material Handlers will pick up food at the vendors' location if the vendor has the products available.
- Review Isolation, Quarantine, and Self Service Elimination menus and ensure all supplies are on hand. Menus are to be based on the following:
  - a. One wing of Harrison will be used for **Isolation** (used for the person suspected or diagnosed with the disease)
  - b. One wing of Harrison will be used for **Quarantine** (used for healthy persons who have been exposed to the suspect or diagnosed case) = capacity is 250
  - c. Lawrenson will be used for healthy individuals = capacity is 600
  - d. See Housing and Residential Education total maximum counts for planning and include below:
    - 25 (Command Center)
    - 50 (Essential Staff)
    - 200 (Miscellaneous i.e. Carter Hall, off campus, etc.)
- Review and confirm Isolation and Quarantine areas and needed services.

- Increase orders for prepackaged items (bottled water, juices, cereal, oatmeal, cream of wheat, soup, grits, etc.) gearing towards university closure.
- As Dining Services gears towards Level 4, depending on supplies and availability, the most perishable foods will be possibly moved to Holmes Hall for anticipation of Level 4
- Contact other universities to coordinate and/or discuss plans
- Begin implementation of Level 4 sanitizing procedures.
- Contact volunteers in case they are needed for Level 4:
  - Housing & Residential Education (Director)
  - Concessions groups (Concessions Manager)
  - Student Activities (Associate Director)
  - Athletics (Director)
  - Church groups (TK Manager)
- Update Pandemic Plan information on the website.
- Make alternate arrangements for trash if service is unavailable.
- Volunteers may be needed to assist with food service and distribution (see level 3).
- Cash will no longer be accepted at the check stand; meal plans and credit cards will still be allowed. Numbers will be typed in by checker vs. swiping cards.
- Dining Services web author will update Pandemic Plan information on the website as needed. Information should include (but is not limited to):
  - Link to the UNC website for official statement
  - Dining location closures
  - Status updates
  - Employee reporting procedure
- **Counseling Center:**
  - Cancellation of existing appointments to prevent exposure of students to the health center.
  - Provide emotional support on campus and in residence halls through open support meetings.
  - Provide telephone emergency support to existing clients and new clients.
  - Provide telephone support to those in quarantine and isolation.
- **Center for International Education:**
  - Activate internal phone tree to include appropriate FT staff who oversee impacted populations/programs.
  - Review and ensure accuracy of institutional data related to impacted populations/programs.
    - Banner
    - TerraDotta (ISSS and Study Abroad)
    - SEVIS
  - Attend emergency response committee/team meetings.

- Continue to Identify students, faculty, staff either in or from immediately impacted areas outside Colorado.
- Identify students, faculty, staff either in or from immediately impacted areas outside Colorado.
- Coordinate with University Relations and Health Center as well as U.S. Departments of State and Homeland Security to provide information to:
  - International students and parents
  - Individuals on international travel for university business or study activities
  - Partner universities abroad and study abroad providers
- Using Department of State under J-1 program requirements if/when any of exchange visitors experience difficulties with their travel plans or any significant issues arising with respect to ongoing situation. AGAlert@state.gov
- Provide situational information online or provide supplemental information for specific populations, as necessary.
- Consult with Health Center regarding individuals recently arrived from internationally impacted areas who become ill and if advised, direct them to the Health Center or area medical providers, as appropriate; identify incoming travelers from CDC specified locations and work with the health center screening and isolating students upon arrival if indicated.
- Coordinate with Counseling Center for services to students coping with illness (their own or distant family) without family support networks.
- Monitor international travel recommendations/requirements, provide updates to appropriate campus authorities (Provost, etc.).
- Using Travel Alert software, account for students, faculty, and staff traveling for University-related activities; communicate any CDC or University restriction on travel.
- Follow CDC/Emergency Management/DHS guidelines for international travel to recommend sheltering in place or evacuation/repatriation.
- Work with Insurance Providers to assistance students/faculty/staff impacted by potential travel restrictions.
- Assist with visa-related requirements for international students and scholars needing to adjust academic schedules or travel
- Coordinate with Registrar's Office and Housing and Residential Life regarding needs of students returning from abroad unexpectedly
- Establish and coordinate off-campus site for ongoing regulatory reporting and communication procedures in case of campus closure.
- Ensure that direct contact information for ICE/DHS/DoS are available to international students and scholars and that they are aware of emergency contact information for essential CIE staff.



- **University Libraries:**
  - Communicate and coordinate with Academic Affairs regarding changes in class schedules or class cancellations.
  - Communicate and coordinate with Academic Affairs regarding increased online instruction.
  - Work with Facilities to increase or change cleaning and sanitation procedures
  - Share information with employees, including student employees, about disease spread, symptoms, worker's compensation, and procedures for calling out.
  - Develop contingency plans for significant numbers of ill employees.
  - Develop plans for increased remote delivery of physical library materials.
  - Develop contingency plans for closure of one or both libraries, with possible continuation of library services in support of online classes.
  
- **Campus Recreation:**
  - Continue to provide prevention information.
  - Refer concerned visitors to the Counseling Center.
  - Work with Facilities Management to identify needed ventilation systems and to provide negative pressure areas.
  - Ensure there is sufficient inventory for PPE and that all staff are using proper cleaning procedures.
  - Provide support as requested by the Emergency Management team.
  - Prepare for possible closing and cancellation of events and programs.
  - Review action items in the Business Continuity Plan and prepare staff leadership if there is a possibility of closing.

## **Level Four**

### **Confirmed cases in Weld County (University Analyze Possible Closure or Partial Closures – Based on Incident)**

The UNC Emergency Management team is brought together and provided latest information on the virus.

- After receiving appropriate training from the WCHD, the Campus Medical Officer, with assistance from the Health Center Clinic Manager and the Immunization Coordinator are responsible for educating the response team.
- Incident Commander is responsible for coordinating the implementation of the following roles.
- Activate the EOC and prepare to activate Business Continuity Plans.

:

- **The Health Center:**

- After receiving appropriate training from the CDPHE/WCHD, the Campus Medical Officer, with assistance from the Health Center Clinic Manager and the Immunization Coordinator are responsible for educating the Management Team.
- Incident Commander is responsible for coordinating the implementation of the following roles:
  - Health Center will be responsible for:
    - Assist the Emergency Response Committee and Incident Commander.
    - Identify and implement schedule for all essential personnel as needed.
    - Assist with isolation/quarantine procedures, and contact tracing by CDPHE and WCHD.
    - Provide medical care for students that remain on campus after university closure (i.e. international students).
    - Provide medical care for persons in isolation.
- **Environmental Health & Safety:**
  - Assist the Emergency Response Committee and Incident Commander.
  - Communicate with Colorado Department of Public Health and Weld County EOC and provide information to UNC EOC.
  - Assist with the coordination of cleaning requirements
  - Coordinate medical waste storage, transportation and disposal.
  - Assess Emergency Supply Inventory.
  - Evaluate essential personnel.
- **UNC Police Department:**
  - Minimal/essential personnel report only.
  - Implement modified duties assignment/responsibilities, as may be appropriate.
  - All police/parking facilities secure at all times.
  - Prepare for POD site activation.
  - Implementation of call center as needed.
  - Secure Health Center/asset protection.
  - Coordinate with GPD/ROTC; activate resources as may be needed.
- **Facilities Management:**
  - Secure all campus buildings.
  - Assign essential personnel for security and critical maintenance activities.
  - Implement HVAC modifications for isolation and/or quarantine facilities.
  - Assist with transportation of students to hospital as needed.
  - Activate Emergency clean-up team.
- **Human Resources:**

- Communicate to employees potential exposure.
  - Only critical employees report to work.
  - Ensure solvency of insurance providers and life insurance providers.
- **University Center/Campus Commons/Conference & Event Services**
    - At the direction of the President's Office, modify/suspend all campus events.
    - All Conference & Event Services staff to continue working via telecommuting.
    - Inform external vendors (Hair Salon, Bookstore, and Bank) of campus closure/partial closure.
    - University Center and Campus Commons closed to the general public.
    - Operations essential staff to report for support of potential building occupants as necessary (Dean of Students & Center for International Education).
    - Coordinate Level IV cleaning with custodial services before resumption of operations/events.
- **University Communications:**
    - Campus Community (Faculty, Staff, Students).
      - Web site / Ursa.
      - Updates on situation.
      - Use UNC Emergency Alert System (text messaging to cell and VOIP phones, voice alerts and e-mail) to provide updates about university status with a link to home page for more information.
      - Provide information to a call center to respond to faculty, staff and student inquiries.
    - Media (Newspapers, TV and Radio).
      - Gather information to distribute to media through e-mail, phone and Web site / URSA.
      - Serve as spokesperson and direct contact for media representatives.
      - Plan and hold regular news conferences (ideally through an Internet video feed) as needed.
    - Public (Including Parents).
      - Updates on UNC's public Web site.
      - Provide information to a call center to respond to all public inquiries.
    - Outside organizations.
      - Collaborate with outside organizations, like NCMC and Weld County Department of Public Health and Environment, for consolidated media outreach.

- **Dean of Student's Office:**
  - In collaboration with University Communications, coordinate communication to students and parents regarding the closing of campus.
  - Coordinate communication of the isolation, quarantine.
  - Work with Housing & Residence Life, Dining Services Health Center and Environmental Health & Safety.
  - Deal with enforcement issues.
  - Parent issues.
  - Handle parent calls as needed.
  
- **Academic Affairs:**
  - Responsible for communication and coordination with academic areas on campus regarding necessary changes in class schedules, class cancellations, and other matters related to academics.
  
- **President's Office:**
  - In the event of campus closure, issue the order that campus is closed.
  - Coordinate press releases with Communications.
  - Monitor the outbreak and based on recommendations from U.S. State Department, CDC and Weld County Health Department and other appropriate health agencies, determine when it is prudent to open campus again.
  
- **Housing & Residential Education:**

Should the University of Northern Colorado cancel classes due to a pandemic, the Department of Housing & Residential Education will inform students that they will be expected to return home and may need to remove their personal belongings from their rooms/apartments. International and out-of-state students will be provided with housing if they cannot leave. Consolidate down to minimize the residential facilities being operated, work with Facilities Management, Environmental Health and Safety, etc. to determine the most appropriate locations.

If University is closed:

- Implement communication with students about university closure.
- Follow residence hall closing procedures.
- Only essential personnel report to work.
- Essential Staff receive N95 respirators.
- Work with telephone control center.
- Report any possible cases to the Health Center.

If the University is open:

- Implement plan for isolation and quarantine as directed by Weld County.

- Coordinated removal of non-contact students if directed by Weld County.
  - Essential staff receives N 95 respirators.
  - Non-essential staff will work from home.
  - Work with the telephone control center.
  - Report any possible cases to the Health Center.
- **Dining Services:**
- If the university is closed, Dining Services will provide modified services and menus until the end of the contracted housing period. These modified services will include:
    - TK, UC, Senior Nutrition, Concessions, some Retail Dining, and Catering will be shut down. All staff will be relocated to Holmes Hall and appropriate Retail Dining locations (most likely Subway and Munchy Mart but will be evaluated based upon number of people on campus, etc.).
    - Emergency food service will be provided as a Gourmet to Go type option at Holmes Hall. Hours of operation will be dependent upon staffing, supplies and direction from upper administration. Two meals per day will be available with a snack included in the Gourmet to Go type meals.
    - Food will be delivered to Quarantine drop off areas on campus.
  - Level 4 sanitizing procedures will be put in place for dishwashing, food handling.
  - Offer meals to meal plan holders and essential personnel only. Students will be assigned the “Emergency Meal Plan” for Students if they choose to purchase it. Charges will be calculated after the incident is over, so this will allow the students to only pay for the meals they’ve eaten.
  - All university essential personnel will be assigned to the “Emergency Meal Plan” for Faculty/Staff, and charges will be calculated after the incident is over.
  - Essential staff report to work; essential staff will receive N95 Respirators.
  - Increase orders for GTG items (bottled water, juices, cereal, oatmeal, cream of wheat, grits, soup, etc.)
  - Only allow one customer at a time into the Gourmet to Go area.
  - Daily contact will be made with vendors in regards to delivery available.
  - Modify employee schedules as needed.
  - Track all employees’ hours with timecards.
  - Switch from Quat to bleach sanitizing.
  - Provide meals and beverages round the clock for pick up for the UNC Command Center.
  - Review Isolation, Quarantine, and Gourmet to Go type menus and ensure all supplies are on hand.
  - Vending will continue based upon availability of product.

- Volunteers may be needed to assist with food service and distribution (see level 3).
  - Cash will no longer be accepted at the check stand; meal plans and credit cards will still be allowed. Numbers will be typed in by checker vs. swiping cards.
  - Dining Services web author will update Pandemic Plan information on the website as needed. Information should include (but is not limited to):
    - Link to the UNC website for official statement
    - Dining location closures
    - Status updates
    - Employee reporting procedures
    - How to volunteer your services
  - Place message on phones with information about what is happening and our services.
  - If needed contact prime vendor for refrigerated truck for deceased.
- **Counseling Center:**
    - In the event of campus closure, the Counseling Center will be closed due to proximity to the health center and common ventilation system.
    - Aid the Dean of Students in dealing with distressed students, faculty/staff and parents.
    - Provide emotional support on campus and in non-quarantined residence halls through open support meetings.
    - Provide telephone emergency support to existing clients and new clients.
    - Provide telephone support to those in quarantine and isolation.
- **Center for International Education:**
    - Attend emergency response meetings.
    - Activate emergency staffing protocols – essential personnel only reporting to campus, non-essential personnel may continue to work/advise from home as necessary.
    - Limit physical contact with students/scholars as appropriate; using ZOOM, or other technology to continue to advise as needed.
    - Coordinate with insurance and embassies for medical evacuation or repatriation of remains, if necessary.
    - If University closes for appreciable time, clarify with DHS status of students who cannot enroll because university is closed and communicate requirements to students and Exchange Visitors
    - Maintain active SEVIS records for students unable to enroll due to university closure.
    - Activate off-site regulatory reporting and compliance plan, as needed.
    - Continue to identify students, faculty, staff either in or from immediately impacted areas outside Colorado

- Coordinate with University Relations and Health Center as well as U.S. Departments of State and Homeland Security to provide information to:
    - International students and parents
    - Individuals on international travel for university business or study activities
    - Partner universities abroad and study abroad providers
  - Using Department of State Incident Reporting Rubric, report to Department of State under J-1 program requirements if/when any of exchange visitors experience difficulties with their travel plans or any significant issues arising with respect to ongoing situation. AGalert@state.gov.
  - Provide situational information online or provide supplemental information for specific populations, as necessary.
  - Consult with Health Center regarding individuals recently arrived from internationally impacted areas who become ill and if advised, direct them to the Health Center or area medical providers, as appropriate; identify incoming travelers from CDC specified locations and work with the health center screening and isolating students upon arrival if indicated.
  - Coordinate with Counseling Center for services to students coping with illness (their own or distant family) without family support networks.
  - Monitor international travel recommendations/requirements, provide updates to appropriate campus authorities (Provost, etc.).
  - Using Travel Alert software, account for students, faculty, and staff traveling for University-related activities; communicate any CDC or University restriction on travel.
  - Follow CDC/Emergency Management/DHS guidelines for international travel to recommend sheltering in place or evacuation/repatriation; work with Housing to ensure shelter for stranded non-U.S. nationals.
  - Work with Insurance Providers to assistance students/faculty/staff impacted by potential travel restrictions.
  - Assist with visa-related requirements for international students and scholars needing to adjust academic schedules or travel.
- **University Libraries:**
    - Communicate and coordinate with Academic Affairs regarding changes in class schedules or class cancellations.
    - Communicate and coordinate with Academic Affairs regarding increased online instruction.
    - Work with Facilities to increase or change cleaning and sanitation procedures
    - Share information with employees, including student employees, about disease spread, symptoms, worker's compensation, and procedures for calling out.

- Develop and implement plans for significant numbers of ill employees.
  - Develop and implement plans for increased remote delivery of physical library materials.
  - Develop and implement plans for closure of one or both libraries, with possible continuation of library services in support of online classes.
- **Campus Recreation:**
    - If the university is closed and the Campus Recreation Center is not directly affected or requested to assist, the Campus Recreation Center will close and cancel all events until authorized by the Emergency Management Team.
    - If the university is closed and the Campus Recreation Center is requested to assist, only essential personnel will report to work to assist the efforts of the Emergency Management Team. The Campus Recreation Center will be closed for all other uses and all events will be canceled until authorized by the Emergency Management Team.
    - Campus Recreation will report any possible cases to the Student Health Center.
    - If the Campus Recreation Center is subject to closing, staff leadership will enact their Business Continuity Plan.



## Appendix A

Facility	Capacity	Notes
Belford Hall	53	
Decker Hall	28	
Gordon Hall	28	
Hansen-Willis Hall	108	
Sabin Hall	33	
Snyder Hall	103	
Bond Hall	51	
Brown Hall	34	
Dickeson Hall	55	
Luján Hall	34	
Tobey-Kendel	0	
Wiebking Hall	243	
Wilson Hall	281	
Harrison Hall	542	Plan for capacity of each tower as ~250 (275 if lounges are used)
Lawrenson Hall	434	
North Hall	375	
South Hall	348	
Turner Hall	330	
Arlington Park 1 E	54	
Arlington Park 2 F	78	
Arlington Park 3 A	72	
Arlington Park 4 B	60	
Arlington Park 5 C	60	
Arlington Park 6 D	72	
Florio House	6	
Martin House	10	
Warren House	11	
Aldrich North House	5	
Aldrich South House	4	
Angus House	3	
Berkenkotter House	6	
Fuller House	8	
Fults House	4	
Horst House	7	
Keil House	5	
Lutz House	5	
Trotter House	12	

## Appendix B

### Influenza, Meningitis, Measles, Mumps, MERS, and Ebola Resources

**While not an exhaustive listing, the following will provide key resources to stay informed of various disease/pandemic activities**

- Official United States government website on pandemic influenza  
<http://www.pandemicflu.gov/>
- Influenza –Global Health.gov  
<http://www.globalhealth.gov/global-health-topics/communicable-diseases/influenza/>
- Avian Flu Facts, CDC  
<http://www.cdc.gov/flu/avian/index.htm>
- Pandemic Influenza Management and Response Unit, USAID  
[http://www.who.int/influenza/preparedness/pandemic/GIP\\_PandemicInfluenzaRiskManagementInterimGuidance\\_Jun2013.pdf](http://www.who.int/influenza/preparedness/pandemic/GIP_PandemicInfluenzaRiskManagementInterimGuidance_Jun2013.pdf)
- CDC Mumps Home Page  
<https://www.cdc.gov/mumps/index.html>
- MERS –Middle East Respiratory Syndrome CDC facts  
<http://www.cdc.gov/features/novelcoronavirus/>
- Center for Disease Control –Measles Information  
<http://www.cdc.gov/measles/index.html>
- World Health Organization – Measles facts  
<http://who.int/topics/measles/en/>
- CDC Ebola Home Page  
<https://www.cdc.gov/vhf/ebola/index.html>
- National Vaccine Program Office, HHS  
<http://www.hhs.gov/nvpo/pandemics/index.html>
- National Institute for Allergy and Infectious Diseases, NIH  
<http://www3.niaid.nih.gov/topics/Flu/default.htm>
- World Organization for Animal Health  
[http://www.oie.int/eng/AVIAN\\_INFLUENZA/home.htm](http://www.oie.int/eng/AVIAN_INFLUENZA/home.htm)
- Global Health Council  
<http://www.globalhealth.org>
- Ready America  
<http://www.ready.gov/america/index.html>
- CDC Coronavirus Home Page  
<https://www.cdc.gov/coronavirus/about/index.html>
- NAFSA: Responding to Worldwide Health Crisis <https://www.nafsa.org/professional-resources/browse-by-interest/responding-to-worldwide-health-crisis>
- NAFSA Resources on Health and Safety for Education Abroad  
<https://www.nafsa.org/professional-resources/browse-by-interest/resources-health-and-safety-education-abroad>
- NAFSA: Crisis Management in a Cross-Cultural Setting  
<https://www.nafsa.org/professional-resources/publications/crisis-management-cross-cultural-setting-international-student-and-scholar-services-checklists>

## Appendix C

### Local, State, and National Emergency Preparedness Resources

- Weld County Department of Public Health and Environment  
<http://www.co.weld.co.us/Departments/HealthEnvironment/PublicHealthPreparedness/index.html>
- Colorado Department of Public Health and Environment  
<https://www.colorado.gov/pacific/cdphe/planning-and-preparedness>
- CO HELP – Colorado Health Emergency Line for Public Information  
<https://www.colorado.gov/pacific/cdphe/co-help>
- FEMA- Federal Emergency Management Agency <https://www.fema.gov/>
- American Red Cross – Colorado Chapters <http://www.redcross.org/local/colorado>
- SNS – Strategic National Stockpile (Point of Dispensing)  
<https://www.cdc.gov/phpr/stockpile/>

## **Appendix D Abbreviations**

CDC – Centers for Disease Control and Prevention

CDPHE – Colorado Department of Public Health and Environment

CO HELP – Colorado Health Emergency Line for Public Information

EOC – Emergency Operations Center

GPD – Greeley Police Department

HHS – Health and Human Services

PPE – personal protective equipment

SHC – Student Health Center

UNC – University of Northern Colorado

WCHD – Weld County Health Department

WHO – World Health Organization