



UNIVERSITY OF  
**NORTHERN  
COLORADO**

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

**August 2020**

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## **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 (Coronavirus)?**

COVID-19 is a novel (new) coronavirus that can cause respiratory illness. 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. COVID-19 has the potential to cause severe illness and death. COVID -19 can spread from person to person. Risk of infection is higher for people who are close contacts of someone known to have the virus, for example healthcare workers, or household members. Other people at higher

risk for infection are those who live in or have recently been in an area with ongoing spread of COVID-19. Common symptoms include fever, cough, and difficulty breathing.

## **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:**
  - Determine staff members and backups to represent department on UNC Emergency Response Management team and other groups as needed.
  - Review pandemic and epidemic plan to determine modifications needed related to unique situation and changes in housing use since plan was last updated.
  - Review upcoming events and programs to determine any initial modifications needed to ensure occupant safety (Including Move In/Move Out, Break Periods, Large Scale Programs).
  - Review procedures to determine ways to reduce person to person contact (including Check In, Check Out, Front Desks Procedures, etc.).
  - Review common areas (lounges, lobbies, laundry rooms, kitchens, etc.) to determine any areas to close to reduce person to person contact.
  - Plan for any changes to occupancy to reduce resident contact.
  - 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, if available.
  - Order appropriate PPE.
  - Vaccinate or Immunize essential staff. (If available

- If testing is available, determine need to test essential staff and frequency of testing.
  - Develop/Adapt symptom screening process that meets unique needs of live on staff and live off staff.
  - Develop any modified work requirements for immunocompromised staff. Request HIPPA/FERPA waivers as needed for staff, check with Human Resources on any documentation and procedures for these staff.
  - Review PPE requirements for occupants while in buildings with Cabinet, Dean of Students, Health Center, and others as needed and determine how to communicate and enforce the requirements. Determine avenues to assist occupants who can't afford basic needs with Bear Pantry and other community resources.
- **Dining Services:**
- No changes made to current services, style of service, menu, or staffing. All operations open.
  - Evaluate plans for each level regarding how long services will be provided & how operations may change. Communicate information to Dining Services leadership team.
  - Review emergency procedures e.g. checks-stand/cashier, dish room, specialized cleaning & disinfecting, outbreak, etc.
  - Contact partners e.g. Senior Nutrition, Athletics, CES, etc. to determine plans moving through remaining levels.
  - Review PPE inventory levels. Compile master list of any needs.
  - Contact secondary vendor in anticipation of supply chain interruption.
  - Review emergency menus. Identify food & non-food items needed.
  - Confirm anticipated quarantine/isolation drop-off locations & plans with HRE.
  - Review internal Dining Services pandemic plan with leadership team. Conduct training outlined in Dining Services internal pandemic plan.
  - Update contact info e.g. phone tree, vendor info, etc.
  - Post illness prevention tips in dining locations.
  - Identify critical onsite personnel & determine who could perform work remotely. Update and redistribute Essential Personnel letter.
  - Monitor and participate in NACUFS pandemic discussion list.
  - Monitor potential revenue & budgetary impact
- **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:**
  - Begin reviews of and updates to the Business Continuity Plan, the Pandemic Plan, and the Risk Management Plan.
    - Review plans for facility and programming needs, such as: Social Distancing, Cleaning, Personal Protective Equipment, Website and Social Media Communications (including remote programming), and other safeguards.
  - Select professional staff for representation on any pandemic response committees and to liaise with the Emergency Management Team.
    - This will most likely be the Director, Building Manager, and/or Risk Manager for the Department or other department leadership.
    - Identify a plan of communication with staff.
  - Offer assistance to the Emergency Management Team in the form of facilities, First Aid Certified staff assistance, First Aid supplies and Personal Protective Equipment (PPE).
    - Begin planning for the possibility of recreation facilities being used for isolation, quarantine or a space for hospital beds.
    - Identify any facility maintenance that may need to be addressed by Facilities Management in order to be properly prepared for emergency use (HVAC, Lighting, Doors/Alarms, Restrooms/Locker Rooms, etc.). Submit Work Orders and communicate directly with Facilities Management Staff.
    - Inventory Personal Protective Equipment (PPE), custodial, and hand sanitizer supplies and update all staff on proper cleaning procedures. Check with manufacturers that cleaning chemicals are effective on the virus.
    - Communicate with Facilities Management about any centralization of PPE purchasing or new cleaning guidance.
  - Review plans for the possibility of working from home. Identify technology needs, communication plans, platforms for shared work, and ideas for remote programming.
  - If symptoms of the virus are known, instruct anyone that may be symptomatic to self-report to the Student Health Center.

## **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
  - Enact any changes previously recommended to upcoming events and programs to determine any initial modifications needed to ensure occupant safety (Including Move In/Move Out, Break Periods, Large Scale Programs)
  - Enact changes to procedures to help reduce person to person contact (including Check In, Check Out, Front Desks Procedures, etc.)
  - Close or modify use of common areas (lounges, lobbies, laundry rooms, kitchens, etc.) to reduce person to person contact
  - Begin implementing changes to occupancy to reduce resident contact.
  - Educate occupants and staff on prevention 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 pandemic/epidemic information, including maintenance and custodial staff.
  - Review the use of PPE.
  - Report any possible cases to the Health Center.
  - Work with Dining Services on the delivery of food for quarantine/isolation spaces



- Continue to vaccinate or Immunize essential staff. (If available)
  - If testing is available, develop procedure to test essential staff and communicate frequency of testing.
  - Implement symptom screening process that meets unique needs of live on staff and live off staff.
  - Implement modified work requirements for immunocompromised staff. Request HIPPA/FERPA waivers as needed for staff, check with Human Resources on any documentation and procedures for these staff.
  - Develop modified work requirements for all staff. Check with Human Resources on any documentation and procedures for these staff.
  - Implement PPE requirements for occupants while in buildings with Cabinet, Dean of Students, Health Center, and others as needed. Communicate the requirements and enforce. Determine avenues to assist occupants who can't afford basic needs with Bear Pantry and other community resources.
  - With cabinet, Health Center, and others as needed, determine any closure needs/recommendations.
- **Dining Services:**
- All operations open unless situation dictates otherwise. (See operational priority closure list in Dining Services internal pandemic plan.) No change to menu, style of service, or staffing unless the situation dictates otherwise. Continued communications with Dining Services leadership team.
  - Begin implementing procedures modifications or prepare to implement at a moment's notice.
  - Continued communications with partners.
  - Finalize all quarantine/isolation plans with HRE including working with Neighborhood Coordinator on Duty for weekends or time when dining is not open.
  - Place orders for any additional PPE needed if order not previously placed. Implement PPE usage as directed by EHS.
  - Continue communications with all vendors and monitor supply chain.
  - Place order for emergency menu food & non-food items. Procure paper goods.
  - Continued training/re-training for employees.
  - Provide information requested to UNC Communications team.
  - Begin communications with student employees.
  - Conduct ERSSC meeting and review pandemic plan and current situation in detail.
  - Communicate contingency plan if critical personnel become ill. Monitor & adjust schedules.
  - Continue communications with student employees.
  - Contact Weld County Health Inspector.

- Continually monitoring of NACUFS discussion list. Participate in tele-meetings with other Colorado university Dining Services' Directors.
  - Continue to monitor potential revenue & budgetary impact
- **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 telehealth platforms.
    - Provide support to faculty and staff as well as students.
- **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 by the Emergency Management Team for whatever their purpose (quarantine, isolation, or hospital beds).
    - These areas will primarily be the open spaces in the building, such as: the gyms, fitness rooms and racquetball courts.
  - Coordinate with Facilities Management, if necessary, to identify needed ventilation systems and negative pressure areas.
  - Coordinate with Dining Services on food delivery strategies, if designated for quarantine, isolation or hospital beds.
  - Other possible uses for Rec Center spaces include academic classes if the university requires more classrooms due to social distancing requirements.
  - Begin preparations for Social Distancing, Cleaning, Personal Protective Equipment, Website and Social Media Communications (including remote programming), and other safeguards.
    - Coordinate with Facilities on all PPE, Plexiglas, masks and other safeguards that may be needed.
    - Develop signage and messaging for new protocols or changes to operations.
    - Coordinate with Custodial Services about plans for increased and/or new cleaning protocols. Identify custodial staffing and supply needs.
  - Coordinate with Conference Services and Academic Scheduling about any scheduled events or new scheduling plans.
  - Seek training from the Student Health Center on risks, responses, and protocols.
    - Educate staff on prevention strategies, including cleaning, washing hands, PPE, social distancing, and other safeguards like masks or Plexiglas.
    - Prepare staff in dealing with the needs of persons who may become symptomatic or are in quarantine.
    - If a vaccine is available, seek guidance from the Student Health Center and begin to educate staff on immunizations – how, where, and why.
  - Conduct regular meetings to update essential personnel on information.
  - If symptoms of the virus are known, instruct anyone that may be symptomatic to self-report to the Student Health Center.

**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.
- Call persons in isolation daily and address needs with campus partners.
- 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.

- **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 telehealth platforms.
- Provide support to faculty and staff as well as students.
- Move all service to telehealth, if necessary, for the safety of clients and staff.
- 
- **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.
  - Modify any changes previously recommended to upcoming events and programs to determine any initial modifications needed to ensure occupant safety (Including Move In/Move Out, Break Periods, Large Scale Programs)
  - Cease/Closure of point of contact procedures including Front Desks
  - Modify processes to eliminate or significantly reduce person to person contact and contact with high touch areas including rounds, duty requirements, check in, and check out
  - Implement any recommended closures or reductions in housing needs/recommendations.
  - Have essential personnel fit tested for N95 if available.
  - Provide PPE recommendations as needed
  - Ensure continued available of PPE and other essential supplies. Centralize procurement of these items.
  - Vaccinate or Immunize essential staff. (If available)
  - If testing is available, determine need to test essential staff and frequency of testing.
  - Continue to provide prevention information to occupants.
  - Refer concerned students to Counseling Center.
  - Work with Facilities Management to identify needed ventilation systems and to provide negative pressure areas.
  - Implement symptom screening process that meets unique needs of live on staff and live off staff.
  - Implement modified work requirements for all staff as appropriate
  - Implement PPE requirements for occupants while in buildings as recommended
- **Dining Services:**
  - Operations open dependent upon scenario, number of students on campus, & directive from upper administration.
  - Implement modified service styles i.e. extended carry-out service, limited dine-in service, outside sit-down service.
  - Continue modified procedures.
  - Continue all communications and information sharing.
  - Monitor supply chain levels for PPE, food and non-food supplies. Order as necessary.
  - Deliver quarantine/isolation meals.



- Modify, adjust, and retrain on procedures as directed from EHS and HR.
  - Monitor staffing levels and adjust schedules as needed. Continue to monitor potential revenue & budgetary impact.
  - Transfer food as needed to Holmes Hall in anticipation of Level 4.
- **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. AAlert@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:**
- Provide support as requested by the Emergency Management team.
  - Prepare for possible closing and/or repurposing of the Campus Recreation Center.
    - Review action items in the Business Continuity Plan and prepare staff for possible closing.
    - Prepare staff for the possibility of working from home and moving to remote programming.
    - Plan for the possible suspension of activities and programs, including, office and business functions, such as: cash purchases, registrations, meetings, etc.
    - Prepare communications for members, students and staff if the Campus Recreation Center closes.

- Convert potential areas of the building to be used by the Emergency Management Team for whatever their purpose (quarantine, isolation, hospital beds, or classrooms).
  - These areas will primarily be the open spaces in the building, such as: the gyms, fitness rooms and racquetball courts.
  - Coordinate with Facilities Management, if necessary, to install or repair needed ventilation systems and negative pressure areas.
  - Coordinate with Dining Services on food delivery, if designated for quarantine, isolation or hospital beds.
  - Other possible uses for Rec Center spaces include academic classes if the university requires more classrooms due to social distancing requirements.
- Begin Social Distancing, increased and new Cleaning Protocols, wearing proper Personal Protective Equipment, Website and Social Media Communications (including remote programming), and other safeguards.
  - Coordinate with Facilities on all PPE, Plexiglas, masks and other safeguards that may be needed.
  - Begin displaying signage and messaging for new protocols or changes to operations.
  - Coordinate with Custodial Services on increased and/or new cleaning protocols. Enact new custodial staffing structure and integrate any new custodial supplies.
- Coordinate with Conference Services and Academic Scheduling about changing or cancelling any scheduled events or rescheduling spaces for new purposes.
- Using guidance from the Student Health Center, enact new protocols for risks and responses.
  - Staff will begin new prevention strategies, including cleaning, washing hands, PPE, social distancing, and other safeguards like masks or Plexiglas.
  - Staff will begin dealing with the needs of persons who may become symptomatic or are in quarantine.
  - If a vaccine is available, seek guidance from the Student Health Center and begin to immunize staff.
- Conduct regular meetings to update essential personnel on information.
- If symptoms of the virus are known, instruct anyone that may be symptomatic to self-report to the Student Health Center.

#### **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).
    - Call persons in isolation or quarantine for medical update and coordinate academic and other needs with campus partners.

- **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.
- Order proper supplies for stocking Emergency Supply Inventory for recovery phase.
- Prepare and review recovery plan
- Evaluate essential personnel
- 
- 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, Housing & Residential Education will inform students that they will be encouraged to return home and may need to remove their personal belongings from their rooms/apartments. Housing Insecure, International and out-of-state students will be provided with housing if they cannot leave. If appropriate, 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 if available.
- Report any possible cases to the Health Center.
- Implement level three processes in facilities remaining open.

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 if available.
- Non-essential staff will work from home.
- Report any possible cases to the Health Center.
- Implement level three processes in facilities.

- **Dining Services:**
  - Operations open dependent upon scenario, number of people on campus, & directive from upper administration (most likely only Holmes Hall with limited service and Senior Nutrition will operate).
  - Continue modified service styles, procedures, and communications.
  - Relocate staff as needed. Adjust schedules.
  - Deliver quarantine/isolation meals.
  - Plan and prepare for campus re-entry.
- **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/telehealth emergency support to existing clients and new clients.
  - Provide telephone/telehealth 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:**
- Provide support as requested by the Emergency Management team.
  - If the Campus Recreation Center is subject to closing, staff leadership *will* enact their Business Continuity Plan.
    - Virtual programming will be initiated.
    - Staffing considerations will be made based on what programming can continue, as well as, what operations and types of business must continue.
    - Inform members, students and staff about closure and any other information that is permissible at that time.
  - 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.

- Coordinate with Facilities Management regarding building closure. Identify which systems need to be shut down by Campus Recreation and whether any facility checks will need to be scheduled during the closure. Also, identify any custodial needs that may need to be arranged after closure or before re-opening.
- Coordinate with Conference Services and Academic Scheduling about changing or cancelling any scheduled events or rescheduling spaces for new purposes.
- Conduct regular meetings remotely to update essential personnel on information.
- If a vaccine is available, seek guidance from the Student Health Center and begin to immunize staff.
- If symptoms of the virus are known, instruct anyone that may be symptomatic to self-report to the Student Health Center.

## 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