



UNIVERSITY OF  
**NORTHERN  
COLORADO**

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

**September 2022**

## Table of Contents

Introduction .....	1
Four Levels of Response.....	
Level One.....	6
Level Two .....	13
Level Three .....	21
Level Four .....	29
Level Five.....	37

## Appendices

Appendix A: Housing and Residential Education Facility Capacity List.....	39
Appendix B: Disease Resources.....	40
Appendix C: Local, State, and National Emergency Preparedness Resources.....	41
Appendix D: Abbreviations.....	42

## **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, cause's 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 meningitides*, 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 is MPV (Monkeypox)?**

MPV (monkeypox) is a disease caused by infection with monkeypox virus. People infected with MPV develop a rash that can look like pimples or blisters and the rash may be painful or itchy. The illness typically lasts 2–4 weeks. Symptoms of MPV can include fever, headache, muscle aches, swollen lymph nodes, chills, exhaustion, sore throat, congestion, cough, and rash. MPV can spread to anyone through close, personal, often skin-to-skin contact, including direct contact with rash, scabs, or body fluids from an infected person, touching objects and surfaces that are contaminated, contact with respiratory droplets, direct contact during intimate contact, and prolonged face to face contact with infected person. It's also possible for people to get MPV from infected animals if they are scratched or bitten by the animal or by preparing or eating meat or using products from an infected animal. Infected persons should isolate at home or in another location until symptoms are gone and rash has healed; this means all scabs have fallen off and a fresh layer of skin has formed.

## **PANDEMIC**

### 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 Colorado 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/WCDPHE, 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
      - Office of Global Engagement
      - 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 Weld County Department of Public Health and Environment (WCDPHE), 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/WCDPHE 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 WCDPHE, provide training for appropriate University Personnel (Environmental Health & Safety, Housing & Residential Education, and Dining Services).
  - Campus Medical Officer with assistance from the Health Center Clinic Manager and the Immunization Coordinator, will serve as a liaison between Weld County Department of Public Health and Environment 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 and WCDPHE to provide confirmed cases and information to the UNC Emergency Management Team.
    - Assess inventory and order Personal Protective Equipment (PPE).
    - Assess and provide PPE training.
    - Contact the Emergency Response Clean-Up Contractor.
    - Evaluate and provide necessary pulmonary function testing for identified essential personnel (FM, UNCPD, SHC, School of Nursing).
  - **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.
- **Information Management & Technology:**
    - Ensure appropriate communications technologies are available to support all areas of campus (Teams, Zoom, Email, Office Phones, etc.)
    - Assist campus colleges and departments with technology-related items associated with their established business continuity plans.
    - Assist academic areas and students to ensure adequate technology is available to meet course delivery expectations.
    - Identify who will be considered essential onsite personnel along with backup personnel for each position.
    - Determine a schedule for onsite staffing needs.
- **University Communications:**
    - Attend Emergency Response Management Committee meetings
    - Work with committee to determine messaging content and strategy for targeted audiences (students, faculty and staff, parents, stakeholders, etc.) as needed.
      - Establish confidence and trust early within UNC community by being proactive in pandemic preparedness messaging to key audiences (students, faculty, staff, parents, stakeholders, etc.).
    - Disseminate approved messages using channels appropriate for targeted audiences (electronic newsletters, social media, UNC website, proactive media statements, etc.)
      - Provide translated messaging in Spanish on appropriate platforms. Begin planning for the need to increase translation capabilities.
    - Create talking points regarding UNC's pandemic preparedness for campus partners to use in their messaging..
    - Increase monitoring of media and social media to spot misinformation or rumors.
    - Manage media inquiries regarding UNC's pandemic preparations, to include acting as spokesperson or facilitating interviews with appropriate UNC personnel.
    - Begin planning for additional resources in the event inquiries increase from UNC community (call center, email box, hotline, etc.)
- **Student Conduct and Accountability:**
    - Assist assigned response team in creation of database case systems in Maxient, including: adding new users, creating new case types, creating and editing forms, implementing task

templates based on response team's procedures, and other requests based on level of response concern.

- Adjudicate incidents of student misconduct pertaining to safety and wellbeing per the BEAR Code.
  - In cases of severe illness or injury that poses significant risk and/or incapacitation to the student, may assist with communication with parents/support people in conjunction with Housing and Residential Education.
- **Academic Affairs:**
    - Ensure Provost Office Business Continuity Plan is up to date
    - Remind all Academic Affairs Units to update their Business Continuity Plans and phone trees.
    - Coordinate communication with academic areas on campus regarding any other 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 Department of Public Health and Environment 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, determine appropriate periods for these from public health guidance.
  - 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, School District 6, 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 Pandemic Response Team.
    - 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, provided by UNC.
  - Identify critical onsite personnel & determine who could perform work remotely. Update and redistribute Essential Personnel letter.
  - Monitor and participate in Sodexo pandemic discussion list.
  - Monitor potential revenue & budgetary impact
  - Continue to monitor Sodexo's COVID Training classes and update calls that may be offered.
- **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.
- **Office of Global Engagement:**
    - 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 laisse 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, custodial equipment, and First Aid Certified staff assistance.
    - University priorities will dictate the use of Rec Center spaces, such as: large classroom spaces, testing or vaccination sites, or possible temporary housing needs for isolation and quarantine.
    - Make a plan for facility signage updates. Follow university directives. Possible signs include: 6-foot distancing, equipment not-in-use, mask restrictions, new room capacity, and traffic patterns.
    - Make a plan for any glass/physical barriers that may need to be implemented or equipment distancing.

- 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 and order 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 staff (students and full-time staff) 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 stay home and 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 WCDPHE, 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:
  - **The Health Center:**
    - Notify Weld County Department of Public Health and Environment if there is a case on the UNC campus.
    - Campus Medical Officer with assistance from the Health Center Clinic Manager and the Immunization Coordinator will serve as liaisons between WCDPHE 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/WCDPHE, 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:**
    - Coordinate with the Student Health Center and Media Relations to continue promoting good hygiene practices throughout campus (increase information).
    - Provide PPE training to essential personnel.
    - Work with the Health Center, CDPHE, and WCDPHE to provide confirmed cases and receive information. Information will be shared with IC and Emergency Management Team.
    - Arrange for medical waste pickups and waste storage.
    - Issue PPE to essential personnel.
    - Monitor PPE and Emergency Response Supply Inventory. Order PPE/Chemical Cleaning supplies as needed.
  - **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 WCDPHE 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.
  - **Information Management & Technology:**



- Ensure appropriate communications technologies are available to support all areas of campus (Teams, Zoom, Email, Office Phones, etc.)
  - Assist campus colleges and departments with technology-related items associated with their established business continuity plans.
  - Assist academic areas and students to ensure adequate technology is available to meet course delivery expectations.
  - Identify who will be considered essential onsite personnel along with backup personnel for each position.
  - Determine a schedule for onsite staffing needs.
- **University Communications:**
    - Attend Emergency Response Management Committee meetings.
    - Work with committee to determine messaging content and strategy to targeted audiences (students, faculty and staff, parents, stakeholders, etc.) as needed.
      - Establish confidence and trust early within UNC community by being proactive in pandemic preparedness messaging to key audiences (students, faculty, staff, parents, stakeholders, etc.)
    - Disseminate approved messages using channels appropriate for targeted audiences (electronic newsletters, social media, UNC website, proactive media statements, etc.)
      - Provide translated messaging in Spanish on appropriate platforms. Continue planning for the need to increase translation capabilities.
      - Consider dedicated webpage with incident-specific information and updates
    - Create talking points regarding UNC's pandemic preparedness for campus partners to use in their messaging.
    - Coordinate communications response with Weld County Public Information Officer group, and other community stakeholders as necessary to ensure consistency in messaging.
    - Increase monitoring of media and social media to spot misinformation or rumors.
    - Manage media inquiries regarding UNC's pandemic preparations and response, to include acting as spokesperson or facilitating interviews with appropriate UNC personnel.
    - Continue planning to activate additional resources in the event inquiries increase from UNC community (call center, email box, hotline, etc.)
      - Track inquiries and bring noted trends and/or concerns to the attention of the Emergency Response Management Committee to inform continued messaging strategies.
- **Student Conduct and Accountability:**

- Assist assigned response team in creation of database case systems in Maxient, including: adding new users, creating new case types, creating and editing forms, implementing task templates based on response team's procedures, and other requests based on level of response concern.
  - Adjudicate incidents of student misconduct pertaining to safety and wellbeing per the BEAR Code.
  - In cases of severe illness or injury that poses significant risk and/or incapacitation to the student, may assist with communication with parents/support people in conjunction with Housing and Residential Education.
- **Academic Affairs:**
  - Communicate with academic areas on campus regarding UNC procedures related to student absences due to illness and any other health protocols put in place by the University.
  - Ensure all Deans and AVPs have identified the threshold level of absenteeism at which some operations would have to be suspended and have plans in place for continuing essential operations and communicating with relevant stakeholders regarding operational changes.
- **President's Office:**
  - Based on recommendations from U.S. State Department, CDC and Weld County Department of Public Health and Environment 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 and appropriate Campus Partners.
  - Review prior procedures and make any necessary modifications at a moment's notice.
  - Continued communications with on and off campus partners (Vendors, Senior Nutrition, CES, D6, Athletics, etc.).
  - Update and review all quarantine/isolation plans with Pandemic Response Team.
  - Place orders for any additional PPE needed if order not previously placed. Implement PPE usage as directed by EHS.
  - Place order for emergency menu food & non-food items if needed. Procure paper goods if needed.
  - Continued training/re-training for employees.
  - Provide information requested to UNC Communications team.
  - Begin communications with student employees.
  - Conduct Safety Committee 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 for any new procedures/regulations and review current Dining procedures.
  - Continually monitoring of Sodexo discussion list. Participate in virtual meetings with other Sodexo accounts.
  - Sodexo upper management will update and communicate with UNC on current operations, staffing, and pandemic protocol. UNC will provide feedback to Sodexo for any updates that are UNC specific.
  - 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.
  - Implement telehealth procedures and policies, as needed, to continue client care while protecting clients and staff.
- **Office of Global Engagement:**
- 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:**
- Take direction from the university regarding the priority needs for the Rec Center spaces needed to assist during the pandemic.
    - Coordinate with Facilities Management, if necessary, to identify needed ventilation systems and negative pressure areas.
    - If the Rec Center is housing any students, then coordination with Dining Services on food delivery strategies would be necessary.
    - 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/WCDPHE, the Campus Medical Officer, with assistance from the Health Center Clinic Manager and Immunization Coordinator 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 Department of Public Health and Environment and Colorado Dept. of Public Health and Environment.
- All direction on how to proceed will be received from Colorado Department of Public Health and Environment and the Weld County Department of Public Health and Environment.
- Campus Medical Officer with assistance from the Health Center Clinic Manager and the Immunization Coordinator will serve as liaisons 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/WCDPHE 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 Emergency Management Team.
    - Identify and implement modified shift schedule for essential personnel. Other personnel will work from home.
    - Work with Human Resources on plan for employees.
    - Assess emergency supply inventory
    - Ensure essential personnel have PPE



- Provide PPE and other resources to the campus community.
  - Assist with Quarantine/Isolation room setup
  - Assist with plan for Dining Services to deliver meals, as needed.
  - Assist with campus signage requirements.
  - 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.
- **Human Resources:**
    - Reiterate FMLA triggers to supervisors.
    - Monitor, review, and communicate any potential special leave situations and employee eligibility (e.g., Public Health Emergency Leave).
    - Confirm 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, campus leaders, and supervisors about University preparedness plan.
- **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, Sodexo) 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:**
- Attend Emergency Response Management Committee meetings.
  - Work with committee to determine messaging content and strategy to targeted audiences (students, faculty and staff, parents, stakeholders, etc.) as needed.
    - Maintain confidence and trust in UNC's pandemic preparedness and response by providing regular updates to key audiences (students, faculty, staff, parents, stakeholders, etc.)
    - Messaging should include:
      - UNC's response efforts and communication plans
      - Current guidelines and recommendations related to disease
      - Noted changes in policies/procedures
      - Resources for students, faculty, staff
      - FAQs
      - Contact for follow-up information
  - Disseminate approved messages using channels appropriate for targeted audiences (electronic newsletters, social media, UNC website, proactive media statements, etc.)
    - Provide translated messaging in Spanish on appropriate platforms. Evaluate the need to increase translation capabilities and make plans to expand resources (internal and/or external).
    - Create a dedicated webpage with incident-specific information and updates unless already completed
  - Create talking points regarding UNC's pandemic preparedness for campus partners to use in their messaging.
  - Coordinate communications response with Weld County Public Information Officer group, Weld County Department of Public Health and Environment, and other community stakeholders as necessary to ensure consistency in messaging.
  - Increase monitoring of media and social media to spot misinformation or rumors.
  - Manage media inquiries regarding UNC's pandemic preparations and response, to include acting as spokesperson or facilitating interviews with appropriate UNC personnel.
  - Continue planning to activate additional resources in the event inquiries increase from UNC community (call center, email box, hotline, etc.)
    - Track inquiries and bring noted trends and/or concerns to the attention of the Emergency Response Management Committee to inform continued messaging strategies.

- **Student Conduct and Accountability:**
  - Assist assigned response team in creation of database case systems in Maxient, including: adding new users, creating new case types, creating and editing forms, implementing task templates based on response team's procedures, and other requests based on level of response concern.
  - Adjudicate incidents of student misconduct pertaining to safety and wellbeing per the BEAR Code.
  - In cases of severe illness or injury that poses significant risk and/or incapacitation to the student, may assist with communication with parents/support people in conjunction with Housing and Residential Education.
  
- **Academic Affairs:**
  - Communicate and coordinate with academic areas on campus regarding possible changes in class schedules, class cancellations, and other matters related to academics.
  - Work with Facilities and Schedulers to update classroom capacity plan in case social distancing is required.
  - Work with IM&T and the University Libraries to update inventory of loaner laptops and other resources required to support remote instruction.
  - Work with Deans, CETL and ID&D Teams to ensure all active course sections have a Canvas shell with basic instructional materials and faculty have sufficient user understanding to pivot to fully online delivery if necessary.
  - Appoint members to an Academic Affairs Pandemic Responsiveness Team
  
- **President's Office:**
  - Based on recommendations from U.S. State Department, CDC, and Weld County Department of Public Health and Environment be prepared to modify or suspend
    - Athletic and other University events.
    - Classes.
  - Assist Student Conduct and Accountability 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:**
  - Implement plan for quarantine and isolation housing.
  - 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.
  - 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.
  - 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 UNC/Sodexo administration.
    - Implement modified service styles i.e. extended carry-out service, limited dine-in service.
    - Continue modified procedures and services.
    - Continue all communications and information sharing.
    - Monitor supply chain levels for PPE, food and non-food supplies. Order as necessary.
    - Monitor Maxient for updates on on-campus quarantine/isolation status.
    - Deliver quarantine/isolation meals.
    - Set up contingency for quarantine/isolation meal delivery plans in the event that volume or dining staff presents delivery challenges.
    - Modify, adjust, and retrain on procedures as directed from Weld County Department of Public Health and Environment, EHS, HR, and Sodexo.
    - Monitor staffing levels and adjust schedules as needed. Continue to monitor potential revenue & budgetary impact.
    - Transfer food and supplies from other dining units as needed to Holmes Hall in anticipation of Level 4.
- **Office of Global Engagement:**
    - 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.
- **Information Management & Technology:**
  - Ensure appropriate communications technologies are available to support all areas of campus (Teams, Zoom, Email, Office Phones, etc.)
  - Assist campus colleges and departments with technology-related items associated with their established business continuity plans.
  - Assist academic areas and students to ensure adequate technology is available to meet course delivery expectations.
  - Identify who will be considered essential onsite personnel along with backup personnel for each position.
  - Determine a schedule for onsite staffing needs.
- **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/WCDPHE, 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 WCDPHE.
    - 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 Team and Incident Commander.
- Communicate with CDPHE, W, and Weld County OEM and provide information to UNC Emergency Management Team.
- Assist with developing plans and the coordination of cleaning requirements.
- Coordinate medical waste storage, transportation and disposal.
- Analyze inventory and order proper supplies for Emergency Supply Inventory.
- Prepare and develop action plans.
- Begin preparation recovery plans (if information is available).
- Evaluate essential personnel
- EHS staff will work from home except one employee will remain on campus each business work day.

- **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.
      - Identify potential special leave situations and employee eligibility (e.g., Public Health Emergency Leave) and communicate to campus.
      - Communicate procedures for critical personnel should they become ill.
- **Information Management & Technology:**
    - Ensure appropriate communications technologies are available to support all areas of campus (Teams, Zoom, Email, Office Phones, etc.)
    - Assist campus colleges and departments with technology-related items associated with their established business continuity plans.
    - Assist academic areas and students to ensure adequate technology is available to meet course delivery expectations.
    - Identify who will be considered essential onsite personnel along with backup personnel for each position.
    - Determine a schedule for onsite staffing needs.
- **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 Sodexo) 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 (Student Affairs, Bookstore, Sodexo).
  - Coordinate Level IV cleaning with custodial services before resumption of operations/events.
- **University Communications:**
    - Attend Emergency Response Management Committee meetings.
    - Work with committee to determine messaging content and strategy to targeted audiences (students, faculty and staff, parents, stakeholders, etc.) as needed.
      - Maintain confidence and trust in UNC's pandemic preparedness and response by providing regular updates to key audiences (students, faculty, staff, parents, stakeholders, etc.)
      - Messaging should include:
        - UNC's response efforts and communication plans
        - Current guidelines and recommendations related to disease
        - Noted changes in policies/procedures
        - Resources for students, faculty, staff
        - Current case counts
        - FAQs
        - Contact for follow-up information
    - Disseminate approved messages using channels appropriate for targeted audiences (electronic newsletters, social media, UNC website, proactive media statements, etc.)
      - Provide translated messaging in Spanish on appropriate platforms. Evaluate the need to increase translation capabilities and make plans to expand resources (internal and/or external).
      - Create a dedicated webpage with incident-specific information and updates unless already completed
    - Create talking points regarding UNC's pandemic preparedness for campus partners to use in their messaging.
    - Coordinate communications response with Weld County Public Information Officer group, Weld County Department of Public Health and Environment, and other community stakeholders as necessary to ensure consistency in messaging.
    - Increase monitoring of media and social media to spot misinformation or rumors.
    - Manage media inquiries regarding UNC's pandemic preparations and response, to include acting as spokesperson or facilitating interviews with appropriate UNC personnel.
    - Activate resources to field questions from UNC community (call center, email box, hotline, etc.)

- Track inquiries and bring noted trends and/or concerns to the attention of the Emergency Response Management Committee to inform continued messaging strategies.
- **Student Conduct and Accountability:**
  - Assist assigned response team in creation of database case systems in Maxient, including: adding new users, creating new case types, creating and editing forms, implementing task templates based on response team's procedures, and other requests based on level of response concern.
  - Adjudicate incidents of student misconduct pertaining to safety and wellbeing per the BEAR Code.
  - In cases of severe illness or injury that poses significant risk and/or incapacitation to the student, may assist with communication with parents/support people in conjunction with Housing and Residential Education.
- **Academic Affairs:**
  - Coordinate communication across academic areas on campus regarding necessary changes in class schedules, class cancellations, and other matters related to academics.
  - Collaborate with Faculty Senate regarding any modifications to academic and faculty policies, including
    - Attendance and late-work policies.
    - Extent of faculty choice for course delivery.
    - Impact on faculty evaluation.
  - Begin regular meetings of the Academic Affairs Pandemic Responsiveness Team to monitor and respond to faculty and student questions, requests and concerns.
  - Activate "pandemic impacts" survey to monitor trends in faculty and student absences.
  - Coordinate communication to faculty and students regarding how to access technological and other teaching and learning support resources.
- **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, Weld County Department of Public Health and Environment, 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, as previously modified to reduce person to person contact.
- 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 Department of Public Health and Environment.
- Coordinated removal of non-contact students if directed by WCDPHE.
- Essential staff receives N95 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/Sodexo (most likely only Holmes Hall with limited service, Senior Nutrition and D6 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 telehealth support meetings.
- Provide telephone/telehealth emergency support to existing clients and new clients.
- Provide telephone/telehealth support to those in quarantine and isolation.

- **Office of Global Engagement:**
  - 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](mailto: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.

## **Level Five**

### **Post-Pandemic Planning and Coordination to Assess Impact of Pandemic and Restore Normal University Functions**

- University Response Task Force will make recommendations to Assistant Vice President of Finance and Administration to stand-down/demobilize pandemic response plan
- Assistant Vice President of Finance and Administration will discuss recommendations with the President's Cabinet
- President's Cabinet will make a final decision when to stand-down/demobilize pandemic response plan
- University Departments will facilitate implementation of lessons learned and evaluate effectiveness of specific responses
- Departments will share experiences and lessons learned in a debriefing with the Response Task Force
- Pandemic Plans will be amended to reflect lessons learned
- UNC will, as needed, ensure students and staff have access to psychosocial services to facilitate individual and community-level recovery
- University departments will determine the need for additional resources and capabilities during possible future pandemic waves
- Response Task Force will activate surveillance activities used to detect subsequent pandemic waves
- Student Health Services will continue vaccination efforts according to national plans, priorities, and vaccine availability
- Communications will regularly update the university community on any changes to the status of the pandemic
- University departments will communicate the ongoing need for vigilance and disease-prevention efforts to prevent any upswing in disease levels
  - **Environmental Health & Safety**

- Assist the Emergency Management Team and Incident Commander.
- Review the status of Emergency Supply Inventory and replenish stockpiles and supplies.
- Continue working with CDPHE and WCDPHE regarding status of pandemic.
- Evaluate effectiveness of methods used to reduce transmission
- Update pandemic procedures, plans for normal operations
- Remove signage from campus areas (as needed)
- Review pandemic websites and update information (as needed)
- Collect unused PPE and other equipment.



## 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>
- MPV (Monkeypox): CDC MPV Home Page  
<https://www.cdc.gov/poxvirus/monkeypox/response/2022/index.html>

## 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/>
- Sodexo – UNC Dining Services food Vendor - <https://us.sodexo.com/home.html>
- CIIS – Colorado Immunization Information System -  
<https://ciis.state.co.us/ciis/Login.aspx>
- Larimer County Department of Public Health and Environment -  
<https://www.larimer.gov/health>

## **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