COVID-19 Preparedness Guidelines

California Lutheran University
Thousand Oaks
COVID-19 Preparedness Guidelines

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A. Introduction

These guidelines were developed to provide for general pandemic preparedness. This specific document, the Essential Personnel List and the Social Distance Plan have been developed in response to the COVID-19 virus.

B. Priorities & Purpose

The main priorities of the guidelines are to:

1. Minimize death and morbidity
2. Maintain essential campus services
3. Ensure the continuation of all teaching, research, and campus operations if possible
4. Facilitate orderly resumption of academic and business operations if continuation of all operations is not possible.

The purpose of these guidelines is to achieve the above, thereby reducing the impact of COVID-19 on the main university campus and its campus centers, as well as its community members, through the:

1. Identification of personnel, equipment, facilities, supplies, and other resources available on campus that may be needed during a pandemic;
2. Provision of a protocol for a coordinated response;
3. And provision of a framework for key departments to develop their own detailed plans in accordance with these guidelines.

C. Assumptions

The widespread nature of pandemics makes it difficult to transfer resources from unaffected areas as is done in other natural disasters. Self-reliance and readiness are essential.

Key decisions will be made with guidance from:

Office of the President with guidance from the Director of Health Services
Emergency Operations Committee (EOC) Core Team

Using resources and direction from:

Ventura County Public Health (VCPH)
www.vchca.org/agency-divisions/public-health

Alameda County Public Health (ACPH)
http://www.acphd.org/

California Department of Public Health (CDPH)
www.cdph.ca.gov
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U.S. Centers for Diseases Control (CDC)
www.cdc.gov

World Health Organization (WHO)
www.who.int

These guidelines may need to be revised as new information is released from the WHO, the CDC, CDPH and VCPH on new types and effects of the pandemic contagion.

Additionally, on March 7, 2020, the CDPH issued the guidelines below that have been incorporated into the document.

https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/CDPH%20Higher%20Education%20Guidance_ADA%20Compliant_FINAL.pdf

D. Command & Control

The Emergency Operations Center (EOC) Director will serve as the Incident Commander (IC) reporting to the President and EOC Core. The EOC Core for this plan consists of:

President
Provost and Vice President for Academic Affairs
Vice President for Administration and Finance
Vice President for Mission and Identity
Vice President for Enrollment Management and Marketing
Vice President for University Advancement
Vice President of Student Affairs and Dean of Students
Chief Information Officer
Assistant Vice President for Human Resources
Associate Provost for Global Engagement
Director of Health Services
Media Relations Manager

Responsibilities of the Incident Commander include:

● Planning, response and recovery, including management of the Incident Command Center
● Coordinating department responses
● Informing and advising the President and the EOC Core
● Carrying out decisions made by the President and the EOC Core
● Updating these guidelines as more is learned
● Disseminating the revised plan.

Activated departments from the larger Emergency Operations Center serve as the advisory group to the Incident Commander. Members of that group include:

● Counseling and Psychological Services
● Campus Dining Services
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- Residence Life
- Facilities
- Business Office
- Campus Safety
- Digital Learning

Specific individuals from those areas are identified on the Essential Personnel List.

Each of these units has contributed to these guidelines. Their roles are defined on the matrix below.

E. Pandemic Phases

The pandemic phases developed by WHO for influenza and revised in 2009 used these guidelines. They are as follows:

**Phase 1**
No animal viruses have been reported to cause infections in humans

**Phase 2**
Animal influenza is known to have caused infection in humans

**Phase 3**
Sporadic cases or small clusters of disease in people

**Phase 4**
Sustained human-to-human transmission

**Phase 5**
Human-to-human spread of the virus into at least two countries in one WHO region

**Phase 6**
The pandemic phase; community level outbreaks in at least one other country in a different WHO region

**Post-pandemic Period:**
Recovery, evaluation and return to normal levels of influenza disease activity

F. Pre-Pandemic Preparedness Phase

**Pre-Level 1 actions (Levels 1, 2, and 3 are identified below)** – These guidelines are intended to address a variety of infectious disease outbreaks. In the majority of situations, there will not be advance time to prepare for the first case of human-to-human transmission. It is therefore imperative that campus departments initiate various “Pre-Level 1” so they are prepared in the event that an infectious disease is confirmed that may have the potential to spread to campus in a very short time frame. The following actions are recommended as “Pre-Level 1.”
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1. Quarantine – Cal Lutheran has identified the ELS Classroom House at 3214 Luther Ave. to quarantine students who are unable to return home. Cal Lutheran will encourage all students who are directed to quarantine to quarantine in their permanent home if possible.

2. Essential personnel – Essential personnel are identified in Essential Personnel List. Individuals on the list may identify additional subordinates who will be asked to work.

3. The EOC Core will direct the campus response during an infectious disease outbreak.

4. In the event of an outbreak overseas, the Center for Global Engagement and its operational units should alert students and/or faculty overseas of the event and provide information.

G. Quarantine

Introduction & Disclaimer

The following units assisted in the development of these guidelines and will play a role in implementing quarantine: Health Services, Residence Life, Center for Global Engagement, Facilities and Campus Safety.

Quarantine is only appropriate during the early stages of a pandemic, can only be initiated by public health authorities, and requires adequate resources to provide essential goods and services to those it affects. The campus may not have the staffing to adequately supply, monitor and secure a quarantine area despite its best planning efforts. Quarantine must be regarded as a containment measure of last resort. Early dispersal of students, despite the economic consequences, would be a preferable scenario to a quarantine without the appropriate resources — resources that may be unavailable.

Definitions

Quarantine is defined as the separation and restriction of movement of well persons presumed to have been exposed to a contagious disease. It may be mandatory or voluntary. Quarantine is a collective action for the common good intended to aid individuals infected or exposed to infectious agents while protecting others from the danger of exposure. It requires balancing public welfare with civil rights.

Purpose & Authority

The purpose of quarantine is to facilitate early identification of symptoms, should they develop, and reduce the risk of transmission.

The basis for current quarantine powers is derived from the federal Public Health Service Act of 1944. The CDC manages federal quarantine. Local or state public health officials have authority for quarantine when an infectious disease outbreak is confined within the state borders. Any action must be based on statute, regulation or other legal precedent. The campus will follow the lead of and acting under the authority of the local, state and/or federal public health departments in any quarantine or isolation action. This document is intended to supply a plan in the event that such directives are received. Thus, its focus is on resources, planning and communication, rather than in trigger mechanisms. Quarantine actions will be initiated by public health authorities beyond the campus.
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Timing

Isolating patients and quarantining the contacts may slow the rate of disease transmission during the WHO’s Pandemic Alert Period (localized human-to-human transmission). During the Pandemic Period (when the disease is widespread), forced isolation and quarantine are impractical and ineffective.

Prerequisites

Quarantine is only appropriate when exposed people can be separated from ill people and resources are available to implement and support interventions. The campus, if it is to quarantine anyone, must be able to:

- Provide essential goods and services;
- Monitor the health status of those quarantined;
- And provide rapid diagnosis, immediate care, and isolation to those suspected of having contracted the illness.

A basic principle of quarantine is that those whom it affects must be among the first to receive all available disease-preventing interventions including vaccines, medications, rapid testing and early treatment. Further, the quarantine must last no longer than the incubation period of the disease.

Such containment measures are more likely to be applied to small numbers of exposed persons such as passengers on a vehicle containing an ill passenger, exposed students of a class, or those people in close contact with a case. The quarantine of large segments of a campus population is not feasible.

Potential Locations

Quarantine: Cal Lutheran has identified the ELS Classroom House at 3214 Luther Ave. as a quarantine location. Quarantined students will be housed one to a room, if possible. Cal Lutheran has also identified the ELS Residential House at 90 Faculty St. as a quarantine location. Additional university-owned homes may also be considered depending on demand.

Isolation: If an isolation area is needed to accommodate a large number of people who need to be evaluated by Health Services, Cal Lutheran has identified either a multipurpose room (1800 sq. ft. or a bed capacity of ~30) or the main gymnasium (22,000 sq. ft. or a bed capacity of ~300) in the Gilbert Sport and Fitness Center. These sites are most desirable because of showers and independent supply and return ventilation systems in the facility.

Equipping the Quarantine & Isolation Sites

Quarantine: Residence hall furniture and conference bedding would be made available to the isolation site by Facilities and Campus Services.

Isolation: Residence hall furniture and conference bedding would be made available to the isolation site by Facilities and Campus Services.
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Food
Dining Services has a limited supply of food on hand and limited storage capacity.

Medical Supplies
Medical supplies include self-care and self-diagnostic tools needed by those in quarantine, including thermometers, face masks and hand sanitizer. The supplies will be stored in an area designated by Facilities in consultation with Health Services. Health Services will inventory the supplies and remove or replace supplies as necessary.

Staffing

**Quarantine:** Facilities will supply maintenance and custodial staff, although it will attempt to contract these services to outside vendors. Dining services will supply food service staff. Health Services will supply medical staff to monitor the condition of residents on a daily basis. Normal operations of Health Services will be limited or suspended as needed.

**Isolation:** Health Services will cease its normal operations to supply staff needed to accommodate a large number of people who need to be evaluated. Volunteers from the staff, faculty, student body and local community will be needed to assist in this care. A call for volunteers will go out in advance. Facilities will supply enough staff to maintain essential services. Facilities will supply custodial staff to clean restrooms and remove trash.

Security
The university will attempt to supply security to the quarantine and/or isolation site, but with normal shifts of one to two officers, its resources are limited. Assistance from contract security may or may not be available. In any case, closing the campus to prevent exit or entrance is unrealistic. Any quarantine must be limited in scope. Ongoing education of those in quarantine and an appeal to civic responsibility must be relied upon, above the threat of force.

Communications
Keeping the lines of communication open between those in quarantine, campus administration, parents and friends will be of utmost importance in maintaining the quarantine and quelling fear and frustration. Frequent candid bulletins and updates will be provided through such channels as email, web sites, and social media platforms. Residence Life will be relied upon, with input from Health Services and local public health authorities, to keep those in quarantine informed.

International Students
There may be a number of students who are left on campus if classes are canceled, especially international students who live too far away to evacuate. It is not expected that these students would be quarantined, unless there were special circumstances.
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Residence Life will continue to provide shelter for those who live in the residence halls. The Office of International Students and Scholars will continue to provide some support to them, serving as their liaison to University authorities. In partnership with Residence Life and general campus resources, OISS will assist international students in identifying community resources as needed and keep them informed of developments, among other forms of support.

H. Possible Containment Measures

- Enacting the Social Distance Plan
- Suspension of or restrictions on group assembly
- Cancellation of classes and public events
- Closure of public places
- Restrictions or scaling back of nonessential travel
- “Shelter-in-place” – Students asked to remain in local housing, rather than disperse to their permanent homes
- Quarantine area (in cooperation with Ventura County Public Health)

I. Roles & Responsibilities Matrix

The following matrix lists actions to be taken by each unit in the Pandemic Alert, Heightened Pandemic Alert, and Pandemic periods.

Activities of each period of the guidelines are cumulative, i.e., those activities of the first phase that were not completed or are ongoing are included in the second phase. Likewise, ongoing activities of the second phase will continue into the third.

Definition of Activation Levels:

Level 1  Confirmed cases of human-to-human transmission of the infectious respiratory disease within the country
Level 2  Suspected/confirmed cases in Ventura County or Western Los Angeles County or Alameda County
Level 3  Confirmed cases on campus (Only essential personnel required to report to campus)

Additional Requirements from CDPH are Summarized as Follows:

Scenario 1  Measures already underway to prevent the spread of COVID-19
Scenario 2  Measures to be taken if there are two or more community transmission cases of COVID-19, but no staff or students test positive
Scenario 3  Measures to be taken if one student, teacher or staff member tests positive for COVID-19 and exposed others on campus
Scenario 4  Measures to be taken if multiple students, teachers or staff members test positive for COVID-19 on a campus
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Chart System Method:

Level 1  Stand alone
Level 2  Includes Level 1
Level 3  Includes Level 1 and 2
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## J. COVID-19 Preparedness Template

<table>
<thead>
<tr>
<th><strong>President &amp; EOC Core</strong></th>
<th><strong>Level 1</strong> Confirmed person-to-person within country</th>
<th><strong>Level 2</strong> (In addition to Level 1 actions) Confirmed or Suspected case(s) in the area</th>
<th><strong>Level 3</strong> (In addition to Level 2 actions) Confirmed case(s) on campus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Receive information from Director of Health Services (DHS).</td>
<td>1. Evaluate information on institutional effects of the incident &amp; set response priorities, including possible containment measures as appropriate.</td>
<td>1. Authorize activation of the Emergency Operations Center Core and needed essential personnel;</td>
</tr>
<tr>
<td></td>
<td>2. Review content of internal &amp; external public information bulletins &amp; announcements as needed.</td>
<td>2. Authorize notification of essential service personnel.</td>
<td>2. Authorize controls on public access to campus via deployment of Campus Safety &amp; Facilities in conjunction with Ventura Co. Sheriff/Ventura County Public Health.</td>
</tr>
<tr>
<td></td>
<td>3. Identify essential services &amp; personnel.</td>
<td>3. Authorize temporary suspension of classes or closure of the main campus; criteria to be determined by the severity of the event.</td>
<td>3. Authorize select employees to work from home.</td>
</tr>
<tr>
<td></td>
<td>4. Consider suspension of classes or closure of the main and/or campus centers.</td>
<td>4. If directed by Ventura County Public Health or Alameda County Health, enact the Cal Lutheran Social Distance Plan.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Recommends campus community members not travel to affected areas.</td>
<td>5. Enact changes in business travel as needed to avoid potential contamination.</td>
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<tr>
<td></td>
<td>*Based on Ventura County Public Health, California Dept. of Public Health, U.S. State Department/Centers for Disease Control (CDC) guidelines</td>
<td>6. Authorize select employees to work from home.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7. In the event five Cal Lutheran faculty members, staff members and/or students test positive for COVID-19, consult with Ventura County Public Health regarding closing the campus.</td>
<td></td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>Emergency Operations Center (EOC)</th>
<th>Level 1 Confirmed person-to-person within country</th>
<th>Level 2 (In addition to Level 1 actions) Confirmed or Suspected case(s) in the area</th>
<th>Level 3 (In addition to Level 2 actions) Confirmed case(s) on campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. EOC Director assumes role of Incident Commander (IC).</td>
<td>1. IC confirms availability &amp; preparedness level of the EOC Core.</td>
<td>1. IC activates EOC Core, makes notifications for staffing needs, assumes role of EOC Director.</td>
<td>1. Activate the EOC Core and needed essential personnel.</td>
</tr>
<tr>
<td>2. Coordinate with Campus Safety &amp; Facilities restricted movement on &amp; off campus for activities/athletic events.</td>
<td></td>
<td>2. Recommend temporary closure of building(s) &amp; suspension of students &amp; academic activities to EOC Core.</td>
<td>2. Ensure that appropriate EOC functions are staffed.</td>
</tr>
<tr>
<td>Incident Commander</td>
<td>1. Communicate with &amp; benchmark other campuses.</td>
<td>1. Notify Ventura County Public Health or Alameda County Public Health departments utilizing county reporting templates.</td>
<td>1. Identify essential personnel.</td>
</tr>
<tr>
<td></td>
<td>3. Update these guidelines with EOC Core as situation evolves.</td>
<td>3. Inform Residence Life &amp; Dining Services of the number of potential contacts who may require quarantine.</td>
<td>3. Prepare quarantine area(s) prior to Level 3.</td>
</tr>
<tr>
<td></td>
<td>4. Initiate quarantine planning with Residence Life, Dining Services and Health Services in conjunction with Ventura County Public Health.</td>
<td>4. Maintain ongoing communications with campus community regarding signs/symptoms &amp; protocol for referral of suspected cases including website updates.</td>
<td>4. Coordinate with Health Services and PIO or Media Relations to develop announcements, website and posters on self-protection.</td>
</tr>
<tr>
<td></td>
<td>5. Draft communication(s) to campus community regarding status of disease spread, self-protection &amp; university response with PIO/Media Relations</td>
<td>5. Coordinate with Health Services and PIO or Media Relations to develop announcements, website and posters on self-protection.</td>
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<td></td>
<td></td>
<td>6. Identify essential personnel.</td>
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<td></td>
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<td>7. Notify essential personnel of their responsibilities.</td>
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<td></td>
<td></td>
<td>8. Prepare quarantine area(s) prior to Level 3.</td>
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</tbody>
</table>
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<tr>
<th>Campus Community (Information provided by EOC Core)</th>
<th>Level 1 Confirmed person-to-person within country</th>
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<tbody>
<tr>
<td>2. Develop family plan.</td>
<td>2. Assure self-preparedness levels for 10-14 days.</td>
<td>2. Limit activities as advised by official sources.</td>
<td>2. House multiple cases in a surge space such as the Gilbert Center.</td>
</tr>
<tr>
<td>3. Stay aware of developing news.</td>
<td>3. Limit activities as advised by official sources.</td>
<td></td>
<td>3. Activate care teams established at Level 2.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Health Services</th>
<th>Level 1 Confirmed person-to-person within country</th>
<th>Level 2 (In addition to Level 1 actions) Confirmed or Suspected case(s) in the area</th>
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<tbody>
<tr>
<td>1. Prepare available resources to meet the outpatient health care needs of students, staff &amp; faculty as appropriate.</td>
<td>1. Consider curtailing normal operations of the clinic.</td>
<td>1. Establish a mass screening area.</td>
<td>1. Establish a mass screening area.</td>
</tr>
<tr>
<td>2. Communicate with Ventura County Public Health Department regarding planning &amp; surveillance.</td>
<td>2. Isolate &amp; monitor suspected cases at the Thousand Oaks campus per instructions from IC &amp; Ventura County or Alameda County Public Health.</td>
<td>2. House multiple cases in a surge space such as the Gilbert Center.</td>
<td>2. House multiple cases in a surge space such as the Gilbert Center.</td>
</tr>
<tr>
<td>3. Post sign at entry door notifying patients with the disease profile for specific protection information.</td>
<td>3. Screen for suspected cases. Refer to local hospitals, following guidance of County Public Health.</td>
<td>3. Activate care teams established at Level 2.</td>
<td>3. Activate care teams established at Level 2.</td>
</tr>
<tr>
<td>4. Prepare isolated exam rooms by removing all but the essential equipment.</td>
<td>4. Communicate with parents of suspected cases, if possible.</td>
<td>4. Work with Security &amp; Facilities on issues of traffic control.</td>
<td>4. Work with Security &amp; Facilities on issues of traffic control.</td>
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<tr>
<td>5. Review standard precautions with staff &amp; provide training on the disease.</td>
<td>5. Identify contacts of suspected cases &amp; arrange for screening.</td>
<td>5. Make referrals to CAPS.</td>
<td>5. Make referrals to CAPS.</td>
</tr>
<tr>
<td>6. Ascertain that respiratory protection equipment is in place.</td>
<td>6. If possible, initiate prophylaxis/vaccination per recommendations of VCPH, CDPH or CDC.</td>
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<tr>
<td>7. Follow state &amp; county protocols for patient testing.</td>
<td>7. Update Incident Commander.</td>
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<tr>
<td>8. Work with other campus units, including Facilities, Housing &amp; Gilbert Center to identify &amp; equip alternate care sites (ACS).</td>
<td>8. Establish phone triage lines, if needed.</td>
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<tr>
<td>9. DHS to develop &amp; update advisory information for campus community distribution, in cooperation with VP of Student Affairs or PIO/Media Relations.</td>
<td>9. Monitor health care workers.</td>
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<td></td>
<td>10. Assign care teams to cover screening at HS, regular assessment of those in quarantine &amp; care of the sick.</td>
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<td>11. Assume responsibility of medical authorizations for Personal Protective Equipment.</td>
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<td>12. Ensure that individuals who would serve and interact with</td>
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<td>quarantined individuals are properly trained.</td>
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</table>
| **Human Resources** | 1. Review leave provisions with Cabinet. Consider provisions that would encourage those with symptoms of acute respiratory illness to stay home and not come to work until they are free of fever at no loss in pay.  
2. Modify the requirement to provide a health care provider’s note for employees who are sick with acute respiratory illness and absent for more than five days to validate their illness to return to work.  
3. Isolate and/or send home employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath). | 1. Consider jobs that can be completed or accomplished by telecommuting.  
2. Send notices to employees to advise those who become sick while traveling that they should notify their supervisor.  
3. Develop plans and processes for paying employees in the event of full campus shutdown.  
4. Develop sick leave program for individuals who have low sick leave balances. | 1. Activate amended provisions in Level 1 and 2. |
| **Athletics** | 1. Determine if practice and game plans need to be modified | 1. Communicate with EOC Director regarding any known virus cases within SCIAC.  
2. Be prepared to implement Fitness Center protocols (limit practice, wipe down equipment) in the event Social Distance plan is enacted | 1. Notify SCIAC in the event there is a confirmed virus exposure on campus. |
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| PIO (Vice President for Enrollment Management and Marketing)/Media Relations | 1. Consult with Incident Commander to assess emerging communication needs.  
2. Coordinate consistent precautionary announcements to campus community.  
3. Set up Pandemic Preparations web page, linked to [www.callutheran.edu](http://www.callutheran.edu). |
| Level 2 | (In addition to Level 1 actions) Confirmed or Suspected case(s) in the area |
| | 1. Write bulletins & updates on the campus’ emergency information website.  
2. Write scripts for phone tree, with approval from IC & DHS, referring to county health authorities & CDC resources.  
3. Make faculty, staff & their families aware of need to report all cases of the disease via the noted channel(s).  
4. Activate the emergency website plan. |
| Level 3 | (In addition to Level 2 actions) Confirmed case(s) on campus |
| | 1. Organize & staff phone banks, if necessary, referring callers to emergency services, taking messages & supporting rumor control.  
2. Coordinate press releases & field media requests.  
3. Draft campuswide email focusing on what students, staff & faculty should do.  
4. Support EOC as Public Information Branch. |

| Information Systems Technology & Services (ISSITS) | 1. Notify the following individuals who will be needed during an emergency.  
Aaron Vorhis  
Lance Grange  
Ben Hagerman  
Craig Minney  
Jason Clark  
Mark Robinson  
Jacob O’Brien |
|---------|------------------------------------------|
| | 1. Confirm emergency telephone lines can be established at EOC.  
2. Plan for dedicated triage lines to be established at Health Services.  
3. Plan for an emergency phone bank for communications, to provide information, referrals & rumor control.  
4. In needed, forward all campus numbers to a call center on campus  
5. Phone bank can be setup anywhere on campus or disbursed among offices on campus to take calls to 805-492-2411, etc. |
| | 1. Activate an emergency phone line to be established at the alternate treatment facility.  
2. Activate an emergency phone bank for communications if necessary, to provide information, referrals & rumor control.  
3. Roll out 10 iPads with softphone capabilities. Will require monthly training for those who are designated as emergency operators and will carry iPads.  
4. Escalation to third-party phone bank will require 24-48-hour notice to set up properly, i.e., setup the phone bank as soon as we enter Level 2 as a precaution. Teledirect 800-776-1081, [https://client.teledirect.com/login.aspx](https://client.teledirect.com/login.aspx). |
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</tr>
</thead>
</table>
| **Counseling and Psychological Services (CAPS)** | 1. Prepare to provide Critical Incident Stress Management intervention.  
2. Identify essential personnel. | 1. Initiate pre-event counseling for essential personnel.  
2. Conduct outreach regarding services available to students & campus community. | 1. Essential personnel receive masks from DHS.  
2. Provide crisis intervention.  
3. Continue outreach to promote services.  
4. Continue to update Incident Commander. |
| **Residence Life**  | 1. Identify essential personnel.  
2. DHS trains essential personnel on risks & response.  
3. Review the housing emergency plan for relocating students.  
4. Identify potential rooms and/or buildings to be used for quarantined students. | 1. Staff a housing 24-hour operation and recall essential personnel.  
2. Notify current occupants of identified quarantine spaces of the potential need for them to move. | 1. Activate plan from Level 2 to quarantine students with guidance from the EOC Core.  
2. Maintain contact with EOC Core  
3. Work with Student Life to identify student events where confirmed patients have attended. |
| **Student Life**    | 1. Identify essential personnel. | 1. Identify organized student trips that may be canceled due to virus concerns. | 1. Cancel trips as necessary.  
2. Work with student organizations to cancel meetings or functions on campus. |
## COVID-19 Preparedness Guidelines

<table>
<thead>
<tr>
<th>VP Admin. &amp; Finance</th>
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<tr>
<td>1.</td>
<td>Identify essential personnel. 2. Identify division personnel available for telephone support work and other assignments in other areas. 3. Assist Residence Life in addressing needs of/supporting student groups. 4. Monitor current information and remain available to consult with IC.</td>
<td>1. Arrange for monitoring/delivery of medications, other goods &amp; services to isolated cases. 2. Assist with telephone consultation &amp; support. 3. Monitor current information and remain available to consult with IC. 4. Ensure provisions are in place to continue with payroll, accounts payables, and accounts receivables.</td>
<td>1. Monitor current information and remain available to consult with IC. 2. Ensure payroll, accounts payable, and accounts receivables functions remain functional.</td>
</tr>
<tr>
<td>Campus Dining Services</td>
<td>1. Essential personnel receive training from HS/DHS or Sodexo corporate representatives on risks &amp; responses. 2. Ensure emergency response menu is planned for various degrees of need. 3. Stockpile additional food and water. 4. Ensure food delivery process is planned &amp; delivery supplies are on hand.</td>
<td>1. Recall essential personnel. 2. Identify meal delivery methods for quarantined students &amp; those under the care of HS. 3. Identify roles of essential staff: leadership, food production, food delivery, maintenance &amp; housekeeping. 4. If directed to implement “Social Distance Plan,” revise food service to eliminate self-service items. 5. Clean surfaces such as touchscreens and soda fountain dispensers regularly.</td>
<td>1. Activate plan from Level 2 to provide meals for students who are quarantined &amp; those under DHS care. 2. Implement delivery plans. 3. Maintain contact with EOC.</td>
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<td>3. Review sanitation and disinfection plan.</td>
<td>3. Distribute cleaning supplies to offices.</td>
<td><strong>Facilities and Campus Services</strong></td>
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<tr>
<td>4. Consider plan to use main gymnasium at Gilbert Center or a multipurpose room as an alternate medical facility.</td>
<td>4. Notify ELS of potential need to utilize the classroom house for a quarantine area.</td>
<td><strong>Facilities and Campus Services</strong></td>
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<tr>
<td>5. Plan to provide space for the training &amp; coordination of volunteers.</td>
<td>5. Solicit a vendor to perform deep cleaning of an exposed area.</td>
<td><strong>Facilities and Campus Services</strong></td>
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<tr>
<td><strong>Campus Safety</strong></td>
<td>6. Provide paper towels in all bathrooms.</td>
<td><strong>Campus Safety</strong></td>
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<tr>
<td>1. Coordinate with PIO/Media Relations. Campus information management and awareness campaign.</td>
<td>7. Focus housekeepers on sanitizing commonly touched items such as door handles and countertops.</td>
<td><strong>Campus Safety</strong></td>
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<tr>
<td>2. Activate training for Department Safety Coordinators &amp; review of Department Emergency Operations Plans.</td>
<td><strong>Campus Safety</strong></td>
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<td>3. Contract with hazardous material company for professional cleanup.</td>
<td>1. Support Incident Commander in preparation of EOC, other related activities.</td>
<td><strong>Campus Safety</strong></td>
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<td>4. Purchase masks and other PPE for essential campus personnel.</td>
<td>2. Increase medical waste pickups.</td>
<td><strong>Campus Safety</strong></td>
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<tr>
<td>5. Identify essential personnel.</td>
<td>3. Work with IC, CHS, and County Public Health to determine &amp; enact measures of disease containment.</td>
<td><strong>Campus Safety</strong></td>
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<td>6. Identify potential route/service curtailments.</td>
<td>4. Provide assistance at Health Services in the case of mass screenings.</td>
<td><strong>Campus Safety</strong></td>
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<td>7. Develop a campus access/egress plan.</td>
<td>5. Alert participating mutual aid agencies.</td>
<td><strong>Campus Safety</strong></td>
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<td>8. Ensure all staff are trained by Health Services personnel.</td>
<td>6. Distribute masks to essential personnel.</td>
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<tr>
<td>9. Develop law enforcement mutual aid plan.</td>
<td>2. Coordinate decontamination details &amp; support containment efforts.</td>
<td><strong>Campus Safety</strong></td>
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<td>10. Secure buildings &amp; post signage.</td>
<td>3. Provide assistance to HS at the treatment facility.</td>
<td><strong>Campus Safety</strong></td>
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<tr>
<td>11. Provide security at HS as required.</td>
<td>4. Implement service curtailment &amp; access/egress plans.</td>
<td><strong>Campus Safety</strong></td>
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<td>12. Utilize Welcome Center personnel as available.</td>
<td>5. Secure buildings &amp; post signage.</td>
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### Provost
1. Review plan for distance learning, continuity of instruction & research interruption.
2. Review plan for care of special research projects.
3. Review impacts of closure.
4. Monitor pandemic developments as they relate to the campus through email & the campus website.

### Level 2
1. Prepare for activating specific plan to cover issues in Level I.
2. Assist in communicating messages regarding the pandemic to students by making announcements in classes at the direction of the EOC Core.
3. Communicate messages to faculty.
4. Comply with CDC travel recommendations.
5. If needed, shift classes to an online format.
6. Communicate to students protocol for missing classes to care for relatives.

### Level 3
1. Coordinate with campus administration when classes are canceled.

### Deans
1. Assess impact on contracts & grants of potential curtailment/closure.
2. Review upcoming academic events that may be impacted.
3. Ensure communication channels are clearly defined.

### Level 2
1. Develop specific contingency plan.
2. Assist with communication to faculty and students.
3. If needed, assist with shifting classes to an online format.

### Level 3
1. Implement plan.

### Department Chairs
1. Identify essential services & resources required.
2. Ensure departments within control unit implementing Level 1 responsibility.
3. Be aware of research and upcoming events within the department that might be impacted.

### Level 2
1. Review Level 1 response & identify & correct any Level 1 deficiency.

### Level 3
1. Ensure individual department plans have been implemented.
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### Center for Global Engagement

1. Monitor activity overseas provided by the Overseas Security Advisory Council (OSAC), Department of State advisories, and related World Health Organization recommendations.
2. Communicate proactive measures and/or recommended response for students/faculty abroad.
3. Maintain communication with the Cal Lutheran Study Abroad insurance provider (e.g., EIIA EuropAssist), as well as with program providers and/or institutions overseas.
4. Monitor expected outbound faculty/staff (as best possible) and student travel outside the U.S.
5. Overseer communication with international students/scholars known to be on a non-immigrant visa.
6. Determine if any program-specific overseas measures are required.
7. Prepare backup measures based on country/program possibilities for implementation if escalation occurs.
8. Review campus response for academic classes & continuity of instruction to provide initial guidance to international students about maintenance of visa status.
9. Monitor current information and remain available to consult with IC.
10. Consult with program provider/institutional host regarding in-country (abroad) guidance.
11. Provide direct communication with student(s) & faculty in impacted area.
12. Confer with independent insurance provider and/or Cal Lutheran overseas insurance provider to determine available options/support.
13. (As appropriate) initiate communication with emergency contact on file for abroad incident.
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<td>1. Identify essential personnel who will be issued PPE.</td>
<td>1. Initiate pre-event pastoral care for essential personnel.</td>
<td>1. Essential personnel receive PPE.</td>
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<td>2. Prepare to provide pastoral care and resources for communal response.</td>
<td>2. Conduct outreach regarding services available to students &amp; campus community.</td>
<td>2. Provide pastoral care.</td>
<td></td>
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<td>3. Prepare to provide Critical Incident Debriefing response.</td>
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<td>3. Continue outreach to promote services.</td>
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<tr>
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<td>4. Continue to update Incident Commander</td>
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