

# PANDEMIC RESPONSE PLAN

## CORNISH COLLEGE OF THE ARTS

Developed, Updated & Approved by  
President's Cabinet

February 2020



Posted: March 2020  
Revised: Month Year

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# **I. INTRODUCTION**

## **Purpose**

Cornish College of the Arts (CCA) has established a Pandemic Response Plan to guide the college in preparing for and responding to a pandemic outbreak. The goals of the plan are:

- To protect the health and safety of students, employees, and visitors;
- To minimize the adverse impact on college operations, personnel and facilities;
- To provide for continuity of college operations to the greatest extent possible;
- To effectively communicate with all involved parties throughout the duration of a pandemic; and
- To recover following a pandemic as soon as possible.

## **Authority**

The CCA Pandemic Response Plan is authorized by the President of the College. The plan is designed to work in conjunction with national, state and local public health officials and local first responders. The United States Department of Health and Human Services and the Centers for Disease Control and Prevention (CDC) recommend that a comprehensive approach of a college to the management of a pandemic outbreak consider performance in four key areas:

- Planning and Coordination;
- Continuity of Student Learning and Operations;
- Infection Control Policies and Procedures; and
- Communications Planning.

This plan addresses each area and is consistent with the mission and values of Cornish College of the Arts. A copy of the plan will be provided to the local emergency management offices, city police and fire departments, and county public health agencies.

The Pandemic Response Plan (the Plan) will be maintained by the office of the president. A copy of the most current version of the Plan will be posted on the Compass Homepage for Students, Faculty, and Staff.

Proposed changes to the Plan may be considered by the President's Cabinet or others delegated for the purpose.

## II. Pandemic Classification Stages

The Pandemic Response Plan establishes four stages of response to the threat of pandemic (influenza or other identified viruses). The President will designate which stage of pandemic emergency exists, based on available information and reports.

STAGE	DEFINITION	EXAMPLE SITUATIONS
<p><b>STAGE</b> 1</p>	<p>CDC, state or local health department issue warning of potential threat.</p>	<p>Highly contagious and/or severe flu strains or other identified virus in the U.S. that seem likely to spread to the Northwest</p>
<p><b>STAGE</b> 2</p>	<p>Pandemic with severe health outcomes present.</p>	<p>Press and/or public health reports issue warnings of cases in or near Washington.</p>
<p><b>STAGE</b> 3</p>	<p>Pandemic cases rising locally.</p>	<p>Rising number of local cases reported. Spike in infections among CCA employees and/or students.</p>
<p><b>STAGE</b> 4</p>	<p>A declaration by the president of Cornish College of the Arts that a pandemic emergency exists for the college.</p>	<p>Threat or existence of a rising number of infections among college employees and/or students.</p> <p>Absenteeism rates which inhibit conduct of normal college business.</p>

### **III. ROLES & RESPONSIBILITIES**

A pandemic emergency may have characteristics which are different than many other emergencies, including a longer planning timeframe and the likelihood of an extended period of implementation. During the implementation of a pandemic response, a major goal will be the continuation of critical college functions, including instruction, security, payroll, and other functions defined by the president.

Under foreseeable conditions during a pandemic response, Cornish College's organizational structure for decision-making and implementation will coincide with existing non-emergency roles. To the extent possible, the president's cabinet will serve the command staff functions and will align with policies and procedures around the Crisis Communication Plan and Crisis Management protocols. Roles and/or responsibilities for pandemic responses are defined in this plan for students and employees. The president may activate an Expanded Pandemic Advisory Committee to help create and implement plans and inform the president and the cabinet.

Members of the committee may represent:

- President's Cabinet
- Student Life
- Housing & Resident Life
- Food Service
- Cornish Office of Campus Safety & Security
- Cornish Information Technology Department
- Marketing & Communication Office
- Chief Equity Officer
- Academic Services
- Creative Spaces & Event Services
- Other unit(s) may be invited to participate on the committee based on the specific incident.

If the President activates an Emergency Operations Center (EOC), a message will be sent to the Cabinet and Office of Campus Safety & Security and other key staff by telephone, radio, email or other means alerting personnel to take appropriate action. Due to the threat of contagion, staff will NOT convene at a physical Emergency Operations Center during Stage 4 pandemic flu emergencies. Meetings and communications will be conducted via email, text, and telephone.

## IV. BASIC CONSIDERATIONS AND PREPARATIONS

### PREPARATION: IMMEDIATE AND ONGOING

In order for any response to pandemic to be effective, proper preparations and training must occur. The president will designate staff to lead and report the completion of the performance objectives, and to report obstacles and gaps discovered.

The College will follow suggested CDC guidelines to help limit the effect of pandemic on campus, including the promotion of hand hygiene, cough/sneeze etiquette, and bloodborne/airborne pathogens awareness and training. During this period, college employees will be asked to implement surface-cleaning, hygiene and social distancing protocols.

Operations & Finance will be assigned for the procurement, storage and provision of a broad variety of infection prevention supplies such as soap, alcohol-based hand hygiene products, sanitary wipes, tissues, disposal receptacles, latex and non-latex gloves, public health posters, appropriate signage, etc.

Policies for student and employee leave related to circumstances arising from a pandemic event have been and continue to be developed.

The adoption of pandemic travel restrictions will be considered. CDC and State Department websites will be consulted for advisories.

#### Performance Objectives for the preparation period

- Complete, adopt and post the Pandemic Response Plan
- Name the members of a pandemic advisory committee and the Expanded Committee
- Inform Cornish employees of the Plan
- Encourage employees to become vaccinated, if possible (ex: seasonal and/or H1N1 for influenza)
- Inform Cornish students of the Plan at the beginning of each semester
- Provide the Plan to local public health officials and first responders
- Conduct appropriate training
- Cabinet and key personnel establish and/or verify home computer access links
- Identify critical functions and critical personnel
- Follow the Crisis Management Call list for communication
- Prepare faculty to sustain instruction
- IT establish / verify hardware, software and training
- Develop continuity plans for all classes and inform students
- Draft communications for each stage of pandemic flu response

#### Collaborate with and develop plans and communication for:

- Contractors or other non-college service providers
- Seattle College

- City University
- Food Services
- Off-campus instructional sites
- Sites where students are interning
- Delivery of ordered products and regular mail
- Unanticipated deliveries

Continuity of instruction:

Faculty should consider ways to prepare for continuity of instruction and on-going learning. Based on the requirements and outcomes of specific curriculum, faculty and students should consider the following to have at home in order for academic activities to continue remotely, through email or other communications:

- Books and transportable (non-hazardous, non-secure) research/making materials
- Syllabi for classes, including faculty and student contact information
- Individual course plans in the event of a campus evacuation
- Email access and on-line learning options
- Access to Canvas, the Learning Management System

Further:

- Faculty should refer to the Provost Canvas site for developing a *Just in Case* lesson plan
- Faculty should monitor e-mail and the College website for information and updates on the situation
- If Stage 1, 2, 3, or 4 is identified at Cornish, specific information will be provided to support the work of faculty and staff

Monitor these sites for higher education recommendations:

CDC – Influenza (Flu)

<https://www.cdc.gov/flu/index.htm>

CDC – Pandemic Influenza

<https://www.cdc.gov/flu/pandemic-resources/index.htm>

CDC – College Health & Safety

<https://www.cdc.gov/family/college/>

CDC – Pandemic Preparedness Resources

<https://www.cdc.gov/coronavirus/2019-ncov/php/pandemic-preparedness-resources.html>

## V. DECLARATIONS OF PANDEMIC RESPONSE

### STAGE 1

President issues a declaration of Stage 1 Pandemic Response.

Communications:

- President: Email to all CCA employees
- President: Email to all students
- Faculty: Forward president's message to all classes
- Supervisors: Forward president's email and review hygiene precautions
- CMO: release news to press
- CMO: post public health posters, brochures
- Liaison: notify public health and first responder community

Cabinet meets to review plans to:

- Identify gaps or unanticipated events or circumstances.
- Assign responsibility for addressing each item.

#### Stage 1 - Performance Objectives

- All college personnel review, discuss and implement public health hygiene protocols
- Communicate to all students the critical need to observe hygiene
- Adopt and publicize policy that anyone with symptoms stay home per CDC



## STAGE 2

President issues declaration of Stage 2 Pandemic Response.

President and Cabinet meet and establish Stage 2 strategies, including the need to reiterate hygiene behaviors and self-isolation for employees and students.

Communications:

- President: email to all CCA employees
- President: email to all students
- Faculty: forward president's message to all classes; discuss continuity plan
- Supervisors: forward president's email and review unit plans
- CMO: notify public health and first responder community
- Office of Enrollment Management and Student Affairs: email to emergency contacts for students with details of Stage change.

### **Stage 2 Performance Objectives**

Review the reliability and dependability of information flow to Cabinet:

- Absenteeism rates among employees, students
- Reports of rumors, anxieties or community feedback
- Plans for future events, trips and activities with students or in college facilities
- Communication regarding legal, ethical, logistical or other barriers to college actions
- Preemptive planning with Bon Appetit and COCM
- Operations Staff, in Coordination with Student Services: will distribute recommended hygiene supplies
  - A designee(s) will be appointed to monitor & coordinate this effort
- Faculty: prepare all classes for instruction based on continuity plan
- Faculty: positive report of email / Canvas test

## STAGE 3

President issues declaration of Stage 3 Pandemic Response.

Communications:

- VP of Academic Affairs / Provost: communicate with faculty, assess continuity plan
- Faculty: voluntarily move instruction to the Internet (CANVAS), based on plan
- CMO: coordinate message with public health and first responder community
- Office of Enrollment Management and Student Affairs: email to emergency contacts for students with details of Stage change.

### Stage 3 Performance Objectives

Determine responsibility, in the event a decision is made, for implementing cancellation or modification of:

- public events
- student field trips and student travel
- employee travel
- rental of facilities by outside groups
- extensions programming
- residence hall mobility / containment vs. quarantines

Finalize Fact Sheet and distribute to front-line personnel

Positive reporting by faculty of communications with students via email

VP of Academic Affairs / Provost: Request faculty implement continuity plans

Seek and discuss information about operations:

- Leadership and Administration - analyze trigger points for Stage 4, other actions
- Instructional Units – feedback regarding absenteeism / instruction

Consider obstacles / obligations / problems with any further action steps

- Instructional Units – special considerations for students in labs, studios, etc.
- Residence hall / meal service
- Reporting and federal reporting where applicable
- Facilities – accepting deliveries, protecting physical plant
- International Programs – SEVIS reporting to Homeland Security
- Business Operations – bank deposits, costs of response options
- Communications – community perception, alignment with other agency actions
- President: email to Trustees
- President: email to all CCA personnel
- President: email to all students
- CMO: release news to press and appropriate signage

## STAGE 4

President issues declaration of Stage 4 Pandemic Response.

President and Cabinet meet/conference call to discuss options. Based on reports of absenteeism, the severity of the illness, public health recommendations, and other information, options to be considered include:

- Convening meeting of the Expanded Pandemic Advisory Committee / Crisis Management Team
- Mandatory move to online instruction where possible
- Cancellation of any or all:
  - public events
  - student field trips and student travel
  - employee travel
  - rental of facilities by outside groups
  - extensions programming
- Closure or partial closure of campuses
  - Residence hall mobility / meal service

Communications:

- Inform personnel, students, community of college status, planned actions
- Liaison: coordinate message with public health and first responder community
- Office of Enrollment Management and Student Affairs: email to emergency contacts for students with details of Stage change.

### Stage 4 Performance Objectives

Review and assure information flow to Cabinet:

- IT - level of IT and infrastructure use vs. capacity issues
- Student Services – new student registration, testing issues
- Housing – resident health and responses
- HR – payroll and personnel issues
- Facilities – building maintenance, cleaning protocols
- International Programs – SEVIS reporting to Homeland Security
- Business Operations – bank deposits, campus deliveries
- Communications – community perception and feedback
- President: email to Trustees
- President: email to all CCA personnel
- President: email to all students
- CMO: release news to press and appropriate signage

## STUDENT RESPONSIBILITIES

All Cornish College of the Arts (CCA) students are responsible for knowing the personal hygiene behaviors recommended by public health authorities for limiting the spread of contagion. Students are expected to observe these behaviors at all times.

Every class at CCA is planned to continue in the event of a college closure due to pandemic. In most instances, students will be able to continue coursework via the internet, email, or Canvas software, whenever possible. Studio type classes will be handled on a case by case basis in coordination with faculty, department chairs and the Office of the Provost.

At the start of each semester, students will learn the specific alternative delivery arrangements for each of their classes. When notified, students are responsible for following the procedures established by their instructor to receive instructions, complete assignments, and interact with faculty and/or other students.

It is your responsibility to notify your instructor immediately if you do not have home computer access or have other obstacles to your participation in class from off-campus.

Students are responsible for monitoring their own health for any symptoms identified by public health officials as possible signs of influenza or other contagion. Upon experiencing any such symptoms, students are strongly encouraged to leave and self-isolate and remain away per CDC recommendations. (Those with flu symptoms should remain isolated until they have experienced no fever for twenty-four (24) hours without the use of fever-reducing medications.) Other contagion incubation periods may differ and should be adjusted and followed as per CDC guidelines. ***Students living in the residence hall should contact their resident assistant for guidance.***

**All students should note:** the CDC regards the following groups as high risk of complications from influenza if they get sick (Other contagion complications may differ and should be adjusted and followed as per CDC guidelines):

- children younger than 5 years old;
- people aged 65 years or older;
- adolescents (younger than 18 years) who are receiving long-term aspirin therapy and who might be at risk for experiencing Reye's syndrome after influenza virus infection;
- pregnant women;
- adults and children who have asthma, other chronic pulmonary, cardiovascular, hepatic, hematological, neurologic, neuromuscular, or metabolic disorders such as diabetes;
- and adults and children with immunosuppression (including immunosuppression caused by medications or by HIV).

**People at high risk for influenza complications who become ill with influenza-like illness should call their health care provider as soon as possible to determine if they need antiviral treatment.**

Safety will be the first priority of college personnel. Students should follow the instructions of

faculty, security or other college personnel. Students are reminded that the college website ([www.cornish.edu](http://www.cornish.edu)) is the most dependable source of information regarding closures, re-openings or other actions taken by the college.

## EMPLOYEE RESPONSIBILITIES

The Cornish College of the Arts (CCA) Pandemic Response Plan provides procedures for minimizing the risk to health and safety of employees, students and the public. All CCA employees are responsible for knowing the personal hygiene behaviors recommended by public health authorities to minimize the spread of influenza or other contagion. Employees are expected to observe these behaviors at all times.

Employees are responsible for monitoring their own health for any symptoms identified by public health officials as possible signs of influenza/contagion. Upon experiencing any such symptoms, employees are strongly advised to leave college premises and remain away per CDC recommendations. (Those with flu symptoms should remain isolated until they have experienced no fever for twenty-four (24) hours without the use of fever-reducing medications.) Other contagion incubation periods may differ and should be adjusted and followed as per CDC guidelines.

**All employees should note:** the CDC regards the following groups as high risk of complications from influenza if they get sick (Other contagion complications may differ and should be adjusted and followed as per CDC guidelines):

- children younger than 5 years old;
- people aged 65 years or older;
- adolescents (younger than 18 years) who are receiving long-term aspirin therapy and who might be at risk for experiencing Reye's syndrome after influenza virus infection;
- pregnant women;
- adults and children who have asthma, other chronic pulmonary, cardiovascular, hepatic, hematological, neurologic, neuromuscular, or metabolic disorders such as diabetes;
- and adults and children with immunosuppression (including immunosuppression caused by medications or by HIV).

**People at high risk for influenza complications who become ill with influenza-like illness should call their health care provider** as soon as possible to determine if they need antiviral treatment.

Employees will receive communication from supervisors and from the college administration regarding the status of pandemic preparations. College personnel are reminded that the college website ([www.cornish.edu](http://www.cornish.edu)) is the most dependable source of information regarding closures, re-openings or other actions taken by the college.

All college communications about policy or the status of college operations originate with the president and go through the Marketing & Communication Office.

Cornish Leave policy indicates all employees have access to paid leave for illnesses (PTO, sick leave, PSST) in addition to unpaid leave. All employees should communicate with their direct supervisors when they will be absent.

The College may consider a "suspended operation" for all or any portion of college operations. Any suspended operations must be declared by the College President or a designee.

## **VI. CRISIS COMMUNICATIONS PLAN**

***All communication regarding planning, implementing or concluding a pandemic responses shall be approved by the president and occur through the Marketing & Communications Office, the CMO or other delegated personnel.***

It is the policy of the college to fully and regularly inform the community about plans and actions taken in regard to a pandemic threat. Effective communications will help reduce rumors, maintain morale, and ensure continued, orderly operations.

The Chief Marketing Officer (CMO) will take the lead in conveying the College's actions to the college community and the public. The CMO or other designated staff will coordinate media contacts and act as the spokesperson for the College. This liaison will coordinate with public health and emergency response agencies to plan the release of information to the media.

After approval by the President, the key messages and fact sheets will be released internally and externally. The Chief of Staff to the President will coordinate communication to the Trustees and others as necessary.