



**PIKES PEAK**  
**COMMUNITY**  
**COLLEGE**

# **PANDEMIC AND INFECTIOUS DISEASE PREPAREDNESS PLAN**

**March 10, 2020**



## Record of Changes and Reviews

The Pikes Peak Community College Pandemic Preparedness Plan will be reviewed and approved by PPCC Emergency Management and PPCC Campus Police on an annual basis. All updates and revisions to the plan, excluding correction of minor typographical and grammatical errors, will be tracked and recorded in the following table.

This plan is a “living document” and is intended to be continuously updated. This plan may be updated as a result of exercise lessons learned, as new guidelines are distributed, or as needed for any other reasons.

CHANGE # or REVIEW	DATE	ENTERED BY	SUMMARY OF CHANGES



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# Section 1: Overview

## 1.1 INTRODUCTION

Epidemic and pandemic outbreaks have the potential to cause widespread illness and even death among members of the Pikes Peak Community College community. These kinds of events can also affect College operations due to absenteeism, disruption of supply chains, and related economic impacts.

Although seasonal flu epidemics strike every year, a pandemic influenza or other pandemic disease would likely result in a crippling effect on the PPCC community. Historically, pandemics have included diseases such as cholera, plague, coronavirus, and various strains of influenza.

## 1.2 PURPOSE

The PPCC Pandemic and Infectious Disease Preparedness Plan provides guidance for staff, faculty, and student actions before, during, and after an epidemic or pandemic in order to minimize the effects on the College and maintain essential operations. This plan is a companion document to the College's Emergency Operations Plan (EOP). The PPCC EOP remains the primary guidance for emergency preparedness and response.

## 1.3 DEFINITIONS

(Source: U.S. Centers for Disease Control and Prevention)

**Cluster:** An aggregation of cases grouped in place and time that are suspected to be greater than the number expected, even though the expected number may not be known.

**Epidemic:** An increase, often sudden, in the number of cases of a disease above what is normally expected in that population in that area.

**Outbreak:** Same as epidemic, but the term is often used for a more limited geographic area.

**Pandemic:** An epidemic that has spread over several countries or continents, usually affecting a large number of people.

## **1.4 EFFECTS OF EPIDEMIC OR PANDEMIC**

The PPCC Pandemic and Infectious Disease Preparedness Plan assumes the following effects of an epidemic or pandemic event:

- Rates of absenteeism may be high due to:
  - Illness;
  - The need to care for ill family members;
  - Fear of infection;
  - Closure of schools and childcare facilities; and/or
  - Quarantines or other mandates issued by local, state, or federal public health organizations.
- Epidemic or pandemic outbreaks in any given community may last for weeks or several months depending on the severity.
- Vaccines and antiviral medication may be in short supply, or not available at all for a particular viral strain.
- A pandemic influenza may cause many more deaths than a seasonal flu outbreak would.
- Survivors may develop severe psychological issues as they mourn the loss of friends and family.
- All sectors of the economy may be disrupted.
- Medical facilities may be overwhelmed, and medical supplies could be in short supply.
- Emergency response agencies may be short-staffed and/or overwhelmed by calls for service.
- Some components of infrastructure may not function due to absence of critical personnel.
- Supply chains may be disrupted, to include food and medical supply distribution.

## **1.5 PANDEMIC PLANNING ASSUMPTIONS**

For PPCC planning purposes, the following assumptions are made regarding a pandemic event that affects the Pikes Peak Region:

- The College will likely experience high rates of absenteeism among students, staff, and faculty.
- The College may have to minimize on-campus operations, enact work-from-home strategies, and/or close campuses due to limited staffing, high absenteeism rates, or mandates from local, state, or federal public health agencies.

- The College may have to suspend or cancel nonessential travel by students, staff, and faculty. Study abroad trips may also have to be suspended.
- Federal, state, and/or local public health agencies may issue mandates that include, but are not limited to: closure of schools, colleges, or businesses; cancellation of public events and gatherings; quarantine measures; and shutdown of public transportation systems.
- Staffing issues may persist for weeks or even months. Alternative work schedules and modified operations may be required to allow essential functions to continue.

## **1.6 ACTIVATION OF PPCC PANDEMIC AND INFECTIOUS DISEASE PREPAREDNESS PLAN**

The PPCC Director of Emergency Management will coordinate with College leadership to activate the PPCC Pandemic and Infectious Disease Preparedness Plan based on information and direction received from the Colorado Community College System (CCCS) as well as federal, state, and local emergency management and public health agencies.

Phases of activation are intended to align with pandemic phases defined by the World Health Organization (WHO) or the U.S. Government (see Section 3 of this plan). However, the College may enact any epidemic or pandemic prevention measure at the discretion of PPCC Emergency Management and PPCC Leadership. Such actions may be taken in the absence of any directive from federal, state, or local emergency management or public health agencies.

All College personnel and students are expected to comply with actions outlined in the PPCC Pandemic and Infectious Disease Preparedness Plan in the interest of limiting the spread of infectious disease and minimizing loss of life due to an epidemic or pandemic.

## **Section 2: PPCC Emergency Management Organizational Structure**

### **2.1 ORGANIZATION FOR PLANNING**

The Director of Emergency Management coordinates College-level emergency preparedness plans and Continuity of Operations Plans with the Emergency Management Operations Group.

Directors, Department Heads, and Deans appoint planners and oversee preparation of emergency preparedness and Continuity of Operations Plans for their organizations. Planners may additionally serve as liaisons to the College emergency preparedness staff and Emergency Management Operations Group.

### **2.2 EMERGENCY INCIDENT MANAGEMENT**

To manage emergency incidents, including epidemics and pandemics, Pikes Peak Community College utilizes a tiered structure involving a Policy Group and an Emergency Management Operations Group.

#### **2.2.a. POLICY GROUP**

The Policy Group, which is formed around the President's Executive Committee, serves as an advisory board for the President and provides strategic guidance during incidents.

Under the direction of the College President or designee, the Policy Group provides direction in making strategic policy decisions for any incident that affects the College's ability to perform its critical operational functions. This group has the authority to proclaim College emergencies and to issue directives regarding the status and resumption of College educational programs. The Policy Group is also responsible for notifying and informing key College constituents and stakeholders.



The Policy Group consists of the following leadership positions:

- President
  - Vice President for Administrative Services (VPAS)
  - Vice President for Instructional Services (VPIS)
  - Vice President for Student Services (VPSS)
  - Executive Director, Human Resource Services
  - Executive Director, Marketing and Communication
- 
- The President is the senior executive official for the campus. In the absence of the President, the Vice President for Instructional Services (VPIS) will assume these responsibilities.

The VPIS will act as chair of the Policy Group and convene the group as necessary to review readiness, as well as provide guidance to the Emergency Management Operations Group.

Specific Policy Group responsibilities are listed in Section 2 of the PPCC Emergency Operations Plan.

### **2.2.b. EMERGENCY MANAGEMENT OPERATIONS GROUP (EMOG)**

The Emergency Management Operations Group (EMOG) is a group of senior staff members that supports College operations and the College community during and after an emergency incident. The EMOG is drawn from departments or divisions involved in managing emergencies or supporting emergency management.

Members of this group are:

- PPCC Support Sergeant
- Vice President for Student Services (VPSS)
- Director of Emergency Management/Campus Police Chief
- Dean of Students
- Risk Management Officer
- Assistant Director of Human Resource Services
- Executive Director, Marketing and Communication
- Director of Finance
- Director of Business Services
- Procurement

- Director of Facilities and Operations
- Executive Assistant to the President
- Director of Information Technology Support Services
- Director of Emergency Services Administration
- Emergency Services Administration

The PPCC Support Sergeant will act as chair of the EMOG, which will provide input and advisement to Incident Command staff and/or the PPCC Policy Group during an emergency incident.

Specific EMOG responsibilities are listed in Section 2 of the PPCC Emergency Operations Plan.

### **2.3 ASSISTANCE FROM OUTSIDE AGENCIES**

PPCC may call upon or consult with outside agencies as the situation warrants. Such agencies may include, but are not limited to, the following local, state, and/or federal organizations:

- Law enforcement agencies;
- Fire departments and emergency medical services (EMS) providers;
- Emergency management agencies;
- Public health agencies;
- Mental health providers;
- Private consultants.

## **Section 3: Summary of College-Wide Preparatory and Response Actions**

This section of the PPCC Pandemic and Infectious Disease Preparedness Plan summarizes actions that all students, staff, and faculty will take during the different phases of a pandemic as defined by the U.S. government (USG) and the World Health Organization (WHO).

The geographic location of the initial outbreak, as well as direction received from local, state, and federal public health agencies, will determine the initiation and progression of these phases. For example, in the event of a rapidly spreading disease, PPCC Leadership may direct preparedness and response actions beginning at USG Phase 3 instead of Phase 1.

The preparedness and response actions listed in this plan are general guidelines developed from best practices in pandemic planning. PPCC Leadership may direct actions above and beyond what is listed in this plan based on pandemic dynamics or guidance received from local, state, or federal public health authorities, or the Colorado Community College System (CCCS).

### **3.1 OPTIONS FOR ONGOING COLLEGE OPERATIONS**

Depending on the severity and duration of an epidemic or pandemic situation, its effects on College personnel and students, mandates from federal, state, and local agencies, and/or direction from the Colorado Community College System, one or more of the following actions could occur during an epidemic or pandemic crisis:

- Some or all classes moved online.
- Temporary or full suspension of classes.
- Cancellation of some or all classes.
- Partial closure of campuses with limited classes and activities.
- Closure of campuses to students and non-essential personnel.
- Limited operations using essential personnel only.
- Full closure of all campuses.

This list is not all-inclusive and may be modified as described above.

### **3.2 COLLEGE SPONSORED TRAVEL**

During pandemic periods, the College may impose travel restrictions on students and personnel in accordance with direction received from the Colorado Community College System and CCCS policies and procedures.

Additionally, the College may recommend travel restrictions to the College community based on guidance from local, state, or federal agencies.

### **3.3 PANDEMIC PHASES**

The United States government has developed six phases of pandemic preparedness, response, and recovery that are aligned with the World Health Organization's pandemic phases. These phases may not proceed in a linear fashion depending on the geographical location of the outbreak and the speed with which the disease spreads.

Since pandemics have historically developed over time frames ranging from weeks to months, or even one to two years, it is not possible to definitively estimate how long each pandemic phase will last.

The following chart outlines WHO pandemic influenza phases and concurrent U.S. Government (USG) pandemic response phases.



WHO Phases		Federal Government Response Stages	
<b>INTER-PANDEMIC PERIOD</b>			
<b>1</b>	No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human disease is considered to be low.	<b>0</b>	New domestic animal outbreak in at-risk country
<b>2</b>	No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.		
<b>PANDEMIC ALERT PERIOD</b>			
<b>3</b>	Human infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.	<b>0</b>	New domestic animal outbreak in at-risk country
		<b>1</b>	Suspected human outbreak overseas
<b>4</b>	Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.	<b>2</b>	Confirmed human outbreak overseas
<b>5</b>	Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).		
<b>PANDEMIC PERIOD</b>			
<b>6</b>	Pandemic phase: increased and sustained transmission in general population.	<b>3</b>	Widespread human outbreaks in multiple locations overseas
		<b>4</b>	First human case in North America
		<b>5</b>	Spread throughout United States
		<b>6</b>	Recovery and preparation for subsequent waves

(Source: cdc.gov)

### 3.4 PPCC General Response Actions

#### 3.4.a. Inter-Pandemic Period (USG Phase 0; WHO Phases 1-2):

- New domestic animal outbreak in at-risk country.
- No infection detected in humans (WHO Phase 1) or limited human infection (WHO Phase 2).
- Risk of human disease low (WHO Phase 1) to substantial (WHO Phase 2).

**College Status:** College will function normally and monitor situation.

- PPCC Leadership, PPCC Campus Police, and PPCC Emergency Management personnel will monitor the situation via informational releases from the Federal Emergency Management Agency, the Centers for Disease Control and Prevention, local health departments, and other relevant sources.
- PPCC Leadership, PPCC Campus Police, and PPCC Emergency Management personnel will continue scheduled reviews of PPCC's Pandemic and Infectious Disease Preparedness Plan, Continuity of Operations Plan, and Emergency Operations Plan, and update as necessary.
- Continue scheduled training for Policy Group and Emergency Management Operations Group (EMOG) and notify them of situation.
- PPCC Campus Police and PPCC Emergency Management will coordinate training and exercise of pandemic plan.

#### 3.4.b. Pandemic Alert Period (USG Phase 0-1; WHO Phase 3):

- Suspected or confirmed human outbreak overseas.
- Sporadic cases or small outbreaks in humans.
- No or limited human-to-human transmission, not sufficient to sustain community-level outbreaks.

**College Status:** College will function normally and monitor situation. Initiate planning and preparation.

- PPCC Leadership, PPCC Campus Police, and PPCC Emergency Management personnel will continue to monitor the overseas situation via informational releases from the Federal Emergency Management Agency, the Centers for

Disease Control and Prevention, state and local health departments, and other relevant sources.

- PPCC Leadership, PPCC Campus Police, and PPCC Emergency Management personnel will review the PPCC Pandemic and Infectious Disease Preparedness Plan, PPCC Continuity of Operations Plan, and PPCC Emergency Operations Plan, and update as necessary.
- PPCC Policy Group and Emergency Management Operations Group (EMOG) will receive updates on the situation as appropriate.
- Division and department heads will review their specific pandemic preparedness plans and update them as needed. Refer to Appendices A and B of this plan for further information.
- College staff should consider purchasing increased supplies (such as hand sanitizer and sanitizing wipes or sprays) and protective equipment (masks, gloves, etc.) in anticipation of supply chain disruption and shortages.
- PPCC Leadership, PPCC Campus Police, and PPCC Emergency Management personnel will coordinate with Marketing and Communications update the campus community as appropriate.
- Communications and remote access systems should be assessed to ensure operability for those who will need it.

#### **3.4.c. Pandemic Alert Period (USG Phase 2; WHO Phases 4 and 5):**

- Confirmed human outbreak overseas.
- Evidence of significant human-to-human transmission able to cause community-level outbreaks.
- Significant increase of pandemic risk.

**College Status:** College will function normally and monitor situation. Planning and preparation will continue.

- College and department/division pandemic plans, or portions of plans, may be implemented depending on the local situation.
- PPCC Policy Group and Emergency Management Operations Group (EMOG) will receive updates on the situation as appropriate.
- Department and division heads and supervisors should review pandemic plans and procedures with employees.

- PPCC Leadership, PPCC Campus Police, and PPCC Emergency Management will coordinate with PPCC Marketing and Communications to begin distribution of information to the College community regarding infection prevention and control.
- Test and exercise communication systems and alternative work methods (telework, teleconferencing, etc.).
- Work with El Paso County health officials and local emergency management agencies to stay apprised of changing local conditions.
- Obtain sufficient supplies and personal protective equipment for essential personnel.
- Implement infectious disease control practices (see Appendix C of this plan).

**3.4.d. Pandemic Alert Period (USG Phases 3-5; WHO Phase 6):**

- Widespread human outbreak overseas.
- Outbreak in North America and/or United States.
- Increased and sustained human-to-human transmission in general population.

**College Status:** College will function normally unless otherwise directed by the Colorado Community College System; local, state, or federal agencies; or at the discretion of PPCC Leadership based on the local situation.

- College and department/division pandemic plans, or portions of plans, may be implemented depending on the local situation.
- College operations may be affected or temporarily suspended as described in Section 3.1 of this plan.
- PPCC Leadership, PPCC Campus Police, and PPCC Emergency Management personnel will continue to monitor the overseas situation via informational releases from the Federal Emergency Management Agency, the Centers for Disease Control and Prevention, local health departments, and other relevant sources.
- Policy Group and Emergency Management Operations Group (EMOG) will convene as needed for situational updates, planning, and execution of appropriate continuity of operations (COOP) actions as the situation changes.
- Implement infection control measures to prevent or minimize disease exposure on campuses.



- Implement alternative work arrangements (e.g., job sharing, flexible work schedules, telework) as directed by CCCS, the PPCC President, Policy Group, and/or EMOG, or as determined by absenteeism rates.
- PPCC Campus Police and PPCC Emergency Management personnel, in conjunction with PPCC Leadership, will coordinate with PPCC Marketing and Communications to disseminate information as appropriate to the PPCC College community, issue emergency notifications as appropriate to the College community, and send press releases to local media.
- Assess extra supply needs for PPCC Campus Police, PPCC Facilities and Operations, and other essential personnel, and order necessary supplies and protective equipment.
- Departments and divisions should consider cross-training designated staff so that staffing needs are covered during absences.
- Continue infectious disease control practices (see Appendix C of this plan).
- Minimize person-to-person contact by increasing electronic communications for all departments and divisions (email, telephone, etc.).
- Continue to work with El Paso County health officials and local emergency management agencies as appropriate.

#### **3.4.e. Recovery and Preparation for Subsequent Waves (USG Phase 6):**

**College Status:** If closed, Campuses reopen and classes resume. College returns to normal operations as soon as is practical.

- The PPCC Policy Group and Emergency Management Operations Group will coordinate reopening of campuses at the direction of PPCC Leadership based on guidance from the Colorado Community College System and appropriate local, state, and federal agencies
- Departments and divisions will prepare for reopening.
- PPCC Campus Police, PPCC Emergency Management personnel, and PPCC Leadership will coordinate with PPCC Marketing and Communications on messaging for campus reopening, resumption of classes, and availability of counseling resources for students, staff, and faculty.
- Division and Department heads will address staffing issues.
- PPCC Facilities and Operations will assess and address utility and property needs.
- PPCC Campus Police and PPCC Emergency Management personnel will coordinate an After Action Review of the pandemic response process and coordinate changes to the PPCC Pandemic and Infectious Disease Preparedness Plan as necessary.

## **Section 4: Division and Department Planning**

### **4.1 INTRODUCTION**

Pikes Peak Community College provides general guidelines for pandemic planning and response. However, it is up to each division and department to determine how it will continue to provide essential services during each phase of a pandemic.

### **4.2 EPIDEMIC AND PANDEMIC PLANNING TEMPLATE**

Appendix A of this document provides a template for epidemic and pandemic planning to be implemented by the heads of each PPCC division, department, and/or work section.

The head of each PPCC division, department, or work section is responsible for completing this template, or assigning completion to a responsible person within the organization. Department, division, and work section heads are also responsible for keeping this document current and ensuring it is reviewed at least annually.

PPCC divisions, departments, and work sections are encouraged to maintain both hard copy and electronic versions of this plan, and will provide electronic copies of completed and/or updated pandemic plans to PPCC Emergency Management and Campus Police.

Planning considerations:

- General guidelines that apply to the entire College are provided in Chapter 3 of this plan. Therefore, it is not necessary to duplicate that information in individual plans.
- Some division/department/work section plans may necessarily be more extensive than others based on essential functions and/or the complexity of the particular operation.
- Division, department, and work section epidemic and pandemic plans should be functional and effective for the specific organization.

### **4.3 ESSENTIAL PERSONNEL**

Appendix B explains in detail the definitions of essential personnel. As part of the pandemic planning process, heads of divisions, departments, and/or work units will need to determine the essential personnel for their areas.

#### **4.4 DEPARTMENT AND DIVISION PLANS**

Specific department and division pandemic and infectious disease plans will be included as unpublished annexes to this plan. Planning templates are included in Appendix A to this plan.

Departments and divisions will review their plans at least annually and update them as needed.

# Appendix A: Epidemic and Pandemic Planning Template for Work Groups

The Epidemic and Pandemic Planning Template is designed for use by PPCC divisions, departments, and work sections in developing plans for maintaining critical functions during a pandemic situation. This template provides a standardized format that integrates with other PPCC plans while allowing a degree of flexibility to suit each organization’s needs.

The following assumptions shall be used when developing pandemic plans specific to PPCC divisions, departments, and work sections:

- Employee absenteeism at 30 percent or more due to illness or caring for sick family members.
- Alternate work arrangements may be enacted during different pandemic phases, to include:
  - Normal staffing and operations.
  - Reduced operations due to limited staffing.
  - Essential personnel only.
  - Full closure.

## A.1. DEPARTMENT/DIVISION/WORK SECTION GENERAL INFORMATION:

Provide information for the department, division, or work section as appropriate.

<b>Department/Division/Section Name</b>	
<b>Office Location (Building &amp; Room)</b>	
<b>Main Phone Number</b>	
<b>Additional Office Location (Bldg. &amp; Rm.)</b>	
<b>Phone Number</b>	
<b>Additional Office Location (Bldg. &amp; Rm.)</b>	
<b>Phone Number</b>	
<b>Additional Office Location (Bldg. &amp; Rm.)</b>	
<b>Phone Number</b>	

## A.2 LEADERSHIP SUCCESSION

In any emergency situation, it is important for employees to know who is in charge, and who can make decisions in the absence of assigned leadership.

List the people who can make operational decisions if the primary and/or alternate head(s) of the department, division, or section is/are absent.

Department/Division/Section Head		
Name:		Title:
Email:	Office Phone:	Cell Phone:
First Successor		
Name:		Title:
Email:	Office Phone:	Cell Phone:
Second Successor		
Name:		Title:
Email:	Office Phone:	Cell Phone:
Third Successor		
Name:		Title:
Email:	Office Phone:	Cell Phone:
Fourth Successor (if available)		
Name:		Title:
Email:	Office Phone:	Cell Phone:
Fifth Successor (if available)		
Name:		Title:
Email:	Office Phone:	Cell Phone:

Provide contact information for primary and secondary leaders of departments, divisions, or work sections.

Responsible College Officer		
Name:	Title:	
Email:	Office Phone:	Cell Phone:
Department/Division Head		
Name:	Title:	
Email:	Office Phone:	Cell Phone:
Deputy Department/Division Head		
Name:	Title:	
Email:	Office Phone:	Cell Phone:
Section Head		
Name:	Title:	
Email:	Office Phone:	Cell Phone:
Deputy Section Head		
Name:	Title:	
Email:	Office Phone:	Cell Phone:
Section Head		
Name:	Title:	
Email:	Office Phone:	Cell Phone:
Deputy Section Head		
Name:	Title:	
Email:	Office Phone:	Cell Phone:
Section Head		
Name:	Title:	
Email:	Office Phone:	Cell Phone:
Deputy Section Head		
Name:	Title:	
Email:	Office Phone:	Cell Phone:

### A.3 MISSION ESSENTIAL/CRITICAL FUNCTIONS

Identify the primary functions of the department, division, or work section and list them below.

Indicate whether each function is mission essential/critical to the College's operations, or a routine function that can be temporarily suspended.

Identify those functions that can be accomplished via VPN or telecommuting.

	<b>Primary Functions of the Department</b>	<b>Mission Essential</b>	<b>VPN/ Telecomm.</b>	<b>Routine</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

#### A.4 MISSION ESSENTIAL/CRITICAL FUNCTION PERSONNEL

For each mission essential/critical function identified in Section B.1., list the employee responsible for that function as well as at least one alternate/backup employee who is cross-trained in the function and can continue that function in the absence of the person with primary responsibility.

Function	Primary Employee (Name)	Secondary Employee (Name)	Special Comments

#### A.5 DELEGATION OF AUTHORITY

The process of granting authority to carry out specific functions is called the delegation of authority. This delegation of authority should be activated when the original authorized party is unable to carry out those responsibilities due to absence or incapacitation. Ideally, delegations of authority are issued in writing.

All delegations of authority must comply with appropriate College and Colorado Community College System policies and procedures.



## A.6 EMERGENCY NOTIFICATION

### Emergency Notification Process

PPCC will provide updates regarding the College’s status (e.g. full or limited operations, campus closure, etc.) via:

- The PPCC Emergency Notification System. Emails will be sent to all students, staff, and faculty. Text messages will be sent to those who are registered to receive them.
- The PPCC.edu website.
- PPCC social media accounts.
- Local media outlets as appropriate.

### Department/Division/Section Call Tree

Department, division, and section heads are responsible for keeping employees apprised of changes to regular or alternate work schedules due to a pandemic situation.

List all of the people in the department, division, or section and methods of contacting them in case of an emergency. Keep this up to date. Each employee should have a copy of this list at work and at home.

Call Tree Caller				
<i>The first available caller will make personal contact with all other employees on the list, including the alternate callers.</i>				
	Email	Office Phone	Home Phone	Cell Phone
<b>Primary Caller:</b>				
<b>1st Alternate:</b>				
<b>2nd Alternate:</b>				
<b>3rd Alternate:</b>				
<b>4th Alternate:</b>				
<b>5th Alternate:</b>				



**Call Tree: Department Employees**

Name	Email	Office Phone	Home Phone	Cell Phone



**Notification of Vendors and Service Providers**

Department, division, and section heads are responsible for identifying the vendors, suppliers, and service providers that must be notified in the event the College adopts a modified schedule, reduces staffing to essential personnel only, or closes as a result of a pandemic situation.

Department, division, and section heads should also identify PPCC personnel responsible for notifying these outside organizations.

Vendor, Supplier, or Service Provider Name	Vendor/Supplier Point of Contact	Vendor/Supplier POC Phone #	Responsible PPCC Employee



### Contact Log

Use this log to document contacts with PPCC personnel and outside resources.

Contact Log				
Name	Reason for call (notification, work schedule, etc.)	Method of contact (phone #, email)	Date/Time Contacted	Date/Time Called Back

## A.7 SAMPLE DEPARTMENT/DIVISION/WORK GROUP ACTION PLAN TEMPLATE

This sample template provides a structure for departments, divisions, and work groups to develop specific action plans based on the pandemic phases described in Section 3 of this plan. This is only a guide and may not be all-inclusive. Departments, divisions, and work groups should tailor action plans to their specific operational needs.

Department, division, and work group action plans should be included as unpublished annexes to the College pandemic and infectious disease plan.

### DEPARTMENT/DIVISION NAME

PPCC Pandemic Planning Contact(s)

(Title): 719-502-XXXX

USG Phase 0 / WHO Phases 1-2	
<b>Phase Description</b>	Inter-Pandemic Period
<b>Situation</b>	<ul style="list-style-type: none"> <li>• New domestic animal outbreak in at-risk country.</li> <li>• No infection detected in humans (WHO Phase 1) or limited human infection (WHO Phase 2).</li> <li>• Risk of human disease low (WHO Phase 1) to substantial (WHO Phase 2).</li> </ul>
<b>Operational Assumption</b>	College will function normally and monitor situation.
<b>Operational Adjustments and Action Plans</b>	



<b>USG Phase 0-1 / WHO Phase 3</b>	
<b>Phase Description</b>	Pandemic Alert Period
<b>Situation</b>	<ul style="list-style-type: none"> <li>• Suspected or confirmed human outbreak overseas.</li> <li>• Sporadic cases or small outbreaks in humans.</li> <li>• No or limited human-to-human transmission, not sufficient to sustain community-level outbreaks.</li> </ul>
<b>Operational Assumption</b>	College will function normally and monitor situation. Initiate planning and preparation.
<b>Operational Adjustments and Action Plans</b>	

<b>USG Phase 2 / WHO Phases 4 and 5</b>	
<b>Phase Description</b>	Pandemic Alert Period
<b>Situation</b>	<ul style="list-style-type: none"> <li>• Confirmed human outbreak overseas.</li> <li>• Evidence of significant human-to-human transmission able to cause community-level outbreaks.</li> <li>• Significant increase of pandemic risk.</li> </ul>
<b>Operational Assumption</b>	College will function normally and monitor situation. Planning and preparation will continue.
<b>Operational Adjustments and Action Plans</b>	



<b>USG Phases 3-5 / WHO Phase 6</b>	
<b>Phase Description</b>	Pandemic Alert Period
<b>Situation</b>	<ul style="list-style-type: none"> <li>• Widespread human outbreak overseas.</li> <li>• Outbreak in North America and/or United States.</li> <li>• Increased and sustained human-to-human transmission in general population.</li> </ul>
<b>Operational Assumption</b>	College will function normally unless otherwise directed by the Colorado Community College System; local, state, or federal agencies; or at the discretion of PPCC leadership based on the local situation.
<b>Operational Adjustments and Action Plans</b>	

<b>USG Phase 6</b>	
<b>Phase Description</b>	Recovery and Preparation for Subsequent Waves
<b>Situation</b>	Pandemic subsides but may resume
<b>Operational Assumption</b>	If closed, Campuses reopen and classes resume. College returns to normal operations as soon as is practical.
<b>Operational Adjustments and Action Plans</b>	

## Appendix B: Essential Personnel Definitions

### **Infrastructure/Operations:**

Individuals who keep secondary, critical operations running. During a pandemic period where one or more campuses are closed, these individuals will be expected to work their regular eight-hour day (and possibly longer, as necessary) from an available open campus or home. This includes:

- Campus Police
- Emergency Management
- Facilities and Operations
- Information Technologies Support Services
- Marketing and Communications
- Human Resource Services
- Finance
- Academic Affairs
- Student Affairs

### **Management:**

Individuals holding a position of dean/department head and above. During a pandemic period when the campus is closed, these individuals will not necessarily be expected to work their regular eight-hour day but will be expected to be available for calls and advising as necessary. This includes:

- President
- Vice Presidents
- Executive Directors/Directors
- Deans/Associate Deans
- Department Chairs



## Appendix C: General Infection Control Measures

One of the best ways to combat the spread of any contagious disease is by employing diligent infection control measures to prevent or minimize exposure to the disease during all epidemic or pandemic phases. Recommended measures include, but are not limited to:

- Encourage influenza vaccinations for students, staff, and faculty prior to/during each flu season.
- Educate the College community on preventing the spread of the virus, recognizing symptoms, and staying home when ill via email, signage, newsletters, and social media.
- Encourage frequent hand washing to students, staff, and faculty via email, signage, newsletters, and social media.
- Post signs in bathrooms reminding students, staff and faculty to wash their hands.
- Promote usage and locations of hand sanitizer and sanitizing wipes or sprays for work spaces and classrooms.
- Provide anti-bacterial hand sanitizer to all personnel who interact with the public or outside personnel and encourage frequent use.
- Distribute awareness and prevention information to the College community via email, signage, newsletters, and social media and emphasize the importance of sanitary practices to prevent the spread of viruses.
- Ensure all soap dispensers are filled with antibacterial soap.
- Identify work schedules to be used during limited staffing due to illness or select campus closures.
- Purchase protective gloves (latex or hypo-allergenic) for cashiers and employees who request them.
- Use anti-bacterial wipes frequently on commonly touched surfaces.
- Encourage employees to use doors with automatic openers, using their elbow rather than hand to activate.
- Adopt protective measures as recommended by public health officials.
- Discontinue off-site meetings and outreach activities and utilize distance technologies where available.
- Consolidate operations at fewer campuses, depending on availability of staff and public health guidelines.
- Explore options for work at home solutions with remote access.
- Limit meetings to avoid cross-contamination by potentially infected employees.
- Limit or reduce travel to other campuses to reduce risk of exposure.

- Postpone or cancel non-essential meetings, gatherings, and activities.
- Keep essential meetings short.
- Postpone or cancel non-essential travel and study abroad trips.
- Remove shared writing instruments, magazines and newspapers from common areas such as reception areas, waiting areas, kitchens, break rooms, etc.
- Destroy all inter-campus envelopes; do not allow envelopes to be re-used.