

# Hampden-Sydney College

## Infectious Disease Response Plan

*Revised March 2020*

Infectious diseases have the potential to cause widespread sickness and death. Such diseases can: occur naturally, such as meningitis, measles and hepatitis A; be acts of bioterrorism, such as Ebola and ricin; or be an emerging agent, such as coronavirus or norovirus. Infectious diseases can vary in many ways, including mode of transmission, scale of exposure, length of illness, and pathogenicity. A local outbreak can easily overwhelm College resources. In order to effectively respond, proper planning and preparation is critical.

The College's critical incident management team will confer and act depending on the evolving situation. The following provisions have been decided upon by the institution:

### Goals

Protect the health and lives of our students and employees on campus by taking measures to prevent an outbreak of infectious disease.

Provide, to the best of our ability, containment of an infectious disease on campus to reduce the spread to the surrounding community.

Mitigate the impact of an infectious disease on the College's infrastructure, general economy and integrity of society.

Sustain, as far as practical, the educational mission of the College.

### Decision-Making Process

The president of Hampden Sydney College is responsible for overseeing all operations of the College, including the College's response to infectious disease. In the event of the incapacitation of the president, the bylaws of the College designate the dean of faculty as the responsible authority. The chairman of the board of trustees will be updated on the situation as it evolves. Advising the president will be the critical incident management team, who will plan and coordinate such response.

The College does not exist in isolation in our community. Response to a potential outbreak requires that College authorities maintain contact with regional agencies. These may include, but are not limited to:

- Virginia Department of Health
- Piedmont Community Health Department
- Prince Edward County Emergency Management
- Centers for Disease Control
- World Health Organization

## Tiered Response

As the potential for an infectious disease emerges and evolves, the critical incident management team will respond according to the determined levels.

Level one means there is a potential infectious disease in existence that poses a real threat to our campus. This will require monitoring of the national and international development by the student health services director. The critical incident management team may be called together to discuss the potential impact on our campus and determine what measures may be taken at that point. This should include, but not be limited to:

- Developing a response to the media
- Inventory and acquisition of critical supplies needed for prevention, screening, treatment and potential isolation
- Review of essential staff and their training
- Prepare advisory statements for students and employees
- Review the College's calendar of events for possible alterations
- Monitor student and employee locations, travel, meetings, and health, as deemed necessary

Level two indicates that the local community or college campus has been impacted, but may remain open. At this point, the critical incident management team will implement necessary measures to:

- Continue normal operations but communicate periodically
- Decide if social distancing and limitation of travel needs to be instituted
- Determine if remote operations, to the extent possible, need to be implemented, including remote learning
- Assess the circumstances of study abroad students

Level three specifies that the College will close and all normal operations will cease.

## Specified Responsibilities

Every member with commissions to the plan shall designate an alternate to assume responsibilities in absentia.

The Emergency Management Coordinator will organize the management of local, state and federal emergency resources.

The Director of Student Health Services will monitor the evolution of the disease state with VDH, CDC and WHO, and determine the need for necessary supplies and personnel. Determine, with guidance from VDH, CDC and WHO, what measures need to be put in place for prevention, screening and treatment of the agent of concern. This is to include students and employees, on and off campus.

The Dean of the Faculty will manage changes and updates to academics and faculty, including travel concerns, meetings and distance learning.

The Dean of Students will oversee monitoring of student travel, activities and housing, as well as decisions regarding any changes of such. Counseling considerations will also be determined by the Dean of Students.

The Director of Human Resources will monitor the travel of faculty and employees; review and revise, if necessary, leave and return to work policies; and determine interim job descriptions. Ensure up-to-date employee contact information and workforce assessments.

The Director of Physical Plant will assess appropriate supplies and quantities necessary to prevent and mitigate the contagion. Personnel or contract resources needed for transportation, utilities, disinfection or decontamination or relocation will also be determined by the Director of Physical Plant. Implementation of interim life and fire safety initiatives will be the responsibility of the Director of Physical Plant in conjunction with the Director of Public Safety and Chief of Police.

The Department of Public Safety and Police will provide guidance on any changes in security specific to the situation, this may include cordoning, access control and monitoring of particular spaces. Emergency communications will be provided by the Department of Public Safety and Police unless otherwise specified.

The Director of Communications will prepare and disseminate necessary communications to the campus, College constituencies, and the local community. This includes the oversight of publications to be printed, posted and/or distributed on campus.

The Vice President for Business Affairs will oversee policy pertaining to the acquisition of emergency needs; as well as the tracking of all expenses, including payroll, and revenue collection related to the response. Current contract information for services provided to our

campus will be made available to the critical incident management team by the Vice President for Business Affairs.

Food services will coordinate the preparation and delivery of food and water to students on campus.

## Communications

From the time of activation, be it the time of the first-called meeting, the critical incident management team will communicate all necessary developments and activities pertinent to the event. Correspondences from other entities that are critical to the response for our institution shall be shared with the critical incident management team.