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In accordance with the College's Emergency Preparedness Plan, South Louisiana Community College (SLCC) has established this college-wide Pandemic/Public Health Emergency Plan. In the event of a pandemic or public health threat, SLCC is committed to protecting the health and safety of students, faculty, staff and visitors. To accomplish this, SLCC adheres to the guidelines published by the Louisiana Department of Health, ready.gov (Department of Homeland Security DHS) and the Centers for Disease Control and Prevention (CDC). The College also works closely with state and local public health and other local authorities in addressing pandemic/public health threats to the college community.

### ***Contagious Disease Prevention***

The focus of this section will be to advise everyone about how to prevent the spread of contagious illnesses. Suggestions are all common sense and yet we often need to be reminded—get an ample amount of rest, eat nutritiously, stay home when ill, often and proper hand washing (hand sanitizing as a possible substitute), etc.

Additionally, SLCC will adhere to the following guidelines as prescribed by the CDC:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then promptly throw the tissue in the trash.
- Clean and disinfectant frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Follow the CDC's recommendation for using a facemask.
  - CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory disease, including COVID-19.
  - Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. The use of facemasks is also crucial for health workers and people who are taking care of someone in close settings (at home or in a health care facility).
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing or sneezing.
  - If soap and water are not readily available, use alcohol based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- If students/employees are ill while on campus, they will be asked to return home to recuperate in order to minimize the risk of infecting others.
- Infected students/employees who need to leave the campus should do so without using public transportation.
- Infected students/employees should stay in their homes until no longer contagious.
- To minimize the spread of infection, classrooms, elevators, dining areas, and other high contact areas may be cleaned frequently and wiped down with disinfectant.
- Alcohol based hand sanitizers will be available on campus.

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- Ill students will be provided options to complete classes. (Instructors should make arrangements with ill students to make up work and should not drop them from classes if they are ill with a contagious illness).
  - A broad range of communication channels have been identified that will be used to reach students/employees to inform them of the situation at their college (SmartNotice, Website, Social Media, emails, radio, TV, etc.).
  - Campus closures will be considered on a case by case basis.
  - Colleges will coordinate with the Louisiana Department of Health to provide vaccinations/immunizations information as warranted.

The goal of these prevention measures will be to promote good health and hygiene habits for students, faculty, and staff.

Note: SLCC will be using the following reporting process:

Any student that believes that they are experiencing symptoms of a contagious disease such as Influenza (Flu), Human Coronavirus (COVID-19), H1N1 (Swine Flu), specifically fever, cough or shortness of breath, is asked to call the Dean of Student Services at 337-521-8957 and report:

- Student Name
- Campus Name
- Department

ANY employee who calls in sick to work; administrators will follow up with the employee to determine if he/she has a contagious disease.

### **I. Pandemic/Public Health Emergency Teams**

The Chancellor of the College has designated the Vice Chancellor for Administration and Finance as the College's Emergency Coordinator. For pandemic/public health emergencies, the Director of Safety and Security or the Safety Coordinator is appointed the Pandemic/Public Health Emergency Coordinator, and in that role, serves as the lead contact with local public health authorities in the coordination of necessary public health-related tasks. During the emergency period, the Emergency Coordinator has supervisory responsibility over departments and personnel who comprise the Pandemic/Public Health Emergency *Preparedness* Team and the Pandemic/Public Health Emergency *Implementation* Team. All recommendations of both teams must be relayed by the Emergency Coordinator to the Chancellor for his/her approval.

**Pandemic/Public Health Emergency *PREPAREDNESS* Team**

The following positions comprise SLCC’s Pandemic/Public Health Emergency *Preparedness* Team, which is responsible for making recommendations during each stage of the plan.

<b>Pandemic/Public Health Emergency <i>PREPAREDNESS</i> Team</b>
Vice Chancellor for Administration and Finance
Executive Assistant to the Chancellor
Vice Chancellor of Academic and Student Affairs
Vice Chancellor for Workforce and Economic Development
Vice Chancellor for Institutional Advancement
Director of Safety and Security
Safety Coordinator

**Pandemic/Public Health Emergency *IMPLEMENTATION* Team**

The following positions comprise the Pandemic/Public Health Emergency *Implementation* Team, which is responsible for implementing specific detailed procedures for their area of responsibility. Each team member may require additional staff under his/her supervision to assist in the implementation of the Pandemic/Public Health Emergency Plan.

<b>Pandemic/Public Health Emergency <i>IMPLEMENTATION</i> Team</b>
Vice Chancellor for Administration and Finance
Executive Assistant to the Chancellor
Vice Chancellor of Academic and Student Affairs
Vice Chancellor for Workforce and Economic Development
Vice Chancellor for Institutional Advancement
Director of Safety and Security
Safety Coordinator
Dean of Nursing and Allied Health
Facilities Director
Executive Director of Strategic Engagement & Employer Services
Director of Information Technology (IT)
Facilities Manager

**II. Emergency Information**

The Chancellor has designated the Communications and Marketing Director as the official source of college announcements. This office posts official information on the College’s website ([www.solacc.edu](http://www.solacc.edu)); makes announcements via college-wide email, the phone information line, text messaging, voice mail to office phones, and any other means deemed necessary or appropriate; and communicates with local media.

### **III. Pandemic/Public Health Emergency Plan Stages**

The Pandemic/Public Health Emergency Plan is divided into four stages. The action steps indicated in the stages may or may not be taken within the stages listed, depending on the circumstances of the pandemic/public health threat and at what point in the academic year the health threat emerges. In addition, the Emergency Coordinator may declare a change in stage at any time due to unexpected change in the level of pandemic/public health threat.

*Stage 1.* Pre-Planning to Confirmed Cases of Pandemic/Public Health Threat

*Stage 2.* Suspected/Confirmed Cases in the State of Louisiana (primarily the Acadiana Region) or Surrounding Areas

*Stage 3.* Confirmed Cases on any SLCC Campus or Site

*Stage 4.* College Recovery – Assessment, Reopening and Return

#### **STAGE 1: Pre-Planning to Confirmed Cases of Pandemic/Public Health Threat**

Pre-Planning preparation includes the following steps.

##### **Preparedness Team Preparation:**

- The Emergency Coordinator ensures Emergency Team and other designees have access to cell phones, laptops with appropriate system capabilities, etc., as appropriate.
- Specified units within the College are required to submit a Pandemic/Public Health Emergency Plan for their areas. Each plan must include an arrangement for communication within the unit during all stages. All departmental plans are incorporated into the SLCC Pandemic/Public Health Emergency Plan.
- The Emergency Coordinator ensures that the SLCC Pandemic/Public Health Emergency Plan and all departmental pandemic/public health emergency plans are reviewed on an annual basis with yearly orientations.

##### **Faculty and Staff Education and Preparedness:**

The Pandemic/Public Health Emergency Coordinator:

- Maintains ongoing communication with state and local public health agencies and other local authorities
- Ensures general preparedness information and emergency SLCC contact information are communicated to faculty, staff and students.
- Disseminates information from public health sources covering routine infection control (e.g., hand hygiene, coughing/sneezing etiquette), pandemic fundamentals (e.g., signs and symptoms of the public health threat, modes of transmission), personal and family protection and response

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strategies, and the at-home care of ill students or employees and their families consistent with the guidelines published by the Louisiana Department of Health and the Centers for Disease Control and Prevention (CDC).

- Ensures college is supplied with adequate supplies for sanitizing and decontaminating facilities and protective gear, as applicable (i.e., antibacterial hand cleansers and cleaning products, protective gear, etc.)
- Coordinates staff planning to be determined by evolution of infectious organism.
- Encourages faculty and staff to receive annual vaccinations as appropriate.
- Identifies critical emergency personnel in the event of college closure.
- Identifies resources for protective gear, as applicable, for critical emergency personnel.

**Clinical Preparation:** The Pandemic/Public Health Emergency Coordinator:

- Reviews established process for implementing case identification database system
- Confirms that required supplies and resources are in place to support college's agreement with local public health officials for closed point of distribution of preventative interventions, as applicable.

**Communication:** The Pandemic/Public Health Emergency Coordinator:

*External:*

- Works with the Office of Communications and Marketing Director to provide information to campus community on status of infectious disease and travel advice via email and SLCC website with links to CDC and other public health agency resources.
- If deemed necessary by the Pandemic/Public health Emergency Coordinator, provides training for relevant groups.
- Reviews communication implementation plans for Stages 2, 3 and 4.

*Internal:*

- Revises calling tree protocol, as determined in respective campus/site plans.
- Ensures cell phone/contact lists are current as determined in respective campus/site plans.
- Ensures internal team reviews HIPAA and FERPA confidentiality requirements regarding suspected and confirmed cases, employee leave policies related to pandemics/public health emergencies, and student policies related to pandemic/public health emergencies such as withdrawals, continuation of classes, etc.

**STAGE 2: Suspected/confirmed cases in the State of Louisiana (primarily the Acadiana Region) or surrounding area (in addition to Stage 1)**

Upon notification of suspected/confirmed cases in Lafayette or surrounding areas, the following action steps are taken.

Preparation:

- The Emergency Coordinator monitors information provided by Pandemic/Public Health Emergency Coordinator.
- The Pandemic/Public Health Emergency Coordinator attends briefings sponsored by local authorities as needed.

Communication:

- In consultation with the Pandemic/Public Health Coordinator, the Emergency Coordinator provides the Director of Communications and Marketing with information for email, website ([www.solacc.edu](http://www.solacc.edu)), and phone information line distribution regarding the College's current operating status and any special instructions. Information is provided to campus community on status of infectious disease and travel advice via e-mail and post to SLCC website with links to CDC and other pertinent public health agency resources, as needed.
- Pandemic/Public Health Coordinator initiates poster campaign on self-care is implemented with directions for reporting cases and how to get medical care.

**STAGE 3: Confirmed cases on campus (in addition to Stage 2)**

Upon notification of confirmed cases on campus, the following action steps are taken:

College Open:

- Pandemic/Public Health Emergency Coordinator implements case identification database system to respond to suspected and/or confirmed cases.
- Pandemic/Public Health Emergency Coordinator provides weekly status report of specific on-campus cases to Pandemic/Public Health Emergency Preparedness Team.
- Pandemic/Public Health Emergency Coordinator notifies appropriate local public health officials of confirmed cases.
- In consultation with the Pandemic/Public Health Emergency Coordinator, the Emergency Coordinator provides the Executive Director of Public Relations and Marketing with information for email and website ([www.solacc.edu](http://www.solacc.edu)) distribution regarding status of confirmed and suspected cases on campus.

College Closure:

- Based on public health officials' advisement and upon approval of the Chancellor, the Emergency Coordinator informs the Communications and Marketing Director and the Emergency Preparedness Team of the College's approved closure.
- Emergency Coordinator activates the Pandemic/Public Health Emergency Implementation Team, to perform their respective responsibilities related to the closure of the college.
- The Communications and Marketing Director announces the closure via the College's website ([www.solacc.edu](http://www.solacc.edu)), phone information line, college-wide email and text message, voice mail to office phones and any other means deemed necessary or appropriate, and also informs the local media of the closure. Information regarding employee leave policies during pandemic/public health emergencies ([link](#)) student policies related to pandemic/public health emergencies ([link](#)) is included in the communication.
- All personnel are required to leave campus immediately and are not permitted to remain in any campus building for any reason, with the exception of (1) critical emergency personnel specifically designated to maintain campus security and physical plant operations, and (2) those personnel specifically designated to implement the college's agreement with local public health officials for closed point of distribution for preventative interventions, if applicable.
- Designated security and/or police officers and/or emergency personnel check all buildings for compliance with the closure.
- If applicable, the closed point of distribution preventative intervention agreement with local public health officials is activated in accordance with established procedures.
- Length of closure is consistent with recommendations of public health officials pertaining to threat level of confirmed cases.
- All critical personnel must remain on campus until discharged by Emergency Coordinator.

**STAGE 4: College Recovery – Assessment, Reopening and Return**

Immediately after pandemic/public health threat no longer exists according to public health authorities, the Emergency Coordinator activates the Pandemic/Public Health Emergency *Recovery* Team. This team is made up of the following key personnel, and others as deemed necessary, and is responsible for assessing all facilities to determine which, if any, may be reopened.

**Pandemic/Public Health Emergency *RECOVERY* Team**

Pandemic/Public Health Emergency <i>RECOVERY</i> Team
Vice Chancellor for Administration and Finance
Executive Assistant to the Chancellor
Facilities Director
Dean of Nursing and Allied Health
Facilities Manager
Director of Safety and Security
Safety Coordinator
Counseling and Disability Services

The following action steps are taken:

**Assessment:**

- Essential personnel are notified by their supervisors to return to work to perform critical assignments related to environmental preparation and security of the facilities.
- After assessing that environmental safety (cleaning, sanitizing, etc.) is in accordance with Center for Disease Control (CDC) guidelines, the Pandemic/Public Health Emergency Recovery Team recommends the College’s reopening to the Emergency Coordinator.
- In consultation with the Pandemic/Public Health Emergency Coordinator, the Emergency Coordinator recommends college reopening to the Chancellor. Chancellor reopens College.

**Reopening:**

- The Emergency Coordinator notifies the Communications and Marketing Director to issue a reopen notice, which is communicated by email, information on the website, phone information line, text messaging, local news media, and any other means deemed necessary or appropriate.
- The Emergency Coordinator activates the Pandemic/Public Health Emergency Implementation Team to perform their respective responsibilities related to the reopening.

**Return:**

- Non-essential employees, as determined by each employee’s respective departmental pandemic/public health emergency plan, are notified via the website, phone information line, college-wide email, text messaging and any other means deemed necessary or appropriate, that they must report back to work in accordance with specific instructions.
- Supervisors determine assignments for individual staff and faculty members.
- When affected departments are reopened, campuses and sites are designated for instruction and/or administrative purposes as deemed necessary.
- Upon return, the Pandemic/Public Health Emergency Implementation Team assesses effectiveness of the plan and modifies plan as needed.

*See COVID-19 Addendum for further information.*