



Channel Islands

CALIFORNIA STATE UNIVERSITY

**Communicable Disease Preparedness
and Response Plan**

An Appendix to the CSU Channel Islands
Emergency Operations Plan

Updated March 2020

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Additional Reference	
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CAPH, 1/15/2015, <i>Health Advisory, Measles</i> VCPH 04/01/2019, <i>Health Advisory, Measles</i> World Health Organization (WHO) <i>Measles Fact Sheet</i> “Preparing for the Flu: A Communication Toolkit for Institutions of Higher Education” (http://www.cdc.gov/h1n1flu/institutions/toolkit/)	
CSU Guide, 11/19/05, <i>Avian (Bird) Pandemic Influenza Business Continuity Planning Guide</i>	
CSU Memo, 8/7/09, <i>Re: Fall 2009 Campus Preparations for the H1N1 Flu</i>	
CSU Guide, 8/25/09, <i>Pandemic Influenza Action Guide</i>	
CDC Guide, 08/20/09, <i>Guidance for Responses to Flu for Institutions of Higher Education during the 2009-2010 Academic Year</i>	
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I. PURPOSE

The purpose of the CSUCI Communicable Disease Preparedness and Response Plan is to:

- Serve as a guide for communicable disease planning efforts, primarily accomplished by the Communicable Disease Working Group prior to an outbreak occurring;
- Reduce the impact of a highly communicable disease in the campus community through prevention, information, control and containment; and
- Serve as a hazard specific appendix to the University's All-Hazards Emergency Operations Plan (EOP) designed to support operational decision making within the Incident Command System (ICS).

II. INTRODUCTION

Communicable disease is an infectious disease transmissible (as from person to person) by direct contact with an affected individual or the individual's discharges, which develops and spreads rapidly in a geographic area. This Annex provides the response to a highly contagious and potentially life threatening communicable diseases by minimizing the health impact to the campus community.

A. DEFINITIONS

To avoid confusion on the type of public health situation the following definitions are used:

1. **Outbreak:** a sudden rise in the incident of the disease and typically confined to a localized area or group of people.
2. **Epidemic:** an outbreak of a contagious disease that is more severe and less localized. The disease spreads quickly and affects many people at the same time.
3. **Pandemic:** a widespread epidemic of a disease that occurs over a wide geographic area and affects an exceptionally high percentage of the population.

This plan is supported by all applicable local, state, and federal plans including the Ventura County Public Health Department Pandemic Influenza Plan and Communicable Disease Plan. This plan applies to the CSUCI campus and all property and resources of the University.

III. SITUATION

CSU Channel Islands (CSUCI) is located midway between Santa Barbara and Los Angeles in Camarillo, California, just north of the Santa Monica Mountain range. The nearly 1,200 acre campus, one of the largest in the 23-campus California State University System, is situated in a thriving economic region that is home to major industrial and biotechnology firms, agricultural operations, as well as several non-profit agencies and organizations. Approximately 8,500 people attend, instruct and staff the University.

IV. ASSUMPTIONS

- The impact of a communicable disease on campus will be situational based upon the time it may occur during the academic year.
- This plan is based on the premise that incidents will be managed locally, although CSUCI recognizes that it may be considered a regional asset and will respond accordingly.
- A communicable disease may come and go in waves lasting from several days to several weeks or months.
- For planning purposes, it is estimated that between 20% and 40% of the estimated number of students, faculty and staff at CSUCI will be unwilling or unable to work or attend classes in the event of illness or quarantine.
- As in the 1918 influenza pandemic, the most vulnerable population includes unvaccinated individuals, the elderly, young children, and those with a compromised immune system or other underlying health issue.
- The traditional classroom academic environment cannot be maintained during a communicable disease outbreak or epidemic without putting students and staff at increased risk of illness. To achieve maximum effectiveness, a temporary campus closure or cancellation of classes may be initiated prior to the onset of a widespread communicable disease. These decisions are made by the University's EOC Policy Group. It's possible that CSUCI may be compelled to close campus by local, state, or federal health authorities or the CSU Chancellor regardless of its desire to remain open.

V. CONCEPT OF OPERATIONS

Planning activities prior to a communicable disease outbreak.

Planning is the first step in preparing to manage the consequences of a communicable disease outbreak. Planning can help to reduce the spread of disease, decrease the numbers of deaths and hospitalizations, help maintain essential services, and reduce the disruptions due to an epidemic.

The University relies on the Communicable Disease Working Group (CDWG) to guide communicable disease planning efforts prior to an outbreak. Their planning goal is two-fold:

- 1) Reduce illness and death due to a communicable disease among students, faculty, staff and the campus community; and

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2) Provide a plan for emergency operations, response and overall business continuity that maximizes our students' ability to complete their studies while minimizing the impact of disruption and economic loss.

To achieve these goals the CDWG has established a prioritized list of planning objectives as follows:

- Provide essential care for ill students;
- Provide for academic continuity;
- Provide informational resources to the campus community to support awareness, health and well-being;
- Maintain essential functions and support services;
- Provide isolation/quarantine protocols;
- Provide vaccination locations on campus if needed;
- Provide support for students and faculty studying or working abroad;
- Provide emotional support for students through CAPS and for employees through the Employee Assistance Program; and
- Provide housing and support services for students who cannot leave campus.

The following individuals have been designated as the Communicable Disease Working Group and are responsible for planning and response to a communicable disease impacting the University:

- Marcus Armstrong, Manager of Procurement & Contract Services
- Raudel Banuelos, Director of Facility Support
- Toni DeBoni, Associate Vice President for Student Affairs/Dean of Students
- Cindy Derrico, Associate Vice President for Student Affairs/Housing & Residential Education and Associated Students Inc.
- Peer Gerber, Director of Environmental Health & Safety
- Nancy Gill, Senior Executive Director of University Communication/PIO
- Holly Godden, Associate Director of Student Health & Wellness
- Sheila Grant, Associate Vice President for Faculty Affairs
- Michael Gravagne, Director of Campus Recreation and Interim Director of Wellness Promotion & Education
- Mayumi Kowta, Director of International Programs
- John Lazarus, Executive Director of University Auxiliary Services
- Drake Massey, Lieutenant
- Jason Miller, Professor of Mathematics and Academic Senate Leadership

- Carlos Miranda, Associate Director of Information Security
- Laurie Nichols, Interim Associate Vice President for Administrative Services
- Kirsten Olson, Interim Director of Counseling and Psychological Services
- Ginger Reyes, Assistant Vice President for Enrollment Management
- Joyce Spencer, Health & Safety Manager
- Kristin Steiner, Communication Specialist
- Maggie Tougas, Emergency Manager
- Alicia Virtue, Dean of the Library

Operational Activities During a Communicable Disease Outbreak.

During a communicable disease outbreak CSUCI may need to deploy operational resources in an effort to mitigate the spread of the disease across campus. At any given time CSUCI's response to a communicable disease outbreak will be situational and may be based upon:

- The intensity of on-campus situational reports;
- Directives or reports from state and local public health officials;
- Directives or reports from the CSU Chancellor's Office (CO); and
- The intensity of events as reported by the Center for Disease Control (CDC).

If the University must deploy resources, the University will utilize management and logistical components already contained within its all-hazards Emergency Operations Plan (EOP), and specifically the Incident Command System (ICS) to carry out its operational responsibility.

- The ICS organizational structure/chart, as shown in the campus EOP will be utilized at the direction of the Emergency Executive to manage a communicable disease outbreak.

When the ICS is activated all of the individuals from the Communicable Disease Working Group will be part of the ICS. The ICS Section Chiefs are designated as the incident unfolds.

The CSU Risk Management office has provided the campus with an "operational checklist" in the event of a campus outbreak. The checklists are to be used – as the situation warrants – by the Communicable Disease Working Group in response to a disease incident. They are included as Appendix B.

VI. COMMUNICATION PLAN

COMMUNICATION PLAN FOR COMMUNICABLE DISEASE

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In the event the CSUCI campus is affected by a communicable disease outbreak, epidemic, or pandemic, the integrity and reputation of the institution may be called into question if an appropriate response is not implemented. Potential reputational damage and increased confusion can be minimized through clear and sustained communication with all interested or involved stakeholders.

The University's Public Information Officer (Senior Executive Director of University Communication) bears the primary responsibility for managing all communication to the campus and related sites, including the main Camarillo campus, Goleta/Santa Barbara instructional sites, the Channel Islands Boating Center (CIBC), and the Santa Rosa Island Research Station (SRIRS), with regards to preparedness, response and demobilization. The PIO shall adhere to the following procedures during a communicable disease outbreak:

- Serves as an authoritative, reliable source of information for the Emergency Executive, Incident Command System Manager, the Communicable Disease Working Group, and the University community.
- Disseminates timely and relevant communication to the University community using CSUCI Alert (emails, texts, calls) or via the campus' regular email system. Additional communication will also be shared on the University's online News Center, social media channels (Twitter, Facebook and Instagram), the University's Emergency Information website, Information Hotline, and as information banners at the top of the website.
- Ensures that communication is coordinated with the University's professional call center vendor (Call Experts) used during campus emergencies, as well as communicating with the Chancellor's Communication & Public Affairs Office.
- Issues news releases as appropriate and establishes communication and periodic updates to members of the news media, including interviews, briefings, or news conferences as information is available to release.
- Serves as the University's spokesperson for media interviews and facilitates interviews involving the Emergency Executive, Incident Command System Manager, or others from the University as deemed appropriate.
- Oversees and forwards inquiries from students, parents, faculty, or staff to appropriate University personnel for response.

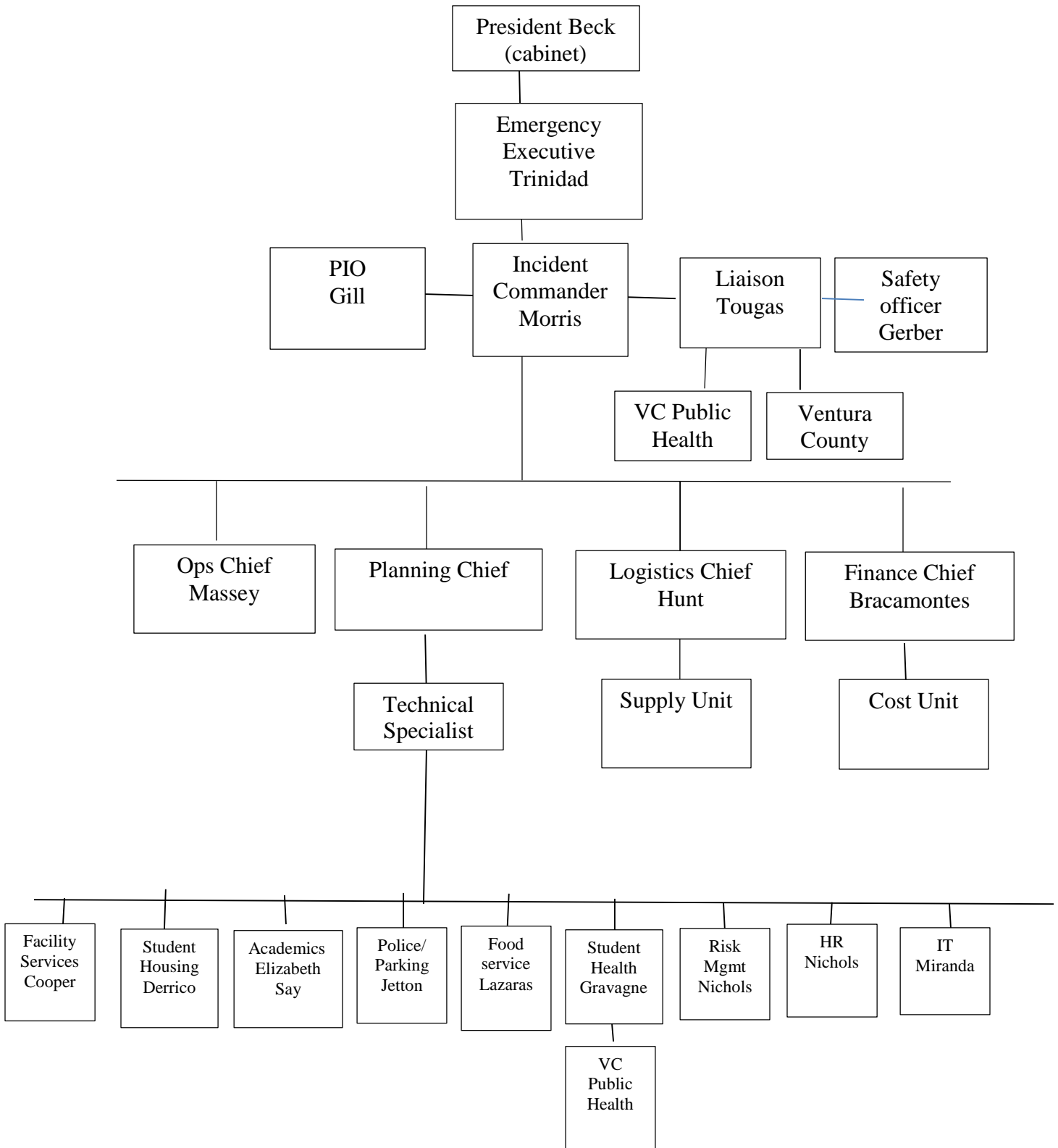
Scenarios for determining if communication should be sent to the University community (students, faculty, staff, University Glen residents) or others:

- a) Any individual who has been diagnosed with a communicable disease by a public health agency and has recently visited the main Camarillo campus or a University-related site, requires communication to be sent to affected members of

the University community based on the specific geographic location visited noting the date(s), time(s), and area(s) where the individual visited.

- Additional communication may also be sent by the Dean of Students to students, faculty and staff for specific academic courses or co-curricular activities, where the diagnosed individual may have exposed others.
 - Communication should also be provided by the respective University area who is hosting or coordinating with external groups or visitors, i.e. summer camps, new student orientation, events, board or committee meetings, and to key personnel representing the group or individuals who have visited the main Camarillo campus or a University-related site during the communicable disease exposure period.
- b) Any individual who has been diagnosed with a communicable disease by either Ventura County or Santa Barbara County Public Health (areas where the University conducts operations), requires communication to be sent to affected members of the University community based on the geographic location of the diagnosis noting the date(s), time(s) and area(s) where the individual visited.
- c) If no cases have been diagnosed by Ventura County or Santa Barbara County Public Health, then communication may not be sent to the University community.

APPENDIX A Incident Command System Organization Chart



APPENDIX B

Communicable Disease Operational Checklist

The following checklist is provided as guidance to the Emergency Executive, Incident Command System Manager, and the Communicable Disease Working Group in the event of a communicable disease outbreak.

- Alert Communicable Disease Working Group of illness status and make recommendations concerning cluster control and social distancing measures for initiation on the campus.
- After determining a communicable disease outbreak on campus, Public Safety will contact Ventura County Public Health (VCPH) for reporting purposes. The University will be in unified command with VCPH.
- Make recommendations on the activation of the University's Emergency Operations Center (EOC).
- Monitor activities of the University, employee population and visitors to reduce and/or minimize the impact of the communicable disease on campus operations.
- Evaluate and report areas of concern within the campus community and/or facilities related to transmission and control of the disease.
- Receive information concerning the number of faculty and staff unable or unwilling to report to work and the number of students absent from class. Communicate this information to the Communicable Disease Working Group.
- Make recommendations on the restriction of student, faculty and staff University-related travel to affected regions of the U.S. and abroad.
- Closely monitor all University-related domestic and international travel and report concerns to the Communicable Disease Working Group.
- Initiate implementation of a surveillance system in order to collect communicable disease data on campus, as well as local and statewide. Provide a report to the Communicable Disease Working Group on the number of suspected communicable disease cases involving University faculty, staff and students.
- Institute preventative measures and personal hygiene protocols.
- Working with the University's Public Information Officer, notify the campus community of the communicable disease status via the CSUCI Alert (emails, texts, calls) or via the University's regular email, social media and digital signage.

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- Make recommendations on the initiation of restricted activity related to outside and internal special events on campus.
- Communicate frequently with VCPH on disease status and possible vaccination clinics on campus.
- Designate areas on campus for a Point of Dispensing (POD) for vaccines. PODs may be coordinated by VCPH.
- Make recommendations on potential quarantine orders for members of the campus community issued by VCPH; identify quarantine locations on campus in the event individuals are quarantined on campus.
- Provide information from the Communicable Disease Working Group of the disease/illness status and status of Emergency Operations Center (EOC).
- Alert the Chancellor's Risk Management office and inform of any protective measures concerning social distancing on the campus.
- Provide feedback and updates to the Chancellor on the progression of the disease as it impacts the campus.
- Ensure that the campus Communicable Disease Working Group monitors activities of the University, employee population and visitors to reduce and/or minimize the impact of the epidemic for campus operations.
- Ensure that the Communicable Disease Working Group has implemented personal hygiene and preventative measures campus wide.
- Beginning with the fall 2021 semester, all new CSUCI students will be required to provide proof of immunizations unless they have a waiver for medical considerations. [CSU Executive Order 803 Immunization Requirements](#).
- Ensure that Student Health Services staff are providing updates to the Communicable Disease Working Group regarding students who are exhibiting symptoms.
- Ensure that Student Health Services is coordinating with VCPH for accurate and timely information and/or diagnosis of suspected student cases, as well as the number of students quarantined or released from quarantine.
- Ensure that Human Resources continues their operations and is prepared to continue work if the epidemic warrants a reduction in staff or operations in accordance with the University's Communicable Disease Preparedness and Response Plan.

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- Ensure that Human Resources is maintaining a list of employees who have been quarantined or released from quarantine and communicate to the Communicable Disease Working Group.
- Ensure that Academic Affairs monitors faculty and student absences and reports to the Communicable Disease Working Group.
- Ensure that Academic Affairs implements instructional contingencies and/or emergency action to facilitate institutional academic goals during a communicable disease event.
- Ensure that the PIO works with the Communicable Disease Working Group and EOC administrators regarding internal and external communication. Ensure the dissemination of information of health protocols and reliable resources to the campus community via updates on the campus website, FAQs, information hotline, News Center, social media, and digital signage.
- Ensure that the PIO communicates to the CSU Communication & Public Affairs office campus measures being taken regarding campus preparation or actions.
- Each University division shall maintain an updated personnel and emergency contact list for their respective employees.
- Ensure that Information Technology Services (ITS) has protocols, systems and checklists for key personnel to work from home and/or alternate locations.
- Ensure ITS provide redundancy options for the University's website via 'cloud' services or the Chancellor's Office.
- Ensure that Housing & Residential Education monitors students living in the residence halls and apartments, and provides updates to the Communicable Disease Working Group.
- Ensure that the Police Department activates the EOC to the level required to support activities and work with the Chancellor's Office EOC if necessary.
- Ensure that Facilities Services assists in closing buildings as directed to clean and sanitize all common hard surfaces.
- Ensure Procurement & Contract Services executes purchase requisitions for communicable disease related equipment or materials.
- Ensure Procurement & Contract Services posts call-in numbers on their respective webpage for conducting business to minimize campus visits or walk-ins.

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- Ensure that the University's General Counsel guides and monitors the processing of grievances for appeals of University decisions and action to ensure compliance with procedural and substantive due process requirements, as well as University policies and state or federal laws.
- Ensure University's General Counsel distributes summaries of new or notable laws to the Communicable Disease Working Group, particularly applicable to an epidemic situation and receives suggestions on modifications to policies and procedures if needed in response to new laws or legal procedures adopted during the epidemic.
- Continuously monitor situation for effectiveness of ongoing response actions and modify program/plan/approach accordingly. Report any findings/concerns to the Chancellor's Office.

APPENDIX C SOCIAL DISTANCING

Consistent with *the Guidance for College and Universities* provided by the U. S. Department of Health and Human Services and the Centers for Disease Control and Prevention, the CSUCI plan addresses different outbreak scenarios. Part of the planning process involves identifying criteria that would make it prudent to encourage social distancing, suspend academic programs, and close the campus for a period of time until the rate of transmission would subside.

The decision to increase social distancing measures, including suspension of classes and a temporary campus closure rests with the President or his/her designee. The Emergency Executive, and Incident Command System Manager will serve as the advising body to the President. The University will work closely with local and state agencies when making the decision to increase social distancing, quarantine, suspension of classes, or temporary campus closure. Social Distancing Measures during an outbreak or exposure to a communicable disease:

- Facilitate self-isolation of residential students with symptoms of illness.
- Promote self-isolation at home by non-resident students, faculty and staff.
- Discourage campus visits by ill persons.
- Permit students, faculty, and staff to stay home when the disease is spreading in the community.
- Implement ‘Work from Home’ procedures where possible.
- The quarantine or self-isolation period should be for a minimum of 14 days.
- Cancel public gatherings and all University sponsored events
- Cancel University-sponsored travel.
- Provide alternative teaching methods online as necessary or appropriate.
- Consider suspending academic research.
- Maintain six (6) feet person-to-person spacing where possible.
- Ghost shift changes – separate shifts by 15 minutes.
- Staggered work shift scheduling.

APPENDIX D
STAFFING PLAN DURING A
COMMUNICABLE DISEASE INCIDENT

During a temporary campus closure due to a communicable disease incident, essential personnel needed to conduct critical operations shall be identified in the planning process. Each Cabinet member, in collaboration with the Communicable Disease Working Group, is responsible for identifying critical functions under their jurisdiction, and essential staff positions needed to carry out these functions during the incident.

- An essential employee is one who has been designated by their supervisor as vital to the operation of the University, whose presence is required regardless of the existence of emergency conditions, and whose absence from duty could endanger the safety and well-being of the campus population and/or physical plant.
- During a temporary campus closure, only essential employees will be allowed access to assigned locations to perform critical operations. Non-essential employees will be restricted from access to campus. Essential employees will be cleared through University Police.
- CSUCI will provide Personal Protective Equipment (PPE) and training necessary to perform essential duties.
- Essential employees who are ill or are caring for ill family members are required to notify their supervisors. Employees too ill to notify supervisors should have a family member notify on their behalf.
- “Safe” workers are personnel, whether essential or non-essential that have recovered from the communicable disease. Non-essential safe workers may be deemed essential and will be provided just-in time training to perform essential tasks.

APPENDIX E INFECTION CONTROL DURING A COMMUNICABLE DISEASE INCIDENT

Infection Control includes the use of personal protective equipment, cough etiquette, hand hygiene, and environmental controls designed to reduce the risk of transmission of infection. These recommendations are subject to change as the disease evolves and/or more information becomes available.

Communicable disease is mainly transmitted person to person through close contact (large respiratory droplets, direct contact or by close exposure to aerosols). For planning purposes, the University will focus on standard droplet precautions as the standard for personal PPE.

The addition of airborne precautions, including respiratory protection (N95 filtering face piece respirator or other appropriate particulate respirator), may be considered for strains of influenza and other communicable diseases exhibiting increased transmissibility, during initial stages of an outbreak of an emerging or novel strain of disease, and as determined by other factors such as vaccination/immune status of personnel and availability of medications. As the epidemiologic characteristics of the disease are more clearly defined, CDC will provide updated infection control guidance, as needed.

Infection Control Measures

Depending on the situation the University shall initiate the following infection control measures:

- Respiratory hygiene/cough etiquette, hand hygiene, and self-isolation;
- Cleaning and disinfecting of environmental surfaces;
- Social distancing;
- Planned isolation;
- Campus closure.

APPENDIX F
POINT OF DISPENSING CENTER (POD)

CSUCI in collaboration with the Ventura County Public Health Department (VCPH) has volunteered to use its facilities as a Point of Dispensing Center (POD) to distribute medications/vaccines through the Strategic National Stockpile.

- VCPH is the incident command agency in POD deployment, in accordance with *the Ventura County Public Health Department Strategic National Stockpile Plan*.
- The decision to become a POD will be made in consultation with University and public health personnel, and will be based on the need in the community, and availability of campus resources. Residents from the surrounding community would be served at the POD.
- University Police serves as the lead agency for POD security on campus, and has developed plans to work with multi-jurisdiction law enforcement agencies.
- The University will provide staff as needed to augment VCPH personnel in staffing a POD.
- In a communicable disease event/epidemic, medications and vaccines will be provided according to priority risk groups identified in the *Ventura County Public Health Emergency Response Plan*.