



Channel Islands

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CALIFORNIA STATE UNIVERSITY

**Communicable Disease Preparedness  
and Response Plan**

An Appendix to the CSU Channel Islands  
Emergency Operations Plan

**Updated May 13, 2020**

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*This plan cannot anticipate all possible situations or scenarios and the campus response to such communicable diseases. Conditions will develop in operations where standard methods will not suffice and nothing in this document shall be interpreted as an obstacle to the experience, initiative and ingenuity of University personnel in overcoming the complexities that exist under actual communicable disease conditions.*

## **I. PURPOSE**

The purpose of the California State University Channel Islands (CSUCI) Communicable Disease Preparedness and Response Plan (CDPRP) is to:

- Serve as a guide for communicable disease planning efforts, primarily accomplished by the Communicable Disease Working Group (CDWG) prior to an outbreak occurring;
- Reduce the impact of a highly communicable disease within the campus community through prevention, information, control and containment; and
- Serve as a hazard specific appendix to CSUCI'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 (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 plan provides the response to a highly contagious and potentially life threatening communicable disease by minimizing the health impact to the campus community.

During a communicable disease incident, the primary challenges facing the University will likely be:

- Maintaining students' progress to degree while complying with orders to close the campus;
- Managing faculty, staff and student exposure to infection both on campus and while engaging in learning activities off campus; and
- Complying with local, state and federal mandates and coordinating with local, state and federal agencies.

At California State University Channel Islands (CSUCI), planning for a campus response to a potential health emergency, as well as other disasters is an ongoing process. This plan will be adjusted periodically as needed to incorporate changes in worldwide pandemic status of the current communicable disease threat, as well as information obtained from campus training and tabletop exercises.

## **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.
4. **Isolation:** separates sick people with a contagious disease from people who are not sick.
5. **Quarantine:** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

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. CAMPUS COMMUNITY**

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.

In addition to the main campus in Camarillo, other instructional sites include the Channel Islands Boating Center in Oxnard, classes in Santa Barbara/Goleta, and research conducted at the Santa Rosa Island Research Station.

Campus employment includes full time and part time faculty, as well as full time and part time staff employees. Additionally, University auxiliary organizations include Associated Students Inc., which includes the Student Union, and the CSUCI Site Authority that provides oversight and management for the east campus community (University Glen) and Town Center business tenants.

During the summer months (June, July, August) there are several youth and adults participating in various academic, athletic and summer conference activities.

CSUCI has a childcare facility operated by a tenant (Carden Kids Academy Preschool) with half, full and extended day care for pre-kindergarten children.

## **IV. ASSUMPTIONS**

- 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 issues.
- The impact of a communicable disease on campus will be situational based upon the time it may occur during the academic year.
- A communicable disease may come and go in waves lasting from several days to several weeks or months. The typical incubation period (interval between infection and onset of symptoms) can be 2 to 14 days.
- 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.
- For planning purposes, it's estimated that between 20-40% of the campus community (students, faculty and staff) will be unwilling or unable to work or attend classes in the event of a communicable disease illness or quarantine.
- Traditional methods of instructional delivery will not be adequate during a communicable disease outbreak or epidemic without putting students and staff at increased risk of illness. To achieve maximum effectiveness, planning should include for continuity of offsite learning, a temporary campus closure or the cancellation of classes, may be initiated prior to the onset of a widespread communicable disease. These decisions will be made by the University President in consultation with CSUCI's Emergency Operations Committee Policy Group (Cabinet members).
- Systemwide or campus policies and procedures to address student issues regarding course credit, tuition, financial aid, and fee refunds have been established.
- CSUCI may be compelled to close the campus and instructional sites by local, state, or federal health authorities or the CSU Chancellor regardless of the campus' desire to remain open.
- The campus may have to establish a quarantine facility. Enforcement activities (keeping people in and out of the quarantine facility) will exceed University Police capabilities.

## **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
- 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 in order to provide student progress to degree.
- Provide informational resources to the campus community to support awareness, health and well-being.
- Maintain campus essential functions and support services.
- Provide isolation/quarantine protocols.
- Provide vaccination locations on campus if needed.
- Provide communication and support for students and faculty studying or working abroad.
- Provide emotional support for students through CAPS and for employees through the Employee Assistance Program.
- Provide housing assistance and support services for students who are unable to leave the campus.

The following individuals have been appointed 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 Bañuelos, Director of Facility Support
- Rosario Cuevas, Operations Support Analyst/Extended University
- 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/Public Information Officer (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, Police 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 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 U.S. [Centers for Disease Control and Prevention](#) (CDC).

If CSUCI 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 University’s 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. MANAGEMENT PHASES**

The CSUCI Communicable Disease Preparedness and Response Plan, identifies four (4) phases occurring before and after a communicable disease incident. Each phase is associated with a series of actions to be taken by the University. Changes from one phase to another are triggered by several factors, which include the epidemiological behavior of the disease and the characteristics of circulating viruses. The decision of when to move from one phase to another is made by the ICS Commander.

- Phase 0: Planning
- Phase 1: Alert (in addition to Phase 0 actions)
- Phase 2: Danger (in addition to Phase 1 actions).
- Phase 3: Full (in addition to Phase 2 actions).

## **VII. COMMUNICATION PLAN**

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), digital signs on the campus, the University's Emergency Information website, Information Hotline, and information banners at the top of the University's website.
- Ensures that communication is coordinated with the University's call center vendor (Call Experts) as they assist with calls from the campus community or public after the University's normal business hours or if a surge of calls can no longer be sustained by staff answering calls to the University's main telephone line.
- Ensures that communication is shared 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 instructional site, requires communication to be sent to affected members of the University community based on the specific geographic

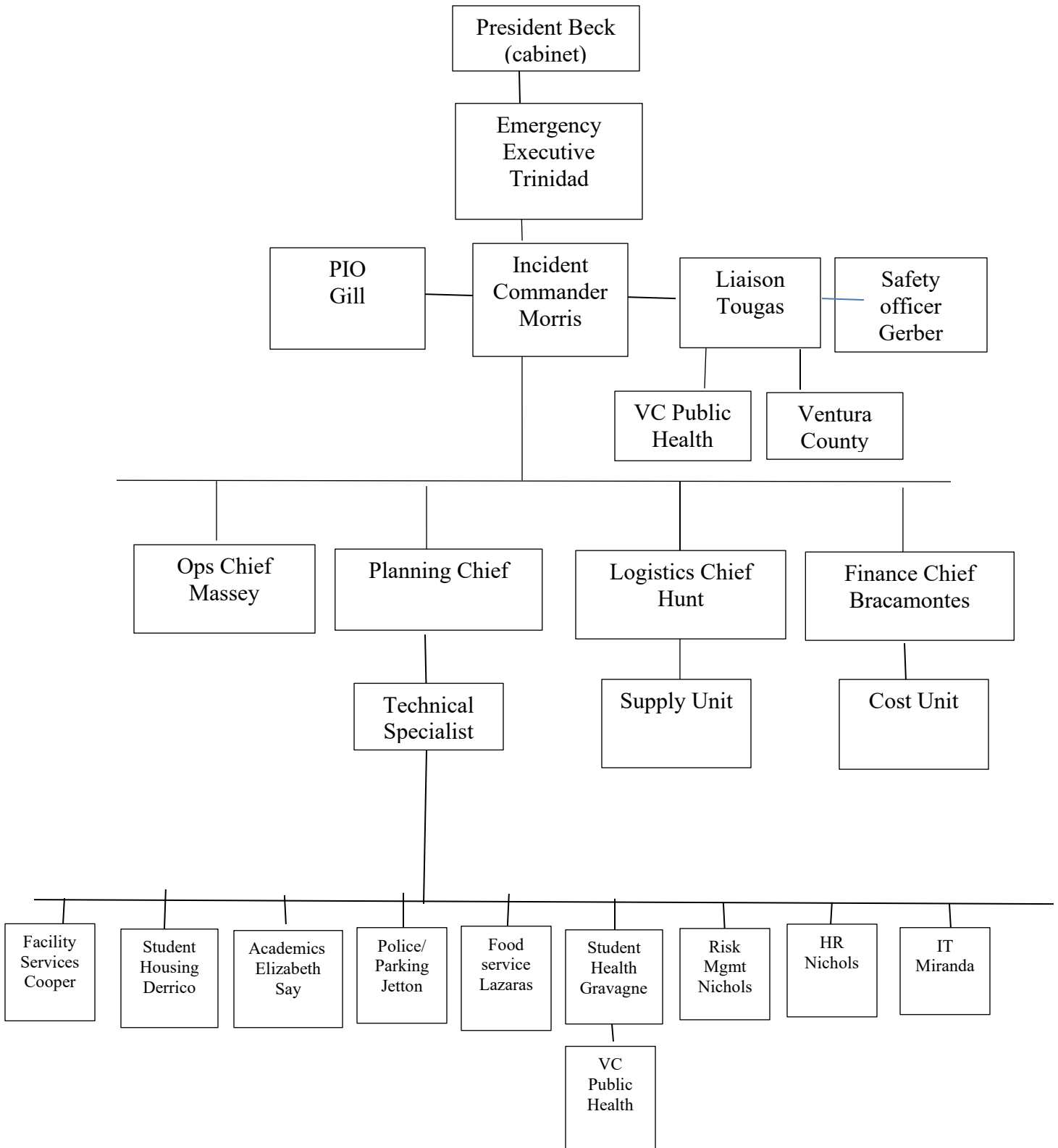
location visited noting the date(s), time(s), and area(s) where the individual visited.

- 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 Conferences & Events and the respective University area hosting or coordinating with external groups or visitors, i.e. summer camps, new student orientation, special events, conferences, board or committee meetings, and to key personnel representing the group or individuals who have visited the main Camarillo campus or a University-related instructional 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 instructional activities), 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.

## **VIII. RECOVERY PLAN**

Recovery efforts may be thwarted by an unknown duration of the communicable disease and factors including the number students, faculty and staff that are able to return to the campus. The University's EOC will determine when and whether partial, incremental or full return to normal operation is most appropriate.

## 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. Action contained on this checklist shall be situationally initiated based upon the facts and circumstances surrounding the communicable disease.

- Confirm with [Ventura County Public Health](#) (VCPH) the status of the communicable disease affecting the local area, region and all University instructional sites. CSUCI will be in unified command with VCPH. (Phase I)
- 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. (Phase 0)
- Alert Communicable Disease Working Group of the situation status affecting the University's instructional sites (Camarillo, Santa Barbara/Goleta, Channel Islands Boating Center, and the Santa Rosa Island Research Station). (Phase I)
- Evaluate and report areas of concern within the campus community and/or facilities related to transmission and control of the disease. (Phase 0)
- Closely monitor all University-sponsored domestic and international travel for faculty, students and staff including possible restrictions to Level 3 or 2 countries as designated by the [CDC](#), as well as highly impacted regions of the United States, and report concerns to the Communicable Disease Working Group. (Phase I)
- Initiate implementation of a surveillance system in order to collect communicable disease data on campus. Provide a report to the Communicable Disease Working Group on the number of suspected communicable disease cases involving University faculty, staff or students. (Phase 2)
- Institute preventative measures and personal hygiene protocols for the campus. (Phase I)
- Make recommendations on the initiation of restricted activity related to internal and external special events on campus. (Phase I)
- Communicate frequently with VCPH on disease status and possible vaccination clinics on campus. (Phase I)
- Designate areas on campus for a Point of Dispensing (POD) for vaccines. PODs may be coordinated by VCPH. (Phase 2)

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- 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. (Phase 1)
- Alert the Chancellor's Risk Management office and inform of any protective measures concerning social distancing on the campus. (Phase 1)
- Provide feedback and updates to the Chancellor on the progression of the disease as it impacts the campus. (Phase 1)
- Ensure that the University's Student Health Services staff are communicating regularly with the Communicable Disease Working Group regarding signs/symptoms and protocol for referral of suspected cases. (Phase 1)
- Ensure that Student Health Services is coordinating with VCPH for accurate and timely information and/or diagnosis of suspected student cases and the number of students quarantined or released from quarantine. (Phase 2)
- Ensure that Academic Affairs implements instructional contingencies including virtual teaching to facilitate students' progress to degree during a communicable disease incident. (Phase 0)
- Ensure that Student Health Services communicates proof of immunization requirements to all new students entering fall 2021, unless they have a waiver for medical considerations. [CSU Executive Order 803 Immunization Requirements](#). (Phase 0)
- Ensure that Human Resources continues their operations and is prepared to continue work if the situation warrants a reduction in staff or operations in accordance with the University's Communicable Disease Preparedness and Response Plan. (Phase 2)
- Ensure that Human Resources is communicating with divisions to identify Designated Personnel. (Phase 0)
- Ensure that Human Resources maintains information concerning staff and student employees who are unable or unwilling to report to work and communicate those numbers to the Communicable Disease Working Group. (Phase 1)
- Ensure that Human Resources maintains a list of employees who have been quarantined or released from quarantine and reports to the Communicable Disease Working Group. (Phase 1)
- Ensure that Human Resources maintains a list of employees who have traveled for personal purposes internationally or domestically to areas within the U.S. strongly affected and reports to the CDWG. (Phase 0)

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- Ensure that Student Affairs reduce services that are non-essential. (Phase I)
- Ensure that University divisions are maintaining an updated personnel and emergency contact list for their respective employees. (Phase 0)
- Ensure that the PIO works with the Communicable Disease Working Group and the Emergency Operations Committee administrators to disseminate information to the campus community (students, faculty, staff, UG residents, business tenants, external clients using campus facilities, and OLLI members) including updates, communicable disease-related website, health protocols, links to reliable resources, and campus FAQs. (Phase 0)
- Ensure that the PIO is managing the Emergency Public Inquiry Center (EPIC), which includes CSUCI Alerts (email, calls, texts), website updates, News Center posts, information hotline updates, external call center management, social media posts and monitoring, information posted on digital signs, and materials posted on campus bulletin boards. (Phase 0)
- Ensure that the PIO communicates with the CSU Communication & Public Affairs office about measures or actions being taken by the Communicable Disease Working Group and EOC. (Phase 0)
- Ensure that Information Technology Services has protocols, systems and checklists for key personnel to work from home and/or alternate locations. (Phase 0)
- Ensure Information Technology Services is providing redundancy options for the University's website via 'cloud' services or the Chancellor's Office. (Phase 0)
- Ensure Information Technology Services is providing internet continuity on campus, email and online academic teaching resources. (Phase 0)
- Ensure that Facility Services monitors and assists in closing building(s) as directed to clean and sanitize all common hard surfaces. (Phase 0)
- Ensure that Facility Services maintains utilities (electricity, water, sewer, heating, cooling) throughout the campus to remain available. (Phase 0)
- Ensure that Housing & Residential Education staff monitors the status of students living in the residence halls and apartments, and provides updates to the Communicable Disease Working Group. (Phase 0)
- Ensure Procurement & Contract Services executes purchase requisitions for communicable disease related equipment or materials. (Phase 0)

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- Ensure Procurement & Contract Services posts call-in numbers on their respective webpage for conducting business to minimize campus visits or walk-ins. (Phase I)
- 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. (Phase I)
- Ensure that the 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. (Phase I)
- Continuously monitor situation for effectiveness of ongoing response actions and modify program/plan/approach accordingly. Report any findings/concerns to the Chancellor's Office. (Phase I)

## **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.
- Extend the self-quarantine period beyond the recommended 24 hours after symptoms are no longer present without the aid of fever reducing medications.
- Implement 'Work from Home' procedures where possible.
- The quarantine period should be for a minimum of 14 days.
- Cancel public gatherings and all University-sponsored events
- Cancel University-sponsored travel, internationally and/or domestically.
- Provide alternative teaching methods virtually 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, as well as shift scheduling.



## **APPENDIX D STAFFING PLAN DURING A COMMUNICABLE DISEASE INCIDENT**

During a temporary campus closure due to a communicable disease incident, Designated 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 staff positions needed to carry out these functions during the incident.

- Designated Personnel are employees who have been designated by their supervisor as critical 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 Designated Personnel will be allowed access to assigned locations to perform critical operations. Other employees will be restricted from access to campus. Designated Personnel will be cleared through University Police.
- CSUCI will provide necessary Personal Protective Equipment (PPE) and training to specific staff who require such equipment to perform essential duties.
- Designated Personnel or 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 employees, whether Designated Personnel or other employees, that have recovered from the communicable disease. Employees may be deemed Designated Personnel 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; and
- 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 CSUCI 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 serve as the lead agency for POD security on campus, and have 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*.