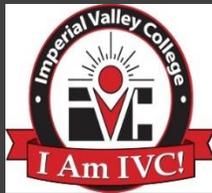


Imperial Valley College COVID-19 Emergency Action Plan



3/17/20

INTRODUCTION

The Imperial Valley College (IVC) coronavirus disease (COVID-19) Emergency Action Plan (EAP) is a preliminary plan that will provide guidance to employees as the college prepares and adapts to deal with COVID-19 and related concerns. Please keep in mind that the situation is rapidly evolving and the plan will continue to be modified accordingly.

The EAP is intended to ensure the health and safety of students and employees. The plan guides responses from prevention to recovery. IVC Leadership team is working closely with the Imperial County Health Department and recognizes that our directives in regards to addressing COVID-19 will be provided to the local health department and the Center for Disease Control and Prevention (CDC).

On March 4, 2020, the Governor of California declared a State of Emergency due to the outbreak and spread of COVID-19. Coronavirus Disease was officially declared a pandemic by the World Health Organization on March 11, 2020. On March 12, 2020 the Imperial County Board of Supervisors declared a local health emergency in response to COVID-19. President Trump declared a national state of emergency on March 13, 2020. In addition, on March 13, 2020, Imperial Community College District declared an emergency due to the current situation with COVID-19.

CORONAVIRUS (COVID-19)

COVID-19 is a respiratory illness that can spread from person to person. A novel coronavirus called SARS-CoV2 is the cause of COVID-19 and the outbreak was first recognized in China in December 2019. The clinical spectrum of COVID-19 ranges from mild disease with non-specific signs and symptoms of acute respiratory illness to severe pneumonia with respiratory failure. Frequently reported signs and symptoms include fever, cough, fatigue and shortness of breath at illness onset (American College Health Association, 2020).

While the first cases of COVID-19 seen in the U.S. were associated with international travel, local transmission has been documented and more community-associated cases

should be expected. COVID-19 is a concern for colleges mainly due to the potential for rapid transmission in a congregate setting within campus environments. (American College Health Association, 2020). To determine how many COVID-19 confirmed cases we have in Imperial County, please click on the following link:

<http://www.icphd.org/health-information-and-resources/healthy-facts/covid-19/>. As of March 17, 2020, IVC has no confirmed cases of COVID-19.

CAMPUS PREPARATION

Imperial Valley College in conjunction with Imperial County Public Health Department will determine the risk level of the current outbreak and take appropriate actions. These actions may include, but not be limited to, the following:

- transition courses and supportive services to online (when feasible);
- cancel sporting events and/or other public events;
- closure of campus, including services provided by the cafeteria and bookstore;
- halt public transportation to and from the campus; and
- quarantine of affected students and employees.

IVC has established a working group to lead campus wide efforts in preparing to address the current situation with COVID-19. The working group includes all Leadership College Council team members.

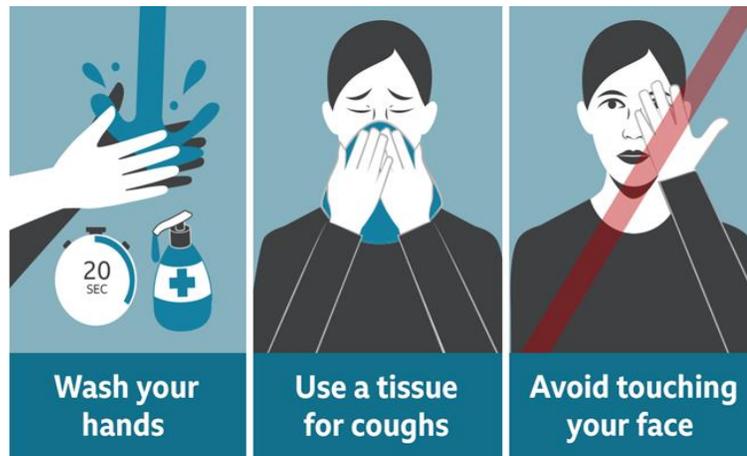
PROTECTION/PREVENTION

The Center for Disease Control and Prevention (CDC) is recommending that people practice social distancing (avoid close contact with others) to help prevent the spread of COVID-19. Social distancing is a practice recommended by public health officials to stop or slow down the spread of contagious diseases. It requires the creation of physical space (approximately six feet is advisable between individuals) who may spread certain infectious diseases. The key is to minimize the number of gatherings as much as possible and to achieve space between individuals when events or activities cannot be modified, postponed, or canceled. (CDC, 2020).



Personal Preventative Measures

- Avoid handshakes. Use a fist bump, elbow bump or verbal greeting.
- Avoid close contact with people who are sick. **If you feel sick, stay home and rest. Please do not come to campus.**
- Wash your hands often with soap and water for a minimum of 20 seconds or use a hand sanitizer with at least 60% alcohol.
- Cover your cough with your sleeve, not your hands.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Clean and disinfect frequently touched objects and surfaces using a regular household disinfectant spray or wipe. We will provide disinfectant wipes to the campus as soon as they arrive.



The IVC Maintenance and Operations team is expanding efforts to ensure all college locations are as clean and sanitary as possible. These measures include frequently disinfecting “high-touch” and surfaces in common areas.

Institutional Preventative Measures

Supplies that were ordered on campus aiming to enhance preventative measures.

- Automatic hand sanitizer dispensers (60-95% alcohol based) have been ordered. Individual Purell sanitizer bottles have been distributed.

- Disinfectant wipes for every department and classrooms were ordered and should be placed in each classroom.
- Probiotic disinfectant solution has been ordered. This solution cleans at the microscopic level and it is non-toxic.
- Automatic paper towel dispensers were ordered.
- Niosh N95 Particulate Filtering masks and coveralls are on order in preparation of campus disinfecting.

The Maintenance and Operations is taking the following preventative measures: (1) Four short-term custodians have been hired and their primary responsibility will be to conduct continuous cleaning of restrooms and “high-touch” surfaces; and (2) and ensure soap dispensers remain filled. In addition, Germ-X solution is being used to clean the following “high-touch” surfaces, not limited to:

- Door handles
- Staircase railings
- Desks
- Counter and table tops
- Outside tables and benches
- Sofas/Chairs
- Water fountains
- Computer labs
- Gymnasium (which includes exercise equipment)
- Vending machines.

IVC Leadership Team is in constant communication with the local health department and continuously reviews the CDC guidance to help administrators of U.S. Institutions of Higher Education prepare for COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>). In addition, the Leadership Team will follow the CDC Environmental Cleaning and Disinfecting Recommendations (<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>).

MITIGATION

When a novel virus emerges, community mitigation strategies are the most readily available interventions to help slow transmission of the virus in communities.

Community mitigation is a set of actions that persons and communities can take to help

slow the spread of respiratory virus infections, especially important before a vaccine or drug becomes widely available. The following is a framework for actions which local and state health departments can recommend in their community to both prepare for and mitigate community transmission of COVID-19 in the United States (CDC, 2020).

Table 1. Local Factors to Consider for Determining Mitigation Strategies (CDC, 2020)

FACTOR	CHARACTERISTICS
Epidemiology	<ul style="list-style-type: none"> ✓ Level of community transmission ✓ Number and type of outbreaks (e.g., nursing homes, schools, etc.) ✓ Impact of the outbreaks on delivery of healthcare or other critical infrastructure or services ✓ Epidemiology in surrounding jurisdictions
Community Characteristics	<ul style="list-style-type: none"> ✓ Size of community and population density ✓ Level of community engagement/support ✓ Size and characteristics of vulnerable populations ✓ Access to healthcare ✓ Transportation (e.g., public, walking) ✓ Planned large events ✓ Relationship of community to other communities (e.g., transportation hub, tourist destination, etc.)
Healthcare Capacity	<ul style="list-style-type: none"> ✓ Healthcare workforce ✓ Number of healthcare facilities (including ancillary healthcare facilities) ✓ Testing capacity ✓ Intensive care capacity ✓ Availability of personal protective equipment (PPE)
Public Health Capacity	<ul style="list-style-type: none"> ✓ Public health workforce and availability of resources to implement strategies ✓ Available support from other state/local government agencies and partner organizations

Table 2. Imperial Valley College Mitigation Strategies for Employees and Students (CDC, 2020)

<p>For Every Individual and Family at Home</p>	<ul style="list-style-type: none"> ✓ Monitor local information about COVID-19 in your community ✓ Practice personal protective measures ✓ Ensure 30-day supply of all medicines ✓ Individuals at risk of severe illness should stay at home avoiding gatherings or other situations of potential exposures, including travel, and social events with 10 or more people in attendance ✓ Individuals at risk include, but limited to: <ul style="list-style-type: none"> ○ Older adults ○ People who have serious chronic medical conditions like: <ul style="list-style-type: none"> • Heart disease • Diabetes • Lung disease
<p>For Every School/College Activities</p>	<ul style="list-style-type: none"> ✓ Schools should arrange for students at risk of severe illness for distance learning, e-learning when feasible. ✓ Implement social distancing measures <ul style="list-style-type: none"> ○ Cancel large gathering events ○ Limit inter-school interactions of all types and ○ Consider distance learning ✓ Upcoming spring breaks could be extended (start early or extend them) to gain additional time for healthcare facilities to increase preparedness. ✓ Consider implementing distance learning if feasible

Additional mitigation efforts include limitations to travel and gatherings. Effective immediately, all out-of-state travel is cancelled. All employees need to avoid going to areas affected by COVID-19. In-state travel will be considered for approval on a case-by-case basis. Additionally, effective March 16, 2020, all community events scheduled by outside agencies at IVC are cancelled. All other student and employee activities/events scheduled at IVC that are estimated to attract more than 50 people, may be postponed, modified or cancelled. This decision is in accordance with the guidance from the California Department of Public Health on mass gatherings. Additional precautionary measures will be implemented at campus events where food will be distributed. Furthermore, the CCCAA Board decided that as of March 12th, spring sports competition and nontraditional season competition is suspended.

CAMPUS CLOSURE LEVELS

In an effort to slow the transmission of COVID-19 and reduce the potential of people being infected on campus, the college may decide to close. In the event of a campus closure the following information will provide guidance. There are three levels of campus closure:

Campus Closure - Level 1

- Students will be directed **not** to come to campus.
- Classes and services will be moved online as feasible, with provisions for withdrawals, incompletes and make-up work for students.
- All employees will be required to report to work.
- Faculty who have migrated their class to an online format will work with their dean on a work location.
- Faculty need to indicate to their dean if they are unable to complete their instructional objectives in an online format (Canvas, Zoom, phone, text, social media, YouTube, etc.) and what face-to-face instruction would be needed to complete the minimum instructional objectives with students after the regular end of the spring semester.

Campus Closure - Level 2

- Students will be directed **not** to come to campus.
- No student activities will be held (athletics, trips, etc.).
- Classes and services will be held online as feasible, along with provisions for withdrawals, incompletes and make-up work.
- Off-campus instruction (like nursing clinical rotations, dual enrollment, prison education, apprenticeships, etc.) will continue as scheduled unless the off-campus site closes or restricts access.
- Faculty need to indicate to their dean if they are unable to complete their instructional objectives in an online format and what face-to-face instruction would be needed after the regular end of the spring semester.
- Deliveries to campus will continue as usual and construction can proceed (with approval of VP of Administrative Services)
- **All employees will be expected to be available by telephone and email during normal work hours.**
- **Employees with specific operational responsibilities will be required to report to work.** These employees include, but are not limited to: Managers, HR staff, IT staff, fiscal services staff (as determined by VP of Administrative Services), maintenance staff (as determined by Director of Maintenance and Operations), Administrative Assistants and Confidential Employees (as determined by direct supervisor) and Security and Sheriff's Deputies.
- Employees on campus may include faculty who are offering science or CTE labs (like nursing skills lab or welding lab) that cannot convert to an online format.
- Non-teaching faculty and classified team members will be provided direction to work remotely by their immediate supervisor.

Campus Closure - Level 3: Complete District Closure

- Students and employees will be directed **not** to come to campus.
- Classes and services will be held online as feasible, along with provisions for withdrawals, incompletes and make-up work.
- **All employees will be expected to be available by telephone and email during normal work hours.**
- Employees and students must practice social distancing measures (no face-to-face gathering off-campus)

- All events and activities are cancelled.
- Teaching faculty need to indicate to their dean if they are unable to complete their instructional objectives in an online format and what face-to-face instruction would be needed after the regular end of the spring semester.
- Non-teaching faculty and classified team members will be provided direction to work remotely by their immediate supervisor.

In the event of a campus closure, Level 1, 2 or 3, employees will be provided instructions by their direct supervisor. The college is committed to provide employees the support necessary to enable them to work remotely from home.

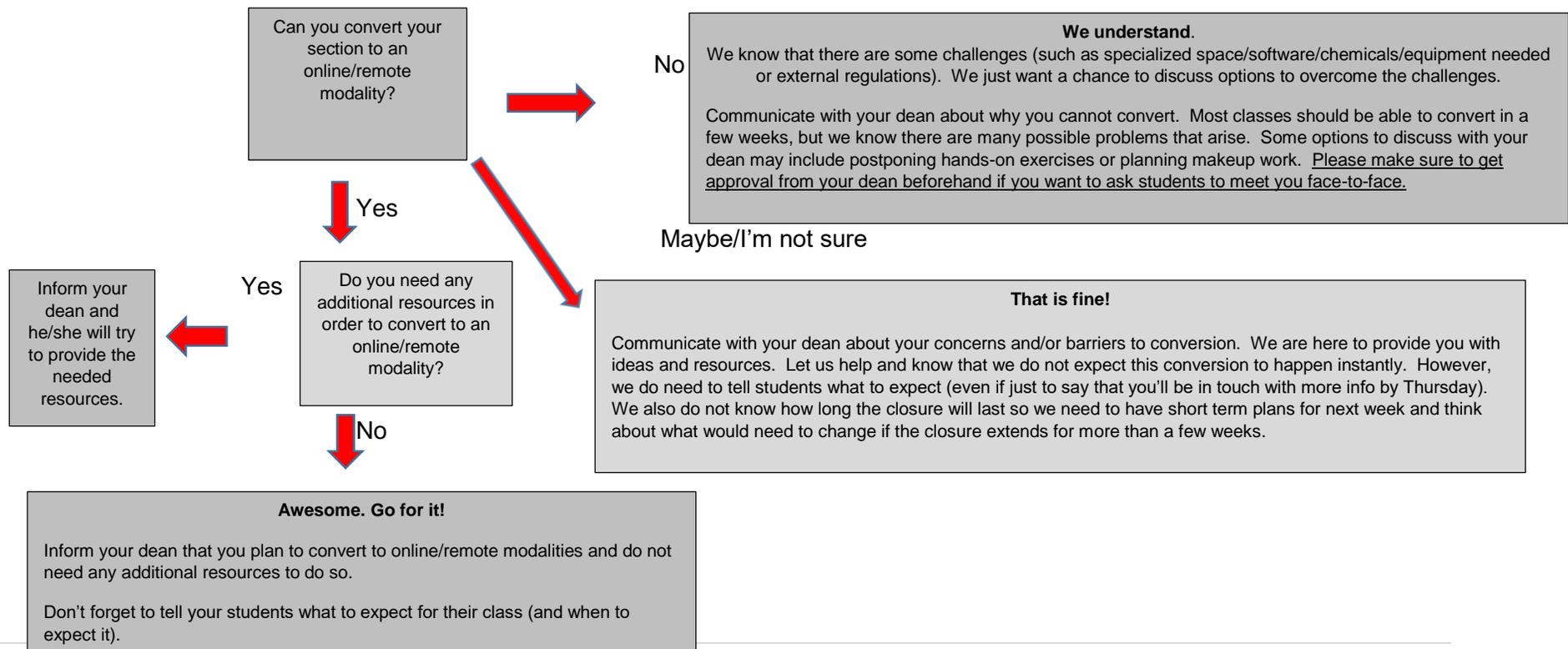
Instructional Continuity Planning During Emergency Campus Closure (Due to COVID-19)

Goals:

1. Enable students to complete their classes while reducing or eliminating possible exposure to COVID-19
2. Provide instruction and student services via online/remote modalities
3. Have as many employees as possible working remotely to ensure continuity of instruction

Assumptions:

- Converting to online/remote modalities is different than the careful and deliberate distance education that occurs during non-emergencies
- Faculty, staff, and students will need resources (e.g., ideas, time, training, technology) in order to convert to online/remote modalities
- Students will need materials, activities, and support services that are accessible (encourage your students to self-identify early so they can be connected to resources)
- Flexibility and creativity are key (this is new to all of us and we are in a rapidly evolving situation)—focus only on the essential learning objectives,



RECOVERY

The overall COVID-19 Recovery Plan will be implemented once IVC College Leadership in collaboration with the local health department determine that it is safe for employees and/or students to return to campus. It is critical to emphasize that due to the variability of the situation, there is a commitment to maintain flexibility. If IVC receives notice of a COVID-19 confirmed case, the college will be quarantined for two weeks. An additional week would be dedicated to sterilizing the facilities.

COMMUNICATION PLAN

Imperial Valley College Leadership Team will maintain ongoing communication with students, employees, the Board of Trustees and the community. The IVC Public Information Officer will coordinate COVID-19 communication activities with news media and other channels to ensure consistent messaging. The commitment is to communicate frequently, monitor and constantly evaluate communication efforts. Below is the Emergency Communication Tool:

Priority	Communication Channel
<p>Basic Plan – PROVIDE UPDATES AND CURRENT STATUS</p> <ul style="list-style-type: none"> • Update 1: General • Update 2: Status of COVID-19 • Update 3: Confirmed Case(s) in Imperial County 	<ul style="list-style-type: none"> • Campus Forum • Board Meeting Updates • Messages via social media • Message(s) via Regroup Mass Notification System • All campus emails from President, President’s Cabinet, or PIO • All student emails from President, President’s Cabinet, or PIO
<p>Moderate Plan – ONE CONFIRMED CASE OF COVID-19 ON CAMPUS</p> <ul style="list-style-type: none"> • Provide specific direction to IVC Leadership Team and the campus community • Inform the campus community next steps 	<ul style="list-style-type: none"> • Message(s) via Regroup Mass Notification System • Messages via social media • All campus emails from President, President’s Cabinet, or PIO • All student emails from President, President’s Cabinet, or PIO • Daily or Weekly Updates provided by PIO • COVID-19 Website • Media Release(s)

<p>Worst Case Scenario – COLLEGE CLOSED / BORDER CLOSED</p> <ul style="list-style-type: none"> • Monitor all social media • Respond to social media posts that are conveying misinformation 	<ul style="list-style-type: none"> • Message(s) via Regroup Mass Notification System • Messages via social media • All campus emails from President, President’s Cabinet, or PIO • All student emails from President, President’s Cabinet, or PIO • Daily or Weekly Updates provided by PIO • COVID-19 Website • Media Release(s)
<p>Post-Incident Scenario</p> <ul style="list-style-type: none"> • Provide summary details of recovery plan, which includes next steps to move forward as an institution 	<ul style="list-style-type: none"> • Message(s) via Regroup Mass Notification System • Messages via social media • All campus emails from President, President’s Cabinet, or PIO • All student emails from President, President’s Cabinet, or PIO <p>Website Press Release – provide final statement</p>

RESOURCES

IVC Webpage

- ✓ <https://www.imperial.edu/about/coronavirus/?from=homepage-graphic>

Guidance for Conversion of Courses

- ✓ <https://wcet.wiche.edu/Coronavirus-joint-response-March2020>

Center for Disease Control and Prevention fact sheets:

- ✓ [What you need to know about COVID-19](#)
- ✓ [What to do if you are sick with COVID-19](#)
- ✓ <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf>