

**Exposure Control Plan
for Bloodborne Pathogens and Airborne
Pathogens/Tuberculosis
Chattahoochee Technical College
2022-2023**

REVIEWED:  DATE: 7-19-2022
EXPOSURE CONTROL COORDINATOR
CHATTAHOOCHEE TECHNICAL COLLEGE

APPROVED:  DATE: 07/19/2022
PRESIDENT/EXECUTIVE
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REVIEWED: _____ DATE: _____
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TECHNICAL COLLEGE SYSTEM OF GEORGIA

APPROVED: _____ DATE: _____
DIRECTOR OF PUBLIC SAFETY
TECHNICAL COLLEGE SYSTEM OF GEORGIA

Pandemic Influenza Annex to Emergency Operations Annex to the Emergency Operations Plan

PURPOSE & DESCRIPTION

The purpose of this annex to the Emergency Operations Plan (EOP) is to provide guidance to Chattahoochee Technical College (CTC) faculty and staff in the event of the occurrence of pandemic influenza. Despite uncertainty in future pandemic influenza scenarios, developing and implementing a set of planning principles and parameters encompassing a range of potential pandemic impacts will be critical to ensure a prompt and flexible response.

- This annex to the EOP is integrated into the community planning process to the greatest extent possible
- CTC will protect the life, health and safety of employees, students and others to the greatest extent possible
- Essential services will be maintained to the greatest extent possible
- Essential processes critical to the functioning of the College will be maintained to the greatest extent possible
- Instructional services will continue to be provided or re-established as rapidly as possible

INTRODUCTION

History's greatest killer always has been disease. Smallpox alone has killed hundreds of millions of people, more than that Black Death of the Middle Ages and all the wars of the 20th Century combined. Even as some of history's most infamous scourges -smallpox, polio, and tuberculosis -are brought under control through vaccines and antibiotics, others such as HIV/AIDS, SARS, Ebola, Marburg, Monkey Pox, West Nile Virus, Hantavirus, Avian Flu and Coronavirus have emerged.

Influenza pandemics have historically occurred at a rate of three per century. A pandemic occurs when a new viral strain is introduced into the human population. Three essential conditions must be met for an outbreak to begin:

1. A new flu virus must emerge from the animal reservoirs that have produced and harbored such viruses—one that has never infected human beings and therefore one for which no person has developed antibodies.
2. The virus has to make humans sick (most do not).
3. The virus must be able to spread efficiently from human-to-human.

Historic evidence teaches us that pandemic events are marathons and not sprints, with a series of waves that ebb and flow with varying degrees of illness that could last well over a year. The 1918 pandemic circled the globe three times before it was finally arrested – as much by the development of natural immunity to the virus as by any technological interventions.

The development of a global economy, increased global travel and an increase in population

density make a future pandemic event a certainty, despite strides in medical technology and health care. Even a mildly virulent influenza will cause enough illness to impact daily life. This annex to the Emergency Operations Plan identifies Chattahoochee Technical College's protocols for maintaining continuity of operations while following advice and mandates from healthcare and Emergency Management professionals to help protect the community from an influenza pandemic.

This annex to the Emergency Operations Plan also introduces the creation of a newly established group of college personnel, the Pandemic Response Team who will assist in developing protocols for pandemic outbreaks for the College. Protocols may include but are not limited to mitigation efforts; risks levels by categories, what to do with an infected person on campus and what to require for employees or student who may be infected or have come into contact with an infected person. All recommendations by the Pandemic Response Team will be reviewed by the Health and Safety Committee on an as-needed or biannual basis. This annex to the Emergency Operations Plan will be exercised on an annual basis. All recommendations sent to senior leadership will be scrutinized for adherence to guidelines provided by the Centers for Disease Control and Prevention and the Georgia Department of Public Health. Please see addendum for individuals serving on this committee (Addendum B) in addition to those individuals listed as key contacts at the end of this document in Addendum A.

GOALS

The overarching goal of Chattahoochee Technical College (CTC) during a pandemic influenza event is to safeguard the health of the faculty, staff and students; and, by doing so, to help protect the health of the community. The Administration of CTC takes their obligations to the faculty, staff, students and community seriously and will not endanger lives by continuing operations if doing so would undermine the health of the individuals we serve. However, it would be just as irresponsible to believe the campus could shut down operations indefinitely without adversely affecting those same constituents. Therefore, the focus of this annex to the Emergency Operations Plan will be safely maintaining continuity of operations. Every effort will be made to continue services while complying with directives and initiatives from public health officials, Emergency Management professionals, the local government, and the Technical College System of Georgia regarding changes to policies and/or procedures including but not limited to non-pharmaceutical interventions depending on the category of pandemic (see "Activation Actions by Pandemic Severity Category"). If/when the situation becomes so dire that it does become necessary to discontinue services, our goal is to do so for the shortest duration and with the least disruption possible.

DEFINITIONS

Morbidity: The rate at which individuals become ill.

Mortality: The rate at which a pathogen (disease producer) causes death.

NPI: Non-pharmaceutical interventions –methods other than medications that are used to combat disease. These would include social distancing and personal protective equipment (PPE).

Pandemic: A widespread disease epidemic that affects many people around the world at the same time. A disease epidemic occurs when there are more cases of that disease than normal. A pandemic is a worldwide epidemic of a disease. An influenza pandemic may occur when a new influenza virus appears and the human population has no immunity against it.

Pandemic Severity Index: A scale for rating the virulence/severity of a pandemic based on mortality.

Response Triggers: A three-tiered activation guide using the Pandemic Severity Index to gauge responses to a pandemic.

Social Distancing: Keeping individuals a safe distance from each other, which may include discontinuing functions at which people congregate. The goal is to stop the spread of disease by reducing the numbers of people infected.

Virulence: The ability of any agent of infection to produce disease; the strength of a pathogen. The virulence of a virus is a measure of the severity of the disease it is capable of causing. A combination of morbidity and mortality is used to gauge virulence.

ASSUMPTIONS

- A new virus of moderate severity will have an attack rate of 30 – 35%.
- The first wave of a pandemic will likely be completed before a vaccine is available.
- When a vaccine is developed, the supply will be limited. A tier system for providing vaccines to those most at risk for infection will be developed and distributed by public health.
- Anti-viral medications to help relieve the symptoms of influenza in those infected will also be in limited supply.
- A 30% attack rate will translate into around 6,000 hospital admissions per week in the State of Georgia. The health care system will not be able to handle the surge in the influx of patients. Plans must therefore include alternate care solutions, including infection prevention and non-pharmaceutical interventions such as social distancing.
- Other community services and general commerce will be significantly affected due to high numbers of workers absent because of their own illness, the illness of family members, or simply due to fear of infection.
- The pandemic will cause both an initial infection wave and subsequent re-infection waves in a given location at about eight-week intervals. Emergency Operations planning for pandemics should be for a minimum of eight weeks.
- The World Health Organization (WHO) and the Centers for Disease Control and Prevention (CDC) will utilize the Pandemic Severity Index to help organizations gauge appropriate response actions. The Pandemic Severity Index uses a rating scale (1 – 5) to describe the possible effects of the virus.

Pandemic Severity Index

Category	Case Fatality Rate	Expected Ill in Georgia	Historical Experience
1	<0.1%	80,000	See Note
2	0.1 < 0.5%	80K – 100,000	1957, 1968
3	0.5 < 1.0%	<171,000	None
4	1.0 < 2.0%	171,000	None
5	2.0% or more	>171,000	1918 Pandemic & 2020 COVID 19 Pandemic

NOTE: Seasonal influenza has approximately this case fatality rate each year but an illness rate of only around 10% because many individuals have immunity from prior exposure to the specific viruses we see each year.

RESPONSE STEPS

Chattahoochee Technical College will follow the three-step system used by the State of Georgia to assist organizations in determining when to activate the pandemic influenza annex to the Emergency Operations Plan. The three steps are:

Alert: Notification of critical systems and personnel; pre-event pandemic annex to the Emergency Operations Plan

Standby: Initiation of decision-making processes; mobilization of resources

Activation: Implementation of the pandemic annex to the Emergency Operations Plan

The following chart shows the triggers that will be used to determine when to increase steps. The triggers differ depending on the Pandemic Severity Index, which is rated from 1 (least severe) to 5 (most severe).

Response Steps		
Alert Notification of critical systems and personnel	Standby Initiation of decision-making processes; mobilization of resources	Activation Implementation
Widespread human outbreaks in multiple locations overseas	First human cases in North America	First laboratory confirmed cluster in the health district
Confirmed human outbreak overseas	Widespread outbreaks in multiple locations overseas	First laboratory confirmed cluster in Georgia or adjoining states.

TRIGGERS FOR RESPONSE STEPS*

*At a Pandemic Severity Index of 1, which indicates the least severe level in terms of virulence, morbidity and mortality, full activation of this annex to the Emergency Operations Plan would occur when clusters of illness are confirmed in the Chattahoochee Technical College service area unless otherwise indicated due to higher virulence and rapid spread. A Pandemic Severity Index of 4-5 would indicate the most severe virulence, high morbidity and mortality rates, and a much more rapid rate of spread, and activation would take place when clusters of illness are confirmed even in neighboring states. The College acknowledges that pandemic situations can develop and change rapidly over a short period of time and will be flexible within its response to any pandemic to ensure such situations are regarded accordingly.

COLLEGE OPERATIONS DURING EACH RESPONSE STEP

The following is a list of anticipated action steps in response to the triggers above, and the staff who have lead responsibility for the action steps.

ALERT (and Pre-Event Stage)

President

- communicate with the Technical College System of Georgia to determine the overall plan for technical colleges
- identify essential and critical College operations by priority
- identify provisions for potential alteration/extension of sick leave
- alert students, faculty and staff to stay home if they are sick, follow any other recommendations set forth by the Department of public Health or Centers of Disease Control and Prevention including but not limited to social distancing and wearing face coverings.

Leadership Team

- develop contingency plans for rescheduling of classes should class cancellation eventually become necessary
- identify staff who can work from home
- develop alternative work schedules to keep school business on track should a “work from home” procedure become necessary. [One key to continuity of operations is to maintain classes and programs while keeping the students off campus (at home). CTC will follow procedures for social distancing provided by public health officials. However, Faculty members can conceivably continue work from campus as long as students stay home.
- develop means for continuing instruction through e-mail correspondence or via BlackBoard Learning
- have staff and students prepared by familiarization of online learning management system should building or campus closure need to be implemented

- encourage staff with healthcare and medical credentials to be available to assist with needs at CTC and to be aware of the need for volunteering within the community in other healthcare venues when there is no further need at CTC

Pandemic Coordinator

- monitor news and official reports of the status of the spread and penetration of the disease affecting the local and state population and report internally to the President
- coordinate communication between the CTC campus and the local Emergency Management Agency and Public Health representatives for updates and briefings as to the effect of the pandemic at the local level
- coordinate the delivery of awareness training for staff, faculty and students on hand washing, cough etiquette and other necessary health-related issues
- make recommendations as to needed supplies and personal protective equipment
- develop non-pharmaceutical intervention protocols for skills courses that cannot be taught online. These protocols could include social distancing (maintaining 6-foot distance from others), the wearing of personal protective equipment, and other actions deemed necessary.

STANDBY

President

- continue to communicate with the Technical College System of Georgia to determine the overall plan
- outline the plans for continuing operations should the local Emergency Management and Public Health Institute social distancing mandates
- assign staff to provide a daily report of absenteeism
- determine the “trigger point” (the percentage of student/staff absenteeism beyond which the continuation of operations is no longer feasible) for discontinuing classes and closing the school

Leadership Team

- cross train staff to continue workloads with possible 30 – 40% absenteeism
- improve and expand the list of available substitute instructors
- review and determine student rules and policies concerning absences, withdrawals and incompletes

Pandemic Coordinator

- continue to monitor news and official reports of the status of the spread and penetration of the disease affecting the local and state population and report internally to the President
- continue to coordinate communication between the Chattahoochee Technical College and the local Emergency Management Agency and Public Health representatives for updates and briefings as to the effect of the pandemic at the local level
- report absentee “trigger” numbers to Public Health and solicit advice for continuing operations from the District Health Director

- refine recommendations as to needed supplies and personal protective equipment
- continue to develop non-pharmaceutical intervention protocols for skills courses that cannot be taught online. These protocols could include maintaining 6-foot distance from others, the wearing of personal protective equipment, and other actions deemed necessary.
- ensure these measures can be put in place quickly with minimal course disruption

ACTIVATION

President

- issue the order for activation of this annex to the Emergency Operations Plan in response to notifications from public health officials; federal, state or local government officials; or the Technical College System of Georgia (TCSG)
- initiate “work from home” procedures for pre-determined staff depending on the category of pandemic (see “Activation Actions by Pandemic Severity Category”)
- initiate course continuation through BlackBoard Learning depending on the category of pandemic (see “Activation Actions by Pandemic Severity Category”)
- alert TCSG of any public events which may have to be cancelled.
- prepare to close the campus if necessary

Leadership Team

- express to faculty and staff that the overarching goal of the College is to continue operations to the greatest extent possible while safeguarding the health of the staff and students
- have staff and students on standby for potential campus closings
- carry out other actions as deemed necessary as they may relate to this activation.

Pandemic Coordinator

- initiate protocols for non-pharmaceutical interventions depending on the category of pandemic (see “Activation Actions by Pandemic Severity Category”).
- continue to monitor absences and staff/student illness ratios
- in consultation with Public Health, determine whether the number of absences and staff/student illness ratios is radically out of proportion with other local statistics.
- alert the President when processes can be started to phase back into normal operations

ACTIVATION ACTIONS BY PANDEMIC SEVERITY INDEX CATEGORY

All Categories

- Actively encourage cough etiquette and hand-washing
- Apply liberal sick leave policies to support the decision by individuals to isolate the sick
- Screen students, faculty and staff for illness and send the ill home

Categories 4 & 5 (if a cluster of more than 15% of staff and/or students is ill)

- initiate protocols for non-pharmaceutical interventions
- initiate “work from home” procedures for pre-identified staff

- initiate course continuation through BlackBoard Learning
- provide supplies for cough etiquette (e.g., tissues, hand sanitizers, masks)
- communicate with Public Health and Emergency Management to monitor the local illness status
- initiate campus sanitization in accordance with CDC guidelines

Categories 2 & 3 (if a cluster of more than 10% of staff and/or students is ill)

- suspend low priority activities
- provide supplies for cough etiquette and hand hygiene
- initiate protocols for non-pharmaceutical interventions
- initiate “work from home” for pre-identified staff
- initiate course continuation through BlackBoard Learning
- encourage alternatives to handshaking
- support working from home or modified work schedules, especially if there are essential workers or vulnerable individuals in the household
- encourage custodial staff to aggressively wipe down handrails and door knobs/handles several times a day

Category 1 (if a cluster of more than 5% of staff and/or students is ill)

- modify workplace and work schedules to increase distance between people
- allow working from home for all staff when possible
- suspend non-essential activities
- initiate protocols for non-pharmaceutical interventions
- initiate course continuation through BlackBoard Learning
- in consultation with public health and community leaders, prepare to close the campus upon application of community-wide social distancing protocols
- actively encourage cough etiquette and hand hygiene, and the restriction of physical contact

COLLEGE OPERATIONS RESPONSE FOR RETURNING TO CAMPUS

President

- continue to communicate with the Technical College System of Georgia to determine the overall plan
- outline the plans for continuing operations should the local Emergency Management and Public Health Institute social distancing mandates
- assign staff to provide a daily report of absenteeism
- determine the “trigger point” (the percentage of student/staff absenteeism beyond which the continuation of operations is no longer feasible) for discontinuing classes and closing the school should a new wave of virulence necessitate such action by the college

Leadership Team

- express to faculty and staff that the overarching goal of the College is to continue operations to the greatest extent possible while safeguarding the health of the staff and students
- engage with supervisory personnel to ensure the active use of and respect for

- compliance with health and safety requirements
- have staff and students prepared by familiarization of online learning management system should building or campus closure need to be implemented
- carry out other actions as deemed necessary as they may relate to this phase.

Pandemic Coordinator

- continue protocols for non-pharmaceutical interventions depending on the category of pandemic (see “Activation Actions by Pandemic Severity Category”).
- continue to monitor absences and staff/student illness ratios
- in consultation with Public Health, determine whether the number of absences and staff/student illness ratios is radically out of proportion with other local statistics.
- alert the President should the situation warrant other actions based on the fluidity of the virulence and spread of the virus.
- work closely with local health officials to determine whether a short-term closure (for 2-5 days) of all campus buildings and facilities or a longer closure of buildings and facilities is required. This initial short-term class suspension and event and activity (e.g., club meetings; on-campus sport, theater, and music events) cancellation allows time for the local health officials to gain a better understanding of the situation impacting the College and allows the local health officials to help the College determine appropriate next steps, including whether an extended duration is needed to stop or slow further viral spread.

Facility Preparations

- purchase supplies such as hand sanitizer, thermometers, and any personal protective equipment (PPE) recommended by public health entities
- continue to sanitize according to guidelines set forth by the Centers for Disease Control and Prevention and public health entities
- continue to maintain supply of PPE for employees
- ensure training of all individuals assigned sanitization tasks for proper donning and doffing of PPE
- active use of informational and directional signage
- install physical barriers such as Plexiglass

Faculty and Staff Return to Campus

- campus hours may be reduced and adjusted accordingly
- faculty and/or staff may obtain permission to visit the campus prior to opening with proper documentation and limitations that may be determined on a case by case or departmental basis
- once the determination has been made to proceed with returning to college facilities, a gradual return to campus may be implemented depending on the nature of the pandemic situation and in accordance with state or local health and governmental officials as well as recommendations submitted by the Chattahoochee Technical College Pandemic Response Team.

- each vice president will need to work with his or her supervisory personnel to stagger, if possible, the days and times of day for the presence of faculty and staff in their respective areas if they are in physical proximity to each other.

Teleworking

- employees will be allowed to continue to telework in accordance with the needs of the College and with supervisory permission and guidelines
- employees who have health related issues may obtain permission to continue to telework as approved by their supervisor and in accordance with guidelines set forth by state officials.
- employees are expected to immediately to leave campus property if they become ill and must notify their supervisor of their status as soon as possible

Health and Safety Measures

- use of required face coverings for faculty, staff, students, and visitors
- frequent handwashing and/or sanitizing,
- actively encourage cough etiquette and hand-washing
- apply liberal sick leave policies to support the decision by individuals to isolate the sick
- use virtual meeting technology where possible
- practice flexibility with student absences affording online options for sick individuals
- use consideration to prevent stigma in order to maintain a healthy mental environment for individuals returning post infection.

KEY CONTACTS AND RESPONSIBILITIES

President	Emergency Operations Plan and Pandemic Annex activation Communicate with Commissioner and Board of Directors
Pandemic Coordinator	Communicate with state agencies and local officials Coordinate all pandemic related issues
Dean, Health Programs	Coordinate with Pandemic Coordinator on all pandemic related issues
Dean, Nursing	Coordinate with Pandemic Coordinator on all pandemic related issues
Executive Director of Facilities	Facilitate issues related to facilities
Director of Public Safety	Coordinate all security and law enforcement issues, secure campus facilities and manage traffic.

VP, External Affairs & Advancement	Coordinate with public/media notifications
VP, Facilities	Coordinate all facilities, risk management and space management, and fleet activities. Communicate with state agencies.
Executive Vice President for Instruction Academic Affairs	Coordinate instructional activities for credit programs, library, and tutorial services.
VP, Student Affairs & Technology	Coordinate student services for all credit programs Coordinate all technology services for web and internet service
Executive Vice President for Operations and Administrative Services	Coordinate financial activities and financial aid for students.
Director of Human Resources, Operations HR & Professional Development	Coordinate all human resources activities
Director, Adult Education	Coordinate all adult education activities on and off campus
Coordinator, Advancement & Resource Development	Coordinate with Foundation Trustees

Addendum A

CURRENT KEY CONTACTS

President	Dr. Ron Newcomb
Pandemic Coordinator	Dr. Christine Yarbrough
Executive Vice President for Operations and Administrative Services	Heather Pence
Executive Vice President for Instruction Academic Affairs	Jason Tanner
Dean, Health Programs	Dr. Stephanie Puffer
Dean, Nursing	TBD
Director of Facilities and Grounds	Anthony Wilder
Director of Public Safety	Tim Hilley
VP, External Affairs & Advancement	Jennifer Nelson
VP, Facilities	David Simmons
VP, Student Affairs	Missy Cusack
Director, Adult Education	Christine Hord
Coordinator, Advancement & Resource Development	Amanda Henderson

Addendum B

CTC PANDEMIC RESPONSE TEAM MEMBERS

David Archer	Coordinator of Wellness
Frances Carlson	Associate Dean of Public & Professional Services
Leigh Hall	Director of Libraries
Tim Hilley	Director of Public Safety
Dr. Quetina Howell	Dean of Nursing
Brian LeSage, B.H.A., NRP	EMS Instructor
Dr. Jarod Lynn	Associate Dean of Science
Jennifer Martin, RN	ASN Instructor
Anita Mashburn	Marketing/PR Coordinator
Dr. Stephanie Meyer	Executive Director of Institutional Effectiveness
Ron Price	Vice President of Human Resources
Dr. Amy Shaffer	Program Director – Occupational Therapist Assistant
Anthony Wilder	Director of Facilities and Grounds
Dr. Casaundra Wyatt	ASN Program Director-Instructor
Dr. Christine Yarbrough	Instructor/Exposure Control Coordinator