



**Pandemic
Contingency
Plan
January 2007**

Local Review:

ECTC Avian Flu Pandemic Contingency Plan

I have reviewed the Avian Flu Pandemic Contingency Plan for **East Central Technical College**. I have been provided the opportunity to provide feedback on the plan to technical college officials. My signature does not indicate that I have approved or endorsed the plan; it only demonstrates that I have had an opportunity to review the plan and provide suggestions.

_____	<u>1/ /07</u>	_____	<u>1/ /07</u>
Randy Bagwell	Date	David McCranie	Date
Director, Ben Hill County EMA		Ben Hill County Manager	

_____	<u>1/ /07</u>	_____	<u>1/ /07</u>
Vicki Tharpe, RN	Date	Mike Tewilliger	Date
Ben Hill County Health Department		Office of Emergency Preparedness	
		South Health District	

_____	<u>1/ /07</u>	_____	<u>1/ /07</u>
Dot O'Scott, RN	Date	Bill Hofer	Date
Infection Control Coordinator		ECTC Student Government Assoc	
Dorminy Medical Center			

_____	<u>1/ /07</u>	_____	<u>1/ /07</u>
Sue Smith, RN	Date	Chief Bill Smallwood	
Ben Hill County Board of Education		Fitzgerald Police Department	

The above listed individuals have been provided an opportunity to review ECTC's Avian Flu Pandemic Contingency Plan in an effort to solicit feedback. This effort has been undertaken to help us prepare to respond more effectively to any crisis situation that might arise.

_____	<u>1/ /07</u>	_____	<u>1/ /07</u>
D. Ray Perren, Ed.D., President	Date	Bonnie Kelly, Ed.D.	Date
East Central Technical College		Pandemic Flu Coordinator	

A. Purpose

1. The purpose of the East Central Technical College (ECTC) Pandemic Flu Plan is to provide a coordinated and comprehensive response to an influenza pandemic in order to help ensure continuation of education and services.
2. Bonnie Kelly, Vice President of Institutional Support, has been designated as the Pandemic Influenza Coordinator. Eight planning teams were formed with chairpersons designated as follows:

Academic Services Operations	Jim Schwindle
IT/Infrastructure	Perry Hood & Roy Warren
Facilities Operations	Lawton Lovett
General College Operations	Van Waters
Campus Healthcare Operations	Rebecca Vickers, RN
Student Services Operations	Connie Coffey
Public Relations/Communications	Howard Jordan
Child Development Operations	Susan Hogan

3. College and community representatives served on each of the teams and served as the coordinating forum for determining the content of the plan. This document puts in place a set of operational guidelines for ECTC to manage during an influenza pandemic. The plan addresses how ECTC will strive to maintain essential services of the college. Essential services are those functions that keep a college operating. The President's Executive Leadership Team (ELT) serves as the primary group that is responsible for the "command and control" function in the event of a pandemic. The Leadership Team is responsible for ensuring that the following items are decided or addressed during the course of a Pandemic Influenza:
 - a. cancellation of classes, and/or other public events;
 - b. closure of campus;
 - c. stockpiling supplies and equipment that may be needed in the case of an influenza pandemic.
 - d. continuation of essential services and functions.
4. The Leadership Team will work with state and local public health and other local authorities to identify legal authority, decision makers, trigger points, and thresholds to institute community containment measures such as closing (and re-opening) the college. The ELT will also work with the local health department to discuss an operational plan for surge capacity for healthcare and social services to meet the needs of the college and community during and after a pandemic. The ELT will serve as the primary contact during the recovery phase which will deal with the consequences of the pandemic.

The planning document is by no means complete nor is it intended to be. There are a multitude of issues both common and unique that may have to be taken into consideration when a pandemic occurs.

B. Planning Assumptions

1. The virus may arrive in the US either through infected birds or fowl or by an unintentional human vector;
2. A pandemic is certainly possible especially if infected humans arrive in the US in a non-symptomatic state;
3. In the event of a pandemic, supply of effective vaccine and anti-viral medications will be completely inadequate to provide treatment for the vast majority of the US population. The supply of antibiotics to treat secondary or superimposed infections may [also] be in short supply;
4. The US medical delivery system and hospital surge capacity will be completely overwhelmed early in a pandemic and will not have the ability to provide early and effective treatment for patients. Health care workers will be some of the earliest people infected and will be at the greatest risk of early infection;
5. Other community services and general commerce will be greatly affected due to high numbers of workers absent due to infection or fear of infection; *(Estimate 30 to 40% absenteeism)*
6. The pandemic will cause both an initial infection wave and subsequent re-infection waves in given locations at about eight week intervals. Planning should be for a minimum of eight weeks;
7. In the state of Georgia, the State Department of Human Resources estimates that in the event of a full avian flu pandemic, there will be:
 - up to six million people infected;
 - 600,000 to 1,600,000 people clinically ill;
 - 540,000 to 1,260,00 people requiring outpatient treatment;
 - 9,420-21,990 people will require hospitalization;
 - 2,670 to 6,210 deaths.
8. Even though there is the potential for a pandemic outbreak in the US and in Georgia, there very well may not be a pandemic. It is, however, imperative in contingency planning to hope for the best, but plan for the very worst.

C. Operations

Executive Leadership Team (ELT):

1. President
2. Executive Vice President and Vice President of Administrative Services
3. Vice President of Instruction
4. Vice President of Student Services
5. Vice President of Economic Development Programs
6. Vice President of Institutional Support
7. Executive Director of Advancement and Planning

College facilities use and the role of maintenance personnel will depend largely on the number of campus activities that will remain in place in the various scenarios. The Director of Facilities is responsible to the Vice President of Administrative Services who will work with the Executive Leadership Team to determine facility and maintenance needs based on the decisions to interrupt campus activities.

D. Service Priorities

1. A service priority designation system was developed to help determine which services must be provided.
 - #1 - Those activities that must remain uninterrupted. Generally, these would include agencies and facilities that operate 18 hours a day.
 - #2 - This includes those activities that can be disrupted temporarily or might be periodic in nature, but must be re-established within a few days.
 - #3 - Those activities that can be disrupted temporarily (a couple of days to a week) but must be re-established sometime before the pandemic wave is over (6-8 weeks).
 - #4 - These activities can be deferred for the duration of pandemic influenza wave (more than 8 weeks).
2. As a unit of the Georgia Department of Technical and Adult Education, ECTC serves as a support agency for incident and resource management. As a support agency, ECTC recognizes that a severe pandemic may create a need for reallocation of state resources to ensure delivery of priority services.
3. Transfers of resources and employees within agencies are at the discretion of the commissioner.
4. ECTC has determined that employees that perform services and functions at service priority #4 may be available for transfer to other state facilities in order to maintain service priority #1.

5. Priority Designation

Leadership Team -----	2
Instruction -----	3
Admissions -----	3
Advising -----	3
Counseling -----	3
Dropping/Adding -----	3
Enrollment Verifications -----	3
Financial Aid -----	3
Grades (Processing) -----	3
Graduation -----	3
Information Request -----	3
Mail (Processing) -----	3
Placement -----	3
Probation/Suspension -----	3
Prospects (Processing) -----	3
Recruiting (Phone) -----	3
Registration -----	3
Reports/Reporting -----	3
Transcripts (Official) -----	3
VA Enrollment Verification -----	3
Operations -----	2
Bookstore -----	3
Business and Finance -----	3
Human Resources -----	2
Advertising Vacancies -----	3
Assignment Forms for HR Transactions -----	2
Out of State Travel Forms -----	4
Position Descriptions -----	4
Retirement -----	3
Tuition Waiver -----	4
Unemployment -----	3
Vacancy Announcements -----	4
Workers Compensation -----	2
Payroll (Employee and Student) -----	2
Employee Business Expense Forms -----	3
Employee Leave (Accrual and Use) -----	2
Information Technology -----	2
Facilities -----	2
Maintenance (Physical Plant) -----	2
Healthcare -----	2
Communications -----	2

E. Phases/Scenarios:

There are literally scores of individual scenarios that could occur and that planning for each and every scenario is not possible. There are at least six basic scenarios that are used to analyze essential services and processes in the development of a plan. Even though all six scenarios have commonalities that run through them, each scenario has unique characteristics that apply

only to that particular event. Each scenario is correlated with a specific level of pandemic activity as defined in the Georgia Pandemic Preparedness and Response Standard Operating Plan. These are identified as “phases”. The Phases and scenarios are:

For purposes of consistency, comparability and coordination of the national, state, and local response, identification and declaration of the following stages will be done at the national level:

Phase 1. No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low.

Phase 2. No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.

Scenario 1: (Phase 2) *The H5N1 virus has reached the United States and is being transmitted from wild bird to wild bird and from bird to human. The CDC has determined that transmission is occurring from people making direct contact with wild birds, its blood or body fluids, droppings or by eating undercooked birds.*

Phase 3. Human infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.

Scenario 2: (Phase 3) *It has been determined that an outbreak of the avian flu H5N1 virus is occurring on and around the local area, possibly caused by multiple direct contacts with infected birds. 30% of the faculty and staff are absent due to illness as well as a significant number of students.*

Phase 4. Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.

Scenario 3: (Phase 4) *The H5N1 virus has mutated and there is now significant human-to-human transmission by coughing and sneezing. By direction of the Georgia Office of Homeland Security, under a declared State of Emergency, ECTC main campus has been designated as an inoculation site for the region.*

Phase 5. Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (**substantial pandemic risk**).

Scenario 4: (Phase 5) *Under the declared State of Emergency, ECTC main campus is directed to become a quarantine/isolation site for the college. No one is allowed to leave campus including faculty and staff who are currently on campus. Students, faculty and essential staff not currently on campus are not allowed on campus.*

NOTE: ECTC not equipped to function as a quarantine/isolation site.

Phase 6. **Pandemic:** increased and sustained transmission in general population.

Scenario 5: (Phase 6) *Under the declared State of Emergency, ECTC main campus is directed to become a quarantine/isolation site for the community. The campus will be closed and students who can get home to unaffected areas will be allowed to go home. Individuals from the local community will be brought to ECTC facilities.*

NOTE: ECTC not equipped to function as a quarantine/isolation site.
When Phase 6 is declared – need to consider closing down the campus.

Scenario 6: (Phase 6) *Under the declared State of Emergency, ECTC has been directed to close the campus. This is a precautionary measure to help minimize the spread of the avian flu. Students, staff and faculty will be sent home.*

Phase 7. “**Second Wave**” - resurgence of epidemic activity within several months following the initial wave of infection.

Phase 8. Recovery and Mitigation Return to interpandemic period.

Cessation of successive pandemic “waves” accompanied by the return (in the U.S.) of the more typical wintertime “epidemic” cycle.

F. Pre-Planning:

It will be necessary to engage employees in planning contingencies for a pandemic.

1. In Phase 1, faculty will develop a plan to continue delivery of instruction in the event of an interruption. Alternative methods of delivery may include online, email or telephone communications.
2. Student services, learning services and financial aid will be asked to identify what services can be continued in the event the buildings are closed.
 - a. Student Services Administrators will schedule a college-wide meeting to identify which tasks can be continued and necessary personnel to complete the tasks.
3. Identify tasks that can be completed by tele-commuting.
4. Identify essential functions that must be maintained in the event of a pandemic.
5. Cross-train staff to perform essential functions.
6. Written instructions completed for essential functions.
7. Planning should consider the need for stockpiling of essential supplies. Discuss with key suppliers a plan for regular shipments in the event of shortages or disruptions in transportation systems.
 - a. Maintain adequate supply of rubber gloves.
 - b. Increase supply of paper supplies (tissues and paper towels)
 - c. Maintain adequate viricidal cleaning supplies. (Coverage TB for large surface cleaning, Sani Cloths for small surfaces, Avigard 3M Hand Sanitizer for public areas)
8. Communicate the possibility of a pandemic – and our organization’s preparedness to manage it – very early to staff. Discuss with staff possible health and safety issues, potential for stand down, and “leave” arrangements if they are ill or need to look after those who are, or who have been “shut out” of childcare and school, etc.
 - a. Position hand sanitizer for employees including hand washing information.
9. Establish pandemic information update on the Web.
10. Encourage annual influenza vaccination for employees, in coordination with Public Health.
 - a. Increase access to vaccinations on site (time of day, length of time available, multiple days).

- b. Increase awareness of need and dispel myths. (HR to ratchet up campaign.)
- 11. Establish guidelines for preventing the spread of influenza at the worksite (e.g., promoting respiratory hygiene/cough etiquette, and prompt exclusion of people with influenza symptoms).
 - a. Posters
 - b. Hand and surface hygiene practices.
 - c. If you even think you are sick, stay home.
 - d. Establish a “Clean and Go” procedure for all employees and students. (Shared work areas such as desktops and tables, and frequently touched surfaces such as door handles, stair rails, etc. are cleaned and disinfected regularly. Routinely used cleaning products (EPA-registered disinfectants, bleach solution) may be used.
- 12. Establish guidelines for employees who have been exposed to pandemic influenza, are suspected to be ill, or become ill at the worksite (e.g., infection control response, immediate mandatory sick leave).
 - a. Follow state guidelines.
- 13. Disseminate programs and materials covering pandemic fundamentals (e.g., signs and symptoms of influenza, modes of transmission), personal and family protection and response strategies (e.g., hand hygiene, coughing/sneezing etiquette, contingency plans).
 - a. Develop and post visual alerts with key infection control messages (hand hygiene, covering coughs and sneezes, and social distancing) should be posted in the workplace (including entrances, notice boards, conference rooms, break rooms, and restrooms). For materials, please see:
 - (1) Posters
 - (2) Web links
 - (3) TV Monitors
 - (4) Activate pandemic web page
 - (5) Post visual alerts at all entry points to the facility, advising staff and visitors not to enter if they have symptoms of influenza.
- 14. Post visual alerts at all entry points to the facility, advising staff and visitors not to enter if they have symptoms of influenza.
- 15. Assess and remediate facilities for readiness:
 - a. Update restroom hand washing stations.
 - b. Adequate and appropriate supplies (automated paper towel dispensers, removing cloth dispensers, automated soap dispensers, automated soap dispensers are full).
 - c. Consult with facility managers regarding the percentage of building air exchange.
- 16. Develop a website that will be utilized in the event of a pandemic influenza outbreak as a medium for communicating with students and employees.
- 17. Assess the heating, ventilation, and air conditioning (HVAC) systems.

G. Scenario #1 Activities

Phase 1. No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low.

Phase 2. No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.

Scenario 1: (Phase 2) *The H5N1 virus has reached the United States and is being transmitted from wild bird to wild bird and from bird to human. The CDC has determined that transmission is occurring from people making direct contact with wild birds, its blood or body fluids, droppings or by eating undercooked birds.*

1. Executive Leadership Team (ELT)

- a. Coordinate an education and awareness campaign across the college for employees and students regarding personal hygiene and safety in coordination with the Healthcare and Communications Planning Teams.
- b. Review service priority 2 functions and develop a list of telecommuting priorities.
- c. Ensure employees that provide service priority 2 functions are notified of their designation and how they will be managed in the event of a pandemic.
- d. Review service priority 3 functions and services.
- e. Review service priority 4 functions and services to determine list of employees that may be reassigned within the college, if necessary.
- f. Ensure departments stockpile essential supplies.
- g. To encourage social distancing, ensure students and employees are encouraged to use services of the various departments by phone, e-mail or fax.
- h. Ensure information is disseminated to employees regarding expectations of use of sick leave, vacation and personal leave.
- i. Work with state and local public health and other local authorities to identify legal authority, decision makers, trigger points, and thresholds to institute community containment measures such as closing (and re-opening) the college.
- j. Work with the local health department to discuss an operational plan for surge capacity for healthcare and other mental health and social services to meet the needs of the college and community.
- k. Work with the local community to participate in exercises of the community's pandemic plan.
- l. Implement the continuity of operations schedule to provide overall coordination of the college functions and services.

2. Academic Services

- a. Work with communications committee to provide information to employees.
- b. Inform faculty to expedite contingency preparations for potential building closures.
- c. Cross train employees on student services functions and procedures in accordance with the revised operations schedule.

- d. Communicate the availability of counseling services to meet the needs of students and employees with anxiety related to the possibility of Pandemic Influenza.
- e. Healthcare
 - (1) Provide sufficient and accessible infection control supplies (e.g., hand-hygiene products, tissues and receptacles for their disposal) in all agency locations.
 - (2) Educate employees and visitors about the symptoms of influenza and not to enter the workplace if they are symptomatic.
 - (3) Post visual alerts at all entry points to the facility, advising staff and visitors not to enter if they have symptoms of influenza.
 - (4) Insure there are adequate supplies of tissues, hand hygiene products (e.g., soap and water, paper towels, alcohol-based hand rubs), cleaning supplies, and surgical masks (for people who become ill at work) for employees.

3. Student Services

a. Communications

- (1) Draft internal and external bulletins and announcements addressing the potential fear and anxiety of employees, students and families that may result from rumors or misinformation.
 - (a) The internal communication plan addresses the following target groups: employees, students, and specific risk groups.
 - (b) The external communication plan addresses the following target groups: parents, boards, press, general public, and health-care workers
 - (c) Conduct an educational campaign, self-protection information, hand washing, and promote seasonal flu vaccination.
 - (d) Communications plan takes into consideration an overview of all available campus media channels, including internet, campus-wide e-mail, voice, online messaging, press releases, local radio and newspapers.
 - (e) An official campus influenza pandemic web site will be created and linked with other appropriate webs sites such as www.pandemicflu.gov.
- (2) Relationships with medical and public health specialists have been established who are able to help with the development of accurate and timely messages during a pandemic.
- (3) Begin preparing communications for Scenario 2.

4. General College Operations

- a. Food Services
 - (1) Not provided.
- b. Bookstore
 - (1) Cross train employees on bookstore procedures. (Two employees are available at the main campus to perform day-to-day business transactions.)
 - (2) Customers can access the book store as usual.
- c. Business and Finance
 - (1) Cross train employees on business office procedures.
 - (2) Customers can access the business office as usual.
- d. Human Resources/Payroll
 - (1) Cross train employees on human resources office procedures in accordance with the developed training schedule.
 - (2) Cross train employees on payroll (employee and student) procedures in accordance with the developed training schedule.
 - (3) Ensure information is disseminated to employees in coordination with the Communications Team to alleviate employee anxieties regarding the avian flu.
 - (4) Ensure service priority 2 functions are identified and begin to discuss telecommuting priorities with the ELT.
 - (5) Prepare a list of individuals that may be contacted to serve as temporary employees (intermittents, retirees, and previous temporary employees).
 - (6) Inform employees that provide service priority 2 functions are aware of their designation and how they will be managed in the event of a pandemic.
 - (7) Stockpile essential departmental supplies.
 - (8) To minimize social contact, encourage employees to use services of the department by phone, e-mail or fax.
 - (9) Ensure information is disseminated to employees in coordination with the Communications Team and ELT regarding expectations of use of sick leave, vacation and personal leave.
 - (10) Begin to prepare to implement processes for scenario 2.
- e. IT/Infrastructure
 - (1) Assess essential IT needs of ECTC.
 - (2) Update all operating procedures for IT essential services.
 - (3) Identify essential personnel and inform them of their responsibilities.
 - (4) Update operating procedures for VPN Connections and Employees working from home.
 - (5) Assess Needs for webpage support and communications.
 - (6) Cross train all IT staff on various areas on ITS.

- (7) Provide all essential IT staff personnel access to administrative passwords.
- (8) Perform weekly disinfection of user areas.
- (9) Post updates and all communications on the web and/or e-mail. Identify staff members who will work from home if emergency response level is activated.
- (10) Perform drills with work at home equipment and employees.
- (11) IT travel between off-site campuses may be limited or prohibited.
- (12) Image laptops configured for work at home purposes and prepare for checkout procedures.
- (13) Ensure Battery Backup system is maintained and working properly.
- (14) Assess the needs for additional online courses.
- (15) Stockpile: needed supplies such as toner and disinfectant wipes

f. Facilities Operations

- (1) All maintenance and groundskeeping personnel will be informed of protective measures needed when handling any birds or bird droppings on college grounds or facilities. Other protective measures, such as signage in areas where birds are generally found, will be implemented and students and employees will be notified of any areas on college grounds that should not be accessed or utilized because of the bird habitation.
- (2) The Maintenance Dept. will begin to take appropriate measures to stockpile essential supplies.

5. Child Development Operations

- (1) Follow regulations and guidelines as set forth by state licensing authority, Georgia Department of Early Care and Learning, Child Care Licensing Division.
- (2) Coordinate an education and awareness campaign to parents and children regarding personal hygiene and safety in coordination with the Healthcare and Communications Planning Teams.
- (3) Cross train new staff members and continue to maintain all current staff skills for assignment in any classroom.
- (4) Cross train employees on clerical and food services to substitute as required.
- (5) Prepare a list of individuals that may be contacted to serve as substitute teachers (intermittents, retirees, and previous temporary employees).
- (6) Stockpile essential cleaning and disinfectant supplies.
- (7) Maintain high level of communication between parent and staff members upon arrival each day. Morning health checks will be detailed and include questions about the child's current state of health, family members, and any other relevant information regarding possible exposures. No child or adult (staff member) who is ill will be admitted.

- (8) Special attention to teaching staff, children, and their parents on how to limit the spread of infection. Examples - Good hand washing techniques, cover the mouth when coughing or sneezing, cleaning toys daily or more when required.
- (9) Provide a fixed space away from well children where a child who becomes ill during the day can await the arrival of a parent for pickup.
- (10) Child Development Center staff makes thorough inspection of playground areas before children are allowed outside being very observant for bird droppings or other suspicious materials or birds.
- (11) Food services will be vigilant in purchase of poultry buying only government inspected products. Poultry will be cooked thoroughly before serving to children.

H. Scenario #2 Activities

Phase 3. Human infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.

Scenario 2: (Phase 3) *It has been determined that an outbreak of the avian flu H5N1 virus is occurring on and around the local area, possibly caused by multiple direct contacts with infected birds. 30% of the faculty and staff are absent due to illness as well as a significant number of students.*

1. Executive Leadership Team (ELT)

- a. Coordinate an education and awareness campaign across the college for employees and students regarding personal hygiene and safety in coordination with the Healthcare and Communications Planning Teams.
- b. Implement telecommuting agreement for employees that perform service priority 2 functions, if appropriate.
- c. Review service priority 3 functions.
- d. Ensure departments have sufficient essential supplies.
- e. Students are directed to use services of the various departments by phone, e-mail or fax, whenever possible.
- f. Employees are directed to use services of the various departments by phone, email or fax, whenever possible.
- g. Ensure information is disseminated to employees regarding expectations of use of sick leave, vacation and personal leave and who to notify in the event of absence.
- h. Work with state and local public health and other local authorities to identify legal authority, decision makers, trigger points, and thresholds to institute community containment measures such as closing (and re-opening) the college.
- i. Work with the local health department to discuss an operational plan for surge capacity for healthcare and other mental health and social services to meet the needs of the college and community.
- j. Implement the revised operations schedule to provide overall coordination of the college functions and services.
- k. To maximize social distancing, determine cancellation of public events.

Based on employee attendance, determine suspension of priority service 4 functions and services and reassignment of employees, if necessary.

- l. Based on employee attendance, determine suspension of various instructional courses/programs.
- m. Visual alerts are posted at all entry points to the facility, advising employees and visitors not to enter if they have symptoms of influenza.
- n. Workplace visitors are strictly limited to those essential for the operation of services.
- o. Implement travel restrictions, if appropriate.

2. Academic Services

- a. In an effort to reduce social contact the following recommendations are made to the Executive Leadership Team:
 - (1) Cancel student events.
 - (2) Cancel recruiting and marketing trips. (Plan developed to continue recruiting/admissions during reduced social contact period.)
 - (3) Reschedule all college-wide meetings to online, telephone and/or e-mail.
 - (4) Cancel non-essential travel for meetings and conferences.
 - (5) College employees will be notified of leave options.
 - (6) Coordinate with healthcare committee to provide necessary supplies for essential services.
- b. Contact by faculty to students will be made using email or telephone.
- c. Implement tele-commuting for identified employees.
- e. Building will remain open.
- f. Offer counseling services as possible at work sites and through distance (phone or email) counseling.
- g. Healthcare
 - (1) Limit face-to-face customer service to those activities that are essential to the health of others.
 - (2) Provide information for the at-home care of ill employees and family members (consult Department of Health for current advice on taking care of ill patients).
 - (3) Strictly limit work place visitors to those essential for the operation of critical functions.
 - (4) Supervisor initiates immediate mandatory sick leave for ill employees.
 - (5) Advise the ill employee not to return to work until they are healthy and no longer infectious (using Center for Disease Control definition of the infectious period for pandemic influenza).
 - (6) Encourage employees who have recovered from pandemic influenza and are unlikely to be re-infected (they will have natural immunity) to return to work as soon as they are healthy and no longer infectious.

3. Student Services

a. Communications

- (1) Activate internal and external bulletins and updates for the College's website, telephone hotline, and for mass email.
 - (a) The internal communication plan addresses the following target groups: employees, students, and specific risk groups.
 - (b) The external communication plan addresses the following target groups: parents, boards, press, general public, and health-care workers.
- (2) Consider restricting movement on and off campus for college events.
- (3) Request employees and their families to report all influenza cases.
- (4) Compose communications with the campus Healthcare Committee regarding signs/symptoms, protocol for referral of suspected cases.

4. General College Operations

a. Food Service

- (1) Not provided.

b. Bookstore

- (1) Cross train employees on bookstore procedures. (Two employees are available at the main campus to perform day-to-day business transactions.)
- (2) Restrict the number of customers that can enter the bookstore at any one time and/or restrict sales to telephone only and mail essential books and supplies to customers.
- (3) Daily receipting would continue.

c. Business and Finance

- (1) Cross train employees on business office procedures. (Two employees are available at the main campus to perform day-to-day business transactions in the business office.)
- (2) Restrict access to business office to front desk only.
- (3) Daily receipting could continue.

d. Human Resources/Payroll

- (1) Implement the revised operations schedule to provide human resources functions and services.
- (2) Implement the revised operations schedule to provide payroll functions and services.
- (3) Implement telecommuting agreements for individuals who perform service priority 2 functions when practicable.
- (4) Contact individuals to determine availability to serve as temporary employees.
- (5) Inform employees that provide service priority 2 functions how they will be managed during a pandemic.
- (6) Continue to stockpile essential departmental supplies.

- (7) To establish employee contact control, employees will be directed to use services of the department by phone, e-mail or fax.
- (8) Ensure information is disseminated to employees in coordination with the Communications Team and ELT regarding implementation of travel restrictions if appropriate.
- (9) Ensure, in coordination with the Healthcare Team, that sufficient and accessible infection control supplies are available for employees at all locations.
- (10) Ensure information is disseminated to employees in coordination with the Communications Team and ELT regarding expectations of use of sick leave, vacation and personal leave.
 - (a) If the Governor has NOT declared an emergency - the normal contract and plan provisions for sick leave, vacation, annual leave, and personal leave continue to apply.
 - (b) Employees will be directed to report to their supervisor if they have been in contact.
 - (c) Employees will be advised to consult with a physician if they become ill.
 - (d) Employees will be advised to not report to work if they become ill.
- (11) Ensure, in coordinating with the Healthcare Team, that employees are educated about the symptoms of influenza and do not enter the workplace if they are symptomatic.

e. IT/Infrastructure

- (1) Identify essential personnel and inform them of their responsibilities.
- (2) Review IT staffing schedules and remote connections
- (3) Review IT needs for increased VPN connections and increase if necessary.
- (4) Provide configured laptops to essential employees to work from home. Have imaged laptops available for further checkout.
- (5) Provide instructions for those checking out a laptop to work from home.
- (6) Servers can be maintained from home using VPN connections.
- (7) Review and support increased courses and students online.
- (8) IT travel between off site campuses may be prohibited
- (9) Provide security camera access to needed employees working remotely
- (10) **Essential IT services**
 - (a) ECTC Employee servers (e-mail, etc.)
 - (b) Web Server
 - (c) VPN Server
 - (d) Online administration
 - (e) Student e-mail.

f. Facilities Operations

- (1) The Maintenance Team assumes that many services may be closed in this scenario, as well as other common areas, such as computer labs and other activities open to the general public, to reduce the spread of the illness. If many of the activities are suspended for a period of time, the use of the facilities is reduced, and roles of maintenance personnel will be focused on other housekeeping duties necessary to prevent the spread of illness. Preventive measures that employees and students should follow will be communicated to all employees.

5. Child Development Operations

- (1) Follow regulations and guidelines as set forth by state licensing authority, Georgia Department of Early Care and Learning, Child Care Licensing Division.
- (2) Coordinate an education and awareness campaign to parents and children regarding personal hygiene and safety in coordination with the Healthcare and Communications Planning Teams.
- (3) Cross train new staff members and continue to maintain all current staff skills for assignment in any classroom.
- (4) Cross train employees on clerical and food services to substitute as required.
- (5) Prepare a list of individuals that may be contacted to serve as substitute teachers (intermittents, retirees, and previous temporary employees).
- (6) Stockpile essential cleaning and disinfectant supplies.
- (7) Maintain high level of communication between parent and staff members upon arrival each day. Morning health checks will be detailed and include questions about the child's current state of health, family members, and any other relevant information regarding possible exposures. No child or adult (staff member) who is ill will be admitted.
- (8) Special attention to teaching staff, children, and their parents on how to limit the spread of infection. Examples - Good hand washing techniques, cover the mouth when coughing or sneezing, cleaning toys daily or more when required.
- (9) Provide a fixed space away from well children where a child who becomes ill during the day can await the arrival of a parent for pickup.
- (10) Child Development Center staff makes thorough inspection of playground areas before children are allowed outside being very observant for bird droppings or other suspicious materials or birds.
- (11) Food services will be vigilant in purchase of poultry buying only government inspected products. Poultry will be cooked thoroughly before serving to children.

I. Scenario #3 Activities

Phase 4. Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.

Scenario 3: (Phase 4) *The H5N1 virus has mutated and there is now significant human-to-human transmission by coughing and sneezing. By direction of the Georgia Office of Homeland Security, under a declared State of Emergency, ECTC main campus has been designated as an inoculation site for the region.*

1. Executive Leadership Team (ELT)

- a. In compliance with the Governor's Executive Order, designate physical space to serve as an inoculation site for the region.
- b. Communicate with the college community (employees and students) the Governor's Executive Order and arrange for relocation of courses/programs in order to accommodate the physical space utilized for inoculation site.
- c. Coordinate an education and awareness campaign across the college for employees and students regarding personal hygiene and safety in coordination with the Healthcare and Communications Teams.
- d. Implement telecommuting agreement for employees that perform service priority 2 functions, if appropriate.
- e. Review service priority 3 functions and services.
- f. Ensure departments have sufficient essential supplies.
- g. Students are directed to use services of the various departments by phone, e-mail or fax, whenever possible.
- h. Employees are directed to use services of the various departments by phone, email or fax, whenever possible.
- i. Ensure information is disseminated to employees regarding expectations of use of sick leave, vacation and personal leave and who to notify in the event of absence.
- j. Work with state and local public health and other local authorities to identify legal authority, decision makers, trigger points, and thresholds to institute community containment measures such as closing (and re-opening) the college.
- k. Work with the local health department to discuss an operational plan for surge capacity for healthcare and other social services to meet the needs of the college and community.
- l. Implement revised operations schedule to provide overall coordination of the college functions and services.
- m. To maximize social distancing, determine cancellation of public events.
- n. Based on employee attendance, determine suspension of service priority 4 functions and reassignment of employees, if necessary.
- o. Based on employee attendance, determine suspension of various instructional courses/programs.
- p. Visual alerts are posted at all entry points to the facility, advising employees and visitors not to enter if they have symptoms of influenza.
- q. Workplace visitors are strictly limited to those essential for the operation of services.
- r. Implement travel restrictions.

2. Academic Affairs

- a. Communicate the impact of governor's order on the operation of the college.
- b. Initiate plan to maintain essential services/functions.
- c. Healthcare
 - (1) Cooperate with local and state public health efforts.
 - (2) Continue to monitor the pandemic outbreak in the community and identify a portion or portions of the campus (non-instructional) to be restricted to providing inoculation services.
 - (3) Limit face-to-face customer service to those activities that are essential to the health of others.
 - (4) Provide information for the at-home care of ill employees and family members (consult Department of Health for current advice on taking care of ill patients).
 - (5) Strictly limit visitors to those essential for the operation of critical functions.
 - (6) Supervisor initiates immediate mandatory sick leave for ill employees.
 - (7) Advise the ill employees not to return to work until they are healthy and no longer infectious (using Center for Disease Control definition of the infectious period for pandemic influenza).
 - (8) Encourage employees who have recovered from pandemic influenza and are unlikely to be re-infected (they will have natural immunity) to return to work as soon as they are healthy and no longer infectious.

3. Student Services

a. Communications

- (1) In cooperation with the campus Facilities Operations Team provide internal and external communications to students, faculty and staff with regards to what rooms are assigned for inoculation sites and not available for classes.
 - (a) In conjunction with the ELT, continue communication(s) to campus community regarding status of disease spread, self protection and college response, (e-mail & website).
 - (b) Restrict movement on and off campus for college events.

4. General College Operations

a. Food Service

- (1) Not available.

b. Bookstore

- (1) Cross train employees on bookstore procedures. (Two employees are available at the main campus to perform day-to-day business transactions.)
- (2) Restrict the number of customers that can enter the bookstore at any one time and/or restrict sales to telephone only and mail essential books and supplies to customers.
- (3) Daily receipting would continue.

c. Business and Finance

- (1) Cross train employees on business office procedures. (Two employees are available at the main campus to perform day-to-day business transactions in the business office.)
- (2) Restrict access to business office to front desk only.
- (3) Daily receipting could continue.

d. Human Resources/Payroll

- (1) Implement revised operations schedule to provide human resources functions and services.
- (2) Implement revised operations schedule to provide payroll functions and services.
- (3) Implement telecommuting agreements for individuals who perform service priority 2 functions when practicable.
- (4) Contact individuals to determine availability to serve as temporary employees.
- (5) Inform employees that provide service priority 2 functions how they will be managed during a pandemic.
- (6) Continue to stockpile essential departmental supplies.
- (7) To establish employee contact control, employees will be directed to use services of the department by phone, e-mail or fax.
- (8) Ensure information is disseminated to employees in coordination with the Communications Team and ELT regarding implementation of travel restrictions.
- (9) Ensure, in coordination with the Healthcare Team, that sufficient and accessible infection control supplies are available for employees at all locations.
- (10) Ensure information is disseminated to employees in coordination with the Communications Team and ELT regarding expectations of use of sick leave, vacation and personal leave.
 - (a) If the Governor has NOT declared an emergency - the normal contract and plan provisions for sick leave, vacation, annual leave, and personal leave continue to apply.
 - (b) Employees will be directed to report to their supervisor if they have been in contact.
 - (c) Employees will be advised to consult with a physician if they become ill.
 - (d) Employees will be advised to not report to work if they become ill.

- (11) Ensure, in coordinating with the Healthcare Team, that employees are educated about the symptoms of influenza and do not enter the workplace if they are symptomatic.
- (12) The latest Department of Health recommendations will be followed regarding managing employees who become ill, contact definition, and contact management.
- (13) Employees who feel ill, or if someone observes that another person is exhibiting symptoms of influenza at work, they are to contact Deborah Smith, Director of Human Resources, by telephone immediately, if at all possible.
- (14) Comply with requests from the Office of the Commissioner, Georgia Department of Technical and Adult Education, regarding data collection:
 - (a) positive time reports
 - (b) vacation, sick, and other leave records
 - (c) records of disciplinary actions
 - (d) budget and accounting records of transferred employees
 - (e) daily log of major events

e. IT/Infrastructure

- (1) Identify essential personnel and inform them of their responsibilities.
- (2) Review IT staffing schedules and remote connections
- (3) Review IT needs for increased VPN connections and increase if necessary.
- (4) Provide configured laptops to essential employees to work from home. Have imaged laptops available for further checkout.
- (5) Provide employees with work from home instructions to those checking out a laptop
- (6) Servers can be maintained from home using VPN connections.
- (7) Review and support increased courses and students using online.
- (8) IT travel between off site locations may be prohibited
- (9) Provide security camera access to needed employees working remotely
- (10) **Essential IT services**
 - (a) Web Server
 - (b) VPN Server
 - (c) Online administration
 - (d) Student e-mail

f. Facilities operations

- (1) Maintenance personnel will work with local officials to determine the best locations within the college facilities for the inoculation sites. The goal may be to locate the inoculation sites away from general student and employee traffic, and near an entrance, in an effort to limit the disruption to the learning environment. It is assumed that the main campus could easily accommodate the inoculation site needs.

5. Child Development Center

(1) Recommend closing the Child Development Center. Children play a major role in transmission of infection as their illness rates are likely to be higher, they are more likely to spread virus over a longer period of time, and are less able to control contagions through secretions such as sneezing, coughing, and runny nose. High risk of infection to other children, child care staff, and others.

J. Scenarios #4 & #5 Activities

Phase 5. Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (**substantial pandemic risk**).

Scenario 4: (Phase 5) *Under the declared State of Emergency, ECTC main campus is directed to become a quarantine/isolation site for the college. No one is allowed to leave campus including faculty and staff who are currently on campus. Students, faculty and essential staff not currently on campus are not allowed on campus.*

NOTE: ECTC not equipped to function as a quarantine/isolation site.

Phase 6. **Pandemic:** increased and sustained transmission in general population.

Scenario 5: (Phase 6) *Under the declared State of Emergency, ECTC main campus is directed to become a quarantine/isolation site for the community. The campus will be closed and students who can get home to unaffected areas will be allowed to go home. Individuals from the local community will be brought to ECTC facilities.*

NOTE: ECTC not equipped to function as a quarantine/isolation site.
When Phase 6 is declared – need to consider closing down the campus.

1. Executive Leadership Team (ELT)

- a. In compliance with the Governor's Executive Order, all college courses and activities are cancelled.
- b. Coordinate communication with the student population that college courses and activities are cancelled until further notice. Ensure the communication directs students to the mechanism that will keep them informed of the status of closure/re-opening.
- c. Coordinate communication with the employees that college courses and activities are cancelled until further notice. Ensure the communication directs employees to the mechanism that will keep them informed and the expectations for reporting to work or use of leave.
- d. Coordinate an education and awareness campaign across the college for employees and students regarding personal hygiene and safety in coordination with the Healthcare and Communications Teams.
- e. Implement telecommuting agreement for employees that perform service priority 2 functions.

- f. Review service priority 3 functions for need to continue operation.
- g. Ensure departments have sufficient essential supplies.
- h. Employees are directed to use services of the service priority 2 departments by phone, e-mail or fax.
- i. Ensure information is disseminated to employees regarding expectations of use of sick leave, vacation and personal leave and who to notify in the event of absence.
- j. Work with state and local public health and other local authorities to identify legal authority, decision makers, trigger points, and thresholds to institute community containment measures such as closing (and re-opening) the college.
- k. Work with the local health department to discuss an operational plan for surge capacity for healthcare and other mental health and social services to meet the needs of the college and community.
- l. Implement revised operations schedule to provide overall coordination of the college functions and services.
- m. Visual alerts are posted at all entry points to the facility, advising individuals that the college has been designated as a quarantine/inoculation site and college courses and programs are suspended until further notice.
- n. Implement travel restrictions.

2. Academic Services Operations

- a. The campus is closed for all classes, campus activities and student events. Internal and external communications will be provided to students, employees with regards to the closure and throughout the recovery process. Communications will be continuously updating the employees and students as to when classes will resume.
- b. Healthcare
 - (1) Cooperate with local and state public health efforts.
 - (2) Provide information for the at-home care of ill employees and familymembers (consult Department of Health for current advice on taking care of ill patients).
 - (3) Advise the ill employees not to return to work until they are healthy and no longer infectious (using Center for Disease Control definition of the infectious period for pandemic influenza).

3. Student Services Operations

- a. Communications
 - (1) The campus is closed for all classes, campus activities and student events. Internal and external communications will be provided to students, employees with regards to the closure and throughout the recovery process. Communications will be continuously updating the employees and students as to when classes will resume.

4. General College Operations

a. Food Service

- (1) Not provided.

b. Bookstore

- (1) Service is discontinued until facility is reopened.

c. Business and Finance

- (1) Cross train employees on business office procedures. (Two employees are available at the main campus to perform day-to-day business transactions in the business office).
- (2) Restrict access to business office to telephone calls and inter office or postal service mail.
- (3) Disinfect all packages as they arrive.
- (4) Use latex gloves where possible when handling paperwork.
- (5) Provide masks for employees.

d. Human Resources/Payroll

- (1) Implement revised operations schedule to provide human resources functions and services.
- (2) Implement revised operations schedule to provide payroll functions and services.
- (3) Implement telecommuting agreements for individuals who perform service priority 2 functions when practicable.
- (4) Contact individuals to determine availability to serve as temporary employees.
- (5) Inform employees that provide service priority 2 functions how they will be managed during a pandemic.
- (6) Continue to stockpile essential departmental supplies.
- (7) To establish employee contact control, employees will be directed to use services of the department by phone, e-mail or fax.
- (8) Ensure, in coordination with the Healthcare Team, that sufficient and accessible infection control supplies are available for employees that provide service priority 2 functions.
- (9) Ensure information is disseminated to employees in coordination with the Communications Team and ELT regarding expectations of use of sick leave, vacation and personal leave.
 - (a) If the Governor has NOT declared an emergency - the normal contract and plan provisions for sick leave, vacation, annual leave, and personal leave continue to apply.
 - (b) Employees will be directed to report to their supervisor if they have been in contact.
 - (c) Employees will be advised to consult with a physician if they become ill.

- (d) Employees will be advised to not report to work if they become ill.
- (10) Ensure, in coordinating with the Healthcare Team, that employees are educated about the symptoms of influenza and do not enter the workplace if they are symptomatic.
- (11) The latest Department of Health recommendations will be followed regarding managing employees who become ill, contact definition, and contact management.
- (12) Employees who feel ill, or if someone observes that another person is exhibiting symptoms of influenza at work, they are to contact Deborah Smith, Director of Human Resources, by telephone immediately, if at all possible.
- (13) Comply with requests from the Office of the Commissioner, Georgia Department of Technical and Adult Education, regarding data collection:
 - (a) positive time reports
 - (b) daily attendance reports
 - (c) vacation, sick, and other leave records
 - (d) records of disciplinary actions
 - (e) budget and accounting records of transferred employees
 - (f) daily log of major events
 - (g) list of service priority 4 employees that are available for transfer to other state facilities in order to maintain priority service 1.

e. IT/Infrastructure

- (1) Essential IT staff will work from home if possible to provide technical support and services to essential employees working from home
- (2) Contact GVTC administrators to assist with courses
- (3) Provide Technical support contact information to essential employees working from home
- (4) **Essential IT services**
 - (a) Web Server
 - (b) VPN Server
 - (c) Online administration
 - (d) Student e-mail
 - (e) Technical Support

f. Facilities Operations

- (a) On-campus food services may need to be provided for this scenario, as well as appropriate sleeping, restroom and shower facilities. The Maintenance Team will identify areas best suited for this scenario and concentrate all their efforts in maintaining those areas.
- (b) Unused areas of the college will be restricted.
- (c) Security and maintenance services may be needed on a 24-hour basis, 7 days a week, depending on the number of people quarantined at the campus.

5. Child Development Center - Closed

K. Scenario #6 Activities

Scenario 6: (Phase 6) *Under the declared State of Emergency, ECTC has been directed to close the campus. This is a precautionary measure to help minimize the spread of the avian flu. Students, staff and faculty will be sent home.*

Phase 7. “**Second Wave**” - resurgence of epidemic activity within several months following the initial wave of infection.

Phase 8. Recovery and Mitigation Return to interpandemic period.

Cessation of successive pandemic “waves” accompanied by the return (in the U.S.) of the more typical wintertime “epidemic” cycle.

1. **Executive Leadership Team (ELT)**

- a. In compliance with the Governor’s Executive Order, the college is closed and all courses and activities are cancelled.
- b. Coordinate communication with the student population that college courses and activities are cancelled until further notice. Ensure the communication directs students to the mechanism that will keep them informed of the status of closure/re-opening.
- c. Coordinate communication with the employees that the college is closed and all courses and activities are cancelled until further notice. Ensure the communication directs employees to the mechanism that will keep them informed and the expectations for reporting to work or use of leave.
- d. Coordinate an education and awareness campaign across the college for employees and students regarding personal hygiene and safety in coordination with the Healthcare and Communications Teams.
- e. Implement telecommuting agreement for employees that perform priority service 2 functions and services.
- f. Review priority service 3 functions and services for need to continue on a continual or periodic basis.
- g. Ensure departments have sufficient essential supplies.
- h. Employees are directed to use services of the priority service 2 departments by phone, e-mail or fax.
- i. Ensure information is disseminated to employees regarding expectations of use of sick leave, vacation and personal leave and who to notify in the event of absence.
- j. Work with state and local public health and other local authorities to identify legal authority, decision makers, trigger points, and thresholds to institute community containment measures such as closing (and re-opening) the college.
- k. Work with the local health department to discuss an operational plan for surge capacity for healthcare and other mental health and social services to meet the needs of the college and community.
- l. Implement the continuity of operations schedule to provide overall coordination of the college functions and services.

- m. Visual alerts are posted at all entry points to the facility, advising individuals that the college has been closed by the Governor's Executive Order and that all courses and activities are cancelled until further notice.
- n. Respond to requests from the Office of the Commissioner, Georgia Department of Technical and Adult Education, regarding employees that perform service priority 4 functions.

2. Academic Services Operations

- a. The campus is closed for all classes, campus activities and student events.
- b. Internal and external communications will be provided to students and employees with regards to the closure and throughout the recovery process. Communications will be continuously updating the students as to when to report back to work and when classes will resume.
- c. Healthcare
 - (1) Provide necessary assistance to augmenting state and/or federal teams that have been deployed to ECTC to set up quarantine site; i.e., medical teams, feeding crews, security, portable showers, cots, etc.

3. Student Services Operations

- a. Communications
 - (1) The campus is closed for all classes, campus activities and student events.
 - (2) Internal and external communications will be provided to students and employees with regards to the closure and throughout the recovery process. Communications will be continuously updating the students as to when to report back to work and when classes will resume.

4. General College Operations

- a. Food Service
 - (1) Not provided.
- b. Bookstore
 - (1) Service is discontinued until facility is reopened.
- c. Business and Finance
 - (1) Cross train employees on business office procedures. (Two employees are available at the main campus to perform day-to-day business transactions in the business office.)

- (2) Restrict access to business office to telephone calls and inter office or postal service mail.
- (3) Disinfect all packages as they arrive.
- (4) Use latex gloves where possible when handling paperwork.
- (5) Provide masks for employees.

d. Human Resources/Payroll

- (1) Implement the continuity of operations schedule to provide human resources functions and services.
- (2) Implement the continuity of operations schedule to provide payroll functions and services.
- (3) Implement telecommuting agreements for individuals who perform service priority 2 functions when practicable.
- (4) Contact individuals to determine availability to serve as temporary employees.
- (5) Inform employees that provide service priority 2 functions how they will be managed during a pandemic.
- (6) Continue to stockpile essential departmental supplies.
- (7) To establish employee contact control, employees will be directed to use services of the department by phone, e-mail or fax.
- (8) Ensure, in coordination with the Healthcare Team, that sufficient and accessible infection control supplies are available for employees that provide service priority 2 functions.
- (9) Ensure information is disseminated to employees in coordination with the Communications Team and ELT regarding expectations of use of sick leave, vacation and personal leave.
 - (a) If the Governor has NOT declared an emergency - the normal contract and plan provisions for sick leave, vacation, annual leave, and personal leave continue to apply.
 - (b) Employees will be directed to report to their supervisor if they have been in contact.
 - (c) Employees will be advised to consult with a physician if they become ill.
 - (d) Employees will be advised to not report to work if they become ill.
- (10) Ensure, in coordinating with the Healthcare Team, that employees are educated about the symptoms of influenza and do not enter the workplace if they are symptomatic.
- (11) The latest Department of Health recommendations will be followed regarding managing employees who become ill, contact definition, and contact management.
- (12) Employees who feel ill, or if someone observes that another person is exhibiting symptoms of influenza at work, they are to contact Deborah Smith, Director of Human Resources, by telephone immediately, if at all possible.
- (13) Comply with requests from the Office of the Commissioner, Georgia Department of Technical and Adult Education, regarding data collection:
 - (a) positive time reports

- (b) daily attendance reports
- (c) vacation, sick, and other leave records
- (d) records of disciplinary actions
- (e) budget and accounting records of transferred employees
- (f) daily log of major events
- (g) list of service priority 4 employees that are available for transfer to other state facilities.

e. IT/Infrastructure

- (1) Essential IT staff will work from home if possible to provide technical support and services to essential employees working from home
- (2) Contact ECTC staff to provide technical services not covered
- (3) Contact GVTC administrators to assist with courses
- (4) Provide Technical support contact information to essential employees working from home
- (5) **Essential IT services**
 - (a) Web Server
 - (b) VPN Server
 - (c) Online administration
 - (d) Student e-mail
 - (e) Technical Support

f. Facilities Operations

- (1) HVAC systems will need to be monitored.
- (2) Security cameras will remain in operation throughout the building and any problems reported will be investigated.
- (3) Entrances to the colleges will be secured and appropriate signage posted. If necessary, security officers may be posted at the road entrances.

5. Child Development Center - Closed

L. Recovery Plan

- 1. Initiate tuition plan
- 2. Adjust course schedule based on enrollment.
- 3. Provide counseling services for matters relating from reentry to grief.
- 4. Advising/completion plans for students whose programs were interrupted.