



## College of The Albemarle Procedure

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**Title: Pandemic Response Plan**

**Related Policy: Policy 2.1.5 Campus Medical Emergencies**

**Division of Responsibility: Operations**

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### **I. PANDEMIC HEALTH EVENTS**

The College is committed to preparing for and responding to any public health outbreaks and/or epidemics that are uncontained and pandemic in nature. The College wishes to minimize the impact of a pandemic health event on students, faculty, and staff by working with local, regional, state and national health officials.

To do this, College employees will strive to: (a) protect the health of students, faculty, staff and visitors on the College campus and extension sites; (b) communicate with the College community and the public during the duration of a pandemic event; (c) sustain necessary College operations and services as long as it is reasonable and safe to continue to do so; and (d) prevent the spread of the pandemic event within the College's facilities.

### **II. OPERATION ASSUMPTIONS**

The following assumptions are made for purposes of this Policy:

- A. The Center for Disease Control; branches, divisions, or offices of the United States or North Carolina governments; or the local county health department has declared a pandemic health event.
- B. A declared pandemic health event results in travel restrictions, quarantine areas, school closures and public events/activities cancellations.
- C. The College will work with local authorities to coordinate locally-based response plans.
- D. It is reasonably expected that a pandemic outbreak may result in the closing of all College facilities for a period of time.

### **III. PANDEMIC EVENT COORDINATOR**

The chief operations officer or designee will serve as the Pandemic Event Coordinator ("Coordinator"). The Coordinator will be responsible for the following:



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- A. Coordinating all planning efforts.
- B. Organizing the Pandemic Event Response Team, scheduling its meetings and evaluating its performance.
- C. Reviewing and updating the pandemic event procedures with the Pandemic Response Team.
- D. Identifying and procuring resources for responding to a pandemic event.
- E. Monitoring pandemic status with local, state, and national health agencies.

#### IV. PANDEMIC EVENT RESPONSE TEAM

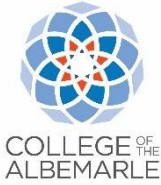
The Coordinator will serve as the leader of the College's Pandemic Event Response Team ("Team"). The Team membership is as follows:

President's Leadership Team Members and Academic Deans

#### V. COMMUNICATIONS

##### A. COMMUNICATIONS TO THE PUBLIC

1. The College's director of communications and marketing ("Spokesperson") will serve as the lead spokesperson for the College communicating with the media. The president will serve as alternate spokesperson and will coordinate all public communications with the College's Spokesperson. All other College employees should not attempt to speak for the College.
2. The College will utilize the notification procedures for a schedule interruption as outlined in Policy 2.1.11 and with direct contact to local media. This will distribute information by area radio and television, newspaper, alert notification system (phone, email, SMS), social media (if appropriate) and the College's website. Website information will include College plans and, if available, links to local, state, and federal agencies to help create awareness and educate people on the pandemic event, prevention strategies and general information for the public good.
3. The College's Spokesperson will conduct media briefings and issue news releases as necessary.



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### **B. COMMUNICATIONS TO EMPLOYEES**

1. The Spokesperson will communicate with employees by email, the alert notification system (email, phone, SMS) and the College's website. Timely information and updates will be sent and posted as available. Information on where to find up-to-date and reliable information about the pandemic event will be distributed when known.
2. The human resources director and Spokesperson will communicate with employees about healthcare services and the need to maintain personal healthcare.
3. The human resources director will contact employees about accounting for absences, leaves, compensation, and any other personnel issues related to disruptions resulting from a pandemic health event.

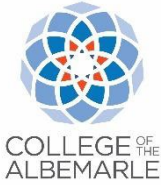
### **C. COMMUNICATIONS TO STUDENTS**

1. The Spokesperson will communicate with students by student email, the alert notification system (email, phone, SMS), and the College's website. Communications will include information about the pandemic health event, changes in course delivery, schedule changes, College closing/reopening information and other information as needed.
2. The Spokesperson will distribute to the student's information from public health officials that might prevent or impact an outbreak of a pandemic health event.

## **VI. PREVENTION**

Upon notification that the potential outbreak of a pandemic health event is occurring within the United States, the Coordinator will immediately assemble the Team. The Team will review procedures, assign responsibilities, and schedule the following actions:

- A. Set up prominent notices at all building entrances to instruct employees, students, and visitors not to enter campus buildings if they have any symptoms of the pandemic health event.
- B. Post informational notices around campus (building entrances, notice boards, conference rooms, and restrooms) to educate how to stop the spread of the pandemic health event through personal hygiene practices. Notices will include information concerning hand hygiene, covering coughs and sneezes, and appropriate student/employee spacing.



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- C. Instruct housekeeping to obtain adequate supplies of tissues, hand sanitizing gels, disinfectant soaps, and disinfectant cleaning supplies.
- D. Distribute to all employees and students a pandemic health event fact sheet containing information regarding stopping the spread of the event and performing effective individual spacing.
- E. Instruct all shared work areas (desktops, tables, doorknobs, stair rails, etc.) be cleaned with a disinfectant in accordance with Centers of Disease Control and Prevention (CDC).
- F. Determine the impact of the pandemic health event on the number of plant operations staff available and alternative methods to sanitize the campus.
- G. Implement other appropriate actions required by the federal, State, or local government.

June 13, 2023

October 14, 2025

N/A

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**Date Approved by President's Leadership Team**

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**Date of Last Review**

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**Date of Last Revision**