

# Kansas City Art Institute

## Pandemic Response Plan

According to the Oxford Dictionary, a pandemic occurs when a disease becomes widespread over the world or a whole country.

In the event of a pandemic, KCAI will respond according to the appropriate response levels.

### Response Levels

**Level 1: Centers for Disease Control (CDC)**, state or local health departments issue warnings of potential threat of a pandemic

**Level 2:** Suspected case on KCAI campus or suspected/confirmed cases in KCMO

**Level 3:** Confirmed case on KCAI campus

### Level One:

**CDC, state or local health departments issue warnings of potential threat of a pandemic**

In the event of a Level One pandemic, the President of KCAI will assign an Incident Commander (**IC**). This person is responsible for activating KCAI's Pandemic Response Plan. The Incident Commander, as necessary, will select and assign personnel to perform the various functions of general staff (operations, planning, logistics and finance) and command staff (information, safety and liaison).

The Incident Commander will ensure that the administration is brought together and provided with the latest information on the pandemic and is responsible for coordinating the implementation of the following.

- Increase disease surveillance according to CDC and local health department directives and identify appropriate protections, care for cases, testing, etc.
- In collaboration with other KCAI staff, develop/send/post communications to inform the KCAI community about the threat, recommended preventive measures, and actions the college is taking to prepare for and combat an outbreak.
- Determine the need for and procure Personal Protective Equipment (PPE), such as masks, antiviral wipes and sprays, etc. and plan for installation/distribution throughout campus.
- Confirm community / public sites and access for testing, antiviral meds, vaccine, etc.
- Work with appropriate college personnel to prepare for possible Level Two and Level Three pandemic.

**Academic Affairs and Continuing Education** – Determine methods for remote instruction, absence policies for students, cancellation of classes, SEVIS reporting to Homeland Security, etc.

**Human Resources and President's Cabinet** – Determine essential personnel, absence policies for employees, methods for remote payroll, identify a call and/or email center and staff responsible, methods for paying bills remotely, etc.

**Housing and Dining** – Identify rooms for isolation, methods for quarantine, food delivery, identify essential dining staff, etc.

**Supervisors/Directors** – Notify staff of need to be prepared to work from home (software programs installed on laptops, take computers home each evening, etc.), prepare list of vendors to contact in order to redirect mail and/or deliveries.

**Facilities/Custodial** – Ensure proper supplies in all buildings such as disinfectant, soap, etc. Increase cleaning schedule in high traffic areas.

**Communications/IC** – Identify a call and/or email address for directing all inquiries with identified, responsible parties responding.

## **Level Two:**

### **There is a suspected case on the KCAI campus or suspected/confirmed cases in KCMO**

In the event of a Level Two pandemic, if not already assigned, the President of KCAI will assign an Incident Commander (**IC**). This person is responsible for activating KCAI's Pandemic Response Plan. The Incident Commander, as necessary, will select and assign personnel to perform the various functions of general staff (operations, planning, logistics and finance) and command staff (information, safety and liaison).

The Incident Commander is responsible for coordinating the implementation of the following.

- Perform all Level One duties.
- President's Cabinet meets with IC and prepares to activate the plan and appropriate communications.
- Human Resources and/or Student Affairs - Work with KCAI community to provide support and resources for care, as well as follow up communications regarding diagnosis, medical recommendations, etc.
- IC will report the suspected case to the local health department and issue/follow directives given.
- Per directives of the CDC and/or health department assess the need for isolation/quarantine, absences from work, etc.
- Activate a call and/or email address for directing all inquiries with identified, responsible parties responding.

#### *If On-Campus Resident*

- In the event of isolation and/or quarantine, Housing and Dining services will activate measures including, delivery of meals, facility cleaning and custodial services, determine essential staff in the residence hall, notify residents of diagnosis and provide guidance, etc.

#### *If Off-Campus Student or Employee/Vendor*

- Human Resources will activate measures for absence from work, working from home, and/or determine essential staff on campus.
- KCAI personnel overseeing 3<sup>rd</sup> party vendors and/or deliveries are to communicate directly with vendors regarding expectations of services moving forward.
- Academic Affairs and Continuing Education – Determine the need for and communicate to faculty regarding remote instruction and/or cancellation of classes, study-abroad, and academic affairs and/or CE related events/programs.
- Executive Leadership – Determine the need for and communicate the cancellation of events, admissions visits, and/or travel.
- Communication – Develop and share updated communication for the KCAI community.

Isolation is used for the person suspected to have or positively diagnosed with the disease. The person could be in isolation in a hospital, their own home, or in on-campus housing.

Quarantine is used for healthy persons who have been exposed to the suspected or diagnosed case. The persons are kept in a place where they have no contact with others for the duration of the incubation period. If no symptoms develop in that timeframe they are taken out of quarantine. When a person develops symptoms they are moved to isolation.

## **Level Three:**

### **Confirmed case of member in the KCAI community**

In the event of a Level Three pandemic, if not already assigned, the President of KCAI will assign an Incident Commander (IC). This person is responsible for activating the Institute's Pandemic Response Plan. The Incident Commander, as necessary, will select and assign personnel to perform the various functions of general staff (operations, planning, logistics and finance) and command staff (information, safety and liaison).

The Incident Commander is responsible for coordinating the implementation of the following.

- President's Cabinet meets/conferences with IC and prepares to activate the plan and appropriate communications.
- Based on absenteeism, public health recommendations, and the severity of the illness the President's Cabinet will consider:
  - Remote instruction of classes where possible and/or cancellation of classes (degree-seeking and Continuing Education).
  - Cancellation of public events, field trips and travel (students and staff on behalf of or sponsored by the college), use of college spaces by outside groups and/or visitors, etc.
  - Closure or partial closure of campus, residence hall and/or meal services.
  - Remote work for staff and faculty where possible and/or determine if essential staff are needed on campus, etc.
- Communications will develop and distribute communication to internal and external groups regarding Level Three status, as well as cancellation of events, classes, essential employees only to report, etc.
- Activate a call and/or email address for directing all inquiries with identified, responsible parties responding.
- Supervisors are to communicate with vendors to cancel and/or reschedule deliveries.
- Human Resources will prepare and deploy payroll remotely, if necessary.
- IC will communicate with the public health department, CDC, and first responder community.
- Security will secure campus in the event of a campus closure.