



TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY  
— HARRIMAN —

# Coronavirus (COVID-19) Preparedness Plan

Effective March 12 through  
March 31, 2020

# TCAT-Harriman Coronavirus (COVID-19) Preparedness Plan

## (an addendum to the Plan for Health and Safety of Students Employees and Campus Community)

**Purpose:** The TCAT-Harriman Coronavirus (COVID-19) Preparedness Plan is an addendum to the Emergency Management Plan known as the Plan for Health and Safety of Students, Employees, and Campus Community. The addendum was provided to address the health and safety of the campus community while targeting a specific public threat, the Coronavirus COVID-19.

**Definition:** According to CDC, COVID-19 is a respiratory illness caused by a novel (new) virus, and we are learning more about it every day. There is currently no vaccine to protect against COVID-19. At this point, the best way to prevent infection is to avoid being exposed to the virus that causes it. Stopping transmission (spread) of the virus through everyday practices is the best way to keep people healthy.

**Scope:** The plan will educate students, faculty, staff and other campus community members, as well as, provide guidelines for health and safety of the TCAT-Harriman campus in the case of a campus community member coming into contact or acquiring the Coronavirus. The plan will promote communication and heighten awareness to ensure the campus community works with local health agencies for prompt action upon notification of an infected or possible infected campus community member. The plan will enhance the safety, ensure the advocacy, and promote swift restoration of the campus community back to their daily access to education.

The Plan will be coordinated by TCAT-Harriman's Vice President. All education and management of the plan will be directed by TCAT-Harriman's Health Science Department and trained first responders.

The emphasis of this plan is threefold:

- To minimize the potential impact on the health and safety of our students, employees, and other campus community members
- To provide continuity of classes and services and minimize business interruptions
- To cooperate with our served communities by working with local, Roane County and Loudon County government agencies, state agencies, and federal agencies as appropriate.

### **Management plan for TCAT-Harriman administrators, faculty, and staff:**

TCAT-Harriman, working together with local health departments, have an important role in slowing the spread of disease. Our efforts will help ensure students, staff, and faculty have safe and healthy environments in which to learn and work. We welcome students, staff, faculty, and visitors from throughout the community. All these people may have close contact in IHE settings, often sharing spaces, equipment, and supplies.

Some individuals are experiencing stigma and discrimination in the United States related to COVID-19. This includes people of Chinese and Asian descent, as well as some returning travelers and emergency responders who may have been exposed to the virus. It is important for IHE to provide accurate and timely information about COVID-19 to students, staff, and faculty to minimize the potential for stigma on college and university campuses.

**Facilitating education and training for the institution's community:** TCAT-Harriman's emergency response team, consisting of trained medical professional from the Health Sciences department, are currently developing a flyer of information gathered from the Center for Disease Control (CDC) to make the TCAT-Harriman community aware of COVID-19. Standard precautions including personal hygiene and public contact information will also be included. Additional signage for personal hygiene (ex. Frequent handwashing) will be placed in all bathroom, laboratory environments, and other gathering areas, such as breakrooms. The flyer will cover traveling and communication to campus official in circumstances of possible contact.

**Action status:** Upon communication that the first recorded campus community member has come in contact or contracted COVID-19, the following steps will be taken:

1. The student will automatically be granted a medical leave of absence until he/ she is released by their medical practitioner in accordance with CDC guidelines. The medical leave of absence will entitle the student a hold on all grades and coursework without a grade of financial aid penalty until that student returns to campus.
2. The training area for that student will be closed immediately and remained closed long enough to completely sanitize and disinfect the area in accordance with the Tennessee Department of Health and Safety Standards.
3. All students and instructors that have been in contact with the student within the last 48-72 hours will be notified and counseled according to CDC standard for precautions, signs, and symptoms.
4. Regular program activities will continue the next day in order to minimize the disruption of training time.
5. If a second student or instructor from that same niche of the population becomes infected, TCAT-Harriman will immediately work with the Tennessee Board of Regents (TBR) administration and the Tennessee Department of Health (TNDOH) to consider a quarantine time for the campus location.

**TBR and TNDOH will work with the campus President to determine a state of emergency. Only the President (or in her absence the vice president) can communicate a state of emergency to the rest of the campus.**

**Once a state of emergency has been declared:**

**TCAT-Harriman will operate under the guidelines of any declared state of emergency according to the Plan of Health and Safety of Student, Faculty, and Staff. The main form of communication during the state of emergency across the campus community will be "SchoolCast".**

**Media Response:** This criterion will be strictly followed. Any media response will be a prepared statement by the President (or in her absence the Vice President). All communication procedures will follow HIPAA, FERPA, Title VI, and Title IX.

**Faculty and Staff Training Regarding Student Behavior Management:** This plan has been disseminated to all faculty and staff in order to outline the reaction of behavior in the occurrence of an outbreak. The plan should ensure consistency of communication, student safety, student advocacy, and response to an emergency.

**Emergency Response Management Team:**

1. President
2. Vice President
3. Coordinator of Health Sciences
4. Health Sciences faculty (first responders)
5. Coordinator of Student Services
6. Coordinator of Budget and Personnel Services

**Campus Access:** The college President and Vice President will be among those to decide whether to keep the institution open for classes or to shut down altogether for a specified period of time, which is consistent with the weather closure policy. The criterion utilized will be the number of affected students, staff, faculty, and administration and the virulence of the strain according to health officials within our communities. The president, vice president, and other administrators will be among those deciding what constitutes essential services. Availability of qualified personnel and mutual aid services within the region will be utilized in making such a decision. The college president, in coordination with the advice of Tennessee Board of Regents and the Tennessee Department of Health, will oversee specific activities will be handled according to the chain of authority: president, vice president, coordinator of

budgeting and personnel services, student services coordinator, and health sciences coordinator.

**Instructional Delivery:** Instructional delivery will continue in its normal format until such time that it is decided that campus access needs to be restricted (See Action Plan on page 3). Once a restricted campus access declaration is made, by the President, specific to TCAT-Harriman and disseminated through SchoolCast, local TV/Radio stations, social media, email, and/or text messaging, guidance will be given to students on how to proceed. Continuation of studies may include, but not limited to, instructional units delivered through email, video, distance education and or online learning software.

**Business Processes:** Encourage students to pay tuition via the website for financial transactions when staffing is reduced. The college currently has a remote system to access college network and applications which will allow employees to provide financial services from their homes. Employees are cross-trained to cover multiple areas to ensure the ongoing business and finance services in the event of a reduction in work force. Employees will be cross trained to cover multiple areas to maintain payroll and accounts payable, to maintain the purchasing of goods and service, to ensure appropriate funds transfer to meet financial and regulatory obligations of the institution, and to secure potentially vulnerable cash handling in the event a substantial number of employees are absent during a pandemic. Employees submit timesheets and can submit leave requests electronically through a web-based application. Supervisors approve timesheets and leave requests through the same system. Supervisors also can create timesheets and leave requests for direct reports if employees do not have internet access.

Until a restricted campus access declaration has been made, the normal employment agreement provisions for vacation and annual leave continue to apply for full-time employees. Such requests may be granted to the extent feasible and within the confines of the applicable contract or plan.

No plan currently exists for decreased revenues from non-returning students; however, we will proceed according to existing employment policies and contracts wherever possible. A system for monitoring the whereabouts of students during a pandemic will be established. Recruiting and continuing the admissions process during pandemic will not be implemented. A plan to continue or stop financial aid will need to be established. However, we would continue to award aid to eligible students. Awards would be modified in cases of student withdrawal from the college.

**Student Assistance Coordinating:** The Coordinator of Student Services will work with students, parents, and community organization to ensure the students have proper counseling. Counseling procedures will follow HIPAA, FERPA, Title VI, and Title IX.

Direction will be given to student services or remaining staff to travel from site to site to ensure ongoing student services in the event of a reduction in work force. The college president has

the authority to address the financial concerns of students on an individual basis resulting from prolonged absences from class or temporary closure of the institution.

**Physical Facilities:** Signs will be posted to encourage people to minimize contact with all affected. Floor matting will be provided so people can clean their footwear prior to entering the building to minimize the spread of potentially infectious materials through campus buildings. The college will ensure the ongoing provision of essential services in the event of a reduction in workforce with recent cross-training and a layer of back-up personnel. If necessary, triage areas – can take place in nursing labs at both campuses. Lysol, hand sanitizer, antimicrobial soap, gloves, and bags are readily available. We buy supplies often. Telephone sets, door handles, desk surfaces, countertops, and bathrooms will be cleaned regularly. Natural gas and electricity are provided by local utilities. It is not anticipated to have any loss of heat or electricity if staffing is reduced and contractors are unavailable or refuse to come on campus. We have enough staff cross-trained to provide minimal services for physical facilities.

**Student Distancing:** Students should allow 3 to 6 feet of distance for proper health techniques. The student break room will be closed to all students until further notice (vending machines are still available on an individual basis. Soap, hand sanitizer, and/or wipes are available for students using vending machines.) Student lunches will be staggered, and all student are required to at least leave the classroom and preferably the campus for lunch times. A student who brings his/her lunch can sit in their vehicle during this time. Additional sanitation of the classroom will take place during the posted lunch times.

**Campus Education:** Will be conducted health care professionals of the Health Sciences Faculty. Education will include:

Hand Hygiene

Proper Techniques for Covering Mouth and Nose

Student Distancing

Signs and Symptoms

Sanitation of Shared Tools, Equipment, Supplies, and Other Items

Other Preventative Measures

**Coordination and Communication with Outside Agencies:** The senior staff at the college is responsible for communicating and disseminating information to the broader campus community. Likewise, the President and/or Vice President will have open communication with the Tennessee Board of Regents System Office, and other state, local, and federal offices as necessary.

It is important for them to know that the college has a plan and has thought through what to do in a potential prolonged emergency, including resources that are available and updates and information as this situation unfolds.

**Resources from Tennessee Board of Regents:**

<https://www.tbr.edu/general/novel-coronavirus-covid-19-information>

**Resources from Tennessee Department of Health:**

Their landing page for information on the Coronavirus:

<https://www.tn.gov/health/cedep/ncov.html>

**Resources from Center for Disease Control (CDC)**

<http://www.cdc.gov>