

Pandemic Response Plan

A Public Health Emergency Plan



Find a current version of this plan on
the Bay College website

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INTRODUCTION

Bay College has established a Pandemic Response Plan to guide the College in preparing for and responding to an influenza, virus, or other communicable disease outbreak. The goals of the plan are:

- To protect the health and safety of students, employees, and visitors;
- To minimize the adverse impact on college operations, personnel, and facilities;
- To provide for continuity of college operations to the greatest extent possible;
- To effectively communicate with all involved parties throughout the duration of a pandemic; and
- To recover following a pandemic as soon as possible.

Authority

The Pandemic Response Plan is authorized by the President of the College. The plan is designed to work in conjunction with national, state, and local public health officials and local first responders. The United States Department of Health and Human Services and the Centers for Disease Control and Prevention (CDC) recommend consideration in four key areas:

1. Planning and Coordination;
2. Continuity of Student Learning and Operations;
3. Communicable Disease Policies and Procedures; and
4. Communications Planning.

This plan addresses each area and is consistent with the mission of Bay College.

A copy of the plan will be provided to the local emergency management offices, city police and fire departments, and county public health agencies.

The Pandemic Response Plan will be maintained by the Operations office. A copy of the most current version will be posted on the college website. Proposed changes to the plan may be considered by the President's Advisory Council (PAC) or others delegated for the purpose.

This plan is updated for each specific threat; therefore, the current plan addresses the COVID-19 virus.

PANDEMIC CLASSIFICATION STAGES

The Pandemic Response Plan establishes four stages of response to the threat of a pandemic. The President will designate which stage of pandemic emergency exists, based on available information and reports.

| | | |
|--------------------|--|---|
| STAGE 1 | CDC, state, or local health department warnings of impending threat. | Highly contagious and/or severe flu/virus in the U.S. that likely will spread to the Upper Peninsula. |
| STAGE 2 | Threat with severe health outcomes OR threat that can spread readily with little to no symptoms. | CDC and/or public health reports and warnings of widespread outbreaks. |
| STAGE 3 | National threat or threat is increasing in the regional area. | Rising number of cases reported or cases of infections among Bay College employees or students. |
| STAGE 4 | A declaration by the Bay College President that requires the College to close its physical campuses. | Extreme national threat or existence of a rising number of infections among college employees or students. Absenteeism rates inhibit the conduct of normal college business. |

ROLES & RESPONSIBILITIES

A pandemic emergency may have characteristics which are different than many other emergencies, including a longer planning timeframe and the likelihood of an extended period of implementation. During the implementation of a pandemic response, a major goal will be the continuation of [critical functions](#).

Under foreseeable conditions during a pandemic response, Bay's organizational structure for decision-making and implementation will coincide with existing non-emergency roles. To the extent possible, the PAC will serve the lead roles in decision-making and communications. Additionally, [roles and responsibilities](#) for pandemic responses are defined in this plan for students and employees.

Expanded Pandemic Advisory Committee

The President may activate an [Expanded Pandemic Advisory Committee](#) to help create and implement plans and inform the PAC. Members of the committee may represent:

- Student Housing
- LSSU
- YMCA
- Cafe
- Bookstore (Follett)
- Allied Health Division (consult)
- Behavioral Sciences Division (consult)
- Workforce Training & Development

An emergency response organizational structure which follows the concepts of the National Incident Management System has been created for other emergency situations. At any time, the President may activate the Emergency Operations Center (EOC) and impose the organizational structure defined in the Emergency Response Plan.

If the President activates the EOC, a message will be sent from the Executive Assistant to the President to the PAC alerting them to take appropriate action. Due to the threat of contagion, *PAC will assess whether it is safe to convene at a physical EOC during Stage 4. If not, meetings and communications will be conducted via text, email, phone, and/or Staff Assist (RAVE app).*

BASIC CONSIDERATIONS AND PREPARATIONS

Preparations: Immediate and Ongoing

In order for any response to a pandemic to be effective, proper preparations and training must occur. The President will designate employees to lead and report the completion of the actions and to report obstacles and gaps discovered.

The legal authorities will be reviewed and a policy framework prepared, including infection control policies and procedures. The College has a long-standing history of controlling communicable disease through procedures that help limit the effect on campus, including the use of viricidal disinfectants, promotion of hand hygiene, cough/sneeze etiquette, and bloodborne/airborne pathogens awareness and training. During this period, college employees will be asked to implement surface-cleaning, hygiene, and social distancing protocols.

Policies for student and employee leave related to circumstances arising from a pandemic event have been and continue to be developed.

Actions During the Preparation Period

PAC: Complete, adopt, and post the Pandemic Response Plan

PAC: Name the members of a [Pandemic Advisory Committee](#) and the [Expanded Pandemic Advisory Committee](#)

Vice President of Operations: Inform Bay College employees of the Pandemic Response Plan

HR: Encourage employees to become vaccinated, if possible and if a vaccine is available

Faculty: Inform students of the Pandemic Response Plan at the beginning of each semester

Vice President of Operations: Provide the Pandemic Response Plan to local public health officials and first responders

PAC: Identify critical positions and have them test home internet and VPN access

PAC: Review [critical functions and critical personnel](#) and make any necessary adjustments
Assign staff, back-up staff, and support personnel for critical functions

Director of Online Learning: Prepare instructors to sustain instruction

IT identifies any additional resources required for continuation of courses

Online Learning establish protocols and training for continuation of courses

Instructors develop continuity plans for all classes and inform students through routine communications for each stage of the pandemic response

PAC: Collaborate with and develop plans and communication for:

- Student Housing
- YMCA
- Cafe
- LSSU and other University partners
- Bookstore (Follett)
- MSU Extension (West Campus)
- Performers in events
- Workforce Training & Development
- Contractors and other non-college service providers

- Food Services
- Off-campus Instructional sites
- Internship sites
- Clinical sites
- Deliveries of products and mail

Monitor these sites for higher education recommendations:

COVID-19 virus:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>

General pandemic preparedness:

<https://www.cdc.gov/flu/pandemic-resources/index.htm>

World Health Organization:

<https://www.who.int/>

DECLARATIONS OF PANDEMIC RESPONSE

STAGE 1

Bay College President issues a declaration of Stage 1 Pandemic Response.

Communications:

President: Email to all Bay employees

President: Email to all students

Faculty: Ask all students if they have read the President's message

Supervisors: Acknowledge President's email at staff meeting and review hygiene precautions

Advancement: press release

Advancement: post public health posters, brochures, etc

Student Services: distribute sanitary wipes, Kleenex, gloves, masks, etc to students

HR: distribute sanitary wipes, Kleenex, gloves, masks, etc to employees

Operations: notify public health and first responder community

PAC meets to review plans

- identify gaps or unanticipated events or circumstances
- assign responsibility for addressing each item identified

Actions for Stage 1

- All employees review, discuss, and implement public health hygiene protocols.
- Communicate to all students the critical need to observe hygiene.
- Verify adequate supply of hand sanitizer, Kleenex, sanitary wipes, etc
- Adopt and publicize policy that anyone with symptoms stay home per CDC.

STAGE 2

Bay College President issues declaration of Stage 2 Pandemic Response.

PAC meets to establish Stage 2 strategies, including the need to forcefully reiterate hygiene behaviors and self-isolation for employees and students.

Communications:

President: email to all Bay employees

President: email to all students

Faculty: forward President's message to all classes; discuss continuity plan

Supervisors: reiterate President's email and review plans within your areas

HR: assist departments in developing plans for absenteeism

Operations: notify public health and first responder community

President: email to Trustees

Advancement: press release and appropriate signage

Actions for Stage 2

Review the reliability and dependability of information flow to the PAC:

- Absenteeism rates among employees, students
- Reports of rumors, anxieties, or community feedback
- Plans for future events, trips, and activities with students or in college facilities
- Communication regarding legal, ethical, logistical, or other barriers to college actions
- Follow CDC travel recommendations
- Try to identify what triggers will move the College to Stage 3

Faculty: prepare all classes for instruction based on [continuity plan](#)

STAGE 3

Bay College President issues declaration of Stage 3 Pandemic Response.

Communications:

President: assess continuity plan

Vice President of Academic Affairs: communicate with faculty

Faculty: move instruction to the Internet, based on plan

Operations: coordinate message with public health and first responder community

Advancement: press release and internal communications

PAC: develop a standard message to students who might be angry about moving classes online

Actions for Stage 3

- Convening meeting of the [Expanded Pandemic Advisory Committee](#)
- Refer to [continuity plans](#)
- Determine responsibility, in the event a decision is made, for implementing cancellation or modification of:
 - Athletic events
 - Public events
 - Student field trips and student travel
 - Employee travel
 - Rental of facilities by outside groups
 - Partner programs
 - Workforce training
- Finalize [Fact Sheet](#) and distribute to front-line personnel
- Faculty talk with students about continuity plan for each of their classes
- **Vice President of Academic Affairs:** Require faculty implement [continuity plans](#)

Seek and discuss information about operations:

PAC and Academic Deans - analyze trigger points for Stage 4, other actions

Deans/HR – feedback regarding absenteeism, instruction challenges

Consider obstacles / obligations / problems with any further action steps

Deans – special considerations for students in labs, etc

Institutional Reporting - State and federal reporting requirements

Facilities –protecting physical plant

Business Operations – bank deposits, costs of response options, accepting deliveries

Advancement – community perception, alignment with other agency actions

STAGE 4

Bay College President issues declaration of Stage 4 Pandemic Response.

PAC conference call to discuss options. Based on reports of absenteeism, the severity of the outbreak, public health recommendations, and other information, options to be considered include:

- Mandatory move to online instruction
- Cancellation of any or all:
 - Athletic events
 - Public events
 - Student field trips and student travel
 - Employee travel
 - Rental of facilities by outside groups
 - Partner programs
 - Workforce training
- Closure or partial closure of campus(es)

Communications:

President: Inform employees, students, and community of college status and planned actions

“Bay College is implementing Stage 4 in their pandemic planning process which means students are taking courses online and employees are working from home. Campus access will be limited to employees who require on-site resources.”

Operations: coordinate message with public health and first responder community

Advancement: press release

Actions for Stage 4

Review and assure information flow to PAC:

IT - level of IT and infrastructure use vs. capacity issues

Student Services – new student registration, testing issues

Institutional Reporting: State and federal reporting requirements

Housing – resident health and responses

HR – payroll and personnel issues

Facilities – building maintenance, cleaning protocols

Business – bank deposits, campus deliveries

Advancement – community perception and feedback

RESPONSIBILITIES

Student Responsibilities

All Bay College students are responsible for knowing the personal hygiene behaviors recommended by public health authorities for limiting the spread of communicable diseases. Students are expected to observe these behaviors at all times.

Every class at Bay is planned to continue in the event of a college closure due to a pandemic. Students will be able to continue coursework via the internet, email, Blackboard, or myBay.

At the start of each semester, students will learn the specific alternative delivery arrangements for each of their classes. When notified, students are responsible for following the procedures established by their instructor to receive instructions, complete assignments, and interact with faculty and/or other students.

It is the student's responsibility to notify their instructor immediately if they do not have access or have other obstacles to their participation in class from off-campus.

Beginning immediately, students are responsible for monitoring their own health for any symptoms identified by public health officials as possible signs of COVID-19. Upon experiencing any such symptoms, students are strongly encouraged to leave college premises and remain away per [CDC recommendations](#).

Students at high risk who become ill should call their health care provider as soon as possible to determine if they need antiviral treatment.

Students should follow the instructions of faculty or other college personnel. Students are reminded that the college website (www.baycollege.edu) is a dependable source of information regarding closures, re-openings, or other actions taken by the College. Text messages, emails, phone messages will be used to communicate with students in the event of a closure.

Employee Responsibilities

The Pandemic Response Plan provides procedures for minimizing the risk to the health and safety of employees, students, and the public. All Bay employees are responsible for knowing the personal hygiene behaviors recommended by public health authorities to minimize the spread of the communicable diseases. Employees are expected to observe these behaviors at all times.

Beginning immediately, employees are responsible for monitoring their own health for any symptoms identified by public health officials as possible signs of COVID-19. Upon experiencing any such symptoms, employees are strongly advised to leave college premises and remain away per [CDC recommendations](#).

Employees at high risk who become ill should call their health care provider as soon as possible to determine if they need antiviral treatment.

Employees will receive communication from supervisors and from the college administration regarding the status of pandemic preparations. College employees are reminded that the college website (www.baycollege.edu) is a dependable source of information regarding closures, re-openings, or other actions taken by the College. Additionally, the College will utilize Staff Assist (RAVE app), text messaging, email, and phone calls to communicate pandemic stages.

The College's policy 702, *Employees Sick Leave* and policy 704, *Short-Term Disability* should be referenced if an employee is unable to report to work due to an illness.

If an employee is out sick or show symptoms of being ill, it may become necessary to request information as outlined in policy 702 *Employees Sick Leave*. In general, the College may request medical information to confirm the need to be absent, to show whether and how an absence relates to the infection, and to know that it is suitable to return to work. As always, the College expects cooperation if and when medical information is sought.

The College may consider a "suspended operation" for all or any portion of college operations. Any suspended operations must be declared by the College President or a designee.

All college communications about the status of college operations originate with the College President.

CRISIS COMMUNICATIONS PLAN

All communication regarding planning, implementing, or concluding a pandemic shall be approved by the President and come from the College Advancement Office.

The College will regularly inform the community about plans and actions taken in regard to a pandemic threat. Effective communications will help reduce rumors, maintain morale, and ensure continued, orderly operations.

The College Advancement Office will take the lead in conveying the College's actions to the college community and the public. The Vice President of College Advancement or other designated staff will coordinate media contacts and act as the spokesperson for the College. The Vice President of Operations will coordinate with public health and emergency response agencies.

After approval by the President, the key messages and [fact sheets](#) will be released internally and externally. The Executive Assistant to the President will coordinate communication to the Trustees.

CRITICAL FUNCTIONS

1. President's Advisory Council

The President's Advisory Council (PAC) is a body comprised of senior leaders representing the College's various functions; it serves as the group which provides critical data, analysis, and feedback to the President for use in the decision-making process. The -Vice President of College Advancement is the member of PAC responsible for the College's public relations and communications efforts, which includes communicating the directives of the President or his/her designees from the declaration of a pandemic through the recovery efforts in the aftermath of the pandemic.

2. Instruction

The College's Pandemic Plan recognizes that maintaining the continuity of learning is critical, yet also incorporates differences in instructional methods employed in classes with lab and clinical components versus those traditionally taught in a lecture-discussion format.

3. Facilities

A shutdown of either or both campuses of Bay College may significantly lessen the amount of traffic on college grounds for the duration of a declared pandemic but the need for maintaining the facilities to preserve them and prepare them for the recovery phase, as well as involvement with maintaining the College's apartments, is a critical function.

4. Information Technology

Information Technology is a critical area because of the number of services it supports in meeting instructional and operational functions.

5. Business Office/Payroll

Services arising from the Business Office impact students, faculty, staff, and external customers in significant ways. Personnel in the Business Office collect and track tuition and fee payments, order an assortment of supplies, pay vendors, and disburse paychecks. Training and software issues will require reexamination of the manner in which the Business Office functions may best serve the College in the event of a declared pandemic event.

6. Human Resources

The Human Resources function is critical to the College in the event of a pandemic because of its relation to employee benefits, the application of personnel policies and procedures, and the coordination of search processes. Human Resources will have significant roles in the evolution of an epidemic to a pandemic, the continuance of operations, and the recovery of operations.

7. Financial Aid

Financial Aid is critical to the operations of Bay College, as it is to many institutions, because of the socioeconomic level of many of the students who attend the community college. Financial aid disbursements enable students to pay for tuition, fees, instructional supplies, and other items needed to succeed in college. According to federal guidelines, the College is obligated to have at least a fourteen-week semester for financial aid purposes. The 60 percent date in the semester is also critical for the College in terms of retaining funds from federal aid for its own operations.

8. Admissions, Registration, Records, and Academic Advising

The importance of Academic Advising to student success and retention has been enhanced in recent years at Bay College through projects supported by Achieving the Dream and the Academic Quality Improvement Program. Faculty advise students through the Student Orientation, Advising, and Registration (SOAR) program throughout the summer and throughout the academic year in preparation for enrollment and graduation.

9. Counseling

The impact of a pandemic on large numbers of people will create greater demand for Counseling services, although the personal nature of interaction in counseling settings during a pandemic requires the consideration of different delivery and communication systems than in normal times.

10. Student Housing

Bay College offers on-campus housing for approximately one hundred students, overseen by the Director of Student Life with a staff of two resident assistants. In the event that an epidemic is approaching the pandemic stage, the Director of Student Life or designee will seek approval from the President or designee to implement Stage 4 of the pandemic plan. If students must remain on campus in student housing, Phase B will be the operational form of the plan.

11. Workforce Training & Development

The College serves the noncredit training needs of the community. Training may take place on the Bay College campus or at various local and regional sites. While a pandemic will likely impact business and industry in a manner similar to the College, Bay College will preserve workforce training as much as possible to meet community needs.

CONTINUITY PLANS

1. President's Advisory Council/Communications

Chain of Command for the College and its Campuses:

| PRESIDENT | |
|---------------------------------------|--------------------------------|
| ESCANABA CAMPUS | BAY COLLEGE WEST CAMPUS |
| Vice President of Finance | Dean of West Campus |
| Vice President of Academic Affairs | Director of Student Services |
| Vice President of Student Services | Building Maintenance Manager |
| Vice President of College Advancement | Technology Support Coordinator |
| Vice President of Operations | |

Stages 2 & 3:

The Vice President of College Advancement or designee will prepare lists of media contact information for distribution to the PAC.

The Vice President of Operations will prepare lists of public health, emergency preparedness, and law enforcement contacts for distribution for the PAC.

The President or designee will inform the Board of Trustees of the actions taken prior to, during, and in the wake of a pandemic declaration at the College. The President or designee may prepare recommendations for the Board of Trustees for budget changes to respond to the pandemic.

Stage 4:

The adoption of pandemic travel restrictions will be considered. CDC and State Department websites will be consulted for advisories.

2. Instruction

Stage 1:

The College will have a well-established method of course delivery over the internet.

The College will employ the Blackboard Learning Management System (LMS) as the tool to reach the maximum number of students to maintain instruction.

The Executive Director of Online Learning or designee will provide training and assistance to instructors to ensure courses are available online.

To prepare instructors to meet the instructional needs of the maximum number of students, the Executive Director of Online Learning or designee will regularly survey the preparedness levels of full-time and adjunct faculty. Training programs to provide minimum and enhanced skills levels have been developed and are offered regularly through the College's online training program. See [Appendix A](#) for a list of resources provided to faculty.

The Executive Director of Online Learning will maintain online shells in the LMS for all academic courses, regardless of delivery mode, for use in the event of a pandemic designation.

Stages 2 & 3:

The Academic Deans or designees, in conjunction with the Vice President of Academic Affairs, will work with instructors in their respective divisions to determine the necessary accommodations to extend time for lab and clinic instruction in the event of a declared pandemic.

Academic Deans or designees will maintain a list of credentials for full-time and adjunct faculty for use in replacing instructors who have been incapacitated on an ad hoc basis to maintain instruction.

Stage 4:

Activate all course shells in LMS and operate classes in an online or remote environment.

3. Facilities

Stages 2 & 3:

The Managers of Facilities or a designee from their respective campus will develop a rotation of personnel to maintain buildings through the monitoring of critical information on heat, water, and other building data; observation of and response to conditions that require attention; snow removal; garbage removal; disinfection; routine cleaning of buildings; and other duties which may develop.

The Managers of Facilities or a designee will develop and implement a plan to cross train members to handle priority responsibilities.

The Managers of Facilities or a designee will develop an inventory and maintain stockpiles of necessary supplies for use during the duration of a declared pandemic.

The Manager of Facilities Support Services will maintain an inventory of hand sanitizer and viricidal cleaning supplies for use during the duration of a declared pandemic.

Stage 4:

The Director of IT or designee will be responsible for deactivating the card entry systems at in the event that access to the building is restricted during a declared pandemic.

The Manager of Facilities or a designee will maintain the physical plant for Student Housing on the Escanaba campus whether the building is occupied or not for the duration of a declared pandemic.

4. Information Technology

The Director of IT or designee will maintain communications with Internet Service Providers (ISPs) to monitor internet connectivity and ensure access to IT services from remote sites.

The Director of IT or designee will develop cross training to the extent possible for as many services as possible. The Director of IT or designee will develop an operation manual for use by other IT staff in addressing service issues. The Director of IT or designee will provide the tools necessary for the majority of the IT staff to address Level I and Level II IT issues in the event of a declared pandemic.

Stages 2 & 3:

The College will provide necessary hardware and internet connectivity to IT employees at the expense of the College to perform identified job duties to maintain services to students and employees.

5. Business Office/Payroll**Stages 2 & 3:**

The Business Office has secured credit cards for use by middle and upper management personnel to secure needed goods and supplies on short notice. The College is limited to \$72,000 as provided by the credit card line of credit.

Stage 4:

The Shipping & Receiving Operations Clerk or a designee will communicate to the U.S. Postal Service and other firms responsible for the delivery of mail and goods to campus the status of the shipping and receiving functions and make arrangement for restoration of delivery with the implementation of the recovery phase.

Budget and responsibility will be assigned to ensure funds and actions related to the procurement, storage, and provision of a broad variety of infection prevention supplies such as soap, alcohol-based hand hygiene products, sanitary wipes, tissues, disposal receptacles, latex and non-latex gloves, sanitary masks, public health posters, appropriate signage, etc.

In accordance with regulatory requirements, financial aid credit balances will be refunded no later than 14 days after the date of disbursement from the Financial Aid Office. Students who are eligible for a refund. Will be encouraged to complete a direct deposit form.

The Director of Financial Aid or designee will provide information via electronic means to the Staff Accountant/Accounts Receivable or designee for determining the return of federal Title IV funds and the billing of students who have withdrawn from classes prior to the R2T4 deadline.

Only online student payments can be accepted for the duration of the declared pandemic. Other means of making payment will be permitted after the pandemic declaration has been lifted. This information will be communicated to students via the Academics and Current Students pages within the myBay portal, e-mail, and a message in billing statements as needed.

Because of limitations on shipping and receiving, the Business Office will develop a system of disbursement involving critical vendors. Critical vendors such as utilities and insurers will be notified as the potential of a pandemic declaration grows to arrange for bills to be received and payments made.

Box office sales for future events would be limited to online purchases for the duration of a pandemic declaration. Policies involving cancellations and refunds will be included on the College website and in materials provided at the time of purchase.

Employees who have elected not to sign up for direct deposit, can expect delays in receiving payment.

6. Human Resources

Stages 2 & 3:

As a potential threat is identified and published, the Director of Human Resources or designee will provide information to employees about steps to take to prevent the spread of illness.

The Director of Human Resources or designee will track absenteeism rates among employees to inform the College's decisions about maintaining classes and services or closing the campus.

The Director of Human Resources or designee will update emergency contact information for employees each month.

The Director of Human Resources or designee will coordinate efforts to revise policies and procedures on an ad hoc basis in response to the severity of the pandemic on College personnel.

The Director of Human Resources or designee will develop guidelines for the use of vacation and sick leave time.

Stage 4:

The Director of Human Resources or designee will develop guidelines for working at home that address such issues as reporting illness, travel procedures, and access to Employee Assistance programs. The guidelines for hourly employees will meet the standards established in the Fair Labor Standards Act.

The Director of Human Resources or designee will update or provide easy access to update emergency contact information for employees at least once a week for the duration of a pandemic declaration period.

Recovery phase:

The Director of Human Resources or designee will lead efforts to determine staffing needs that may occur as a result of the pandemic and implement the procedures to fill vacancies identified by the College.

The Director of Human Resources or designee will develop guidelines for permitting faculty and staff to return to work.

7. Financial Aid

Stage 1:

The Director of Financial Aid or designee will maintain a Supplemental Policy & Procedure Manual separate from the required federal manual. This Supplemental Policy & Procedure will serve as the reference source for actions undertaken under normal circumstances as well as in the event of a declared pandemic. The Supplemental Policy & Procedure Manual will mirror sections of the federally required Policy & Procedure Manual but will provide information more easily accessed to individuals beyond current personnel assigned Financial Aid responsibilities in the event that the regular personnel are unavailable to complete their duties. The Supplemental Policy and Procedure Manual

will include information on such topics as:

- Free Application for Federal Student Aid (FAFSA) forms and procedures
- Procedures for drawing down records from the U.S. Department of Education
- Requesting additional documentation for determining eligibility
- Processing scholarships, loans, state assistance, and veterans' benefits
- Notifying students regarding awards
- Adjustments based on enrollment status, veteran status, prior degrees, failure to show, etc.
- Transferring aid on PowerFAIDS, Jenzabar, etc.
- Processing of withdrawals related to Title IV funding

The Vice President of Student Services or designee will monitor training of Financial Aid personnel to ensure that all are cross-trained in the various functions of the Office of Financial Aid.

The Director of Financial Aid or designee will communicate any updates related to changes in financial aid policies and procedures in response to a declared pandemic through e-mail and postings on myBay.

8. Admissions, Registration, Records, and Academic Advising

Stage 1:

The Vice President of Student Services or designee will monitor training of Student Services personnel on both campuses to ensure that all are cross-trained in the various functions related to admissions, registration, record keeping, and advising.

While many of the procedures involved in the Admissions and Registration processes may be completed online, the declaration of a pandemic will require several changes:

- Individuals interested in attending the College would be required to complete the admissions application online.
- To determine residency, potential students would need to either scan and submit a copy of one of the qualifying documents or share their driver's license number with staff.
- For the duration of the declared pandemic, students may use personal e-mail addresses to communicate with Student Services staff. Bay College e-mail addresses and student identification numbers will be again be issued as the College enters the recovery phase.
- Potential students would have to share unofficial SAT, ALEKS, or Accuplacer scores via electronic means. Those who have not taken placement testing would be unable to complete the Admissions process until the campus reopened.
- Student Advising, Orientation, and Registration (SOAR) sessions will not be held during a declared pandemic and will be resumed as soon as feasible as the College enters the Recovery phase.

Stages 2 & 3:

Based on circumstances, the Vice President of Student Services or designee will assemble Student Services personnel, Enrollment Facilitators, and Faculty representatives at the time that a pandemic

appears imminent to establish procedures for approving requests to withdraw from classes or the College and notifying faculty and staff of student changes in status.

Stage 4:

Functions related to transfer will be limited during the time the College is closed:

- The Registrar or designee will send a notice to the AACRAO website indicating that the College is closed due to a pandemic. The Registrar or designee will send a notice to the AACRAO website at the appropriate time indicating the pandemic declaration has been lifted.
- Unofficial transcripts are available through electronic means and will be employed to provide advice on course selection and registration.
- Because college catalogs and transfer guides are available online, the Transfer Advisor/Coordinator or designee will answer questions through electronic means to the extent possible.

The Vice President of Student Services or designee will monitor communication of vital information to students. The website will contain such information as:

- Directions on contacting Faculty for advice related to course completion.
- Directions on contacting Academic Deans in the event an instructor is unavailable.
- Directions on accessing grades and other information from Faculty.
- A list of frequently-asked questions (FAQs) and responses regarding various Student Services policies and procedures.

The Registrar or designee will follow established policies and procedures related to notifications in the event of a student death.

9. Counseling

The College has two contracted Counselors, one serving the Escanaba campus and the other for the West campus in Iron Mountain.

Stages 2 & 3:

The Vice President of Student Services or designee and the Dean of Bay College West or designee will develop lists of potential counselors or mental health professionals for use in the event that one or both of the contracted counselors is unavailable or incapacitated.

Stage 4:

The Counselors will develop alternative means of communications (phone, internet, texts, etc.) to face-to-face contacts to meet with clients.

10. Student Housing

Stages 2 & 3:

The Director of Student Life or designee will Inform students of the status of the threat and encourage them to follow good hygiene.

Access is restricted to individuals currently residing in Student Housing. Absolutely no guest will be

allowed into the apartments.

Stage 4:

The Director of Student Life or designee will assume responsibility for planning to secure food, medications, toiletries, internet access, phone access, etc., for up to 100 individuals for an extended period.

The Director of Student Life or designee will assume responsibility for creating a distribution network for food and supplies for the residents in Student Housing.

The Director of Student Life or designee will maintain a list of individuals remaining in Student Housing and communicate that to proper authorities.

The Director of Student Life or designee will maintain consistent communications with those in Student Housing using e-mails, text messages, instant messaging, phone calls, etc. The communications will allow determinations to be made concerning the continuing physical and emotional needs of the residents.

If all residents have abandoned Student Housing, the Director of Student Life or designee will turn the apartment complexes over to the Manager of Facilities.

The Director of Student Life or designee will gather data and report on the efficacy of operations outlined in the plan. Adjustments to the Pandemic Plan will be shaped by this information.

11. Workforce Training & Development

Stages 2 & 3:

The Dean for Business, Technology, and Workforce Development or designee will maintain a list of clients seeking noncredit training.

The Dean for Business, Technology, and Workforce Development or designee will maintain a list of instructional topics available and instructors available for assignment.

Stage 4:

The Business Development Manager or designee will notify instructors and students in public courses that on-campus noncredit offerings have been cancelled. The Business Development Manager or designee will decide for rescheduling public courses and/or providing refunds.

The Business Development Manager Development or designee will notify facility rental clients that the campus is unavailable. The Business Development Manager or designee will decide for rescheduling facility rental options in the recovery phase.

The Dean for Business, Technology, and Workforce Development or designee will contact business and industrial customers who have arranged for customized training at off-campus sites to determine the feasibility of providing the training during a pandemic.

The Dean for Business, Technology, and Workforce Development or designee will gather

data and report on the efficacy of operations outlined in the plan. Adjustments to the Pandemic Plan will be shaped by this information.

FACT SHEET

COVID-19 Corona Virus

How COVID-19 Spreads

Person-to-person spread

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.

These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Can someone spread the virus without being sick?

- People are thought to be most contagious when they are most symptomatic (the sickest).
- Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads.

Spread from contact with infected surfaces or objects

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious (spread easily), like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, spreading continually without stopping.

The virus that causes COVID-19 seems to be spreading easily and is sustainable in the community.

If Sick with the Coronavirus (COVID-19)

Call ahead to a healthcare professional if you develop a fever and symptoms of respiratory illness, such as cough or difficulty breathing, and have been in close contact with a person known to have COVID-19 or if you have recently traveled to an area with ongoing spread. Tell your healthcare professional about your recent travel or contact. Your healthcare professional will work with your state's public health department and CDC to determine if you need to be tested for COVID-19.

Stay home except to get medical care

People who are mildly ill with COVID-19 are able to isolate at home during their illness. You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or taxis.

Separate yourself from other people and animals in your home

People: As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

Animals: You should restrict contact with pets and other animals while you are sick with COVID-19, just like you would around other people. Although there have not been reports of pets or other animals becoming sick with COVID-19, it is still recommended that people sick with COVID-19 limit contact with animals until more information is known about the virus. When possible, have another member of your household care for your animals while you are sick. If you are sick with COVID-19, avoid contact with your pet, including petting, snuggling, being kissed or licked, and sharing food. If you must care for your pet or be around animals while you are sick, wash your hands before and after you interact with pets and wear a facemask.

Call ahead before visiting your doctor

If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

Wear a facemask

You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

Cover your coughs and sneezes

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can. Immediately wash your hands with soap and water for at least 20 seconds or, if soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.

Clean your hands often

Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.

Soap and water are the best option if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid sharing personal household items

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. After using these items, they should be washed thoroughly with soap and water.

Clean all “high-touch” surfaces everyday

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

Monitor your symptoms

Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). **Before** seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19. Put on a facemask before you enter the facility. These steps will help the healthcare provider’s office to keep other people in the office or waiting room from getting infected or exposed. Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate.

If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for COVID-19. If possible, put on a facemask before emergency medical services arrive.

Discontinuing home isolation

Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.

See CDC’s updated [Interim Healthcare Infection Prevention and Control Recommendations for Persons Under Investigation for 2019 Novel Coronavirus](#).

Appendix A: Instructional Resources

Communication and Considerations

Pandemic Communication – it is recommended that instructors talk to their class when the first cases of a potential pandemic event are reported in the region as a precaution and measure of preparation.

BlackBoard – Each course has a designated BlackBoard shell for instructors to upload course materials that students in the course have access to. It is recommended that each instructor take a few moments during class to show students how to access their BlackBoard course shell.

Syllabi – Each instructor should consider potential changes to attendance policies, due dates and other relevant policies in their syllabi and be prepared to communicate changes to those policies to their students via e-mail or BlackBoard (preferably both in the event of school closure)

Resources for Instructional Delivery

The [Online Learning MyBay Page](#) serves a repository for many resources regarding the delivery of content online. Instructors are encouraged to utilize these resources as appropriate in the event of college closure or course cancellation.

Online Certification Course – The gold standard for learning how run an effective online course is to participate in our 6-week online certification course.

Crash Course – In the event of college closure, the Executive Director of Online Learning or designee will host several online zoom training sessions to provide instructors with real-time support to provide alternative delivery. In advance of a potential pandemic, the ED will communicate with faculty on planned sessions as well as share resources for alternative content delivery.

Panopto Lecture Capture – Instructors can lecture from their office or home using Panopto and upload lectures to BlackBoard.

Lab Lecture – In the event of college closure, some lab materials and activity can be delivered online. It is recommended that, where possible, instructors provide laboratory materials through their designated BlackBoard shell.

Notes – Consider uploading course notes to BlackBoard as a means to convey material typically delivered in a lecture format.

Recovery Scheduling

The Academic Deans or designees, in conjunction with the Vice President of Academic Affairs, will work with faculty in their respective divisions to determine the necessary accommodations to extend time for lab and clinic instruction in the event of a declared pandemic. Consideration must be given to student schedule disruption

Hands-on Material – It is recognized that some courses and labs have activity that must be delivered in-person and in a hands-on way. Instructors need to work with their supervising dean to determine the best way to deliver make-up labs and courses upon re-opening. Consideration must be given to student schedule disruption.

Appendix B: Pandemic Advisory Committees

Pandemic Advisory Committee

President, Dr. Laura Coleman
Laura Johnson, Executive Assistant to the President
Christine Williams, Vice President of Operations
Matt Barron, Vice President of Academic Affairs
Travis Blume, Vice President of Student Services
Kim Carne, Vice President of College Advancement
Eileen Sparpana, Vice President of Finances
Beth Berube, Director of Human Resources

Expanded Pandemic Advisory Committee

President, Dr. Laura Coleman
Laura Johnson, Executive Assistant to the President
Christine Williams, Vice President of Operations
Matt Barron, Vice President of Academic Affairs
Travis Blume, Vice President of Student Services
Kim Carne, Vice President of College Advancement
Eileen Sparpana, Vice President of Finances
Beth Berube, Director of Human Resources
Gina Wollner, Dean of West Campus
Heidi Berg, LSSU
Pam Reno, Café
Renee Lundberg, Workforce Training & Development
Cindy Carter, Workforce Training & Development
Dave Laur, Director of Student Life
Gary Nash, Executive Director YMCA
Jenny Allard, Manager of Bookstore