## BCP PANDEMIC PLANNING TEAM as identified by the BCP

## Meeting Minutes

## March 3, 2020

Facilitator: Camille Childers, Director, Student Health Services

Scribe: Heather Stafford, Assoc. Director, Student Health Services

Attendees: Vince Altum, International Education; Kitrina Miller, Student Body President; Matthew Pray, WSU Dining/Chartwells; Brett Morrill, ITS; Rodney Clark, Chief of Police, UPD; Werner Golling, Finance & Admin.; Ellen Abbey, Auxiliary Services; Scott Jensen, Housing and Residence Life; Aaron Austin, Assoc. VP of Student Affairs/Dean of Students, Faith Plummer, Sedgwick County Health Department; Brandon Kesler, Assoc Dir, Housing and Residence Life, Noah Foster, student in HRL; Richard Powell, Sedgwick County Emergency Mgmt; Carl Link, Sedgwick County Health Department; Carolyn Shaw, Academic Affairs; Misha Jacob/Wanan, General Counsel; Lou Heldman, Strategic Communications, Judy Espinoza, Human Resources; Bob Smith, Physical Plant;

**Information provided by attendees of meeting:**

* **Lou Heldman: Talked w/ Dr. Golden who stated he wanted Dr. Rick Muma to be the decision maker with COVID-19.**
* SCHD Emergency Planning attendees:
  + There is no cookie-cutter plan that fits all institutions/organizations.
  + Over 1 +COVID-19 patient in Washington State, over 27 EMS employees were quarantined as contacts of this patient.
  + Disease Prevention in most cases is wash hands, stay home, and don’t go to overly crowded places for social distancing.
  + Close Contact to a +COVID-19 patient, would be considered being close within 6 feet of patient for longer than 10 minutes or within two rows on an airplane.
  + **Closing of schools: State of Washington had 8,000 people sign a petition to close schools in Washington.**
    - **Public Health Officer of Sedgwick County (currently Dr. Gerald Minns) has the authority to close-down “publicly funded institutions” if student or public safety becomes an issue.**
* SCHD staff were asked what happens if a student/staff/faculty were to violate self-quarantine orders by the county. They replied that SCHD could mandate a federal order that would be enforced by the Sheriff’s Office. But that when it becomes so many patients under quarantine, this could be a burden to the SO.
* Strategic Communications developed a BCP Pandemic Planning Team BASECAMP to house planning communication, documents, inform others of what departments are doing. This is not to be used if positive cases of COVID-19 occur on-campus to maintain all HIPAA/FERPA confidentiality.
  + Try to add people to BASECAMP from WSU that you feel should be included in the planning.
  + College of Health Professions – Public Health Sciences faculty/staff have also provided input, tools, documents in regards to pandemic planning to BASECAMP.
* Vince/International Education: Developing a form for *“International Travel Authorization”* so that all staff/faculty/students who intend on travel internationally have informed the university.
  + Concern w/ international students: We may not know when an international student has been asked to self-report to health department after arriving in the US until they check-in at OIE. They may have already exposed a lot of people before they realize where to go and communication for them is an issue.
  + Study Abroad: Planned trips to any Level 3 countries have been cancelled. A list of students currently in study abroad for Spring 2020 has been released to Student Health.
    - Study Abroad trip to Japan for 3 students leaves in 1.5 weeks in March 2020. Two students refused to cancel trip, but one student did cancel their trip. Japan currently a Level 2 CDC travel advisory.
    - Concerns about financial burden of cancelling trips and who would be responsible?
  + SCHD staff in attendance commented that language should not be an issue, because they will monitor students if they meet the criteria as recommended by CDC through text message or email.
* Bob Smith/Physical Plant: Brought 3 items that his housekeeping staff would use to sanitize facilities.
* Scott/Housing and Residence Life: HRL is full with no available single rooms. They may not be able to accommodate a self-quarantined student. If there was only 4-5 students who needed self-quarantine, that would reach the max for HRL.
* Micha/General Counsel: When discussing patient information for a potential positive case of COVID-19, Micha states that it depends who asking for the information and what it would be used for that determines if a HIPAA violation has occurred.
* Carolyn Shaw/Academic Affairs: States that quick steps have been created to provide courses online in case the university has to shut down. Steps were provided by Online Learning and Curriculum/Instruction.
* Judy Espinoza/Human Resources: States that she has information for staff/faculty that she is ready to submit to WSU Today for employees and another for supervisors.
  + SCHD suggested that we “keep a unified message by everyone at the university because at that time the risk is still low”.

**Questions from those in Attendance:**

* How do we identify risk-factors of a student who arrives or is attending campus?
* Can any student/staff/faculty from affected countries of COVID-19 come to the university? Who makes the decision to say “no”?
* Can we just tell all people who have arrived from Level 2 or 3 advisory countries affected by COVID-19 that we will test them for the virus when they arrive?
* What triggers the next step into dealing directly with COVID-19 after planning and preparedness has been completed? **SCHD states that would be a confirmed positive patient that is directly in contact with the university.**
* Where can departments purchase hand sanitizers and masks to help protect their employees? **SCHD reminded that masks are only for those who have symptoms and healthcare workers**
* Who has authority to make decisions in response to anything decided?
* Who will be notified if there is a positive case of COVID-19 confirmed in Kansas? **SCHD states that Camille would be notified at Student Health Services first.**

**PLAN GOING FORWARD:**

* Temporarily, BCP Pandemic Planning Team will meet weekly as COVID-19 changes quickly.
* Communication ladder may need to be developed for possible quarantine of people and identified contacts.
* Recommended that an Incident Response Plan needs to be enacted. So that if “this happens”, then “these 5 list of things needs to occur”.
* Request PET Team needs to be informed and clear any decisions made by this group.
* Add people attending meeting to BASECAMP if they aren’t already involved.
* Please upload any documents or other helpful items to BASECAMP for all to review.
* **Next meeting scheduled March 9th at 11am in RSC 265. Invite those who need to be involved.**