## BCP PANDEMIC PLANNING TEAM as identified by the Pandemic Planning Team

## Meeting Minutes

## March 9, 2020

Facilitator: Camille Childers, Director, Student Health Services

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

Attendees: Rick Muma, Provost; Vince Altum, International Education; 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, Brandon Kesler, Assoc Dir, Housing and Residence Life, Misha Jacob/Warren, General Counsel; Judy Espinoza, Human Resources; Bob Smith, Physical Plant; Audrey Korte, student/reporter at The Sunflower; Joshua Wilson, student; Jessica Provines, CAPS and AVP Wellness; Shelly Coleman-Martin, Strat Com; Tim Hart, Strat Com; Matheson Herren, Strat Com; Teri Hall, VP of Student Affairs, Shadi Tafaraj, ITS; Daniel Cahill, ICAA/Athletics; Mike Strickland, Envt/Safety;

**Update Information provided by attendees of meeting:**

* **Camille/SHS**: Current situation**:** Kansas has confirmed its first case of COVID-19 in Johnson County. Latest update from KDHE on 3/7/2020 are that there are no closures advised in Johnson County at this time. If a individual is identified as a person under investigation (PUI) in Wichita, SCHD will work with KDHE to identify and contact any PUI’s. Anyone identified as a PUI will need to be quarantined until testing is complete. There has been no change in KDHE’s current screening plan for people arriving from CDC Level 2 or 3 countries.
* Please remember to use appropriate sources when communicating information; CDC, Kansas Department of Health and Environment (KDHE) and Sedgwick County Health Department (SCHD).
* Camille talked with the PET team this morning in their meeting. She will also be talking to the Faculty Senate meeting this afternoon.
* There are no travel health advisory changes currently.
* Some reports indicate that China is starting into the “recovering phase’ of the COVID-19 outbreak as the number of new cases is slowing down.
* **Vince/International Education:** Intensive English student from China no longer coming to US. French student for study abroad still coming for Intensive English’s March session. Paraguay students coming as planned but none of these are in the travel health advisories group.
	+ Vince identified that OIE students cannot be in full-time online classes for requirements of Visa status. States that if university went to online instruction it could be for a short period of time without violating Visa statuses.
* **Brett/ITS:** States they will have an exercise this Friday to determine the effectiveness of VPN with large numbers accessing it. VPN instructions have been uploaded to the WSU website for faculty/staff.
	+ Laptops and Chromebooks are being looked at to support online instruction. 200 laptop could be purchased for approximately $143,00 or 200 Chromebook could be leased for $42,000/year.
* **Ellen/Auxiliary, Judy Espinoza/HR, Werner Golling/Finance/Admin**: BCP should be updated monthly. Departments should be prepared and have in their plan:
	+ - Answering things like, “When this happens, we do……” as an example
		- What are essential staff vs. non-essential for your department?
		- Do you need to stay open during a pandemic response such as limiting on campus classes? Are you a student-service department?
		- What are the essential functions vs non-essential functions that your department must provide?
		- How can you operate with less staff if your staff is affected by COVID-19?
		- What is the threshold of staff to complete your department’s functions? Ex: number of medical staff needed to keep SHS open to provide services safely.
		- Do you have the ability to do your job remotely through VPN?
		- Could staff do some work though phone calls, zoom meetings, etc.
		- Who is assigned as each staff’s back-up in case a staff person is affected by COVID-19?

If departments need help with this, they can talk to their HR Business Partner.

* **Scott/Housing:** WSUHousing can only accommodate 3-4 individuals who may need to be quarantined in the residence halls. If the number increases, they may need to investigate off-campus housing options. There are no current MOUs with community hotels that can help house a student in a quarantine situation. If a student needed alternate housing, would WSU be responsible for paying for the housing offered? HRL is currently updating their protocols for isolation and quarantine processes.
* **Shelly/Strat Com:** Has been asked by PET to provide bi-weekly updates on COVID-19 through WSU Today or Shockerblast. Will also include social media outlets.
	+ Trying to balance between informing university community vs. controlling panic
	+ Want to provide a consistent message on more frequent questions but then have specific questions sent to SHS email
	+ Questions being asked from staff/students:
		- What are you doing about COVID-19?
	+ Strat Comm thinks that providing “What If” scenarios through their bi-weekly updates may help staff/faculty/students.
		- For examples, what if you think you have COVID-19? What are the symptoms
		- What if the university goes online to provide curriculum?
		- What if domestic travel becomes an issue?
		- What if a student/staff is quarantined?
		- Form for travel, both personal and business, should be sent to SHS/Camille.
		- Sunflower plans on doing a story this week
		- Plan to put BCP meeting minutes on COVID-19 page so the campus is aware of what is being discussed and considered.
		- Also plan to put COVID-19 link on landing page for [www.wichita.edu](http://www.wichita.edu)
		- Will also ask WSU community, “If you are notified of being a contact of a positive COVID-19 individual by an authorized public health official, please contact Student Health Services”.
* **Camille/SHS and Dr. Muma**:
	1. Suggest information on Spring Break travel needs to be put out this week. There are no mandates on travel currently for personal travel
	2. Please tell us where you are traveling! Suggested establishing a reporting mechanism for international travel that all staff/faculty/students are recommended to complete, this includes PERSONAL travel for their safety! The info people provide on form will be kept confidential and this info is only shared with persons who need it (i.e. Student Health) by an email that gets sent after form completed. Minimal info would be collected like where traveling to, dates leaving and returning. Possibly emergency contacts be added to the form? This could potentially help anyone who can’t leave a country as well. For example, US Embassy in China has been closed for 4 months, so would not be able to help any US citizen get out of China if needed.
		+ International Education already has a document that is ready to push out and was sent to students in their weekly Monday emails from IE. Ex: *Don’t forget that any international student leaving the U.S. needs to submit a* [*Travel Notification form*](https://www.wichita.edu/admissions/international/documents/Travel_Notification_Form.pdf) *to* *iss@wichita.edu*.
		+ This is only for international travel as there are no advisories for US travel at this time.
		+ Mischa will evaluate form for appropriateness and identify who needs access to Travel form.
	3. Discussed that University and Faculty need to provide leniency to staff/students who have been identified by health officers that they are under quarantine. Student needs to inform instructor if they were told to quarantine by a Health/Safety officer. Does not apply to students who decide on their own they should “self-quarantine.” Staff/faculty should not decide to self-quarantine without the direction of public health authorities. They will need to discuss their travel and exposure history with SCHD to make sure that self-quarantine is appropriate for their situation and to get recommendations.
	4. Communication Ladder? When a student/staff member are identified as a positive case of COVID-19, what is the next step?
		+ Camille as contact for SCHD and will be contacted initially if there is a positive COVID-19 case affiliated with WSU. She would then notify Dr. Muma. In the event of a communicable disease/public health situation, FERPA/HIPAA can be used to share information AS NEEDED.
		+ The PET/University administrators would then be contacted.
		+ Depending on the situation, WSU Housing may then be contacted next.
		+ May also need to find info on contacts through Registrars office, Campus Rec, Student Involvement, etc.
		+ Broad communication to the rest of the university or Wichita community would then be communicated with Camille and Dr. Muma’s input.
			- President Golden and the PET team speaks for University. As the Pandemic Team Lead for WSU, Camille will respond to questions and issues related to the universities response and in consultation with Dr. Muma.
* What is the trigger point for all of this to occur? Recommendations from the Sedgwick County Health Department regarding a positive case to the University’s PET and Camille.
* Vocabulary: “Self-quarantine” is an appropriate statement for a person who is not in hospital, was exposed to a contagious disease and is monitoring for symptoms. Self-quarantine should be done based on the direction of the public health officials and guidance from KDHE/SCHD
* Supervisors: Can faculty/staff work from home if they do not feel safe? Refer to HR videos on COVID-19 page.

QUESTIONS?

* Point-of-Dispensing (POD) exercise on April 17th. – Chief Clark concerned that this would raise too many questions by WSU and Wichita communities if we did the exercise. Camille agreed that maybe a condensed version internally would be adequate to make sure that if a need for a large dispensing of medications are needed, we have at least tested the process.
* Campus Partners and students in internships or applied learning opportunities who work in them – Werner Golling asked if we have been communicating our plan with Campus Partners? Camille has been communicating with Airbus but is not sure if other organizations on Innovation campus are doing so. We should communicate with them and ask them to inform WSU campus if campus partners are aware of any positive COVID-19 cases in their organizations.
	+ - Strat Comm will continue to send bi-weekly information updates to Innovation Campus partners and will include COVID-19 updates.
* What about WSU Tech? – Dr. Muma states that the PET requests that all communication sent to public should be worded to also assume it applies to WSU Tech and other affiliates.
	+ This needs to be clarified with S. Utash, president of WSU Tech.
	+ Marlo Dolezal has been communicating with Camille and is a part of the BASECAMP communication for COVID-19. It has been suggested that Dolezal is also invited to be a part of this committee for COVID-19 preparedness.
* What is the “trigger” that will make us do something differently than what we currently do? Will this be a response from SCHD to WSU on a potential case? What will indicate that it is time to work online through VPN and classes are done online. Or, we need to reduce our essential staff workload?
	+ - Werner is on the Incident Response Team and in the EOP document for WSU there are different “levels” in place to indicate what and when needs to be done. Maybe starting with levels in the pandemic plan would help. Input from State and County health departments could help design these levels and their responses. Example: For a Level 1 person under investigation for being positive needs to have certain items completed. Then Level 2 for a confirmed case of COVID-19 would have different items. Etc. Each level has a different response from the University.
		- An algorithm was suggested to help identify what responses are needed and at what level this would mean to the University. Ex: what does ‘closing campus’ mean as opposed to ‘closing non-essential departments”, or “closing campus except student services like Student Health or housing”. The response would be different for each situation.
		- Moving university to online classes or closing of university due to COVID-19 depends upon recommendations and guidance from the health department and the public health system.
		- Small group of individuals will work together to discuss the algorithm and responses by WSU to identified situations. This group will consist of: Rick, Werner, Shelly, Mish, Judy, Teri, and Camille.
* Next meeting will be Monday, March 16th at 11am in RSC 233