

## Introduction

This plan was developed through a committee planning process in an effort to address the concerns associated with an influenza pandemic. This plan includes procedures and action items needed to respond to a pandemic. The guidelines are based on the recommendations for higher education institutions set forth by the Centers for Disease Control (CDC). The World Health Organization (WHO) is the agency that defines and determines whether or not a virus has reached pandemic stage. The WHO defines a pandemic as when a new influenza virus subtype appears which against on human is immune. This plan is intended to be continually updated and expanded to meet the needs of the college and the population it serves.

## Section I- Pandemic Phases

### Interpandemic Phases

Phases 1-2: During these phases an influenza subtype has been identified in animals and poses a substantial risk for human disease.

### Pandemic Alert Period

Phases 3-5: During these phases a new virus subtype begins to infect humans and begins to spread from human to human through it remains contained at a localized level. During this phase the college will review policies for a pandemic response and determine if all areas of the college's operations are covered adequately in the plan.

### Pandemic

Phase 6: Phase 6 is the pandemic period and covers the widespread transmission of the virus in other areas and countries. The phases of the pandemic include a first round where 30% or less of the population is infected and then it circulates again infecting those who were not infected the first time. At the onset of phase 6, the college will enact its pandemic response plan which is explained in Section II of this document.

### End of Pandemic

This phase occurs when the pandemic period has ended, which is likely to be 2-3 years after the initial onset. The WHO will determine when the pandemic is over.  
(Centers for Disease Control, 2009)

## Section II- SAU Tech's Response Plan

SAU Tech's response to an influenza pandemic includes the following areas:

- Prevention & Sanitation
- Attendance (Students & Employees)
- Departmental Responses
- Continuation of the Learning Process
- Communication of the Plan & Procedures

***NOTE: Some information is repetitive as departmental plans may restate some of the college's overall plan.***

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# Southern Arkansas University Tech – Pandemic Response Plan

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## **1. Prevention & Sanitation**

### Cleaning & Cleanliness Guidelines

The new pandemic flu is expected to affect people in increasing numbers this fall and spring. An attempt to prevent its spread is essential. More intense cleaning practices will be needed.

**All employees will need to take responsibility for the cleanliness of their work space and perform additional cleaning on an ongoing basis daily.**

#### General Buildings/Custodial workers:

- Cleanse building entry way door handles, all doors, each morning.
- Empty all trash containers each morning and afternoon.
  - Replace all trash liners (containing trash) daily. Trash bags should not be reused.
  - Trash containers should not have lids; they should be open, no touch, trash containers.
- Vacuum classrooms and high volume traffic areas each morning.
- Thoroughly cleanse all restrooms each morning and afternoon.
  - Clean stall door handles as well as entry doors each morning and afternoon.
  - Cleanse flush handles, sink faucets, and soap dispensers.
  - Empty trash containers in restrooms each morning and afternoon.
  - Wet mop restrooms morning and afternoon.
  - Ensure that adequate soap and paper towels are supplied; additional may be required.
- The student center and café area should be cleansed thoroughly twice a day including being wet mopped and vacuumed.
  - Wipe down all tables and chairs twice daily.
- Wipe the front of all vending machines daily.
- Wet mop hallways daily.
- Check and clean air return vents at least monthly.

#### **NOTE:**

When cleaning, clean from cleanest areas to dirtiest areas. The dirtiest areas should be cleaned last.

Wear gloves to disinfect surfaces areas.

The use of checklists may be helpful in ensuring tasks are performed as scheduled.

#### Classrooms/Faculty:

- Cleanse all high touch areas after each class. This includes but is not limited to:
  - Door knobs
  - Desk tops
  - Chairs
    - Cushioned chairs can be sprayed with an aerosol disinfectant.
  - Study carrels
  - Keyboards and mouse
- Aerosol disinfectants should be used after class especially when students have respiratory signs and symptoms.
- The following options may be implemented when necessary if feasible:
  - Move desks further apart. (6 feet is recommended when possible)
  - Have classes outdoors.
  - Temporarily suspend group activities.
- Encourage student hygienic practices.
  - Keep hand sanitizer available and encourage its use.
  - Have tissue available and encourage its use.
  - Discuss with classes how to appropriately cough/sneeze.
  - Talk to classes about hand washing and using hand sanitizers.

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- Encourage students to stay home when they have signs and symptoms of the flu.
  - Signs and symptoms include: fever, body aches, sore throat, fatigue, headaches, chills and sometimes vomiting and diarrhea.
  - Students should remain at home for at least 24 hours after resolution of a fever. This is without treatment with acetaminophen or ibuprofen.

### Offices and Work Space/ ALL Employees

Each employee will be responsible for their individual office and work area.

- Cleanse desk tops, chairs, and all high touch places used by multiple people frequently.
  - Remember phones and computers.
- Consider using pens and pencils that don't have to be returned.
- Remember personal cleanliness:
  - Covering mouth and nose when sneeze or cough.
  - Frequent hand washing and hand hygiene.
- Stay home when sick with the flu or when you have had direct exposure to someone with the flu.

### Special Areas/ Student Life

- Student Center/ Gym
  - Frequent cleansing of gaming devices, tables, chairs, and other high touch areas should be performed.
- Student Housing
  - In-service training to all housing students should be provided on hand hygiene, covering their mouth and nose when they cough or sneeze, and general cleanliness.
  - Housing students should be required to perform extra cleaning in dorms or apartments that are shared with another student.
    - Sporadic room inspections may be needed.
  - A plan for isolation of housing students with the flu must be implemented and shared with housing students.
    - Emergency family contact information will need to be kept current.
    - Students must be provided with emergency phone numbers.
    - Students must be educated on the signs and symptoms of the flu.
      - Signs and symptoms include fever, headaches, body aches, fatigue, sore throat, chills, and sometimes vomiting and diarrhea.
      - Students may need assistance in knowing when to seek medical treatment.
    - Students at high risk for complications, such as those with asthma, diabetes, or other chronic diseases, must be identified.
      - These students need to be closely monitored and should be assisted with seeking medical care once signs and symptoms of the flu appear.
    - Students should be strongly recommended to get flu shots (both seasonal and H1N1) when available.

### Other

#### Learning Resource Center and Computer Commons

- Cleaning of keyboards and computers after each use is needed.
- Spraying of areas with aerosol disinfectant, especially if students are coughing or have respiratory symptoms.
- Wiping down chairs and tables with a disinfectant after each use.
- Frequently cleansing counter tops and sign-in areas.

These cleaning tasks will be the responsibility of those employed in the respective areas.

## **2. Attendance Policies- Student & Employee**

### **General Student Policy**

Due to the fact that this virus is passed through human contact and exposure, the College is asking students who are demonstrating flu-like symptoms or have direct exposure to the flu to not report to school. **Flu victims should stay home until they are fever free for 24 hours. They should be fever free without treatment with fever reducing agents such as acetaminophen or ibuprofen.**

### **Flu Symptoms Include:**

- Fever
- Body aches
- Sore throat
- Headaches
- Fatigue
- Chills
- Vomiting
- Diarrhea

### **Excusing Students from Class**

If an instructor identifies a student who appears to be ill with flu-like symptoms, the instructor should ask the student to go home.

### **Reporting Absence from Classes**

**If a student is absent due to the flu they should call 870-574-4585 or 870-574-4553 and the staff will complete a “flu symptom” questionnaire over the phone. If as a faculty member sends a student home from class, they must still call the phone numbers listed above.**

Questionnaires will be compiled and sent to Janet Grace, Pandemic Flu Committee Chair, daily. **However, Ms. Grace should be notified by phone as cases are reported.**

If a student does not report to class because they or someone in their direct household has the flu, they will be provided with the necessary learning materials either via hard copies, or the Internet, or email to continue their education.

Sherry Mann (870-574-4585) and Cardilia Merritt (870-574-4553) will be responsible for:

- Keeping a daily log of all students who call-in ill with the flu.
- Completing the Student Questionnaire through phone conversation with the student.
- Notifying **all** of the student’s instructors of their illness.
- Maintain an individual student log regarding notifications of faculty.

### **Nursing Program Attendance Policy** **SAU Tech Practical Nursing Program** **Influenza Contingency**

Due to the current pandemic status and the high risk for an epidemic this school year, the following policy is being implemented.

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### To prevent the spread of the flu:

1. Practice good hand hygiene.
  - a. Wash your hands often with soap and water, especially after coughing and sneezing.
  - b. Alcohol-based hand cleaners are also effective.
2. Cover your mouth and nose with a tissue when you cough or sneeze.
  - a. If you don't have a tissue, cough or sneeze into your elbow or shoulder; not into your hands.
3. Stay home and away from others if you have the flu. Seek medical care as needed.
4. Get the flu vaccines once available.
5. Practice good health habits.

### Contingency Regarding Absences and Make-up Tests

If you or someone in your immediate household has the common signs of the flu, stay home. Common signs include:

- Fever
- Headache
- Extreme tiredness
- Cough
- Sore throat
- Runny or stuffy nose
- Muscle aches and/or
- Nausea, vomiting, and diarrhea (more common in children than adults)

You will need to stay home for at least 24 hours after you no longer have a fever (100.5 degrees Fahrenheit or 38 degrees Celsius). This should be determined without the use of fever reducing medications such as acetaminophen, aspirin, or ibuprofen.

If you or a member of your immediate household\* has the flu and **you provide written/signed documentation from your primary health care provider:**

- Time will not count against you and
- There will be no penalties for make-up tests

The written documentation must provide a date of release to return to school.

Cases may be reviewed on an individual basis. Abuse of this policy will not be tolerated and will lead to disciplinary action which may include dismissal from the nursing program.

- Household is defined by Webster's dictionary as: those who dwell under the same roof and compose a family.

### Employee Attendance Policy

Due to the fact that this virus is passed through human contact and exposure, the College is asking employees who are demonstrating flu-like symptoms or have been exposed to the flu to not report to work until identified symptoms are no longer present or a doctor has released the employee to return to work.

Who should not Report to Work

Employees who are exhibiting the following flu-like symptoms should not report to work:

- Fever
- Body aches
- Sore throat

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- Headaches
- Fatigue
- Chills
- Vomiting
- Diarrhea

Employees who had a known, recent or direct exposure to anyone with the flu should not report to work and/or to the campus. An employee should immediately contact his or her supervisor AND Olivia Clack in the Human Resources Office at ext. 4481 to report sick leave absence.

### Excusing Employees from Work

If a supervisor identifies an employee who appears to be ill with flu-like symptoms, the supervisor should ask the employee to go home. If an employee has had a known, recent, or direct exposure to anyone with the flu, but is not actively exhibiting symptoms, the supervisor can ask the employee to stay home. If a supervisor sends an employee home, the supervisor must notify the Human Resources immediately.

Employees should stay at home from work until 24 hours after symptoms resolve.

### Time Reporting

Employees not reporting to work under the auspices of this temporary policy are considered excused absences; however, employees will be required to use available sick accrual for the duration of the absence. If the sick leave accrual is exhausted, vacation accrual will be charged. Once all available leave accrual is exhausted, the employee will be considered in a “leave without pay status”. The same policy applies to employees who are off work to care for a spouse, dependent child, domestic partner or parent with flu-like symptoms.

Employees may be entitled to leave under the Family and Medical Leave Act (FMLA) but only in cases where flu complications arise that create a “serious health condition” as defined by the FMLA.

### **3. Departmental Responses**

#### **Arkansas Fire Training Academy**

The AFTA dorm can house up to an estimated 73 students. The AFTA also has international students participating in the Firefighter Standards Program. Students are in close proximity of each other, along with the faculty, staff and administration.

**Preplanning.** Prior to any student or employee being infected with the virus employees will have clear understanding how to disinfect area and protect themselves to reduce the chances of contraction of the virus.

**Employees displaying flu-like symptoms will follow guidelines set forth by SAU Tech.**

The following action plans are based on the assumption that the virus could affect the student for 2 to 10 days. Each student will recover from the virus at a different rate and the Firefighter Standards Course is physically demanding and also very compact in time. Normal dismissal takes place after 3 missed days and students will struggle to make-up the work and practical skills if they miss over 3 days. The AFTA

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will recommend that students who are out more than 3 days due to illness be dropped from the course and reenrolled for the next session.

### Action Plan #1

Students that display flu-like symptoms will be sent home. AFTA will request that a family member provide transportation for the student. The student will not return to the class of current enrollment but will be allowed to attend the next available class if he/she so wishes.

### Action Plan #2

If a student is displaying the symptoms of the virus and is too sick to leave the dorm or is an international student, the student will be isolated from the rest of the dorm residents. Assigned AFTA personnel will make sure the student is provided meals and comforts for the duration of the isolation. Once the student may travel on their own, they will return home and be allowed to attend the next available class if he/she so wishes.

### Action Plan #3

If a student is displaying the symptoms of the virus, cannot leave the dorm and the dorm is full, the student will be isolated to a room and the student's roommate will be moved to another room. This may mean temporarily placing three students to a room.

### Action Plan #4

If a given number of the students in a class contract the virus (5 or more), the class will be dismissed. The class will reconvene once the students are released to continue through the course at a normal operating level. This may mean an overlapping of Firefighter Standards classes.

*AFTA may transport in-state student who become ill with no means of getting home. Although it is an alternative, this would be a last resort option because of the high probability of the employee becoming infected by the virus.*

If a student is displaying life-threatening complications, he/she will be immediately transported to the hospital by ambulance.

*These action plans are based on sick students not able to participate normally in training at the 2 week mark. If at any time a student can be cleared and released by a physician in a shorter amount of time, the situation will be weighed on a case by case basis to decide if the student should be allowed to return to class.*

## **Business and Industry Training Department H1N1 Action Plan**

The Business and Industry Training Department consist of one Director and one Administrative Specialist III. The department is involved with numerous business and industry training classes that are held here on SAU Tech's campus, as well as at the Magnolia Business and Industry Training Center in Magnolia, and in the Dallas Co. area in Fordyce. All of the training classes involve numerous employees from many different businesses and industries in the four county areas.

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**Preplanning:** The department will send an e-mail to all business and industry training partners explaining the importance educating employees about the flu symptoms and prevention methods to take when attending training classes.

The employees in business and industry training classes displaying any of the virus symptoms will be required to follow the guidelines set forth by SAU Tech.

### Action Plan #1

Any student showing the symptoms of the virus in class will be asked to go home and/or see a doctor, and the department will recommend that that student be dropped from the training class, but will be able to attend the next available training class if he/she chooses at no additional training cost. All students in the class will be notified that they may have been exposed to the virus, but no specific names will be mentioned.

### Action Plan #2

The business and industry training classes generally have from fifteen to twenty employees enrolled in each training class. As long as there are at least ten employees still enrolled in this training class with no virus symptoms, the training class will continue. Once the enrollment drops below that number the training class will be cancelled and a new class start date will be setup at a later time to cover what was not completed.

### Action Plan #3

If a training class instructor shows any symptoms of the virus, the training class will be discontinued immediately and will not start back until the instructor has fully recovered from the virus. All students in the class will be notified that they may have been exposed to the virus, but no specific names will be mentioned.

A copy of this plan will be forwarded to all the business and industry training partners in the four county areas.

## **Secondary Education Services**

SAU Tech Ross Center is the only high school services program site that functions on a full-time basis under the direct supervision of SAU Tech.

Students and staff in SAU Tech educational services programs located on their home school campuses will follow the illness plan of that school.

The following action plans will cover all staff and students of SAU Tech Ross Center Secondary Education Services Program:

**Preplanning:** All personnel will conduct daily cleanings of classrooms to limit any type of infection in the area. Lysol and disinfecting wipes will be kept on-hand at all sites. Employees of the program will participate in an in-service regarding prevention of the flu and identification of symptoms. Students will be reminded of the Camden-Fairview Pandemic Flu Plan which is available at the schools.



### **Employees:**

Full or part-time staff that display flu-like symptoms will follow the guidelines set forth by the Office of Human Resources at SAU Tech. In the event, a number of teachers are absent due to the flu, the Ross Center Secondary Education Services Program will operate on a limited basis. If all teachers become ill the program will be suspended until staff is available to resume the program.

### **Students:**

Any student that displays flu-like symptoms will be sent home. The student will be asked to call for transportation immediately. Until transportation arrives, the student will be placed in a separate room away from the rest of the students and staff.

### **SAU Tech Adult Education Center Ross Center, Chidester, Hampton, and Stephens**

SAU Tech Adult Education Center has four sites: Ross Center, Chidester City Hall, Hampton High School, and Stephens High School. The only site that functions on a full-time basis is the Ross Center. The following action plans will cover all staff and students of SAU Tech Adult Education Center.

**Preplanning:** All personnel will conduct daily cleanings of classrooms to limit any type of infection in the area. Lysol and disinfecting wipes will be kept on hand at all sites. Employees at the Ross Center whether full-time or part-time will be encouraged to attend informational sessions on the flu provided to employees by SAU Tech.

**Employees, whether full-time or part-time, that display the flu-like symptoms will follow the guidelines set forth by the Office of Human Resources at SAU Tech. In the event, a number of teachers are absent because of the flu, Adult Education will cut its hours to operate in the daytime only. At satellite sites such as Chidester and Stephens, where there is only one teacher, the director will try to find a substitute teacher to fill in until the teacher returns. If no substitute can be found, the students will be encouraged to attend classes at the Ross Center until the teacher recovers.**

### **Action Plan:**

Any student that displays flu-like symptoms will be sent home. The student will be asked to call for transportation immediately. Until transportation arrives, the student will be placed in a separate room away from the rest of the students and staff. The student will not be able to return until he/she is free from symptoms at least 24 hours. Since the work done at Adult Education Center is individualized and can be done at the student's discretion, this will not present a hardship for any student.

### **Action Plan 2: Stephens and Hampton Sites**

The same guidelines will be followed for these sites as described above. However, in the event the school experiences a shut down, the students will be encouraged to attend classes at the Ross Center until the facilities reopen.

### **Residential Housing and Student Activity Pandemic Plan**

**Preplanning.** Develop plans and actions to help prevent the occurrence and spread of the flu virus through various means in order to protect residents and employees.

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### **Strategies and Actions:**

**Education:** Place posters and other informational pieces in the Student Center and housing areas regarding the virus.

Conduct training sessions for Resident Assistants and personnel informing them of information and instructions in regards to the virus.

Require Resident Assistants to attend flu training provided by SAU Tech Nursing personnel. (Same training as required for all SAU Tech employees)

Place information regarding the virus on digital displays in the Student Center to help with education.

Residents will be provided with training from the nursing department flu prevention, identification of symptoms and methods of disinfecting.

All residents will be notified by letter of the flu symptoms and what to do in case they or someone they know contracts the flu. The letter also encourages all residents to consult their personal physician about taking the flu vaccine once it is available.

### **Infection Control Methods:**

All equipment in Student Center's gaming area, Gym, and housing Dayroom will be wiped down at the beginning and end of each shift with disinfecting wipes. (Shifts include beginning and end of work hours for full and part time employees that will result in the Student Center gaming area being disinfected more than twice a day.)

Signs will be placed in the Gym, Student Center and housing Dayroom to encourage students to wipe down equipment after use. (Wipes to be available in these areas.) Each housing resident will be given a container of hand sanitizer. Hand sanitizer containers will be placed in the Student Center and housing Dayroom for visitors to use. Each housing unit will be given Lysol spray and disinfecting wipes along with instructions on how to keep areas germ free. (Door knobs, television remote controls, keyboards, bathroom and kitchen areas, etc.)

Resident Assistants will be trained on preventing and identifying the virus as they hand out materials to the residents. Residents will be encouraged to do extra cleaning in their apartments. (RA's making daily rounds are reminding residents regularly.)

Staff will meet with RA's and educate them as to what flu symptoms to look for and what to do if they observe these symptoms in a resident. (RA's have been instructed to notify Student Life personnel immediately so that a designated caregiver may respond. RA's have been given mask to wear and one to give to the sick resident if they are not able to locate or contact personnel.) Masks, gloves and disinfectant are available for those in direct contact with a person displaying signs of the virus.

### **Action plan in case signs of flu are observed in residents**

Students that display symptoms of the flu will be sent home as soon as possible. Students will be isolated until a family member can provide transportation for the student. Masks are available for those that are in direct contact with the person displaying signs of the virus and for the sick individual also.

If flu symptoms are observed in a resident, residents and RA's have been instructed to notify the Student Life office immediately. Contact numbers are listed in all residents' rooms. If the resident is living in the on-campus housing and shows flu symptoms, they will be isolated in the housing Dayroom by the e

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designated caregiver until a parent/guardian can arrive to take them home. Extra mattresses will be provided for the sick individual for this area. Copies of each residents medical and emergency contact information are kept in the Dayroom office, in the Campus Police office, and in the Student Life offices.

Off-campus residents showing signs of the flu will be isolated in their bedroom and housing personnel will be contacted. Parents will be notified by a designated caregiver and encouraged to come and pick-up their child.

The room in which the sick person was located will be disinfected upon by the designated caregiver once the student goes home. The (Dayroom) in which sick person was isolated will also be disinfected after the student goes home. International students or students that cannot go home will be isolated in cooperation with the Arkansas Fire Training Academy.

### **Career Pathways Office- Pandemic Action Plan**

#### **Staff**

Staff should not report to work if exhibiting the following symptoms:

- ✓ Sore Throat
- ✓ Diarrhea
- ✓ Vomiting
- ✓ Fatigue
- ✓ Fever
- ✓ Body Aches
- ✓ Headaches
- ✓ Chills

In the event that a staff member experiences these signs of flu, they must immediately contact his/her supervisor. The Staff will then be directed to Olivia Clack in the Human Resources Office. In the event that all the staff report flu-like symptoms, the Career Pathways office must close until the staff is well and able to return to duty. Career Pathways participants are asked to call one of the extensions within the office and all calls will be returned by first available staff.

#### **Students**

Students coming into the CPI office displaying illness or flu-like symptoms will be asked to go their home or residence immediately. CPI staff will follow the SAU Tech plan regarding contact with faculty to report sending a student home.

### **Community Educational Classes Pandemic Action Plan**

The following action plans will cover all staff and students of SAU Tech Community Education Classes.

**Preplanning:** All personnel will conduct daily cleanings of classrooms to limit any type of infection in the area. Lysol and disinfecting wipes will be kept on-hand at all sites. Instructors for the community classes will be given information pertaining to SAU Tech's action plan before each class.

**Employees whether full-time or part-time that display the symptoms of the flu will follow the guidelines set forth by the Office of Human Resources at SAU Tech.**

**Action Plan:**

Any student that displays the symptoms of the flu will be sent home. The student will be asked to call for transportation immediately. Until transportation arrives, the student will be placed in a separate room away from the rest of the students and staff. If the instructor is sick, class will be cancelled.

#### **4. Continuation of Learning Procedures**

SAU Tech faculty will work with students who report in as having the flu or taking care of someone with the flu to continue the learning process. Each faculty member will provide an alternative method of learning outside of the classroom. This may include web-based learning and/or learning packets mailed out to students. The office of Academic Affairs has the detailed plans for each faculty member on file.

#### **5. Communication of Plan & Procedures**

SAU Tech will provide communications both to its internal audience (students and employees) and its external audiences (parents, community, public school partners, press etc.) about the college's preparatory efforts to prevent the spread of illness and updates as to the current status of college regarding rate of infection and if necessary closings and alternative means of providing education and services.

SAU Tech will employ the following methods of communication during the pandemic:

- Posters
- Flyers
- Web(Blackboard, Website, Facebook)
- Email (Student & Employee)
- Classroom Notices
- In-service of Employees
- BCM
- Campus Radio Station ( KC89)
- Cardinal Channel & Camden Channel
- Letters
- Payroll Insert Notices
- Tech Monthly
- Public Folders
- Electronic Signs ( Portable and Ross Center)
- Video Clips (Placed on website & available to classroom teachers)
- Peer Wellness Advocates ( Student Ambassadors)
- Press Releases
- Bulletin Boards
- (Other means not yet identified.)

## Communication Schedule:

### Phase I

- Print and ready for mailing first letter to students/parents regarding current status of pandemic and basic information about prevention and actions to take if an infection by the students or family of the student is suspected.
- Print posters and flyers for posting and distribution.
- Compose emails and distribute (scaled down version of letter) to students and employees.
- Place posting on Blackboard, Website & Facebook.
- Create notice for payroll insertion- print and cut.
- Schedule training of student ambassadors as wellness peers.
- Send info to campus radio station.
- Schedule videotaping of in-service training for employees

### Phase II

- Presentation by Community Ed to community, students and employees on pandemic and prevention of infection.
- Check that all postings of flyers and posters are done.
- Send out a press release regarding Community Ed event and the college's preparations to prevent and deal with the pandemic.

### Phase III

- Send out update email on current status of campus efforts and infection status.

(This continues every Monday until the CDC has declared the pandemic over. Also, if at any point during this time the college has a rise in infection rate, another letter will go out to students and parents informing them of what the college is doing at that time to insure continued learning and delivery of services. **Updates will be provided on Facebook, College's Website and Blackboard as well every Monday during this time.**)

## Conclusion

This plan is intended to be a basic guide, with additional information and procedures to be added over time as needed.