
Adopted: September 1, 2026

PANDEMIC HEALTH EVENTS

The College is committed to preparing for and responding to any public health outbreaks and/or epidemics that are uncontained and pandemic in nature. The College wishes to minimize the impact of a pandemic health event on students, faculty and staff by working with local, regional, state and national health officials.

To do this, College employees will strive to: (a) protect the health of students, faculty, staff and visitors at College locations; (b) communicate with the College community and the public during the duration of a pandemic event; (c) sustain necessary College operations and services as long as it is reasonable and safe to continue to do so; and (d) prevent the spread of the pandemic event within the College's facilities.

OPERATION ASSUMPTIONS

The following assumptions are made for purposes of this Procedure:

- The Center for Disease Control; branches, divisions, or offices of the United States or North Carolina governments; or the local county health department has declared a pandemic health event.
- A declared pandemic health event results in travel restrictions, quarantine areas, school closures and public events/activities cancellations.
- The College will work with local authorities to coordinate locally-based response plans.
- It is reasonably expected that a pandemic outbreak may result in the closing of all College facilities for a period of time.

PANDEMIC EVENT RESPONSE TEAM

The Vice President of Student Services will serve as the leader of the College's Pandemic Event Response Team ("Team").

The Team membership is as follows:

- College Administration
- Director of Facilities
- Director of Marketing and Public Relations
- Department Head/Director of Nursing

The Team will be responsible for the following:

- Coordinating all planning efforts.
- Organizing the Pandemic Event Response Team, scheduling its meetings and evaluating its performance.

- Reviewing and updating the pandemic event procedures with the Pandemic Response Team.
- Identifying and procuring resources for responding to a pandemic event.
- Monitoring pandemic status with local, state and national health agencies.

COMMUNICATIONS

COMMUNICATIONS TO THE PUBLIC

The President or his or her designee will serve as the spokesperson for the College communicating with the media. All other College employees should not attempt to speak for the College.

COMMUNICATIONS TO EMPLOYEES

- The College will communicate with employees with timely information and updates, as available. Information on where to find up-to-date and reliable information about the pandemic event will be distributed when known.
- The College will communicate with employees about healthcare services and the need to maintain personal healthcare.
- The Human Resources Director will contact employees about accounting for absences, leaves, compensation and any other personnel issues related to disruptions resulting from a pandemic health event.

COMMUNICATIONS TO STUDENTS

- The College will communicate with students through various forms. Communications will include information about the pandemic health event, changes in course delivery, schedule changes, College closing/re-opening information and other information as needed.
- The College will distribute to students information from public health officials that might prevent or impact an outbreak of a pandemic health event.

PREVENTION

Upon notification that the potential outbreak of a pandemic health event is occurring within the United States, the Coordinator will immediately assemble the Team. The Team will review procedures, assign responsibilities and schedule the following actions:

- Set up prominent notices at all building entrances to instruct employees, students, and visitors not to enter campus buildings if they have any symptoms of the pandemic health event.
- Post informational notices around campus (building entrances, notice boards, conference rooms, and restrooms) to educate how to stop the spread of the pandemic health event through personal hygiene practices. Notices will include information concerning hand hygiene, covering coughs and sneezes, and appropriate student/employee spacing.

- Instruct housekeeping to obtain adequate supplies of tissues, hand sanitizing gels, disinfectant soaps, and disinfectant cleaning supplies.
- Distribute to all employees and students a pandemic health event fact sheet containing information regarding stopping the spread of the event and performing effective individual spacing.
- Instruct all shared work areas (desktops, tables, door knobs, stair rails, etc.) be cleaned with a disinfectant at least daily, and preferably more than once daily.
- Determine the impact of the pandemic health event on the number of Physical Plant staff available and alternative methods to sanitize the campus.
- Implement other appropriate actions required by the federal, State or local government.