

BC has formed a pandemic response team that is cross-functional in nature. Clear roles and responsibilities for each position on the team have been delineated below. The President's Cabinet will be responsible for ensuring a plan is in place for pandemic response initiatives that are consistent with guidelines from agencies including FEMA, CDC, the MDHHS, and the local health departments. The Pandemic Response Team (PRT) will be responsible for adopting the measures in this guidance document, developing institutional-specific protocols, monitoring the adoption of the plan, and developing a response to new developments in the pandemic as they arise.

Minimally, the PRT team should include:

The BC COO is the team leader: Responsible for the overall implementation of the institutional pandemic preparedness and response plan; ensures the institutional response is consistent with current local, state, and federal guidelines and orders.

The BC COO is the communication lead: Responsible for vetting all COVID-19-related communication for the institution; ensure all communication accurately reflects current scientific knowledge and current state and local guidance; oversee development/identification of communication channels; ensure communication is delivered in a timely and efficient manner.

The Facilities Committee Lead is the institutional access lead: Oversee protocol ensuring recommended physical distancing including, but not limited to, classroom configurations and operations, laboratory logistics, common campus arrival and departure times, on-campus residential hall protocol, dining hall and other foodservice set-ups, and configuration of common areas such as libraries and computer labs. Develop and oversee any access control measures such as limiting who can be on campus and/or when people can be on campus at any given time. **Sanitation and disinfection lead:** Manage daily and periodic disinfection logistics including routine and deep cleaning and disinfection processes in accordance with current CDC and EPA disinfection and cleaning guidelines.

The Vice President for Human Resources is the virus prevention and protocols lead: Oversee the development of the institution pandemic preparedness and response plan; develop and monitor protocol related to virus prevention including, but not limited to, symptom monitoring, rapid testing, and contact tracing. Work closely alongside institutional access lead to develop and monitor physical distancing protocol.

The Vice President for Human Resources is the education and training lead: Oversee all pandemic related communication and ensure all communication is scientifically accurate and vetted through relevant channels; oversee all pandemic related

training processes including both preparedness and response for faculty, staff, students, and other members of the institutional community as necessary (e.g., Board of Trustees).

The Facilities Committee Lead is the PPE and materials lead: Identify necessary types and quantities of preventative materials and personal protective equipment; ensure procurement of preventative materials and PPE; use the CDC PPE burn rate calculator to determine the amount of PPE necessary.

The Campus Presidents are the community partner leads: liaises and coordinates with key players including the local health department, local health systems, the state health department. The campus presidents must provide county health updates to the Pandemic Response Team to ensure continuity and compliance with local health department initiatives.

The Campus Safety Committee Lead is the quarantine lead: Oversee the management of quarantined and isolated individuals; work with the local health department and other department leads to address the non-medical needs of quarantined and isolated students.

Oversee the protocol for students with COVID-19 symptoms/positive test and subsequent contact tracing and communication with students. The Director of Student Affairs will work with the Vice President for Human Resources on any quarantine.

The Campus Safety Committee Lead is the health screening process lead: Oversee the management of the screening process for BC Campus Community members returning to campus. Work with campus-based Campus Safety employees to ensure appropriate screening protocols are implemented and followed. Provide input on campus-specific screening needs based on the unique campus footprints.

REFERENCES

Occupational Health and Safety Administration. (March 2020). Guidance on Preparing Workplaces for COVID-19. <https://www.osha.gov/Publications/OSHA3990.pdf>