The materials found in this document, the Coronavirus Preparedness & Response Plan ("the plan"), were developed by the COVID-19 Task Force. Members of the Task Force include:

- Dr. Anne Skleder, President
- Dr. David Barnett, Executive Vice President and CFO
- Dr. Jim Eck, Provost and Vice President for Academic Affairs
- Ms. Jody Wall, Chief of Staff & Executive Assistant to the President
- Dr. Amanda Lammers, Vice President of Student Services
- Mr. Ben McDade, Vice President of Marketing & Communications
- Mr. Michael Lochstampfor, Vice President for Athletics
- Dr. Crystal Toombs, Assistant Vice President for Student Services
- Dr. Neena Xavier, M.D., Director of Didactic Education/Assistant Professor of Physician Assistant Studies
- Ms. Sarah Davis, University Nurse Practitioner

The information provided in this plan is aimed at both risk reduction for the spread of the COVID-19 virus on all campuses as well as the provision of a comprehensive, yet flexible, protocol for an outbreak. The content of the plan applies to all Brenau University campuses. The plan is in accordance with the Centers for Disease Control and Prevention (CDC) guidelines for higher education and local county health departments. The plan may be revised as the situation with the COVID-19 virus changes and more data become available. The Task Force will meet routinely to reassess the plan as information is gained. Students and employees are strongly encouraged to find additional information on the COVID-19 virus and recommendations through the CDC’s website at www.cdc.gov.

INTRODUCTION

The plan consists of three parts. Part 1 addresses risk reduction through three primary measures: a media campaign, human resource issues, and academic considerations. No single measure will reduce the risk of transmission; however, a combination of actions across campuses can reduce risk for all. Part 2 includes risk-reduction measures when an individual contracts an influenza-like illness as well as an outbreak protocol. The outbreak protocol is dependent on the magnitude of
the outbreak and subject to change. Brenau will routinely follow federal, state and local advice regarding school closure. The Child Development Center and public gatherings will be addressed in Part 3 as special considerations. Appendices contain information by the CDC and local health departments, which will be used in the media campaign and in general communications about the virus.

PART 1: RISK REDUCTION

MEDIA CAMPAIGN

A comprehensive media campaign is in place campuswide to increase health behaviors that will reduce risk of transmission (see the CDC’s everyday preventive actions for students and staff) as well as instruction for obtaining medical care. Formats will include communication to new students and their parents at orientation, the general student body and their parents, email blasts, social media posts, routine class announcements, a poster campaign and Human Resources communication. Flyers will be posted throughout campus in key areas (i.e. residence halls, bathrooms, doors, dining hall/tea room, offices, etc.). Hand sanitizer pumps will be placed near the cafeteria and Tea Room to encourage use before eating as well as at public gatherings (see below for more details). Media material will be generated from the CDC website and local health departments, as well as Brenau’s Human Resources Office and the Center for Health & Well-being.

HUMAN RESOURCE ISSUES

To reduce the risk of transmission, Human Resources (HR) will provide communication that encourages faculty and staff to follow general everyday preventive guidelines (see Appendix A) and to self-isolate (i.e. stay away from others) if they exhibit symptoms of an influenza-like illness consistent with the COVID-19 virus. Policy will be adjusted to encourage individuals to take wellness leave without penalty so they do not report to work and expose others to the virus. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.

In accordance with CDC recommendations, Brenau further recommends that employees clean work areas every 2 hours with disinfecting wipes and sprays since the COVID-19 virus can survive on a surface (e.g. desks, counter tops, door knobs, etc.). Supervisors should purchase the needed supplies for their areas.

The CDC further recommends workers should follow risk-reduction measures for specific work activities that involve contact with people who have influenza-like illness (e.g.. escorting a person
with influenza-like illness, interviewing a person with influenza-like illness, providing assistance to
an individual with influenza-like illness) as follows: (1) workers should try to maintain a distance of
6 feet or more from the person with influenza-like illness; (2) workers should keep their
interactions with the ill persons brief as possible; (3) the ill person should be asked to follow good
cough etiquette and hand hygiene and to wear a face mask, if available; (4) workers at increased
risk of severe illness from influenza infection should avoid people with influenza-like illness; and
(5) where workers cannot avoid close contact with persons will influenza-like illness, some
workers may choose to wear a face mask or N95 respirator (on a voluntary basis). If a face mask
is used, which does not protect against breathing in very small particle aerosols, the employee
should use it once and throw it away in the trash. Brenau suggests that staff with high-risk
occupational exposure to students with known, probable or suspected infection wear N95
respirators as opposed to face masks; this specifically applies to staff at the Center for Health &
Well-being and identified caretakers of isolated students (i.e. temporary nurses).

**ACADEMIC CONSIDERATIONS**

To reduce the risk of transmission, Brenau will provide communication that encourages students
to self-isolate (i.e. stay away from others) if they exhibit symptoms of an influenza-like illness
consistent with the COVID-19 virus. Brenau will adjust class attendance policy without penalty for
students with known or suspected infections. If it becomes necessary to suspend classroom
instruction and limit operational functions on our campuses, academic instruction will continue
online. Faculty members are preparing to teach their spring/summer 2020 courses online within
48 hours of notification. The provost has met with faculty and technology staff in order to ensure
that Canvas shells are ready for all undergraduate, graduate, and dual-enrollment courses. At the
onset of the class session, Brenau will explicitly inform students of the adjustment in policy and
provide periodic reminders as long as necessary. Faculty will be expected to make
announcements regarding both risk reduction and instruction on how to obtain care. Email/text
blasts from administration may also be utilized. See below for specifics on what to do if an
outbreak occurs.

**PART 2: OUTBREAK PROTOCOL**

**SOCIAL-DISTANCING MEASURES**

In addition to risk reduction behaviors (see Appendix A), students, faculty and staff should
familiarize themselves with the symptomatology of the COVID-19 virus (see Appendix B).
Students, faculty and staff are encouraged to read material provided by Brenau as well as
information through the [Centers for Disease Control and Prevention](https://www.cdc.gov).
Per CDC recommendations, the Center for Health & Well-being advises students, faculty and staff to report an illness by phone or other remote means before seeking care. If individuals with influenza-like illness seek direct care at the Center for Health & Well-being, they should cover their mouth and nose when coughing or sneezing with a surgical mask or a tissue, or use their sleeve if none is available. Individuals visiting the Center for Health & Well-being may wear a face mask if available.

Social distancing measures are recommended to reduce the spread of the COVID-19 virus. A student should self-isolate if a medical professional diagnoses or suspects an influenza-like illness. Currently the CDC is recommending isolation until the patient is cleared by a medical professional and local health department. **Non-residential students should stay away from others (i.e. stay home) to reduce exposure to others.**

Although the CDC is recommending isolation within the residence halls, Brenau’s action of first resort for residential students is to isolate them in emergency housing on campus to reduce risk to non-infected students in the halls. Nursing staff from a temporary agency will provide direct care for isolated students; Brenau medical staff will continue to manage influenza-like illness cases as well as the usual delivery of routine care to non- influenza-like illness patients. Meals will be delivered to emergency housing and dispensed by appropriate medical staff.

Should an outbreak exceed the capacity of emergency housing, students may be asked to self-isolate in the residence halls as a last resort. Brenau University will routinely monitor postings from the CDC and local and state health departments, and follow local health department advice about closure of the university. In the event of a prolonged public health event, on-campus housing will be utilized as a site for students who have a delay in returning home. Students who cannot self-isolate off campus will be expected to use emergency housing; non-infected students will be expected to use housing as designated.

The medical staff at the Center for Health & Well-being will monitor and report influenza-like illness cases to the local health department for all campuses as well as continue to provide weekly reports on the Gainesville campus to the CDC through the local health department. Auxiliary campus officials will report suspected cases to the nurse practitioner on the Gainesville Campus who will then report to the appropriate health department.

The Center for Health & Well-being will remain open during regular business hours even if the Brenau medical staff becomes infected with the virus; replacements will be arranged through a temporary agency so the provision of services can continue.

For more information, see the [CDC’s Interim Guidance for Administrators of U.S. Institutions of Higher Education](https://www.cdc.gov/coronavirus/2019-ncov/education-resources/administrators.html).
PART 3: SPECIAL CONSIDERATIONS

THE CHILD DEVELOPMENT CENTER

The Child Development Center will be monitored for influenza-like illness cases and outbreaks. Children with influenza-like illness will not be allowed to stay at the Center and should be isolated from others until parents can pick them up. A large number of Brenau faculty and staff have children receiving services at the Center; parents should follow Brenau’s flexible wellness leave policies regarding the provision of care for their children. Parents are encouraged to visit the CDC’s guidance on taking care of a sick person in your home.

PUBLIC GATHERINGS

Brenau will follow CDC guidance on large gatherings; specific preventative measures taken will vary according to the nature of the event. Public gatherings are an opportune time to communicate appropriate information. The CDC is currently recommending:

- Currently the CDC is recommending isolation for a suspected or confirmed case. Isolation will last until the patient is cleared by a health professional and the local health department.

- Persons who are at high risk of developing complications from coronavirus (For example, persons with certain chronic medical conditions, children less than 5 years old, persons 65 or older, and pregnant women) should consider their risk of exposure to novel coronavirus if they attend public gatherings. People who are at risk of complications should consider staying away from public gatherings.

- All people should be reminded to use appropriate respiratory and hand hygiene precautions.

- Based on currently available information, for non-healthcare settings where frequent exposures to persons with COVID-19 are unlikely, masks and respirators are not recommended.

Brenau will make hand sanitizer and information on risk reduction available at public gatherings to help reduce risk of transmission. Until determined unnecessary, event organizers should communicate the need to stay home if ill, and to use good hygiene practices and cough etiquette while at the event (see Appendix C for required announcement). Alternative formats for participation at gatherings may be considered (i.e. remote web-based viewing sites). Gatherings may be cancelled or postponed if deemed appropriate given the magnitude of an outbreak.
APPENDIX A:
EVERYDAY PREVENTIVE ACTIONS FOR STUDENTS AND STAFF PROMOTION
Source: Centers for Disease Control and Prevention

- Cover your nose and mouth with a tissue when you cough or sneeze; if no tissue, cough or sneeze into your sleeve.
- Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective.
- Avoid close contact with sick people; if you are sick avoid other people.
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- If you get influenza-like symptoms, stay home from work or school except to seek medical care, and limit contact with others to keep from infecting them.
- Stay home on in-home isolation until cleared by a medical professional and the local health department.
- Get your yearly flu shot (seasonal) and COVID-19 (when available). The Brenau Center for Health & Well-being (aka Health Services) offers the yearly flu shot for students and employees when available; please watch for announcements.
- Stay informed. Visit the Centers for Disease Control and Prevention website for the most up-to-date recommendations.

Note: This information will be used to post notices throughout campus and in general communication to help increase health behaviors that reduce risk of transmission.

APPENDIX B: SYMPTOMS & EMERGENCY WARNING SIGNS
Source: Centers for Disease Control and Prevention

The following symptoms may appear 2-14 days after exposure:
- Fever above 100.5 degrees
- Cough
- Shortness of breath
In children, emergency warning signs that need urgent medical attention include:

● Fast breathing or trouble breathing
● Bluish or gray skin color
● Not drinking enough fluids
● Not waking up or not interacting
● Being so irritable that the child does not want to be held
● Flu-like symptoms improve but then return with fever and worse cough

In adults, emergency warning signs that need urgent medical attention include:

● Difficulty breathing or shortness of breath
● Pain or pressure in the chest or abdomen
● Flu-like symptoms improve but then return with fever and worse cough

APPENDIX C: PUBLIC GATHERING ANNOUNCEMENT

Brenau Public Gatherings

Brenau is following the CDC’s and the local health department’s guidelines in an effort to reduce the risk of spread of the COVID-19 virus on campus and in the community. The CDC has issued guidance for public gatherings. Here are some simple actions you can take to protect yourself and others:

● If you have symptoms of influenza-like illness, you should stay home.

● If you are a person who is at high risk of complications from COVID-19 virus (e.g., persons with chronic medical conditions, children under 5 years old, persons 65 or older, and pregnant women) you should consider your risk of exposure to influenza. Persons who are at risk of complications from influenza should consider staying away from public gatherings.

● Use appropriate respiratory and hand hygiene.

● Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.

● Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective.

● Avoid touching your eyes, nose or mouth. Germs spread this way.