University Pandemic Planning Protocols

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Definitions

- **Novel “New” Coronavirus**
  - **Virus** name: SARS-CoV-2
  - **Disease** caused by the virus is “coronavirus disease 2019” or “COVID-19”
Trigger Level 1

- Trigger Level 1 – Confirmed COVID-19 Case Within 25-Mile Radius of the Rensselaer Campus(es)
  - Enact Social Distancing
    - Cancellation of all public events
    - Internal seminars with external speakers considered on a case-by-case basis, with input from occupational physician and/or Student Health Center
    - Rensselaer community members requested not to attend large external events in the local area
    - Protocol will remain in place until rescinded by the Institute
    - All in-person classroom instruction is suspended, and is moving to online and other learning options until the end of Spring semester 2020
Trigger Level 2

- Trigger Level 2 – Confirmed Case Within the Rensselaer Community; Community-Spread Case Proximate to the Rensselaer Campus; Cluster Case in Troy (regardless of origin)
  - Rensselaer President declares an Institute State of Emergency and activates the following:
    - The Comprehensive Emergency Management Plan (CEMP)
    - The Executive Command Center
    - The Emergency Operations Group (EOG)
  - Cancellation of all in-person instruction for 1 month or more
  - Shutdown of the campus, except for critical operations
Trigger Level 2

- Trigger Level 2 – Confirmed Case Within the Rensselaer Community; Community-Spread Case Proximate to the Rensselaer Campus; Cluster Case in Troy (regardless of origin)

  - Identification of essential staff for critical operations, e.g.,
    - Communications
    - Special Equipment Operations
    - Live Entities (animals)
    - Housing and Dining
    - Student Health Center
    - Payroll

- Portfolio Business Continuity Plans Take Effect
- Designation of an Auxiliary Clinic
  - Academy Hall
- Plans to move people quickly; housing contingencies
Business Continuity Plans and Communication

- All portfolios have a business continuity plan

- University-wide templates for communication are drafted
  - Portfolio-level communication templates that are consistent with university-wide messaging in place for rapid roll-out

- In all cases, Rensselaer will follow the guidance of the CDC, NYS Health Department, and the Rensselaer County Health Department

- In all cases, adequate stock of critical supplies will be identified and maintained
  - 1-month supply