



**FRANCIS MARION UNIVERSITY  
INFECTIOUS DISEASE PROTOCOL**

# **INFECTIOUS DISEASE PROTOCOL**

## **Francis Marion University**

The impact of an infectious disease on the campus community can result from individual or widespread occurrences. Occasionally, students, faculty or staff members are diagnosed with an infectious illness that has the potential to spread within the campus community. Episodes of pandemic or regional cases of infectious disease occur periodically. Due to the varying levels of seriousness and potential impact of infectious diseases, the following procedures are a component of the Francis Marion University (FMU) Emergency Response Plan.

Control of infectious diseases is not an exact science and each outbreak presents a unique set of challenges. Nevertheless, when faced with an actual outbreak, authorities may be required to institute extraordinary measures to protect public health and safety. Refer to Appendix 1 for further information regarding definitions specific to this protocol.

The Center for Disease Control and Prevention (CDC) works with state and local health officials to monitor the spread, severity, and impact of infectious diseases. If situations develop that require more aggressive mitigation measures, CDC may recommend additional strategies. FMU will coordinate all responses with local, state, and federal officials with primary guidance and coordination from South Carolina Department of Health and Environmental Control (DHEC) and the CDC. The response by FMU will account for the diversity, mobility, and location of students, faculty, and staff; physical facilities; programs and activities; the capacity of university personnel to respond; and available health services. University officials will seek to balance between 1) reducing the number of people potentially exposed to an infectious disease and 2) minimizing educational and social disruption.

## **PURPOSE**

During episodes involving widespread or the potential for widespread infectious disease, FMU will take steps to protect the campus community while fulfilling the primary missions of instruction, research and service.

1. This protocol describes the processes FMU and external agencies will engage to prepare, prevent and respond to outbreaks of infectious diseases on campus and in the community. Goals of the protocol are to effectively disseminate information, be prepared to respond to situations involving infectious disease, limit exposure/disease transmission, provide support to treat infected and exposed individuals, and to respond with effective strategies in the event of:
  - a. The occurrence of an infectious disease at FMU that requires intervention from university and public health officials.
  - b. A pandemic infectious disease that affects FMU and the surrounding community;
2. In the event of a localized or pandemic infectious disease occurrence, FMU will cooperate and coordinate with local, state, and federal officials in response. Due to the

potential scope of a pandemic or infectious disease, normal university operations may be altered or interrupted. This protocol may be activated if any student, staff, or faculty member is infected with or potentially exposed to serious infectious diseases. The level of implementation and response will be measured and scaled as appropriate to the specific situation.

3. In the event of an infectious disease that has the potential to affect the campus community the President or designee will coordinate the university response and determine the departments, offices or personnel to activate and guide them in the implementation of this protocol.

## **ASSUMPTIONS**

Basic assumptions during episodes of widespread or the potential for widespread infectious disease include the following:

1. Federal, state and local health officials monitor infectious diseases and provide educational materials in order to mitigate the effects of the illness. If confirmed cases of infectious diseases occur among students, faculty, or staff, FMU officials will consult with DHEC and local health officials regarding appropriate responses.
2. Outbreaks of infectious diseases are public health concerns. The risk from and response to these outbreaks depends on the characteristics of the disease, including its infection method and rate, the severity of the resulting illness, and the medical treatments or other measures available to control the impact of the sickness.
  - a. Widespread occurrence of infectious diseases in the United States may result in increased demand upon the capacity and effectiveness of response by healthcare providers, increased absenteeism of employees and students, decreased availability of supplies, and limitations placed on services that are normally available. In cases involving a widespread or pandemic occurrence of infectious disease, this protocol may be implemented as deemed necessary.
  - b. The occurrence of an infectious disease at FMU may vary from an isolated instance to a widespread infection. Upon diagnosis of a student by Student Health Services, notification of a confirmed diagnosis from an individual, or upon notification of such as diagnosis by DHEC, this protocol may be implemented as deemed necessary.

## **DEPARTMENTS AND PERSONNEL ROLES AND FUNCTIONS**

Various offices and individuals fulfill specific roles with regard to implementation of this protocol and in the continuity of university operations as a result of an infectious disease. University offices and personnel that may be involved include the following. General personnel and responsibilities are included.

### **1. President's Office**

- a. President
  - i. University President or designee will serve as the senior official coordinating university efforts and lead the university response team.
- b. Campus Police
  - i. Maintain supplies for medical first responder needs including personal protective equipment such as masks, gloves, and hand sanitizer.
  - ii. Monitor Emergency Management communications and report information as appropriate.
- c. General Counsel
  - i. Review pertinent insurance policies and understand implications in an infectious disease situation.
  - ii. Research federal, state, and local laws on communicable diseases and voluntary & involuntary quarantine. Include laws of other countries in which university students study.

### **2. Provost Office**

- a. Provost
  - i. Serve as a member of the university response team.
  - ii. Coordinate responses related to academic and instructional activities with deans and department chairs.
  - iii. Coordinate the implementation of alternative instructional methods that minimize the interruption of instruction.
  - iv. In coordination with Campus Technology, develop and maintain methods to provide alternative instructional delivery for instructors and students via technology.
  - v. Monitor university sponsored faculty and student travel and determine if postponements, alterations, or cancellations are warranted.
  - vi. Coordinate with deans and chairs to establish contingency plans to ensure continuity of research in the case of interruption of normal campus operations.
  - vii. Coordinate the implementation of alternate assessment methods should attendance at normal exam times be disrupted
  - viii. Coordinate with deans and chairs to continue instructional activities with limited personnel.
- b. International Programs
  - i. Maintain a current list of all FMU Students engaged in international studies or programs with location and contact information.
  - ii. Maintain a current list of all International students enrolled at FMU with addresses and contact information.

- iii. Monitor national and international travel restrictions and situations that may lead to postponing student, faculty, and staff travel.
      - iv. Follow State Department travel warnings about travel to regions with infections.
      - v. University sponsored travel by students, faculty, or staff may be restricted if deemed prudent.
    - c. Academic Deans and Department Chairs
      - i. Ensure communication methods with faculty are established and effective.
      - ii. In coordination with the provost, ensure faculty members are prepared to implement alternative instructional methods as appropriate to each course of study (see Appendix 3)
      - iii. Maintain a current list of faculty members engaged in international travel sponsored by the university.
    - d. Academic Support Programs
      - i. Center for Academic Success and Advising
        - 1) Prepare for alternative advising and preregistration methods if warranted.
      - ii. Library
        - 2) Prepare for increased use of virtual access and decreased operational hours if warranted.
3. Finance and Facilities
- a. Vice President
    - i. Serve as a member of the university response team.
    - ii. Coordinate all efforts relating to procurement, materials management, facilities, and financial services.
  - b. Accounting & Payroll
    - i. Establish methods for completing payroll operations in the event of disrupted campus operations.
    - ii. Establish methods for maintaining continuity of operations for accounts payable and receivable.
  - c. Financial Services
    - i. Prepare to redeploy financial resources at the direction of the president if deemed necessary.
  - d. Purchasing Office
    - i. Prepare to complete emergency procurement actions for emergency service and supply needs.
    - ii. Prepare to complete procurement process in the event of disrupted campus operations.
  - e. Facilities Management
    - i. Maintain surplus quantities of sanitation supplies and materials assuming the supply chain may become unreliable.
    - ii. Establish biohazard waste disposal for trash including tissues, gloves, masks, and potential cleanup.
    - iii. Prepare for and deploy additional disinfectant stations around campus.
    - iv. As needed, secure buildings and post signage relating to the situation as directed.

- v. Increase sanitation protocols for high-use areas and surfaces. Establish protocols to increase temporary staff if necessary.
- vi. Coordinate protocols with external contractors on campus regarding continuity or suspension of work and services.
- vii. Maintain supplies necessary for isolation areas if deemed necessary (linens, cleaning supplies, etc.).
- f. Dining Services
  - i. Maintain contingency plans for supporting students who may be in isolation.
  - ii. Ensure a supply of non-perishable food and equipment in the case of a widespread incident that interrupts supply chain.
  - iii. Ensure internal procedures adhere to best practices that decrease potential for spreading infection through food preparation and service.

#### 4. Administration & Planning

- a. Vice President
  - i. Serve as a member of the university response team.
  - ii. Maintain effective communication methods with administration and staff.
  - iii. In conjunction with Accounting Office, ensure methods are in place to administer payroll during times of limited campus operation.
  - iv. Maintain protocols regarding sick leave and promulgate as needed during an infectious disease scenario.
- b. Chief Information Officer
  - i. Ensure continuity of service for internet and telephone communications.
  - ii. Establish protocols to increase internet capacity should need increase to provide alternative academic instruction.
  - iii. Provide technical support for faculty and students in the event of alternative academic instruction.
- c. Counseling & Testing
  - i. Establish protocols to provide services for students requiring academic and physical accommodations due to disabilities are considered when decisions are made that affect campus operations.
  - ii. Prepare to address increased referrals for counseling.

#### 5. Enrollment Management

- a. Vice President
- b. Admissions
  - i. Establish and maintain methods to communicate with applicants and recruits if normal operations are disrupted.
- c. Registrar
  - i. Ensure faculty are able to submit course records if normal operations are disrupted.
- d. Financial Assistance
  - i. Monitor Financial Aid regulations and requirements specific to disruption of normal campus operations.
- e. Orientation Services
  - i. Prepare for alternate or postponed events if normal operations are disrupted.

## 6. Student Life

- a. Vice President
  - i. Serve as a member of the university response team.
  - ii. Coordinate all activities, communications, and actions relating to student life in the case of an infectious disease event.
  - iii. Provide close supervision and guidance to student life staff during the implementation of this protocol.
  - iv. Prepare to communicate with individual students or groups of students relating to a situation involving an infectious disease.
  - v. Provide for means of communication with student leaders, the general student population, residential students, and student organizations.
  - vi. In conjunction with other university officials, coordinate DHEC activities should the need for assessment, testing, and treatment be required.
- b. Dean of Students
  - i. Maintain a calendar of events scheduled by the Office of Student Life, student organizations, student government, and other groups that may need to be modified.
  - ii. Provide assistance and support with other personnel as needed.
- c. Student Housing/Residence Life
  - i. Arrange for isolation rooms/apartments if necessary.
  - ii. Develop and maintain rosters of International and Out of state students.
  - iii. Coordinate communication with residential students if needed.
- d. Student Health Services
  - i. Remain up to date on all relevant health and safety information related to the infectious disease and provide up to date information to the President or designee as it becomes available.
  - ii. Maintain surplus supplies of personal protective equipment needed when assessing and treating potentially infected patients.
  - iii. Coordinate assessment and treatment actions with DHEC or other external health care providers as needed.

## 7. University Communications

- a. Vice President
  - i. Serve as a member of the university response team.
  - ii. Notify the president or designee regarding media on campus; media phone calls; or other potential media contacts regarding infectious diseases.
  - iii. Serve as the primary contact for all media outlets. Coordinate a response to news media inquiries or prepare releases to address the situation while maintaining adherence to local and federal laws and regulations pertaining to such a release.
  - iv. Maintain effective methods of communication to faculty, staff, and students.
  - v. If directed, establish and maintain a web page with pertinent information relating to the event, including updates, links to resources, and university actions or announcements.

- vi. In coordination with the university leadership, create statements regarding the situation as necessary; develop messaging for the Swamp Fox Alert System if needed. Disseminate official communications to faculty, staff, and students as directed.
- vii. Establish a call center if necessary; determine the number of call center staff needed and a potential schedule for the call center and develop a script for use by call center staff. Provide accurate information to limit speculation and disinformation while maintaining adherence to local and federal laws and regulations pertaining to such a release.
- viii. Prepare printed information to be disseminated throughout the campus community as necessary.
- ix. Monitor university social media accounts for information related to the situation. Utilize social media as deemed necessary to disseminate information or address speculation.

#### 8. Community and Regional Programs

- a. Vice President
  - i. Maintain a comprehensive calendar of events relating to community and regional programs offered by FMU that may need to be modified.
  - ii. Ensure the Richardson Center for the Child has protocols in place to lessen the likelihood of infection and are included in communication regarding the situation.
- b. Performing Arts Center
  - i. Monitor events and prepare to modify the schedule if warranted.

#### 9. FMU Education Foundation

- a. Executive Director
  - i. Prepare to provide resources if necessary to support University actions to address the situation.

#### 10. Athletics

- a. Athletic Director
  - i. Maintain a list of athletes with contact information and their address of record.
  - ii. Prepare to modify athletic events to limit the likelihood of infection.
  - iii. Ensure protocols are in place to limit infection within teams and athletic facilities.
- b. University Center
  - i. In conjunction with Facilities Management, ensure high-contact areas are disinfected regularly (fitness centers, commons, recreation areas).

#### 11. Non-campus Entities

Non-campus entities and resources may be involved in the implementation of the protocol, including but not limited to:

- a. DHEC
- b. HopeHealth



- c. McLeod Regional Medical Center
- d. MUSC Florence
- e. State and local governmental entities
- f. Temporary employment agencies
- g. Custodial contractors

## **TYPES OF INCIDENTS**

Episodes of widespread or the potential for widespread infectious disease can affect the university community in a variety of situations. While not an exhaustive list, the following scenarios and actions outline the response to each situation.

### **1. Isolated Campus Infectious Disease**

An isolated diagnosis involves an individual or limited number of students, faculty or staff members diagnosed with a serious infectious disease.

In all situations regarding a diagnosis involving specific persons, university personnel are to adhere to federal and state laws relating to confidentiality of individuals and their medical information.

Upon learning of a diagnosis, university personnel are to inform the president of the event who will determine the level of response necessary.

In adherence to the DEPARTMENTS AND PERSONNEL ROLES AND FUNCTIONS section of this protocol, the following actions will be considered during an occurrence of an Isolated Campus Infectious Diseases.

- a. Notification and Treatment
  - i. In cases involving a student or limited number of students being diagnosed by Student Health Services, or upon the notification of such diagnosis from a student, SC DHEC will be notified in accordance to protocols regarding infectious diseases. Any other required notifications will be coordinated by DHEC to include those who may have been exposed.
  - ii. University Officials will coordinate with DHEC officials to provide appropriate clinical treatment, testing, vaccinations (if available), educational materials, referral and preventive measures to decrease the likelihood of further infections.
  - iii. In consultation with DHEC, University Officials will formulate recommendations either to isolate individuals who have been exposed but are without symptoms or to quarantine an individual who has been exposed and presenting symptoms.
  - iv. Provide the infected person(s) with information about specific precautions to limit the spread of the disease.
- b. Communications
  - i. University Communications will coordinate all media responses and campus communication regarding the situation.

- ii. University Communication, in conjunction with other offices, will facilitate the promulgation of advisory or instructional materials relating to the prevention or mitigation of further infection.
  - iii. The Provost Office and Vice President for Enrollment Management will provide support to the affected students relating to communication with faculty members, absences, and their academic standing.
  - iv. The Provost Office will coordinate communication and assessment between students and faculty with DHEC if necessitated by potential contact with the infected persons in the classroom or academic activities.
  - v. The Vice President for Student Life and Housing Office personnel will coordinate communication and assessment between students with DHEC if necessitated by potential contact with the infected persons in housing or other campus activities.
- c. Facilities
- i. Custodial services will provide additional cleaning and sanitation services to areas that may be affected.
  - ii. Additional hand sanitization stations will be provided throughout campus facilities if necessary.
  - iii. In the event that quarantine is determined appropriate, isolated accommodations will be provided for infected students who are unable to leave campus. Students placed under quarantine by DHEC but who fail to adhere to the quarantine will be required to leave campus.
- d. Faculty or Staff
- i. In the event of infection of faculty or staff members, the Office of Human Resources will provide appropriate support and communication with the affected person and coordinate any needed action with the person's direct supervisor if needed. Any other required notifications will be coordinated by DHEC, to include those who may have been exposed.
  - ii. In the event of faculty members, the Provost will coordinate with the department chair or dean to provide instructional coverage due to their absence if needed. Additionally, the Provost office will coordinate communication and assessment between students and faculty with DHEC if necessitated by potential contact with the infected persons in the classroom or academic activities. Any other required notifications will be coordinated by DHEC, to include those who may have been exposed.

## **2. Widespread Campus Infectious Disease**

A widespread diagnosis involves a large number of students, faculty or staff members or members of the surrounding community diagnosed with a serious infectious disease.

In all situations regarding a diagnosis involving specific persons, university personnel are to adhere to federal and state laws relating to confidentiality of individuals and their medical information.

Upon learning of a diagnosis, university personnel are to inform the president of the event who will determine the level of response necessary.

In adherence to the DEPARTMENTS AND PERSONNEL ROLES AND FUNCTIONS section of this protocol, the following actions will be considered during an occurrence of an Isolated Campus Infectious Diseases.

a. Notification and Treatment

- i. In cases involving a large number of students, faculty, or staff members diagnosed of a serious infections disease, SC DHEC will be notified in accordance to protocols regarding infectious diseases. Any other notifications required by law will be coordinated by DHEC.
- ii. University officials will coordinate with DHEC to provide appropriate clinical treatment, testing, vaccinations (if available), educational materials, referral and preventive measures to decrease the likelihood of further infections.
- iii. In consultation with DHEC, University officials will formulate recommendations or requirements to isolate individuals who are infected or have been exposed to the infectious disease.
- iv. In coordination with DHEC, University officials will provide the infected persons with information about specific precautions to take to limit the spread of the disease.
- v. If deemed feasible and necessary, coordinate with DHEC and other health care providers to administer testing and vaccinations.

b. Campus Operations

- i. The FMU Campus, or sections of the campus, may be subject to isolation or quarantine (self-imposed or directed).
- ii. In the case of widespread infection or to prevent further infection, campus operations may be altered to include:
  - Restrict or suspend university activities of a public nature to minimize risk of further infection.
  - Modification of instructional delivery methods to limit on-campus face-to-face interaction.
  - Restrict university-sponsored travel as deemed necessary.
  - Suspension of instructional activities.
  - Provide essential services via remote location when feasible.
  - Require only essential personnel to maintain limited operations for a period of time.
  - Upon direction of authorized state or federal officials, the university may close for a period of time.

c. Communications

- i. The University president will authorize all public and community communications relating to the situation.
- ii. University Communications will coordinate all media responses and campus communication regarding the situation.

- iii. University Communications, in conjunction with other offices, will facilitate the promulgation of advisory or instructional materials relating to the prevention or mitigation of further infection.
  - iv. The Provost Office and Vice President for Enrollment Management will provide support to the affected students relating to communication with faculty members, absences, and their academic standing.
  - v. The Provost Office will coordinate communication and assessment between students and faculty with DHEC if necessitated by potential contact with the infected persons in the classroom or academic activities.
  - vi. The Vice President for Student Life and Housing Office personnel will coordinate communication and assessment between students with DHEC if necessitated by potential contact with the infected persons in housing or other campus activities
- e. Facilities
- i. Custodial services will provide additional cleaning and sanitation services to areas that may be affected. In addition to university personnel, external contractors will be engaged if widespread disinfection is necessary.
  - ii. Additional hand sanitization stations will be provided throughout campus facilities if necessary.
  - iii. In the event that quarantine is determined to be appropriate, isolated accommodations will be provided for infected students who are unable to leave campus. Students placed under quarantine by DHEC but who fail to adhere to the quarantine will be required to leave campus.

### **3. External Infectious Disease Occurrence**

Widespread infectious diseases occasionally occur on a national or international basis. Examples of this include SARS, MERS, H1N1, COVID 19, and other diseases. The impact of these occurrences on the FMU community will vary dependent upon the region of origin, nature of the disease, and potential for the infection to spread. These occurrences may range from regional outbreaks to global pandemics.

In cases of widespread infectious disease occurrence, University officials will monitor the situation and maintain communication with DHEC and other state officials to determine if and/or when the occurrence may affect the campus community.

During an episode of widespread or pandemic infectious disease, the university response will be measured in accordance with the potential impact upon FMU. Factors to be considered include the severity of the disease, the proximity and rapidity of its spread, and the likelihood that university operations may be affected.

In adherence to the DEPARTMENTS AND PERSONNEL ROLES AND FUNCTIONS section of this protocol, the following actions will be considered during an occurrence of external infectious disease including pandemic events.

- a. Preparation for widespread infectious disease

FMU will maintain a level of readiness to respond to episodes of widespread infectious disease. In such a situation, university departments will fulfill the responsibilities listed within this protocol. Specific actions to prepare will include the following.

- i. Maintain lines of communication with DHEC and local health care providers.
- ii. Maintain a surplus stock of sanitization supplies and personal protective equipment (gloves, masks, etc.).
- iii. Establish and maintain agreements with local health care providers for clinical assistance if the need arises.
- iv. Develop and maintain continuity operation plans for instructional (see Appendix 3), administrative, and logistical functions in the event normal university operations are modified.

b. Prevention of widespread infectious disease

In the event of an external or pandemic infectious disease occurrence, FMU will take the following steps as deemed necessary. Additional steps may be taken to prevent or limit the impact of the occurrence upon the campus community.

- i. All actions within the Preparation section of this protocol will be administered.
- ii. Prepare and promulgate materials to the campus community to inform of steps that lessen the likelihood of spreading the disease.
- iii. Increase the scope and frequency of cleaning and sanitization of instructional and administrative areas.
- iv. Provide additional personal sanitization stations throughout the campus community.
- v. Assess university-sponsored travel that may increase the likelihood of individual exposure to the disease and modify travel plans if deemed prudent.
- vi. Assess student and faculty exchange programs that may increase the likelihood of exposure to the disease and adapt the program if deemed prudent.
- vii. Assess large assemblies or public events to determine if modification to the events is necessary.
- viii. Identify and prepare campus housing options to be used as quarantine areas for students who need isolation but are unable to return home or leave campus.

c. Response to widespread infectious disease

In the event of an external or pandemic infectious disease occurrence that has a direct impact and involves a member or members of the FMU community, the university will take the following steps as deemed necessary. Additional steps may be taken to prevent or limit the impact of the occurrence upon the campus community.

- i. All actions within the Preparation and Prevention sections of this protocol will be administered.
- ii. State and Federal agencies will disseminate information about precautionary measures to prevent the spread of disease and FMU officials will promulgate the information within the campus community as appropriate.
- iii. Officials from DHEC will respond and provide direction regarding the student(s), faculty, or staff members involved. Anticipated responses could include

- widespread testing, vaccination, quarantine, isolation, treatment at home, or hospitalization.
- iv. Sanitize areas of campus that may be contaminated or directly affected by the disease.
  - v. Campus operations will be assessed and modified if deemed necessary. Modifications may include implementing alternative instructional delivery methods, modifying or cancelling large assemblies or public events, and limiting personnel to those deemed essential for campus operations.
  - vi. Should campus operations be modified, the campus community will be notified via electronic mail and the university webpage. See Appendix 1 for information regarding modifications to academic activities.

## **Summary**

This protocol is not intended to be an exhaustive plan but includes guiding procedures for the University during episodes of infectious disease that may impact campus. The University administration may take actions in addition to or in variance with those included within this document if deemed necessary. Different episodes may require unique responses, and the University will respond accordingly.

## **Appendices**

- Appendix 1    DEFINITIONS RELATING TO INFECTIOUS DISEASE
- Appendix 2    ILLNESS PREVENTION AND TRANSPORTATION
- Appendix 3    ACADEMIC ACTIVITY IN THE EVENT OF WIDESPREAD INFECTIOUS DISEASE

## DEFINITIONS RELATING TO INFECTIOUS DISEASE

These definitions relating to episodes of infectious disease are generally accepted nomenclature used by the CDC and other health officials.

1. **Active monitoring** means state or local public health authority assumes responsibility for establishing regular communication with potentially exposed people to assess for the presence of fever, cough, or difficulty breathing. For people with high-risk exposures, The Center for Disease Control and Prevention (CDC) recommends this communication occurs at least once each day. The mode of communication can be determined by the state or local public health authority and may include telephone calls or any electronic or internet-based means of communication.
2. **Community Mitigation** refers to the actions considered for implementation by public health to control the spread of the disease. Various health officials will collaborate to develop recommendations for community mitigation. Recommendations will vary based on the mode of transmission of the disease, the transmissibility of the disease, and its pathogenic characteristics. The collaborating group will implement recommendations for individual isolation and quarantine of suspect and confirmed cases and their close contacts, appropriate to the disease, and as long as allowable by resources.
3. **Conditional Release** defines a set of legally enforceable conditions under which a person may be released from more stringent public health movement restrictions, such as quarantine in a secure facility. These conditions may include public health supervision through in-person visits by a health official or designee, telephone, or any electronic or internet-based means of communication as determined by the CDC Director or state or local health authority. A conditional release order may also place limits on travel or require restriction of a person's movement outside their home.
4. **Controlled Travel** involves exclusion from long-distance commercial conveyances (e.g., aircraft, ship, train, bus). For people subject to active monitoring, any long-distance travel should be coordinated with public health authorities to ensure uninterrupted monitoring. Air travel is not allowed by commercial flight but may occur via approved noncommercial air transport. CDC may use public health orders or federal public health travel restrictions to enforce controlled travel. CDC also has the authority to issue travel permits to define the conditions of interstate travel within the United States for people under certain public health orders or if other conditions are met.
5. **Congregate Settings** are public places where close contact with others may occur. Congregate settings include settings such as shopping centers, movie theaters, stadiums, workplaces, schools and other classroom settings.
6. **Isolation** means the separation and confinement of individuals known or suspected (via signs, symptoms, or laboratory criteria) to be infected with a contagious disease to prevent them from transmitting disease to others. Isolation for public health purposes may be voluntary or compelled by federal, state, or local public health order. DHEC may

encourage self-isolation and quarantine throughout the disease outbreak. Voluntary isolation of the ill at home will be recommended for all severity levels of some diseases.

7. **Public Health Orders** are legally enforceable directives issued under the authority of a relevant federal, state, or local entity that, when applied to a person or group, may place restrictions on the activities undertaken by that person or group, potentially including movement restrictions or a requirement for monitoring by a public health authority, for the purposes of protecting the public's health. Federal, state, or local public health orders may be issued to enforce isolation, quarantine or conditional release.
8. **Quarantine** in general means compulsory physical separation, including restriction of movement, of populations or groups of healthy people who have been potentially exposed to a contagious disease, or to efforts to segregate these persons within specified geographic areas.
9. **Self-Monitoring** means people should monitor themselves for fever by taking their temperatures twice a day and remain alert for cough or difficulty breathing. Anyone on self-monitoring should be provided a plan for whom to contact if they develop fever, cough, or difficulty breathing during the self-monitoring period to determine whether medical evaluation is needed.
10. **Self-Observation** means people should remain alert for subjective fever, cough, or difficulty breathing. If they feel feverish or develop cough or difficulty breathing during the self-observation period, they should take their temperature, limit contact with others, and seek health advice by telephone from a healthcare provider or their local health department to determine whether medical evaluation is needed.
11. **Social Distancing** means remaining out of congregate settings, avoiding local public transportation (e.g., bus, subway, taxi, ride share), and maintaining distance (approximately 6 feet or 2 meters) from others. If social distancing is recommended, presence in congregate settings or use of local public transportation should only occur with approval of local or state health authorities.



## **ILLNESS PREVENTION AND TRANSPORTATION**

The best way to prevent illness from an infectious disease is to avoid being exposed. The CDC recommends everyday preventive actions to help prevent the spread of illness, including:

1. Avoid close contact with others who are sick.
2. Stay home when sick. Follow CDC and DHEC guidance on how to reduce the risk of spreading illness to others.
3. Avoid touching eyes, nose, and mouth.
4. Cover mouth and nose with a tissue (or a shirt sleeve or elbow if no tissue is available) when coughing or sneezing, dispose of the tissue properly.
5. Frequently wash hands with soap and water for at least 20 seconds, especially after using the restroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
6. If feeling ill, monitor your temperature.
7. Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
8. Follow CDC's recommendations for using a facemask.
  - a. Facemasks should be used by people who show symptoms of infectious diseases to help prevent the spread of the disease to others.
  - b. CDC does not recommend that people who are well wear a facemask to protect themselves from communicable infectious diseases.
9. Transportation should be limited and determined by the condition of the infected person. To minimize potential exposure, only necessary personnel should be involved with the infected person. The patient should not use public transportation or travel with an unimmunized person.
  - a. Persons who are seriously ill with an infectious disease and in need of critical medical care should be transported via ambulance.
  - b. A patient with a known diagnosis of an infectious disease who is not in need of critical medical care may be transported in a private vehicle preferably by a person who has immunity to or inoculation for the particular infectious disease.

### **ACADEMIC ACTIVITY IN THE EVENT OF WIDESPREAD INFETIOUS DISEASE**

In the event of widespread infectious disease that affects the campus community, the university may initiate the following steps to establish continuity of academic instruction and activities.

1. In the event that face-to-face classes are cancelled from 1 day up to 1 week due to infectious illness, faculty are expected to provide the opportunity for students to make up work missed or provide alternate assignments. Online courses are expected to continue as scheduled.
2. In the event that classes are cancelled for 1 to 3 weeks, faculty teaching classes with face-to-face delivery are expected to adjust their coursework to online or other alternate delivery methods for the duration of the campus closure. Online courses are expected to continue as scheduled.
3. In the event that classes are cancelled for 4 or more weeks, academic and administrative personnel will be convened to evaluate the current situation and propose policy apropos to the specific event. Faculty should be prepared to continue with online or other alternate instruction until informed otherwise.
4. In the event that classes are cancelled at least one week prior to and continuing over the course of the final exam period, faculty are expected to have a way to evaluate student performance and assign a final grade without a final exam and/or provide an online or other alternative to the Final Exam.
5. During any length of face-to-face class cancellation the university will provide continued administrative, academic, and technology support whenever possible.

