



INFECTIOUS DISEASE PREPAREDNESS PLAN

Type: University

Category: Public Health

Administrator: Vice President for Student Life and Dean of Students

Manager: Vice President for Student Life and Dean of Students

Purpose

A community disease prevention plan may include social distancing measures, including school closures as a method for reducing the rate of transmission. Epidemiological factors used to determine whether to close schools include: (a) the virulence of the spreading novel virus, (b) the rapidity of viral circulation in the community, (c) evidence that school-age children are major sources of transmission, (d) the number of people ill in a particular community, (e) rates of absenteeism, and (f) evidence from other areas that school closures may ease community transmission.

Scope

This policy applies to Viterbo University employees, students, and visitors.

Policy

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VITERBO UNIVERSITY

INFECTIOUS DISEASE PREPAREDNESS PLAN (IDPP)

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A. VITERBO UNIVERSITY INFECTIOUS DISEASE PREPAREDNESS POLICY

Influenza, Ebola, measles, mumps, severe acute respiratory syndrome (SARS), Zika virus, Corona Virus (COVID-19) and other infectious diseases may pose a threat to the university community as they do to communities across the nation and world. In the event of an infectious disease outbreak, university officials will monitor progress and work with local, state and national authorities to determine the best course of action regarding institutional operations. Information related to any widespread infectious disease outbreak will be available on [Viterbo's website](#), Viterbo [Health Services website](#), and Viterbo's [Campus Safety and Security website](#)

In addition, the Center for Disease Control (CDC) website has extensive information on health threats (<http://www.cdc.gov>). If you have specific questions about your personal health, please contact your medical provider or Health Services.

B. LINKING VITERBO IDPP WITH AUTHORITY OF LOCAL HEALTH OFFICERS

As shown in Wisconsin Statute chapter 252 and Wisconsin Administrative code chapter HFS 145, the authority of local health officers is extremely broad. Wisconsin Statute 252.03 states: "(1) The local health officer shall promptly take all measures necessary to prevent, suppress and control, communicable diseases and the measures used against them....(2) Local health officers may do what is reasonable and necessary for the prevention and suppression of disease; may forbid public gatherings when deemed necessary to control outbreaks or epidemics and shall advise the department of measures taken....The diagnostic report of the physician, the notification or confirmatory report of a parent or caretaker of the patient, or a reasonable belief in the existence of a communicable disease shall require the local health officer immediately to quarantine, isolate, require restrictions or take other communicable disease control measures."

Wisconsin Statute 252.06 (6) provides: "(a) When the local health officer deems it necessary that a person be quarantined or otherwise restricted in a separate place, the officer shall remove the person, if it can be done without danger to the person's health, to this place." HFS 145.06 permits the State's Chief Medical Officer to take action against any infectious disease posing a threat to citizens of the state and describes the procedure for failure to comply with a directive of a local health officer. Procedures outlined in HFS 145.06 include these requirements: "(f) Reside part-time or full-time in an isolated or segregated setting which decreases the danger of transmission of the communicable disease" and "(g) Be placed in appropriate institutional treatment facility until the person has become non-infectious."

C. LINKING VITERBO IDPP WITH WISCONSIN PANDEMIC INFLUENZA OPERATIONS PLAN

The [Wisconsin Pandemic Influenza Operations Plan](#) outlines the following as assumptions for educational institutions:

- In a pandemic, closing schools has been shown to be an effective means of reducing disease spread.
- Closing schools early in a pandemic is more effective than waiting until more than 10 percent of students or teachers have been infected.
- Planning ahead of a pandemic is needed to assure that students of all ages may be safe and receive the services (such as meals) that are normally received through the school system.
- Communication about school closings with school administrators and staff, teachers, students, and the community at large before a pandemic may ease the communication needed at the time of the pandemic and associated school closings.
- Two-way communication (from the schools to the public and vice versa) is necessary before, during, and after a pandemic.
- Since a pandemic may last for many months, some educational services should be provided to students at all levels of education.

Regarding legal authority, the plan states that: "In Wisconsin, both the Department of Health and Family Services and local health officers share broad powers to do what is reasonable to prevent, suppress, and control communicable diseases. This includes the power to restrict public gatherings, close schools, and order isolation and quarantine when needed to control an outbreak or epidemic..." Both the Governor and the State Health Officer have the authority to close both public and private schools statewide; local health officers have authority to close schools in their districts.

A community disease prevention plan includes social distancing measures including school closures as a method for reducing the rate of transmission of pandemic influenza. Epidemiological factors used to determine whether to close schools include: (a) the virulence of the spreading

novel flu virus, (b) the rapidity of viral circulation in the community, (c) evidence that school-age children are major sources of transmission, (d) the number of people ill in a particular community, (e) rates of absenteeism, and (f) evidence from other areas that school closures may ease community transmission.

The Wisconsin Department of Public Health participates in a communication systems coordinated by Wisconsin Emergency Management to provide information through the state Emergency Operations Center and the Joint Public Information Center. Information and notifications of school closures will be disseminated through this central system to local school districts via media outlet (*Wisconsin Pandemic Influenza Operations Plan, 2007*).

D. PLANNING CONTEXT AND ASSUMPTIONS UNDERLYING THE PLAN

1. The U.S. Department of Health and Human Services asks that universities plan for “different types of community containment interventions” and “different outbreak scenarios including variations in the severity of illness, mode of transmission and rates of infection in the community.” These factors should be accounted for in plans.
2. The virus may spread quickly because of the high level of global travel.
 - A. Medical facilities may be overwhelmed.
 - B. Vaccines, antiviral agents and antibiotics to treat secondary infections may be in short supply and may be unequally distributed.
 - C. It may take several months before a vaccine becomes available.
 - D. Widespread illness may result in abrupt shortages of personnel essential to community services.
 - E. The effects on communities may last longer when compared with other natural disasters as outbreaks may likely reoccur.
3. Any combination of these methods of communication may be used for notification in the event of an infectious disease emergency.
 - A. Display screen monitors in building public areas
 - B. Email communication using Viterbo student and employee email addresses
 - C. La Crosse area broadcast and print media
 - D. Messages posted on Viterbo website home page
 - E. Messages posted on Viterbo Campus Safety website home page
 - F. Messages posted on Viterbo Health Services website home page
 - G. Messages posted in VU Today or My VU
 - H. Office telephone screen display
 - I. Office telephone speakers
 - J. Posted paper flyers or posters
 - K. Text messages
 - L. Viterbo University social media
 - M. Viterbo app
4. Infectious disease preparedness and the initial stages of an outbreak will likely be managed by Health Services and the local health department.
5. The university may implement social distancing measures and evacuate many of its students and employees. Some continued infirmary operations, minimal student housing, and selected research activities may also be necessary.
6. Many students may want to be with their families and families may want them home.
7. Essential and non-essential employees may need to function from either remote or campus locations to maintain services. Options for limiting exposure of employees to the disease may be beneficial. Staff may be requested to work multiple shifts and critical staff may need to be on campus to service critical campus systems.
8. Some loss of employees to illness or care for family members may require back up options for essential functions. Absenteeism may reach 40 percent or more due to illness, caring for others, fear of infection, closing of schools, quarantines, and other measures taken in the community.
9. Campuses are particularly susceptible to the effects of an infectious disease because of the frequency of travel among university community members and the proximity within which we live, take classes, and work.
10. Those affiliated with the university, even though they are not employed or enrolled, may require information on the university’s plans and implementation during a crisis. The health department, local emergency management and law enforcement, parents and families, the surrounding community, the Board of Trustees, and elected officials may all require periodic updates.

11. At all times, the health and safety of the campus community will be of paramount importance. Protocols for health and safety have been developed and included in this document.
12. Factors to be considered as decisions are made related to infectious disease outbreaks may include the following:
 - A. Proximity of declared disease cases to La Crosse
 - B. Severity of disease (mortality rates)
 - C. Number/percentage of students and employees who are ill or absent
 - D. Ability to sustain operations
 - E. Directives from the Governor, the state health department and/or the local health department, state and/or local emergency management
 - F. Current pandemic phase

PANDEMIC PHASES

Interpandemic Period Phase 1	Low Risk of Human Case
Interpandemic Period Phase 2	Higher Risk of Human Case
Pandemic Alert Period Phase 3	No or Very Limited Human to Human Transmission
Pandemic Alert Period Phase 4	Evidence of Increased Human to Human Transmission
Pandemic Alert Period Phase 5	Evidence of Significant Human to Human Transmission
Pandemic Period Phase 6	Efficient and Sustained Human to Human Transmission
Post Pandemic	Deceleration or Recovery

E. INFECTIOUS DISEASE PRE-OUTBREAK AND OUTBREAK RESPONSIBILITIES BY OPERATION

1. **ALL VITERBO DEPARTMENTS AND OFFICES RESPONSIBILITIES** - These tasks are to be completed as necessary before and/or during an outbreak of an infectious disease:
 - A. The Director of Health Services and the Vice President of Student Affairs are authorized to send ill students home as necessary.
 - B. All campus departments and offices must send lists of employee replacements/ substitutes to the Director of Human Resources.
 - C. Require students and employees to update contact information, medical information, and emergency contacts in VitNet.
2. **BOOKSTORE RESPONSIBILITIES** - These tasks are to be completed as necessary before and/or during an outbreak of an infectious disease:
 - A. Increase inventories in anticipation of a rush on supplies.
 - B. Increase security of supplies; monitor delivery of supplies.
3. **CAMPUS MINISTRY RESPONSIBILITIES** - These tasks are to be completed as necessary before and/or during an outbreak of an infectious disease:
 - A. Make visits to those who are ill and/or grieving and have requested visits only after receiving clearance from Director of Health Services for each visit.
 - B. Create opportunities/gatherings for the community to grieve collectively any losses and to reinforce optimistic, and/or hopeful messages.
4. **CAMPUS SAFETY RESPONSIBILITIES** - These tasks are to be completed as necessary before and/or during an outbreak of an infectious disease:
 - A. Serve as primary contact with La Crosse Emergency Management and with local, state, and federal law enforcement agencies. (The Director of Campus Safety may be the primary contact with the La Crosse Health Department during the months of June and July.)
 - B. Work with Health Services and Physical Plant to manage the distribution of information and consult on regulatory issues regarding the use of Personal Protective Equipment, instructions for employees who request voluntary use of a respirator and the protocol for cleaning and disinfection of surfaces.
 - C. Maintain a list of employees to assist with driving if emergency vehicles are not available or if students must be transported to bus/train depot or airport in the event of an evacuation.
 - D. Work with Health Services and Physical Plant to determine safe handling measures to be utilized in the event of a death(s).
 - E. Add security as situation dictates.
 - F. Utilize security officers to restrict access to campus as necessary.
 - G. Post Informational signage and barricades at entrances as needed.
 - H. Notify the La Crosse Police Department and La Crosse County Emergency Management as the need arises.
 - I. Work with Physical Plant to control access to facilities as directed (using electronic door access system and a manual master lock system).
 - J. Facilitate and enforce protective separation (which attempts to protect a healthy population from infection by isolating the community from the outside world) by restricting entry of outsiders who have traveled in areas where the infectious disease is present, or who in other ways have been exposed to the infectious disease.
 - K. Restrict campus access to designated faculty, staff, students, and visitors as necessary.
 - L. Record and report key activities, events, and decisions made during the crisis, and a method for evaluating the effectiveness of the crisis response.

M. Work with Emergency Response Task Force as necessary on response, communications, notification, etc.

5. **COMMUNICATIONS RESPONSIBILITIES** - These tasks are to be completed as necessary before and/or during an outbreak of an infectious disease:

- A. Assist with related announcements, informational materials, and educational campaigns.
- B. Use any one or more of the following methods to activate communications with students, employees, families, trustees, donors, Boys and Girls Club, St. Rose Convent, Mayo Franciscan Healthcare, and others:
 - 1) Display screen monitors in building public areas
 - 2) Email communication using Viterbo student and employee email addresses
 - 3) Local broadcast and print media
 - 4) Messages posted on Viterbo website home page
 - 5) Messages posted on Viterbo Campus Safety website home page
 - 6) Messages posted on Viterbo Health Services website home page
 - 7) Messages posted in VU Today or My VU
 - 8) Office telephone screen display
 - 9) Office telephone speakers
 - 10) Posted paper flyers or posters
 - 11) Text messages
 - 12) Work with marketing personnel regarding Viterbo social media and the Viterbo app.
- C. Prepare emergency messages to send out broadly through broadcast media for community-oriented notices as well as student and staff email notices, and broadcast telephone messages in a crisis. Use as needed.
- D. Provide regular updates pertinent to any one or more of the following groups: students, employees, families, trustees, donors, and the public.
- E. Inform employees, students, and other constituencies when normal business will resume.
- F. Coordinate a plan to debrief faculty, staff, and students post-outbreak, and offer information on resources for those in need of psychological, emotional, financial, and social support.
- G. Work with Emergency Response Task Force as necessary on response, communications, notification, etc.
- H. Use these media contacts as necessary.

AGENCY AND WEBSITE	PHONE	ADDRESS
La Crosse Tribune news@lacrossetribune.com Rusty.Cunningham@lacrossetribune.com Scott.Rada@lacrossetribune.com Education reporter when hired	782-9710	401 3 rd St. N La Crosse, WI 54601
WKBT news8@wkbt.com tolson@wkbt.com	784-7897	141 S 6 th St. La Crosse, WI 54601
WXOW aedesk@wxow.com sdwyer@wxow.com	507-895-1919	3705 County Hwy. 25 La Crescent, MN 55947
Mid-West Family Broadcasting scott@1410wizm.com brad@1410wizm.com news@1410wizm.com	782-0650	201 State St. La Crosse, WI 54601
La Crosse Media Group news@lacrosseradiogroup.net	782-8335	1407 2 nd Ave. N Onalaska, WI 54650
WPR (Wisconsin Public Radio) hkirwin@uwlax.edu djewell@uwlax.edu jdavis@uwlax.edu	785-8380	1725 State Street La Crosse, WI 54601
FOX25/48 and WEAU news@fox2548.com Hayley.Spittler@weau.com	1-800-658-9495	1305 Interchange Place La Crosse, WI 54603

6. **COUNSELING SERVICES RESPONSIBILITIES** - These tasks are to be completed as necessary before and/or during an outbreak of an infectious disease:

- A. Provide informational materials to help alleviate panic reactions, irrational behaviors, debilitating anxiety, clinical depression, denial, and/or post-traumatic stress.
- B. In the event of temporary closure, refer students and employees to off-campus counseling centers, Great Rivers 211, or (800) 362-8255, etc.
- C. Encourage campus community use of online resources such as this in the event of an infectious disease outbreak.

7. **DINING SERVICES RESPONSIBILITIES** - These tasks are to be completed as necessary before and/or during an outbreak of an infectious disease:

- A. Provide food and water during an emergency (although service interruptions may occur due to staffing and food supply issues).

- B. Increase supplies needed for possible change to carry-out only (i.e., carry-out containers, disposable utensils, individual beverages, gloves for food handlers, portable card reader, etc.)
- C. Increase dining, eateries, and catering inventories in anticipation of a rush on food, water and supplies.
- D. Increase security of supplies; monitor delivery of supplies.
- E. Train staff members in the risks and responses to infectious disease exposure.
- F. Work with Aramark and Health Services to educate students, faculty, and staff on the need to keep a three-day supply of food, water, and other essentials.
- G. Aramark may be asked to have sufficient food on hand in excess of normal inventories, along with the appropriate amount of carryout containers and pre-packaged utensils. Ensure that the expiration dates for the inventoried items have not expired.
- H. Place signs at eateries noting declared emergency, hours of operation, and referral to website for updates.
- I. Post signs announcing closing of appropriate eateries.
- J. Earmark food supplies for students and employees who must remain on campus after the university has closed (as supply chains may be disrupted, and food items may become limited).
- K. Request that faculty and staff bring food and water from home to sustain them during the work shift to facilitate social distancing.
- L. Assure the ongoing provision of food services in the event of a reduction in the work force.
- M. Work with Health Services and Physical Plant to procure and distribute necessary safe drinking water, water purification tablets, and hand sanitizers for the entire campus.
- N. Minimize or prevent the spread of infectious disease from self-serving operations and food service personnel (e.g., replacing open utensil bins with pre-packaged plastic utensils, etc.).
- O. Dining Services may provide food on a limited schedule. Service may be unpredictable due to staffing and food availability.
 - 1) If the campus closes, the only eatery open may be the cafeteria in the Student Union.
 - 2) Service hours may be limited to an hour for brunch and an hour for dinner.
 - 3) Provide carry out service with disposable utensils only as needed.
 - 4) Provide carryout containers labeled with their contents and no choice of foods as necessary.
 - 5) Require persons to swipe own cards for meals (using a portable card reader) as necessary.
 - 6) Restrict portions and number of servings during each mealtime. Due to limited staff and supplies, it may not be possible to accommodate unlimited portions per person.
 - 7) Inform campus constituents that availability of food items may determine the menu.
 - a. Vendors may not be available to provide products.
 - b. Items prepared and served may be limited by utilities available.
 - c. The most perishable foods may be used first with consideration given to staff available for prep.
 - d. Food may be cooked onsite as needed.

8. **FINE ARTS CENTER RESPONSIBILITIES** - These tasks are to be completed as necessary before and/or during an outbreak of an infectious disease:

- A. Post status updates on the Fine Arts Center website as needed. This may announce cancellations, postponements, or whether a performance may go on as scheduled.
- B. Work with Communications to ensure that the media is aware of postponements or cancellations.
- C. Change phone greetings to reflect updated information on performances and events as needed.
- D. Provide automatic email responses to note current information on events and performances as needed.
- E. Program display monitors to reflect current information as needed.
- F. Post notice on Jackson Street to reflect event status as needed.
- G. Contact those with tickets via phone or email in the case of a postponement or cancellation.

9. **HEALTH SERVICES RESPONSIBILITIES** - These tasks are to be completed as necessary before and/or during an outbreak of an infectious disease:

- A. Serve as primary contact with the La Crosse Health County Department from August 1 to May 31 annually. From June 1 to July 1 annually, the Director of Campus Safety and the Vice President for Student Affairs will serve as the primary contacts with La Crosse Health County Department.
- B. Monitor Centers for Disease Control, World Health Organization and La Crosse County Health Department for progress of disease and provide regular updates on Health Services website.
- C. Assist local health department in needed efforts including providing vaccines, medical supply distribution, etc.
- D. Establish a voluntary reporting structure for students and their family members who have probable and confirmed cases of the infectious disease.
- E. Relocate Health Services if need exceeds the current space capacity or if generator supported electricity is needed.
- F. Educate the campus community emphasizing the need for hygiene, healthy lifestyles, highly sanitized buildings, and other disease specific prevention and care measures.
 - 1) Coordinate an educational campaign relative to proper hygiene on website, in lavatories, in residential rooms, etc.
 - 2) Work with Counseling Services to address issues related to anxiety about disease and outbreak.
 - 3) Convey necessary information to parents.

- G. Provide all students and employees with information on and/or an opportunity to receive the necessary vaccines and/or medications.
- H. Purchase and store bulk quantities of standard N95 respirators, plastic gloves, alcohol-based hygiene products, and/or other supplies needed in the event of an outbreak.
- I. Work with Campus Safety and Physical Plant to manage the distribution of information and consult on regulatory issues regarding the use of Personal Protective Equipment, instructions for employees who request voluntary use of a respirator and the protocol for cleaning and disinfection of surfaces.
- J. Implement these Center for Disease Control (CDC) recommendations.
 - 1) Students and employees who appear to have infectious disease upon arrival to class or work or become ill during the day should be promptly separated from others and sent home.
 - 2) Sick individuals should avoid contact with others.
 - 3) When people who have had infectious disease return, they should continue to practice good respiratory etiquette and hand hygiene. They should also avoid close contact with people known to be at increased risk of infectious disease.
- K. Given limited staffing, sick care for those students who remain on campus may have to be prioritized. The health care professional on staff may make such decisions. Student Life staff will make arrangements for students unable to leave campus.
- L. Implement triage and treatment for infectious disease outbreak. Screen those with disease symptoms. Ask screening assessment questions:
 - 1) Do you have acute onset of fever and respiratory symptoms such as cough, runny nose, sore throat, and general body aches? AND one or more of the following:
 - 2) Have you travelled to an affected area within 3 months of onset of symptoms? If yes, record the places.
 - 3) Have you recently been in contact with a returned traveler that has influenza symptoms? If no to the questions above, then proceed to see the nurse. If yes, then student/staff should be instructed to: Clean hands with hand sanitizer, put on surgical mask, and be seated at least six feet from others, and/or placed in a separate room.
 - 4) Implement ambulatory care precautions.
 - a. Use a secondary space to see students with infectious symptoms if possible.
 - b. Wash hands with soap and water before and after any contact with student, after touching contaminated articles, and after removing gloves. An alcohol hand product may be substituted. Put on gloves when entering student space and remove before leaving.
 - c. Use respiratory protection/eye protection to be used if within six feet of student (i.e. surgical mask or N95).
 - d. Wear a disposable apron if contamination or soiling is likely.
 - e. Wash and disinfect equipment between students.
 - f. Encourage student to wear surgical mask if coughing and/or sneezing.
 - g. Increase frequency of cleaning surfaces on doorknobs and in reception, waiting and restrooms areas.
 - h. Teach students to perform hand hygiene and respiratory hygiene practices.
 - 5) Implement telephone triage for persons with suspected infectious disease symptoms.
 - a. Encourage students to contact Health Service by phone first.
 - b. Ask screening assessment questions when contacted by phone.
 - c. Encourage students/staff to limit the number of people who accompany them.
 - d. Arrange for transportation to local medical facility for seriously ill students.
 - 6) Reception/Waiting Area
 - a. Encourage students to check in with receptionist upon arrival.
 - b. Instruct receptionist to have client's complete paperwork and offer a mask as needed.
 - c. Make masks, tissues, and hand sanitizer available.
 - d. Place no-touch trash containers in appropriate areas.
 - 7) Schedule seasonal immunization clinics. Procedure follows:
 - a. Promote seasonal immunization clinics.
 - b. Review student health history related to receiving flu vaccine.
 - c. Administer the vaccine according to the manufacturer's recommendations.
 - d. Updated records appropriately.
 - e. Store vaccine according to manufacturer recommendations.
 - f. Move vaccine to another refrigerator in the event of a sustained power outage.
- M. Nursing faculty may be able to assist with student care duties.
- N. Protocols for the deceased may be made in compliance with directives established by local hospitals and public health officials.
- O. Work with Campus Safety and Physical Plant to determine safe handling measures to be utilized in the event of a death(s).

P. HEALTH SERVICES CONTACT LIST

AGENCY	CONTACT AND/OR PHONE	ADDRESS
La Crosse County Health Department http://www.co.la-crosse.wi.us/Health/index.htm	Non-Emergency 785-9634 Public Health Nursing Manager 785-9723 Call 911 after hours to get in touch with Public Health Administrators	300 4 th Street North La Crosse, WI 54601
La Crosse County Emergency Management	Director 789-4811	Law Enforcement Center - Room 800
AGENCY	CONTACT AND/OR PHONE	ADDRESS
http://www.co.la-crosse.wi.us/emergencyservices/emergencymanagement/index.htm	After hours call 608-386-5911	333 Vine Street La Crosse, WI 54601
Franciscan Mayo Healthcare http://www.mayohealthsystem.org/mhs/live/page.cfm?pp=locations/locationhome.cfm&nav=Hom&OrgID=FSH	785-0940	700 West Avenue La Crosse, WI 54601
Gundersen Healthcare System http://www.gundluth.org/?sid=1	782-7300	1900 South Avenue La Crosse, WI 54601
Tri State Ambulance http://www.tristateambulance.org/	784-8827 Administration # 784-4997	221 Buchner Place La Crosse, WI 54603
La Crosse Fire Department (Fire Station #1) http://www.cityoflacrosse.org/index.asp?NID=12	789-7260	726 5 th Avenue South La Crosse, WI 54601
La Crosse Police Department http://www.cityoflacrosse.org/index.asp?nid=18	785-5962 Administration # 789-7201. After hours call 789-7238	400 La Crosse Street La Crosse, WI 54601
La Crosse County Sheriff's Department http://www.co.la-crosse.wi.us/sheriff/	785-9629	333 Vine Street La Crosse, WI 54601
American Red Cross http://www.arcscenicbluffs.org/	788-1000	2927 Losey Blvd. So. La Crosse, WI 54601
Centers for Disease Control and Prevention (CDC) http://www.cdc.gov/	800-CDC-INFO (800-232-4636)	1600 Clifton Rd. Atlanta, GA 30333
World Health Organization (WHO) http://www.who.int/en/	Telephone: + 41 22 791 21 11	Avenue Appia 20 1211 Geneva 27 Switzerland
National Weather Service http://www.crh.noaa.gov/arx/	784-7294	N2788 County Rd. FA La Crosse, WI 54601
Western Regional Office Division of Public Health http://dhs.wisconsin.gov/R_Counties/RegionalStaffListings/WR_DPH_staff.htm	Office Director 715-836-3944 Educator/Immunizations 715-836-2499	610 Gibson Street, Suite 3 Eau Claire, WI 54701-3687 715-836-5362
Wisconsin Department of Health Services http://dhs.wisconsin.gov/	608-266-1865	1 West Wilson Street Madison WI 53702 608-266-1865
American College Health Association (ACHA)		

10. HUMAN RESOURCES RESPONSIBILITIES - These tasks are to be completed as necessary before and/or during an outbreak of an infectious disease:

- A. Compile complete list of employee substitution plans from university offices and departments.
- B. Place remote work application on website.
- C. Establish voluntary reporting structure for employees and their family members who have probable and confirmed cases of the infectious disease.
- D. Process remote work applications. (See VPFA responsibilities).

11. **INTERNATIONAL STUDENT SERVICES AND STUDY ABROAD RESPONSIBILITIES** - These tasks are to be completed as necessary before and/or during an outbreak of an infectious disease:
- A. Identify students whose home addresses are in affected areas; offer support as appropriate.
 - B. Identify Study Abroad students in affected areas; monitor disease progress.
 - C. Maintain emergency contact information on Study Abroad students including parent/family/guardian cell phone and email address.
 - D. Communicate with Study Abroad sites. Prepare to accommodate any students returning from Study Abroad.
 - E. Find alternative methods for course completion as needed.
 - F. If there is an outbreak in a country of destination, a trip or course may be delayed to the following semester if appropriate.
 - G. Arrangements with a faculty member or student who is coming from a country that has experienced infectious disease may be postponed or cancelled. If there has been an outbreak in a destination country, the trip may be cancelled.
 - H. Faculty associated with cancelled or postponed exchange programs may need an alternative assignment. Students associated with cancelled or postponed exchange programs may need an opportunity to register for classes on campus late with accommodations for enrollment ceilings.
 - I. Viterbo may postpone events with visitors from infected areas until it is judged safe and then reschedule.
12. **PHYSICAL PLANT RESPONSIBILITIES** - These tasks are to be completed as necessary before and/or during an outbreak of an infectious disease:
- A. Procure, store, and provide sufficient and accessible soap, alcohol-based hand hygiene products, tissues and receptacles for disposal.
 - B. Inventory cleaning supplies; purchase as necessary.
 - C. Work with Campus Safety and Health Services to manage the distribution of information and consult on regulatory issues regarding the use of Personal Protective Equipment, instructions for employees who request voluntary use of a respirator and the protocol for cleaning and disinfection of surfaces.
 - D. Keep fuel in fleet vehicles to minimize problems associated with refueling and with supply.
 - E. Rectify any concerns related to ventilation, heating, closing of areas, etc.
 - F. Plan for cleaning and waste removal with minimum human contact.
 - 1) Cross-train maintenance staff in cleaning and waste removal to serve in the event that the custodial staff cannot meet the needs of the university.
 - 2) Require custodial and maintenance staff to use personal protective equipment (i.e. respirators, gloves, etc.).
 - 3) Employ additional staff as necessary.
 - 4) Coordinate central refuse drop-off with the sanitation provider. (This location may be the dumpster pad located north of McDonald Terrace.)
 - G. Equip cars with personal protective equipment (i.e. disinfectants, surgical masks for persons being transported, gloves, and hazard bags).
 - H. Follow these standard procedures for any needed emergency transportation to a local medical facility:
 - 1) Wash hands before and after transportation.
 - 2) Wear mask throughout transportation process (both student and driver).
 - 3) Wear protective gloves throughout the transportation process.
 - 4) Clean vehicle carefully upon return to campus.
 - I. Stockpile emergency supplies, cleaning supplies, disinfectant products, and hand sanitizers. Distribute as necessary.
 - J. Maintain close contact with these agencies to ensure continuation of services (e.g. determine time frames of outages or shortages).
 - 1) Electrical: Xcel Energy – 800-895-1999
 - 2) Natural Gas: Xcel Energy – 800-895-2999
 - 3) Steam: Franciscan Sisters of Perpetual Adoration – 608-791-5271
 - 4) Water: City of La Crosse Public Works – 608-789-7536
 - K. Review this information in the event of loss of utility. Use information to employ appropriate measures. (Information is based on worst case scenario.)
 - 1) Natural Gas
 - a. If natural gas service is not available from Xcel Energy for a period lasting longer than twenty-four hours, it is recommended that classes be suspended until the service can be restored.
 - b. The restroom showers in McDonald Terrace, Treacy House, La Verna Apartments, the Mathy Center, and/or Varsity Athletic Center may be affected if there is a natural gas outage. Coordinate with Student Life for alternate sites in Bonaventure Hall or Marian Hall.
 - 2) Steam Heat
 - a. Some campus buildings are heated by steam. If steam is limited, priority usage may be in housing facilities.
 - b. If steam heat is not available for a period of time lasting longer than eight hours, it is recommended that classes be suspended until the service is restored.
 - c. If steam heat is not available to the residence halls for a period of time lasting longer than twenty-four hours alternate housing may need to be made available for students.
 - d. The Mathy Center and/or the Varsity Athletics Center may be used as a temporary staging area for students.

Mattresses from the residence halls may be relocated as needed.

3) Gasoline

- a. If gasoline is limited or not available, Physical Plant may discontinue the use of the fleet vehicles for non-emergency circumstances.
- b. The Director of Physical Plant or Assistant Director of Physical Plant may prioritize the use of the fleet vehicles for emergency situations.
- c. If there is advanced notice of a gasoline shortage, the Physical Plant staff will fill all fleet vehicles and storage containers to capacity. Carpooling might be strongly encouraged during this time.
- d. If the gasoline shortage becomes severe, non-essential personnel may be asked to remain home.

4) Water

- a. If water service is not available for twelve hours or more, it is recommended that the university close until the service is restored.
- b. Physical Plant may contract with a vendor to provide emergency drinking water in the event of a prolonged outage.

5) Electricity

- a. If electrical service is not available for a period of time lasting longer than eight hours, it is recommended that the university suspend classes until the service is restored.
- b. If electrical service is not available for twenty-four hours or more, it is recommended that the university is closed. Alternate housing for students living on campus may be necessary.
- c. There are six natural gas emergency generators on campus that serve the Dahl School of Business (Brophy Center), the Fine Arts Center, Murphy Center, the Nursing Center, Bonaventure Hall, and the Reinhart Center.
 - i. The emergency generators provide back-up power for emergency lighting and computer equipment.
 - ii. Emergency medical supplies can be refrigerated in Reinhart Center in coolers hooked up to the generator.

- L. Train staff to clean and disinfect telephones, keyboards, handles, railings, sinks and counters, campus restrooms and locker rooms.
- M. Recruit volunteers to perform certain custodial functions in the event of significant absenteeism.
- N. Work with Emergency Response Task Force as necessary on response, communications, notification, etc.
- O. Work with Campus Safety and Health Services to determine safe handling measures to be utilized in the event of a death(s).
- P. Work with Campus Safety to control access to facilities as directed (using electronic door access system and a manual master lock system).

13. STUDENT LIFE RESPONSIBILITIES - These tasks are to be completed as necessary before and/or during an outbreak of an infectious disease:

- A. Educate resident students on what items to keep in their rooms for health precautions and inform them that all housing may be shut down and all residents may be expected to evacuate campus if classes are cancelled due to infectious disease outbreak. Conduct informational meetings as appropriate.
- B. Encourage students to plan for evacuation.
- C. Purchase supplies for live-in staff (Area Coordinators and families, Resident Assistants, and Peer Advisors).
- D. Finalize storage locations for medical supplies, bottled water and non-perishable foods.
- E. Designate facilities for students who are not able to leave campus in the event of university closure.
- F. Following a shutdown, students who are unable to return home either because of distance or an interruption in travel (public transportation shutdown or border closings) may be priority.
- G. The Resident Assistants and Peer Advisors may be called upon to monitor and report on the overall student health on each floor on a regular/daily basis.
- H. Prepare areas for isolation, quarantine, and health service delivery. Correct any concerns related to ventilation, heating, closing of areas, etc.
- I. It may be necessary to move beds from the Nursing Center or vice versa.
- J. Students who believe they have been exposed to infectious disease or symptoms may be asked to contact the Student Health Services for assistance.

14. VICE PRESIDENT FOR ACADEMIC AFFAIRS RESPONSIBILITIES - These tasks are to be completed as necessary before and/or during an outbreak of an infectious disease:

- A. Work to ensure that all students complete the semester. In the event of a shutdown, tuition may not be reimbursed.
- B. Request as necessary that faculty members who are not ill, but are not coming to campus, use online and other alternative course delivery methods.
- C. The Internet may not be available for provision of educational services. Hence, alternative methods for providing instruction must be planned.
- D. Approve faculty to offer courses from an off-site location as appropriate.
- E. Consider these alternatives in the event of university closure:
 - a. If closure occurs prior to semester start, reformat calendar with one or two compressed semesters and the possibility of no summer term.

- b. If closure occurs during fall semester, start the Spring semester later and eliminate summer classes.
 - c. If closure occurs in mid-semester in the spring, extend the semester.
 - d. Making up an entire academic year may require extending into two subsequent academic years.
- F. Faculty members are responsible for posting syllabi complete with assignments on Moodle each semester.
- G. Faculty members are responsible for listing each student on a Moodle course roster. The appropriate Academic Dean should also be listed on the roster.
 - 1) Faculty members are responsible for notifying students about the Moodle site on the syllabus and encouraging them to use the site.
 - 2) Faculty members may be encouraged to include this statement in class syllabus and/or explain it in class: *In the event of an infectious disease outbreak, university officials may monitor progress and work with local, state, and national authorities to determine the best course of action regarding institutional operations. Information related to any widespread infectious disease outbreak may be available on Viterbo's website and Viterbo Health Services website. In addition, the Center for Disease Control (CDC) website has extensive information on health threats (<http://www.cdc.gov>). If you have specific questions about your personal health, please contact your medical provider or HealthServices.*
 - 3) Faculty may also include in the syllabus information outlining how their courses may be continued/completed in the event of an emergency. (Sample course plan is shown in Appendix A.)
- H. Prepare faculty members for a possible lapse in classes.
 - 1) Faculty members are responsible for personal Internet access, extending course instruction, and accommodating students who may be ill or may lack Internet access in the event of university closure.
 - 2) Provide training and incentives to move appropriate segment of classes online or to Moodle.
 - 3) Identify essential research and make plans for possible interruptions in research schedules.
 - 4) Develop unit emergency plans including dealing with classes held outside of La Crosse.
- I. Viterbo University Animal Care Continuity Plan
 - 1) The Academic Dean will provide the Director of Physical Plant with locations of animals/insects and contact information for employees conducting said research on animals/insects and/or providing care animals/insects.
 - 2) Faculty members conducting research with animals are responsible to provide care every day, including weekends and holidays, both to safeguard their well-being and to satisfy research requirements. Such faculty will make emergency veterinary services available after work hours, on weekends, and on holidays.
 - 3) In the event of an emergency, institutional security personnel and fire or police officials should be able to reach people responsible for the animals. The department should prominently post emergency procedures, names, or telephone numbers in animal facilities.
 - 4) Provide faculty members conducting research with animals with access for care of animals.

15. VICE PRESIDENT FOR ADMINISTRATION AND FINANCE RESPONSIBILITIES - These tasks are to be completed as necessary before and/or during an outbreak of an infectious disease:

- A. Require students and employees to update contact information, medical information, and emergency contacts in VitNet.
- B. Each office or department may be asked to designate an emergency point person.
- C. Establish procedures for tracking expenditures related to infectious disease preparedness and outbreak.
- D. Assist other La Crosse post-secondary institutions, non-profits, and agencies with food, space, lodging, and/or services as needed and appropriate.
- E. Obtain workable plans from all campus offices and departments indicating how they might function and/or provide services with a reduced number of employees.
- F. Outline Return to Work Guidelines. Example:
 - 1) Following an employee illness, or for an employee who has been exposed to, or suspected of contracting, an infectious disease, the university may require certification of fitness to return to work from a Public Health official or licensed health care provider.
 - 2) If quarantined for any infectious disease, it may be the employee's responsibility to provide to the university a written verification of his/her release to return to work from a Public Health official or licensed health care provider prior to returning to work.
- G. Inform Essential/Mandatory Personnel and Substitutes of expectations. Essential/Mandatory personnel may include:
 - 1) President
 - 2) President's Cabinet Members
 - 3) Academic Deans
 - 4) Executive Director, University Relations
 - 5) Director of Campus Safety
 - 6) Security Officers
 - 7) Communications Staff
 - 8) Telecommunications Manager
 - 9) IIT Staff
 - 10) Physical Plant Staff (Supervisors/Maintenance/Custodial)

- 11) Student Life Staff
- 12) Campus Dining Staff
- 13) Director of Counseling Services
- 14) Director of Health Services/Nurse
- 15) Director of Human Resources
- 16) Asst. VP Finance
- 17) HR Director
- 18) All Payroll Staff

- H. Substitutes for mandatory personnel are as defined by office/department heads.
- I. Determine the criteria for resuming campus services and activities as needed.
- J. Develop the sequence and timeline for restoration of operations and essential services/activities as needed.
- K. Obtain workable social distancing communication plans from all unit operations (e.g., email, conference calls, online courses, etc.)
- L. Determine if remote work options are needed and implement them as necessary. Remote work definitions, options, sample agreement, and procedures follow here:
 - 1) Offering the opportunity to work at home is an option made available at the discretion of University administration and an employees' supervisor, and is not a universal employee benefit. Some positions have job responsibilities or functions that do not lend themselves to remote work; therefore, remote work is not an option for all employees.
 - 2) Remote work assignments are temporary in nature, until the affected employee may return to regularly assigned work duties on the campus. These temporary work tasks are designed to meet the capacities of the affected employee.
 - 3) Definitions
 - a. Alternate Work Location – a worksite other than the central workplace, such as an employee's home.
 - b. Central Workplace – an employee's assigned place of work or duty station owned or operated by the University. Typically, a central workstation is a duty station from which employers along with employees in the same work unit perform the functions of their job.
 - c. Remote work – a flexible work arrangement in which the University administration and supervisors direct or permit employees to perform their job duties away from their central workplace, in accordance with their same performance expectations and other approved or agreed-upon terms. It does not include work performed at a temporary work-site for limited duration.
 - d. Telecommuter – an employee engaged in remote work.
 - e. Remote work Agreement – a written agreement that details the terms and conditions by which an employee is allowed to engage in remote work.
 - f. Work Schedule – The employee's hours of work in the central workplace and/or alternate work locations.
 - 4) Viterbo University may designate an employee to work at an alternate work location if the arrangement is mutually beneficial. The University and the employee shall mutually agree upon remote work arrangements; however, if business necessity dictates or in the case of an infectious disease which does not permit the employee to work at the central workplace, the University may require an employee to telecommute (when an employee has agreed to the arrangement) or not to telecommute. Once the University and employee supervisor determines that a remote work arrangement would be beneficial in improving general work efficiencies, a written agreement including the responsibilities of both the University and employee should be prepared.
 - 5) A remote work assignment includes the applicable policy provisions below:
 - a. Compensation and Benefits – An employee's compensation and benefits will not change when he/she telecommutes.
 - b. Materials and Equipment – Based on the type of work to be performed, the University may provide computer hardware and software, phone lines, email, voicemail, connectivity to host applications, Internet connectivity and other applicable equipment as deemed necessary by the employee's supervisor. Viterbo University assumes no responsibility for the employee's personal property.
 - c. Restricted-access Materials: The employee's supervisor must grant permission for telecommuters to work on restricted-access materials at alternate work locations. Restricted access materials must not be compromised in any way and the telecommuter must take all precautions necessary to secure these materials.
 - d. Work Hours – The total number of hours that the employee is expected to work may not change, whether they are worked at the central workplace or the alternate work location. This does not, however, restrict the use of alternative work schedules. During their designated work hours, telecommuters must apply themselves to their work and not engage in activities that are not work-related.
 - e. Conditions of Employment – The policies and procedures that normally apply to the central workplace may remain the same for remote work employees. This shall include, but not be limited to, performance management. Remote work assignments do not change the conditions of employment or required compliance with policies and rules.
 - f. Violation of the University's regulations, policies, and procedures may result in termination of the remote work agreement and remote work privilege and may also result in disciplinary action, up to and including dismissal. The University may terminate the remote work agreement at its discretion.

6) Remote Work Procedures

- a. Employee Supervisor evaluates the position and the candidate for remote work assignment suitability, prepares a telecommuter proposal and submits the request to the Supervisor's VP. The proposal must include an assessment of the employee's ability to efficiently and effectively perform regularly assigned duties from an alternate work location, and should include the cost of providing the technology necessary to accommodate the remote work.
- b. The Supervisor's VP and the VP of Finance and Administration evaluate the proposal. If approved, the proposal is signed and the original is filed in the employee's personnel file and a copy is returned to the employee's supervisor.
- c. The Supervisor prepares a remote work assignment agreement and reviews it with the employee. If the employee accepts the terms and conditions, the employee, the Supervisor and the VP sign the form. The original is forwarded to human resources to be placed in the employee's personnel file.
- d. The remote work assignment may begin after the alternate work site is approved, and after necessary technology is implemented.
- e. The supervisor must periodically review the remote work arrangement to ensure it continues to be beneficial for the University. The employee's performance review is part of this evaluation process.

7) Sample Remote Work Assignment Agreement

- a. Remote work, or working from a location such as a home, is an assignment that Viterbo University may choose to make available to some employees when the arrangement is mutually beneficial. Remote work is not an employee benefit, and is completely at the discretion of university administration. Employees do not have a "right" to telecommute. Viterbo University may, with or without cause, terminate a remote work agreement upon written notice.

VITERBO UNIVERSITY REMOTE WORK AGREEMENT					
The employee agrees to follow Viterbo University regulations, policies and procedures while working at the alternate work location. Violation of the university's regulations, policies, or procedures may result in termination of this agreement and the remote work privilege and may also result in disciplinary action, up to and including dismissal. Employee Name: _____ Position Title: _____ Department: _____ 1. The employee agrees to work at the following designated alternate work location: _____ Physical address, type of work site (i.e., home, satellite office, etc.) 2. The employee may telecommute ____ days, or ____ hours per week. 3. The employee's hours may be: _____. 4. Anticipated duration of the remote work assignment may be from _____ to _____. 5. Management retains the right to modify the agreement on a temporary or permanent basis as a result of business necessity (for example, the employee may be required to come to campus on a particular day), or as a result of an employee request supported by the supervisor. 6. The employee agrees to be available during the assigned business hours while remote work for communication through such methods as telephone, voice mail, modem, fax, beeper, etc. Employee initiated schedule changes must be with advance approval by the supervisor. 7. Phone number for the employee during designated hours: _____ 8. Summary of the work assignments to be performed by the remote work employee, including expected delivery dates: _____ 9. Viterbo University may provide the employee with the necessary equipment and software to be used by the employee at the designated alternate work location, including installation of such provisions at the alternate location and removal upon termination of this Agreement and/or termination of employment. A. The university may provide the following equipment and software: B. The employee may provide the following furniture, equipment, and software: 10. The telecommuter agrees to maintain a secure location for university-owned equipment and material. All equipment, records and materials provided by the university shall remain University property. The telecommuter agrees to allow the university reasonable access to its equipment and materials. 11. The employee agrees to obtain all general office supplies needed for remote work from their Viterbo University office. Reimbursement for out-of-pocket expenses for any supplies may need prior supervisory approval. 12. Reimbursements (if any) for phone/network installation/connectivity are to be handled as follows: 13. Additional conditions agreed upon by the supervisor and the employee, including precautions necessary to safeguard restricted materials the employee accesses/maintains at the remote work site, if applicable: 14. <i>The above conditions have been reviewed, discussed, and agreed upon. I understand and agree that the terms and conditions of this assignment are subject to change at the discretion of Viterbo University.</i> <table style="width: 100%; border: none;"><tr><td style="width: 50%;">Employee Signature _____</td><td style="width: 50%;">Date _____</td></tr><tr><td>Department Head Signature _____</td><td>Date _____</td></tr></table>		Employee Signature _____	Date _____	Department Head Signature _____	Date _____
Employee Signature _____	Date _____				
Department Head Signature _____	Date _____				

- A. Policies for Employees Exposed to or Suspected of Contracting Identified Infectious Disease.
- 1) If an employee becomes ill, the University's Sick Leave policy shall apply. The provisions of the Family and Medical Leave Policy may also apply. Should an employee have insufficient sick leave available, the employee may use available vacation leave. The university may, at its discretion, work with the employee to make arrangements for the employee to make up the time, if the University determines that the work situation may allow it.
 - 2) If an employee has symptoms associated with an infectious disease, the University may also require the employee not to report to work and to use sick leave or vacation leave.
 - 3) In the event of an infectious disease incident, the university may close. Although all efforts may be made to allow non-mandatory employees to work from an alternative location, it may not always be possible. When the university is closed or when the university determines that only mandatory employees are required to report to work, non-mandatory employees who are not required to work shall, at the discretion of the President, be granted paid administrative leave for up to 30 calendar days. The President must review the compensation and leave provisions every 30 calendar days and, as appropriate, renew the compensation and leave provision for another 30 days. The compensation and leave provision may terminate when the infectious disease emergency ends. Any change in the compensation and leave provision must be communicated to employees in a timely manner. Pending a renewal or revision, employees may be allowed to take vacation leave until a decision is made. The employee's pay shall continue at the same rate the employee would have received had the employee been working.

16. VICE PRESIDENT FOR STUDENT AFFAIRS RESPONSIBILITIES - These tasks are to be completed as necessary before and/or during an outbreak of an infectious disease:

- a. Establish a voluntary reporting structure for students and their family members who have probable and confirmed cases of the infectious disease.
- b. Inform students of preparedness measures including self-care, evacuation planning, contacts with family and friends and financial matters.
- c. Prepare for travel and evacuation associated with university closure.
- d. Coordinate communication to students and parents.
- e. Coordinate implementation of isolation and quarantine.
- f. Assist Campus Safety, Counseling Services, Dining Services, Health Services and Student Life as necessary.
- g. Assist with family concerns.
- h. Assist with evacuation and travel associated with university closure.
- i. Work with Emergency Response Task Force as necessary on response, communications, notification, etc.

j.

F. SAMPLE CLASS PLANS FOR INFECTIOUS DISEASE OUTBREAK

The Department of Nutrition and Dietetics holds your welfare and the completion of your semester studies as a high priority. For that reason, we have created the following plan for this course.

What Students Should Do to Be Prepared

1. Be aware of influenza-like illness symptoms:

- Fever
- Body aches
- Cough
- Sore throat
- Nausea
- Runny or stuffy nose
- Vomiting
- Diarrhea

2. If you have any of these symptoms, DO NOT COME TO CLASS. You will not be penalized for missing class, even if it happens that you do not have an infectious disease.

3. Check your Viterbo email for updates from the Student Health Service.

4. Make sure that the Dietetics office and your current instructors have your current telephone number, email address, and home phone number (if you plan to go home if there is a flu outbreak).

5. If you provide your own food, increase your stores of food so that you have enough to eat for two weeks without going to the store.

Plan for Completing This Course

Assignment/Test/ Project	Alternate Plan for completion	Comments
2 exams	Will be posted on Moodle or may be emailed or snail mailed to you. They will be open book tests.	
Serv Safe Exam	This is a proctored exam. The test will be delayed until after the outbreak.	
Cycle Menu	Email to ___ when completed. Negotiate a new due date if necessary.	
Menu Extension	Email to ___ when completed. Negotiate a new due date if necessary.	
Equipment Report	Email to ___ when completed. Negotiate a new due date if necessary.	
Standardized Recipe	Email written documents. Taste-testing will be completed when conditions allow.	
Environmental Concern Report	Prepare PowerPoint presentation and email to ___, who will post it on Moodle. Review the PowerPoint. _____ will create a discussion on Moodle to discuss the issues.	
Comprehensive final exam	Will be posted on Moodle or will be emailed or snail mailed to you.	
Class sessions	Will be replaced with weekly discussion posted on Moodle that will be based on the textbook reading assignments and documents emailed to you.	
If Instructor is sick and you are well	Read the textbook and complete one set of "Test Your Knowledge Questions" at the end of the chapters assigned for the days that I am gone.	

Plan for Infectious Disease Outbreak

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4. Make sure that the Dietetics office and your current instructors have your current telephone number, email address, and home phone number

(if you plan to go home if there is an outbreak).

5. If you provide your own food, increase your stores of food so that you have enough to eat for two weeks without going to the store.

Plan for Completing This Course

Assignment/Test/ Project	Alternate Plan for completion	Comments
PowerPoint Presentation	Post PowerPoint on Moodle. View other students' presentations and send them comments via email.	
Evaluation meeting between you,____, and preceptor	____will arrange for telephone conference call; if that's not possible evaluation forms and comments will be sent by email or snail mail.	
Meet with Human Resources Director	Arrange to conduct meeting over the phone.	
Prepare a file of resources.	Compile a file of digital resources gleaned from the internet. Submit them digitally to ____	
Lead an in-service for employees	Prepare an individually-paced module in booklet format or using PowerPoint Slides with an accompanying audio tape	Remember to have a lesson plan with objectives and an assessment method!
Prepare a report showing trends in financial data over time.	Ask your preceptor to send data by snail mail.	I doubt that your preceptors will share information over email.
Major, independent project	Try to alter the project to a research project that can researched and written from home.	
Attend/lead meetings	Do the best you can. Your facility may not be holding many meetings.	
QI Study	Try to complete this project early in the semester, before the flu season starts.	
Equipment Proposal	Complete the rationale and determine the capacity needed early in the semester. The remainder of the report can be completed using internet resources.	www.nfsmi.org has good information about equipment

3/9/2020