

# Communicable Disease Emergency Continuity of Operations Plan

University of North Carolina at Chapel Hill

**Instructions:** To be better prepared for any communicable disease threat, all UNC departments and units are requested to use this form to complete a Communicable Disease Emergency Continuity of Operations Plan (CDE - COOP) to describe how your department will operate during a communicable disease emergency event and recover afterwards to be fully operational. This is your Plan; feel free to augment this template to meet your needs. Use additional sheets if necessary. Be collaborative when drafting this and seek comments from your staff and leadership. For detailed instructions and more information, go to the Communicable Disease Emergency Continuity of Operations Plan page on the EHS website at [ehs.unc.edu/emergency/disease.shtml](https://ehs.unc.edu/emergency/disease.shtml).

When you have completed your plan, please upload it [using this form](#).

<b>Department/Unit</b>			
	<b>Developer</b>		<b>Date Plan Finalized</b>
<b>Plan Development</b>			
<b>Head of Operations</b>	<b>Name</b>	<b>Phone Number</b>	<b>Alt Phone Number</b>
<b>Email address</b>			

## A. Background Information about Infectious Disease Threats

Infectious diseases are a continuing danger. Some diseases have been effectively controlled with the help of modern technology. New diseases like Ebola, SARS and West Nile virus infection are constantly appearing and influenza strains continue to evolve. Others, such as malaria, tuberculosis, and bacterial pneumonias, are now appearing in forms that are resistant to drug treatments. Additionally, with globalization, a growing population, and the increased frequency of air travel, communicable diseases represent as great a threat as ever to the health of all of us. Therefore, it is prudent for our University to plan for a communicable disease event. In such an event, UNC will have six objectives:

- Minimize the risk of infectious disease to students, faculty and staff.
- Ensure that the campus stays open to support the mission of the University.
- Proper identification of Communicable Disease Mandatory Emergency Employees (CDME) as per the Communicable Disease Emergency Policy.
- Continue functions essential to university and hospital operations during a communicable disease emergency event.
- Implement Social Distancing if needed
- Support students who remain in Chapel Hill in the event of class closure.

## B. Your Department's Objectives

Considering your department's unique mission, describe your teaching, research and service objectives:


## C. Emergency Communication Systems

All UNC employees are responsible for keeping informed of emergencies by monitoring news media reports, UNC's home page, Alert Carolina and the UNC Emergency Hotline (919- 843-1234).

To rapidly communicate with employees in an emergency, we encourage all departments to prepare and maintain a call tree. See the COOP web site for an example of a call tree at COOP page on the EHS website at [ehs.unc.edu/emergency/disease.shtml](http://ehs.unc.edu/emergency/disease.shtml).

Indicate below the system(s) you will use to contact your employees in an emergency. Departments should identify multiple communication systems that can be used for backup, after hours, when not on campus, or for other contingencies.

Phone:	<input type="checkbox"/>	Email:	<input type="checkbox"/>	Direct connect (e.g., Nextel)	<input type="checkbox"/>
Call tree:	<input type="checkbox"/>	Department web site:	<input type="checkbox"/>	Pager:	<input type="checkbox"/>
Social Media:		Social Media:		Social Media:	
Other:					

## D. Emergency Access to Information and Systems

If access to your department's information and systems is essential in an emergency, describe your emergency access plan below. This may include remote access (or authorization to allow remote access), contacting IT support, Blackboard, off-site data backup, backup files on flash drives, hard copies, Apple or , Android, or use of alternate email systems (e.g., Yahoo, Hotmail, gmail,etc).

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### E. Your Department's Essential Functions

List below your department's functions that are essential to operational continuity and/or recovery, and who is responsible for them. Make sure that alternates are sufficiently cross-trained to assume responsibilities.

<b>Essential Function:</b>			
	<b>Primary</b>	<b>Alternate</b>	<b>Second Alternate</b>
<b>People Responsible</b>			
<b>Phone Numbers</b>			
<b>Essential Function:</b>			
	<b>Primary</b>	<b>Alternate</b>	<b>Second Alternate</b>
<b>People Responsible</b>			
<b>Phone Numbers</b>			
<b>Essential Function:</b>			
	<b>Primary</b>	<b>Alternate</b>	<b>Second Alternate</b>
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<b>Phone Numbers</b>			
<b>Essential Function:</b>			
	<b>Primary</b>	<b>Alternate</b>	<b>Second Alternate</b>
<b>People Responsible</b>			
<b>Phone Numbers</b>			

Review your department's key personnel, leaders, heads and those responsible for the above essential functions to identify your department's "**Communicable Disease Emergency Mandatory Employee.**" Your department's Human Resources Facilitator should identify those people in Carolina Connect HR/Payroll system. For more information on emergency employees, see Section M below. We encourage all employees to add personal contact information in the UNC directory via <https://dir.unc.edu>, which is kept as private information by default. This contact information can be used in an emergency.



## H. Key External Dependencies

List below the products, services, suppliers and providers upon which your department depends. We recommend that you encourage them to prepare a communicable disease emergency continuity of operations plan. (CDE – COOP).

<b>Dependency</b> (product or service) :		
	<b>Primary</b>	<b>Alternate</b>
<b>Supplier/Provider</b>		
<b>Phone Numbers</b>		
<b>Dependency</b> (product or service) :		
	<b>Primary</b>	<b>Alternate</b>
<b>Supplier/Provider</b>		
<b>Phone Numbers</b>		
<b>Dependency</b> (product or service) :		
	<b>Primary</b>	<b>Alternate</b>
<b>Supplier/Provider</b>		
<b>Phone Numbers</b>		
<b>Dependency</b> (product or service) :		
	<b>Primary</b>	<b>Alternate</b>
<b>Supplier/Provider</b>		
<b>Phone Numbers</b>		
<b>Dependency</b> (product or service) :		
	<b>Primary</b>	<b>Alternate</b>
<b>Supplier/Provider</b>		
<b>Phone Numbers</b>		
<b>Dependency</b> (product or service) :		
	<b>Primary</b>	<b>Alternate</b>
<b>Supplier/Provider</b>		
<b>Phone Numbers</b>		
<b>Dependency</b> (product or service) :		
	<b>Primary</b>	<b>Alternate</b>
<b>Supplier/Provider</b>		
<b>Phone Numbers</b>		

### I. Mitigation Strategies

Considering your objectives, dependencies and essential functions, describe below the steps you can take now to minimize a communicable disease's impact on your operations. For example, you may wish to stock up on your critical supplies or develop contingency work-at-home procedures. This may be the most important step of your emergency planning process. Formulation of your mitigation strategies may require reevaluation of your objectives and functions.


### J. Exercising Your Plan and Informing Your Team

Share your completed Plan with your staff. Hold exercises to test the Plan and maintain awareness. Note below the type of exercises you will use and their scheduled dates.

Staff orientation meeting	<input type="checkbox"/>	Emergency communication test	<input type="checkbox"/>	<b>Exercise Dates</b>
Call tree drill	<input type="checkbox"/>	Off-site information access test	<input type="checkbox"/>	
Tabletop exercise	<input type="checkbox"/>	Unscheduled work at home day	<input type="checkbox"/>	<b>Staff Distribution Date</b>
Interdepartmental exercise	<input type="checkbox"/>	Emergency assembly drill	<input type="checkbox"/>	

Other drill (describe): \_\_\_\_\_

### K. Recovery after the Communicable Disease Emergency Event

Describe how you plan to fully resume operations as soon as possible after the emergency event has passed. Identify and address resumption/scheduling of normal activities and services, work backlog, resupply of inventories, continued absenteeism, the use of earned time off, and emotional needs.

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#### **L. Special Considerations for your department.**

Describe here any additional or unique considerations that your department may face in a communicable disease emergency event.

#### **M. Additional Resources and Policy Summaries**

The following is a list of resources, guidelines and policies that will help you plan for a communicable disease emergency event. For a detailed description of these resources, see the communicable disease emergency continuity of operations plan website at [ehs.unc.edu/emergency/disease.shtml](https://ehs.unc.edu/emergency/disease.shtml).

##### *Guidelines for Workplace Dispersement and Fitness to Work*

During a communicable disease emergency event, employees will be asked to institute social distancing measures that are specific to the infectious disease. Some may require keeping a separation of physical distance between employees from three to six feet for influenza. Other diseases may require different social distancing measures. At the time of the event the University will issue social distancing and fitness to work.

##### *Communicable Disease Emergency Mandatory Employee*

Departments should identify as “Communicable Disease Emergency Mandatory Employees” those who are responsible for performing functions that are absolutely essential to the continuation of core university operations (e.g., protection of health or property, support of campus health service or UNC Hospitals, payroll, etc.) during a multi-week public health emergency when classes and most other university activities are suspended. “Communicable Disease Emergency Mandatory Employees” must satisfactorily perform their responsibilities in a public health emergency. UNC’s “Communicable Disease Emergency Mandatory Employees” designation is different from the “adverse weather emergency personnel” policy.

##### *Personal Protection Equipment*

Departments that wish to assess their PPE needs should contact the Department of Environment, Health and Safety for guidance: 919-962-5507.

## Home Emergency Planning for Individuals and Families

Employees, students and their families should plan for any type of emergencies that could impact them in their home, apartment or residence hall. Don't wait—an emergency can occur at any time. Hurricane Katrina taught us that employees may not show up for work if they are concerned for the safety and security of their families.

### N : More Information about your department

Please note below information for your department's contact.

	Name	Phone Number	CB#-Address
<b>COOP Contact</b>			
<b>Email address</b>			
<b>Dept. locations</b>			

Please indicate below the principle nature of your department's operations (check all that apply):

- |                     |                          |                      |                          |
|---------------------|--------------------------|----------------------|--------------------------|
| Instruction         | <input type="checkbox"/> | Student life support | <input type="checkbox"/> |
| Laboratory research | <input type="checkbox"/> | Research support     | <input type="checkbox"/> |
| Other research      | <input type="checkbox"/> | Facilities support   | <input type="checkbox"/> |
| Administration      | <input type="checkbox"/> | Other (describe):    | _____                    |

### O. Communicable Disease Emergency Continuity of Operations Plan Submission

Thank you for completing your department's Communicable Disease Emergency Continuity of Operations Plan. Please follow the information below to submit your copy of the plan. If you have questions, please contact John Covely at the department of Environment, Health and Safety: [jacovely@ehs.unc.edu](mailto:jacovely@ehs.unc.edu).

[Click on the link here](#) to upload your plan to the EHS website.