

## Initial Assessment and Response Protocol

This section provides a brief overview of expectations and first steps to take when employees are made aware of a health situation that raises concerns about COVID-19/Coronavirus. Employees are to follow the steps outlined below, working in immediate consultation with their immediate management supervisor (IMS), designee, or Campus Safety in the event that neither the IMS nor the designee are available.

It is imperative that employees react quickly and expand the official response team without any unpreventable delay. Employees should not attempt to assess the situation alone and they should not communicate outside of official channels. This is intended to ensure a swift and consistent response from any area of campus. Vice President of Administrative Services Alexander Porter serves as the point person for campus response. However, incidents and potential incidents are to be reported through the Office of the President at (714) 484-7308 (during normal business hours) or Campus Safety at (714) 484-7387 (outside of normal business hours).

- **Words to live by:**
  - Expand the official circle for response quickly (do not work this in isolation)
  - Do not deviate from this plan and the plans below
  - Do not try to solve this on your own
  - Do not communicate outside this response group until authorized to do so
- **When a concern is brought to attention:**
  - Work in a timely manner with your IMS
    - If the IMS is unavailable and has designated another manager to cover, work with this manager
    - If neither is available, contact Campus Safety at (714) 484-7387
  - Assess the following risk factors:
    - Cough
    - Shortness of breath
    - Fever
    - History of recent travel outside the United States or close contact with a person who is under investigation for COVID-19 while that person was ill.
  - Maintain record of this conversation (or reconstruct this as soon as possible)
- **If the above risk factors are present (at least three):**
  - Direct the sick party immediately to the Campus Health Center
    - The Health Center is located on the first floor of Gym 2 with an exterior entrance facing NOCE
    - The Health Center can be reached at (714) 484- 7361
    - Call Campus Safety at (714) 484-7387 to facilitate, if necessary
  - Call the President's Office at (714) 484-7308
    - Inform the office staff that a potential situation exists and that you will be walking over to provide details
    - Both you and your IMS should go to the Office of the President

- Be prepared to provide information about the situation
  - Be detailed
  - Be factual
  - Be thorough
  - Bring any documentation
    - E.g. Email from student to faculty
- **Response discussion initiates with Alexander Porter** (who will be contacted by either the Office of the President or by Campus Safety); he will expand the team as needed
  - It's important to have all players (to the extent possible) in the same room to limit the “telephone game” and to ensure all responses are based on credible and consistent information
  - All subsequent communication to the campus and public is the responsibility of the Office of Campus Communications in conjunction with the response team and Dr. Schilling
  - All media inquiries are facilitated through the Office of Campus Communications
    - Do not facilitate speculation
    - Refer all inquiries to the Office of Campus Communications
      - (714) 484-7006
      - mposner@CypressCollege.edu
      - (714) 493-6626 (this is a cell number)