

**Bon Secours St. Mary's Hospital School of Medical Imaging
Coronavirus (COVID-19) Operational Contingency Plan**

March 2020

The School (SOMI) will continue to monitor the latest novel coronavirus (COVID-19) updates from the Centers for Disease Control and Prevention (CDC) and Virginia Department of Health. With the most recent activities, there's a heightened need for additional preparedness to ensure we're doing everything we can to preserve the health and safety of our students and community; and ultimately maintain the quality of the education we provide to our students.

Due to the potential for various levels and scenarios of the surrounding community and college community being affected by COVID-19, this contingency plan is organized according to levels of escalation from 1-4.

Dean of Finance to add any items needed related to financial aid/budget.

Level	Plan
<p>Level 1: Education and Preparation (Green) The Coronavirus illness is not affecting our surrounding community.</p>	<p>Communication</p> <ul style="list-style-type: none"> • Weekly updates will be emailed to students, faculty and staff about the Coronavirus and information that is important for them to know (education and preparation) weekly. These updates will be communicated through e-mail. <ul style="list-style-type: none"> ○ School administration in conjunction with Bon Secours Memorial College of Nursing (BSMCON) administration will discuss updates on an as needed basis ○ The SOMI Operations Coordinator will be responsible for sending the communications to students, faculty and staff as outlined above. • Additional email communications will be sent if there is new information to share. <p>Environmental Cleaning</p> <ul style="list-style-type: none"> • Disinfectant wipes will be distributed to each classroom and office. • Students will be asked to wipe down their desk areas before settling down at the beginning of each class. • Faculty and staff will wipe down their desks and keyboards on a daily basis. • Custodial staff will pay extra attention to high traffic and high touch areas such as doorknobs, handles, restrooms, breakroom surfaces. <p>Identify Critical Job Functions</p> <ul style="list-style-type: none"> • School administration in conjunction with BSMCON

	<p>administration will determine essential job functions that must continue through Level 4 and plan for cross training where possible.</p> <p>Didactic Preparation for Online Learning</p> <ul style="list-style-type: none"> • Faculty prepare for the event that student attendance significantly decreases and the potential for lectures to be offered online. • Faculty prepare for the possibility of conditions progressing, and the need for escalating to Level 4. Lectures would need to be prepared to be provided online in an asynchronous online fashion. Assignments and discussion boards will need to be prepared. • Information Technology Dept. installs Webex accounts on all faculty laptops that do not currently have it.
<p>Level 2: Response (Yellow) The Coronavirus is in our surrounding community, but students are still permitted to complete their clinical hours in the health care settings.</p>	<ul style="list-style-type: none"> • Level 1 measures continue <p>Attendance Monitoring</p> <ul style="list-style-type: none"> • Faculty will monitor attendance and report absenteeism to School administration. • Consider liberal attendance policy for students who are sick or caring for sick family members. • Consider extension of due dates as needed for affected students. • School administrators monitor attendance of faculty and staff. Any trends of increased absences will be reported to BSMCON administration for consideration. • School administration consults with Human Resources for handling staff and faculty absences. <p>Academic Planning</p> <ul style="list-style-type: none"> • School administration will determine which students should not have clinical practicum hours due to high risk and develop contingency plans. • School administration will determine which faculty should not teach practicum in the health care setting due to high risk and develop contingency plans.
<p>Level 3: Response (Orange) The Coronavirus is in our surrounding community, but students are <u>no longer permitted</u> to complete their clinical hours in the health care settings.</p>	<ul style="list-style-type: none"> • Level 1 and 2 measures continue <p>Lab Simulation</p> <ul style="list-style-type: none"> • Lab simulations are implemented in smaller groups. <p>Consideration of Semester Extension</p> <ul style="list-style-type: none"> • Depending upon the week of the semester, and level of absenteeism; determinations will be made by the School administration whether the program will need to be extended in order for students to complete clinical/simulation hours and testing.
<p>Level 4: Response (Red)</p>	<ul style="list-style-type: none"> • Level 1, 2, and 3 measures continue

<p>The Coronavirus is in the School/College Community with student illness, and approximately 50% or more of faculty and staff in a particular dept. or course ill and unable to work.</p>	<p>Staffing</p> <ul style="list-style-type: none"> • School administration will continue to monitor staff and faculty absenteeism to determine if work required to fulfill operations and teaching needs can be covered. • School administration re-aligns teaching responsibilities where applicable to meet needs. <p>Student Attendance</p> <ul style="list-style-type: none"> • Faculty will continue to monitor attendance and report absenteeism to School administration. <p>School Closing</p> <ul style="list-style-type: none"> • School administration will collaborate with BSMCON administration and system leadership to make the decision whether the School/College will close after considering the extent of illness in the community. <p>Courses</p> <ul style="list-style-type: none"> • Lab testing is conducted at the School with small groups of students scheduled to observe social distancing. • If there are not faculty available to teach a particular course due to illness or lack of resources/support for online delivery, the course will be suspended as needed. • Depending upon the week of the semester, the number of courses taught online, and the need for clinical/practicum experiences a determination will be made whether the program needs to be extended in order for students to complete course work, testing, and simulation hours.
<p>Level 5: Response (Black)</p>	<ul style="list-style-type: none"> • School/College is closed and no operations