

# ACADEMIC AFFAIRS—INTERNATIONAL PROGRAMMING

## LEVELS OF PREPAREDNESS FOR A PANDEMIC

- Level 1. Pre-Planning Period Non Human-To-Human Spread (WHO Pandemic Alert Phase)
- Level 2. Confirmed Cases of Human-To-Human Transmission (WHO Elevated Alert Phase)
- Level 3. Sustained Human-To-Human Transmission (WHO Pandemic Imminent Phase)
- Level 4. Confirmed Cases in 500 Mile Radius of Forsyth County (WHO Pandemic Period)
- Level 5. Recovery Post Pandemic Period

### **LEVEL 1. PRE-PLANNING PERIOD NO HUMAN-TO-HUMAN TRANSMISSION (WHO PANDEMIC ALERT PHASE)**

#### **Policies Related To International Travel, Restricted-Region CDC Guidelines, Repatriation, And Restriction From Returning.**

1. The Office of International Programs will develop a tracking system for faculty, students, and staff who are studying abroad.
2. The Office of International Programs will develop International Travel Guidelines for all University students, faculty, staff, and administrators traveling abroad. ( to be completed Nov 15<sup>th</sup>)
3. The Office of International Programs will identify secure shelters at all study abroad sites and develop code of conduct for residents of such shelters. (to be completed Nov 15<sup>th</sup>)
4. The International experience program cancellation policy will be parallel to University closure policy.
5. Student participants in WSSU-led programs may retake the canceled course(s) at no charge. They will be responsible for their air fare.
6. Students will use the International Travel Registry for WSSU faculty, students, and staff.
7. The Office of International Programs will communicate with external partners: exchange partners, study abroad host institutions, & study abroad providers.

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6. Students will use the International Travel Registry for WSSU faculty, students, and staff
7. Communicate with universities partner, exchange partners, study abroad host institutions, & study abroad providers.

## **LEVEL 2. CONFIRMED CASES OF HUMAN-TO-HUMAN TRANSMISSION (WHO ELEVATED ALERT PHASE)**

### **Method for Keeping Chancellor Informed About Students and/or Faculty Traveling Internationally or Nationally**

1. The Office of the Provost shall keep a log that documents all travel to and from the University.
2. The Office of the Provost will collect data from the respective units and share them with the Chancellor.
3. Monthly Travel Reports from academic departments and student / faculty service departments.
4. OSPR will conduct a survey of travel plans to affected regions from grant awardees and report findings to the Office of the Provost.
5. Each sponsoring department will conduct a survey of guest lecturers and other invitees verifying disclosure of foreign travel. Each department will report findings to the Office of the Provost.
6. Deans and directors will provide lists of their faculty or staff on assignment out of state or abroad.
7. The Office of International Programs will provide a list of and contact information for out-bound students, faculty, staff, and administrators participating in experience abroad programs, as well as exchange students and scholars.

## **LEVEL 3. SUSTAINED HUMAN-TO-HUMAN TRANSMISSION (WHO PANDEMIC IMMINENT)**

### **Communication with Faculty and Students**

1. Alert travelers within hours of first CDC warning.
2. Alert faculty, students, and staff studying or working abroad.
3. Recall WSSU students, faculty, and staff in H5N1-affected areas/regions abroad.
4. Faculty, students, and staff on WSSU programs abroad who cannot return home relocate to a "secure shelter."
5. University issues a travel health warning recommending against nonessential travel to affected area(s).
6. Alert incoming students from H5N1-affected areas.
7. Reach incoming students for communication and health screening purposes.
8. Cancel scheduled travel to affected regions by faculty, students, and staff.
9. University-sponsored academic travel to unaffected regions may proceed, but with caution.
10. Recommend precautions for in-bound travelers.
11. Establish communication channels with students, faculty, and staff stationed in an off-campus site (domestic or international) and provide expert advisement regarding the emergency.

## **LEVEL 4. CONFIRMED CASES IN A 500-MILE RADIUS OF FORSYTH COUNTY (WHO PANDEMIC PHASE)**

### **Procedures for Shutting Down**

1. The University shuts down all academic operations.
2. Students and faculty relocate to a secure shelter: residence halls, area hotels, individual homes.
3. Identify student events where confirmed patients have attended.
4. Web-based distance instruction
5. Faxed lessons & assignments
6. Recorded instruction (video/audio)
7. Telephone instruction
8. Independent study
9. University-wide closure policy in effect

## **LEVEL 5. RECOVERY POST-PANDEMIC PERIOD**

1. Faculty and staff will return two days before students to prepare for their return.
2. The Provost will work with the Vice Chancellor for Student Affairs and the Vice Chancellor for Finance and Administration to ensure that respective units develop a readmit checklist for returning students, faculty, and staff—in tandem with the WSSU Health Center.
3. The Health Services will develop a list of protocols with signs and symptoms to send to student and parents indicating whether or not they can return to campus.