

# VanderCook College of Music Response to Corona Virus

V.1 – 3/9/20 – sld adapted from ks

## Purpose:

This policy outlines a response plan for VanderCook College of Music in the event of a widespread pandemic. We will follow federal, state and local protocols in the event of a community outbreak. This document is subject to change at any time.

## Introduction:

Seasonal influenza, commonly referred to as “the flu,” is a contagious respiratory virus caused by viruses that infect the nose, throat, and lungs. Flu spreads from person to person mostly by droplets containing the flu virus when an infected person coughs or sneezes. People may also get the flu by touching infected surfaces and then touching their eyes, nose, or mouth.

*Pandemic flu* is not seasonal flu. A flu pandemic occurs when a flu virus that is different from seasonal flu emerges and spreads quickly between people. Most people will lack immunity to the pandemic flu virus, and development of a vaccine takes time since it’s a new virus. Pandemic flu can be more severe and cause more deaths than seasonal flu. Therefore, it is important to have a pandemic plan in place, especially in the educational setting where staff and students are in close contact. Further, school-based outbreaks often give rise to community-based outbreaks.

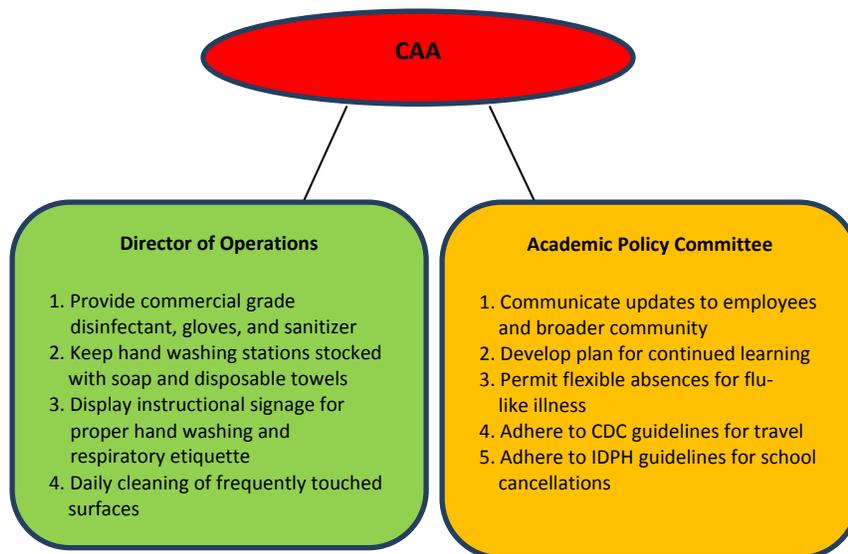
The coronavirus, now referred to as COVID-19, is a member of the coronavirus family and a close cousin to Middle East Respiratory Syndrome (MERS) and Sudden Acute Respiratory Syndrome (SARS). It emerged in China’s Huawei province in late December 2019. COVID-19 is a zoonotic pathogen, meaning that it can travel between humans and animals. Symptoms may be as mild as the common cold, or as severe as SARS and MERS. The World Health Organization (WHO) has not yet declared COVID-19 a pandemic, however, it meets the WHO’s definition of a pandemic: “worldwide spread of a new disease.” COVID-19 is currently present in six continents and multiple countries. Calling COVID-19 a pandemic does not change the WHO’s recommended responses. The best way to prevent infection is to avoid being exposed to the virus that causes it through everyday preventative actions outlined in this policy.

## Objective of Pandemic Policy:

1. Monitor and plan for student and staff absenteeism.
2. Establish procedures for students and staff who are sick at school.
3. Perform routine and as needed cleaning.
4. Monitor updates from the Centers for Disease Control and Prevention (CDC), WHO and Illinois Department of Public Health (IDPH) that may impact schools or school related activities.
5. Communicate with employees and families early and often.
6. Plan for continuity of school operations in the event of school closure.

## Planning and Coordination:

1. Chief Academic Officer monitors the recommendations of the IDPH
2. Review updates from the WHO and IDPH.
3. Develop a contingency plan for continuing education and operations in the event of school cancellations.
4. Develop information sharing systems.



## Preventative Plan:

1. Promote and reinforce preventative actions throughout the college.
2. Stock flu prevention related supplies such as soap, hand sanitizer with 60% alcohol, tissues, trash baskets,,
3. Follow the recommendations of the CDC, WHO and IDPH following pandemic updates.
4. Ask staff and students to remain home when they are sick .
5. Permit flexible sick leave for students and staff with flu-like symptoms.
6. Keep all hand washing stations well-stocked with soap and disposable towels.
7. Post instructional “20-second hand wash” signage by major hand washing stations.
8. Post signage for proper respiratory etiquette.
9. Provide staff and student education on proper hand washing and respiratory etiquette (in seminar).
10. Clean frequently touched surfaces on a daily and as needed basis.
11. Provide commercial grade sanitizer for cleaning frequently touched surfaces in between daily cleaning.
12. Limit control of contacts:
  - a. Permit flexible attendance for staff with COVID-19 or other influenza diagnosis or symptoms.
  - b. Reinforce importance not attending school with flu related symptoms.
  - c. Provide masks for symptomatic staff and students until they have left the building.
  - d. Return to school permitted when fever free for 24 hours without use of fever reducing medicine AND feeling improved without symptoms.
  - e. Implement 3’ distance spacing between people if advised by IDPH.
  - f. Cancel large meetings or school events with high incidence of flu-like activity or COVID-19 confirmed cases.
  - g. Cancel school-related trips to countries with identified travel restrictions or high viral activity.
  - h. Follow CDC guidelines with regard to returning to school following travel to a country or region with travel advisories.

## EVERYDAY PREVENTIVE ACTIONS

*Everyone should always practice good personal health habits to help prevent flu.*



**Stay home when you are sick.** Stay home for at least 24 hours after you no longer have a fever or signs of a fever without the use of fever-reducing medicines.



**Cover your coughs and sneezes with a tissue.**



**Wash your hands often with soap and water for at least 20 seconds.** Use at least a 60% alcohol-based hand sanitizer if soap and water are not available.



**Clean frequently touched surfaces and objects.**

## NPIs RESERVED FOR A FLU PANDEMIC

*Educators should be prepared to take these additional actions, if recommended by public health officials.\**



**Be prepared to allow your staff and students to stay home if someone in their house is sick.**



**Increase space between people at school to at least 3 feet, as much as possible.**



**Modify, postpone, or cancel large school events.**

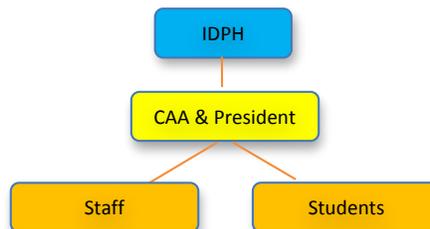


**Temporarily dismiss students attending childcare facilities, K-12 schools, or institutions of higher education.**

\*These additional actions may be recommended for severe, very severe, or extreme flu pandemics.

## Communication Plan:

### Communication Tree for Activating & Terminating School Closures



1. Students should inform the school if returning from a country with a CDC issued travel advisory and follow recommendations to self-quarantine before returning to school.
2. Students and staff should report student and staff **flu related absences** to their dean.
3. Director of Health will alert IDPH of large increases in student and staff absenteeism due to respiratory illness.
4. If COVID-19 is identified in the school or IIT community, CAA will communicate with IDPH for additional steps to help prevent the spread at school.
5. VCM administration will inform all stakeholders (staff, parents, students) of updates impacting school activities or disruptions to normal school routine via email and website communication.
6. Faculty will share their eLearning plan with deans and students should we be advised to temporarily dismiss school to stop or slow viral spread.
7. Administration, faculty, staff and students will continue to communicate via email during closure.

## Continuity of Education Plan:

1. Faculty will activate eLearning procedures to permit continued education in the event of school closures. Learning may include, but is not limited to, web-based instruction, video or voice recorded lessons, emailed assignments, Apps, Schoology, Zoom, Google docs, Google handouts, videoconferencing, and more.
2. To the extent possible, VanderCook College of Music will align our response and closures to the response led by the team at the Illinois Institute of Technology.

Links for Additional Resources:

[www.iit.edu/COVID-19](http://www.iit.edu/COVID-19)

CDPH Info Line: 312.746.4835

CDPH Email Line: [coronavirus@chicago.gov](mailto:coronavirus@chicago.gov)

Get the Facts: [Coronavirus Disease 2019](#) (COVID-19)

COVID-19: [Guidance for Schools and Institutions of Higher Education](#)

COVID-19: [Preparedness Checklist for Individuals and Households](#)

COVID-19: [Guidance for Businesses and Employers](#)

Where to Get a Flu Shot: <https://chicagoflushots.org>

- [The FAQ from Chicago Public Health Department](#)