1. Campus Preparation

1.1. This COVID-19 Coordination and Rapid Response Plan has been adopted by the Chancellor to ensure that an adequate plan and administrative infrastructure is in place to both prepare for, and respond to, COVID-related developments associated with the operations of East Carolina University (“ECU”).

1.2. The Chancellor has delegated authority to the ECU COVID-19 Coordination Committee (the “Committee”) in order to coordinate, direct, and advise upon campus-wide efforts in preparing for, and responding to, COVID-19 developments. The core membership of the Committee appointed by the Chancellor is as follows:

1.2.1. Chancellor’s Chief of Staff (Chair and Chancellor Delegee as well as ECU’s COVID Coordinator)
1.2.2. Vice Chancellor for Legal Affairs and University Counsel
1.2.3. Director of Student Health Services (who also serves as designated university liaison to the Pitt County Health Department with delegated public health authority, and is responsible for administering the University’s Interim Regulation on Contact Tracing);
1.2.4. Director Prospective Health;
1.2.5. Director of Environmental Health and Safety (who serves as Deputy COVID Coordinator);
1.2.6. Director of Employee Relations (who serves as ECU Return to Onsite Work Coordinator (ROSO) and Deputy COVID Coordinator);
1.2.7. Division of Student Affairs Associate Vice Chancellor and Senior Operations Officer;
1.2.8. Associate Athletics Director for Athletic Training (who serves as Department of Athletics COVID Coordinator);
1.2.9. ECU Physicians Executive Director;
1.2.10. Health Sciences Division Chief of Staff

1.2.11. The Chancellor’s Chief of Staff/COVID Coordinator is authorized to appoint additional ad hoc and/or resource members to the Committee, or any subcommittees it may designate, where such appointments are in the best interest of the University. The Chief of Staff will determine whether such members and subcommittees may need to be appointed on an as-needed basis from:

1.2.11.1. University Communications
1.2.11.2. Local and state health department consultants;
1.2.11.3. ECU Physicians consultants;
1.2.11.4. Local healthcare partners;
1.2.11.5. Office of Global Affairs;
1.2.11.6. Immigration Services;
1.2.11.7. Housekeeping and Facilities;
1.2.11.8. ITCS;
1.2.11.9. Campus Safety;
1.2.11.10. Student Counseling;
1.2.11.11. Residence Life and Dining Services;
1.2.11.12. Internal Audit and Management Advisory Services;
1.2.11.13. Materials Management;
1.2.11.14. Dean of Students
1.2.11.15. Academic Deans and/or Directors
1.2.11.16. Financial Services; and/or
1.2.11.17. Other relevant Departments or Offices

1.3. The Chief of Staff/COVID Coordinator shall determine the frequency and procedure for Committee meetings and set its agenda. Upon direction from the Chancellor, the Chief of Staff/COVID Coordinator may remove members from the Committee when doing so is deemed to be in the best interest of the University. The Chief of Staff/COVID Coordinator shall ensure that the Committee can conduct all business electronically and/or telephonically.

1.4. Upon direction from the Chancellor, the Chief of Staff/COVID Coordinator will provide or will cause to have provided updates regarding the operations of the Committee. These updates will be provided to the campus community, including, but not limited to, the Faculty Senate, Staff Senate, Student Government Association, and the Board of Trustees.

1.5. The Committee and its members shall comply with all applicable laws and policies regarding the confidentiality of information, including, but not limited to, FERPA and HIPAA, in the conduct of University business.

2. Committee Responsibilities

2.1. The Committee shall serve as the primary administrative entity for coordinating, directing, and advising upon ECU’s response to COVID-19 events impacting University operations. Further, the Committee shall advise the Chancellor regarding such matters and is responsible for notifying the Chancellor and other appropriate university officials in the event of a surge in COVID-19 cases or other related emergency with respect to any University operations (as the term “Surge” may be defined by the Committee with regard to particular campus operations and activities).

2.2. Committee Responsibilities further include, but are not limited to, the following:
2.2.1. Reviewing applicable Centers for Disease Control and Prevention (CDC), NC Department of Health and Human Services (DHHS), World Health Organization (WHO), North Carolina Governor, UNC, NC Office of Human Resources (OSHR), and NC Department of Labor information on COVID-19, including, but not limited to, directives, guidelines, and travel advisories, and advising the Chancellor on measures that must be taken by the University to respond to the same;

2.2.2. Reviewing the university’s emergency preparedness plan, applicable Student Health Services (SHS) and Pitt County Public Health Department protocols, communication plans, and relevant organizational charts, and advising the Chancellor concerning the same;

2.2.3. Monitoring the CDC, NC DHHS, and WHO websites regularly for updated information on COVID-19, guidelines, and travel advisories;

2.2.4. Reviewing training procedures for non-clinical/Health Sciences staff and employees.

2.2.5. Aligning campus policies, regulations, rules, guidelines, and communications to ensure consistency with current public health guidelines and applicable legal authority;

2.2.6. Coordinating decisions with the Chancellor and other appropriate administrators regarding cancellation or limitations on employee and student travel;

2.2.7. Identifying the responsible individual or office for:

2.2.7.1. Identifying a surge in COVID-19 cases on ECU owned or controlled property and ensuring said information is timely communicated to the Committee and the Chancellor for appropriate response;

2.2.7.2. Preparing ECU’s COVID-19 Event Communication Plan;

2.2.7.3. Preparing ECU’s COVID-19 Business and Finance Continuity Plans;

2.2.7.4. Identifying or establishing a building or units on or off campus for students requiring isolation who cannot be isolated/quarantined at home;

2.2.7.4.1. Consult with local or state health department officials or local government officials to identify appropriate quarters that meet medical/public health requirements;

2.2.7.4.2. Consult with legal counsel and procurement to develop a memorandum of understanding (MoU) with local apartment complexes or hotels.

2.2.7.5. Supporting and caring for a student or employee deemed to be at risk for COVID-19;

2.2.7.6. Monitoring isolation and quarantine compliance;
2.2.7.7. Enforcing isolation compliance, such as campus safety, in conjunction with SHS and the Pitt County Health Department;

2.2.7.8. Ensuring students and employees wear face coverings in accordance with the university’s Interim Regulation on Face Coverings;

2.2.7.9. Determining when the isolation or quarantine period is no longer needed.

2.2.7.10. Developing policies and preparing academic advisors, faculty, and financial aid staff to address students’ academic and financial concerns resulting from prolonged class absence or withdrawal;

2.2.7.11. Developing a support program for students who are quarantined or isolated. The support program may, but is not required, to include:

   2.2.7.11.1. mental health support for students and parents via telehealth (telephone or online).
   2.2.7.11.2. a protocol to provide students with food and supplies.
   2.2.7.11.3. online instruction options, live feeds, recordings, or implementation of a note-taking program for students.
   2.2.7.11.4. Online tutoring for those students after quarantine or isolation.
   2.2.7.11.5. student privacy and safety protection

2.2.8. Developing policies, regulations, rules, standard operating procedures, and guidelines for campus activities. Elements of these documents could include:

   2.2.8.1. Face coverings and other applicable personal protective equipment;
   2.2.8.2. Encouraging participants and employees to stay home while sick;
   2.2.8.3. Making hand sanitizer/handwashing facilities widely available;
   2.2.8.4. Use of non-contact greetings;
   2.2.8.5. Planning for the economic impact of event cancellations;
   2.2.8.6. Planning for absences, and compensation/pay of employees who are quarantined or asked to work from home.
   2.2.8.7. Developing and disseminating guidelines on environmental control, such as cleaning policies.

2.3. Rapid Response

   2.3.1. In the event the Director of SHS believes that a surge in COVID-19 cases is occurring, or may occur in the future, or that there is otherwise a COVID-19-related emergency with regard to ECU activities and/or operations, based on information received from the Pitt County Health Department and/or ECU or community or other reliable sources, the Director, in coordination with the Chancellor’s Chief of Staff/COVID Coordinator, shall immediately convene the Committee and advise its membership
of the surge and/or situation.

2.3.2. The Director is authorized to take any necessary action to preserve campus public health pending the Committee meeting, including requesting the Director of the Pitt County Health Department to issue isolation and quarantine orders. The Chief of Staff and Director may include any additional ECU or community members in the meeting where doing so is in the best interest of the University and is permitted by applicable law.

2.3.3. The Committee shall make timely recommendations to the Chancellor regarding the situation and help coordinate the University’s response to the same based upon the Chancellor’s directives. The Committee is authorized to make any appropriate recommendation to the Chancellor that is not prohibited by law. Upon the advice of the Director of SHS, in the event that the University does not have the capacity to investigate a majority of its new COVID-19 cases, the Committee may recommend suspending or scaling back contact tracing activities and implementing strict mitigation measures (such as, for example, closure of a dorm or suspension of dining or other student and employee services) until transmission begins to decline\(^1\).