



Constituency	Scenario 1: Current Situation	Scenario 2: 2 or more External Community Diagnosed (50-mile radius of KGI)	Scenario 3: Between 1-5 Members of Internal Community Diagnosed (Faculty, Staff, Students)	Scenario 4: More than 5 Members of Internal Community Diagnosed (Faculty, Staff, Students)
Institution	<ul style="list-style-type: none"> • KGI asks all faculty, students, and staff to use caution when traveling domestically and internationally. • At this time, KGI is not sponsoring any travel to areas identified by the CDC as Level 3 Health Notice. • No other travel restrictions at this time. 	<ul style="list-style-type: none"> • KGI asks all faculty, students, and staff to use caution when traveling domestically and internationally. • At this time, KGI is not sponsoring any travel to areas identified by the CDC as Level 3 Health Notice. • No other travel restrictions at this time. 	<p>In consultation with the local public health department, the campus administrator may determine campus closure and what length of time is warranted based on the risk level within the specific community as determined by the local public health officer.</p>	<p>In consultation with the local public health department, the campus administrator may determine campus closure and what length of time is warranted based on the risk level within the specific community as determined by the local public health officer.</p>
Students	<ul style="list-style-type: none"> • Send students who present with fever and/or respiratory infection symptoms home immediately. • Exclude students who have a travel history over the course of the last 14 days to an area identified by the CDC as Level 3 Travel Health Notice. • Additionally, exclude those who have been in close contact with someone diagnosed with COVID-19 from the campus for 14 days from the day of their last exposure. • Encourage flu vaccine for those who have not had it this season. 	<ul style="list-style-type: none"> • Effective March 23, 2020, all courses will transition online through May 15, 2020. Please review email communication from the KGI COVID-19 Task Force or kgi.edu/coronavirus for detailed information. 	<ul style="list-style-type: none"> • Effective March 23, 2020, all courses will transition online through May 15, 2020. Please review email communication from the KGI COVID-19 Task Force or kgi.edu/coronavirus for detailed information. 	<ul style="list-style-type: none"> • Effective March 23, 2020, all courses will transition online through May 15, 2020. Please review email communication from the KGI COVID-19 Task Force or kgi.edu/coronavirus for detailed information.



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Faculty and Staff	<ul style="list-style-type: none"> • Send faculty, and staff who present with fever and/or respiratory infection symptoms home immediately. • Exclude faculty, or staff who have a travel history over the course of the last 14 days to an area identified by the CDC as Level 3 Travel Health Notice (see CDC's Evaluating and Reporting Persons Under Investigation). • Additionally, exclude those who have been in close contact with someone diagnosed with COVID-19 from the campus for 14 days from the day of their last exposure. • Encourage flu vaccine for those who have not had it this season. 	<ul style="list-style-type: none"> • Effective March 16, 2020 through April 6, 2020, all faculty and staff are encouraged to telecommute. Please review email communication from the KGI COVID-19 Task Force or kgi.edu/coronavirus for detailed information. 	<ul style="list-style-type: none"> • Effective March 16, 2020 through April 6, 2020, all faculty and staff are encouraged to telecommute. Please review email communication from the KGI COVID-19 Task Force or kgi.edu/coronavirus for detailed information. 	<ul style="list-style-type: none"> • Effective March 16, 2020 through April 6, 2020, all faculty and staff are encouraged to telecommute. Please review email communication from the KGI COVID-19 Task Force or kgi.edu/coronavirus for detailed information.
Visitors to KGI	No limitations at this time.	No outside visitors should be invited to campus until April 6, 2020.	No outside visitors should be invited to campus until April 6, 2020.	No outside visitors should be invited to campus until April 6, 2020.
Curriculum	The Deans and George Bradford are working on a development of a plan for continuity of education.	Effective March 23, 2020, all courses will transition online through May 15, 2020.	Effective March 23, 2020, all courses will transition online through May 15, 2020.	Effective March 23, 2020, all courses will transition online through May 15, 2020.

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Facilities	<ul style="list-style-type: none"> In an abundance of caution, we have increased our cleaning protocols. Daytime crew between 7 a.m. - 4 p.m. are disinfecting at least twice a day: doorknobs, light switches, open counter areas. We are using Cintas Antibacterial Solution. Night crews between 5 p.m. - 1 a.m. are disinfecting once more open areas, light switches, doorknobs. We are adding disinfecting remote controls and telephone equipment to the nightly tasks. 	Consult CDC guidelines to determine what additional cleaning protocols, if any, should be deployed at the campus.	Consult CDC guidelines to determine what additional cleaning protocols, if any, should be deployed at the campus.	Work with the local public health department to determine what additional cleaning protocols, if any, should be deployed at the campus prior to reopening the campus.
Communications	<ul style="list-style-type: none"> KGI developed a COVID-19 Task Force that meets weekly to discuss the current situation, review the science of the virus, and review response measures. Additionally, Kelly Esperias participates in the Coronavirus response group meetings daily at 8 a.m. with a representative from each campus. President Schuster attends a daily call at 5:30 p.m. with Claremont College presidents. Brittany Raygoza participates in monthly Emergency Management Group meetings with representatives from all campuses. 	<ul style="list-style-type: none"> KGI developed a COVID-19 Task Force that meets weekly to discuss the current situation, review the science of the virus, and review response measures. Additionally, Kelly Esperias participates in the Coronavirus response group meetings daily at 8:00 am with a representative from each campus. President Schuster attends a daily call at 5:30 pm with Claremont College presidents. Brittany Raygoza participates in monthly Emergency Management Group meetings with representatives from all campuses. 	<ul style="list-style-type: none"> Continue to communicate plans to include: outreach to students, faculty, staff, and the community. 	<ul style="list-style-type: none"> Continue to communicate plans to include: outreach to students, faculty, staff, and the community.



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Campus Safety	Review and update emergency operations plans (EOPs), including continuity plans for teaching and learning if students are excluded from campus.	Review and update emergency operations plans (EOPs), including continuity plans for teaching and learning if students are excluded from campus.	Review and update emergency operations plans (EOPs), including continuity plans for teaching and learning if students are excluded from campus.	Review and update emergency operations plans (EOPs), including continuity plans for teaching and learning if students are excluded from campus.
Health Safety Departments	Contact county emergency operations center if it has been established or your local public health department immediately if you notice any concerning clusters of respiratory disease or spikes in absenteeism.	Contact county emergency operations center if it has been established or your local public health department immediately if you notice any concerning clusters of respiratory disease or spikes in absenteeism from online courses and telecommuting.	Maintain regular communications with the local public health department. If the health department recommends for closure: Determine the timing of return of students, faculty and staff, and any additional steps needed for the campus to reopen, in consultation with the local public health department.	Maintain regular communications with the local public health department. If the health department recommends for closure: Determine the timing of return of students and staff, and any additional steps needed for the campus to reopen, in consultation with the local public health department.