

College of the Marshall Islands COVID-19 Disaster Management Plan



Version 4

August 2022

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1. Update as of August 2022

While this plan has been in effect since inception in 2020, in alignment with the [RMI Roadmap on Easement of Borders](#), the following updates also now apply:

1. CMI will only close if it is directed to do so by the National Disaster Committee (NDC).
2. CMI student and employee COVID-19 Vaccine ID cards or visitor's pass requirement will be strictly enforced by CMI security.
3. Mandatory mask requirement by NDC will be strictly upheld.
4. Visitors will be required to provide proof of vaccination before being issued with a campus pass.
5. Washable N-95 masks will be made available to employees, students and visitors allowed on campus.

2. Introduction

The mission of the College of the Marshall Islands is to provide access to quality, student-centered, post-secondary educational services to the Marshallese people. The College also provides selective, higher education programming, intellectual resources, and research specific to the needs of the nation and the larger Pacific community. In order to be student-centered and serve the needs of the nation, it is essential that the College act to protect its students, and the rest of the community, from the threat of pandemic disease. In addition, as a community college, CMI is responsible for serving its community.

The novel coronavirus SARS-CoV-2, which causes the COVID-19, a potentially severe lower respiratory disease, first appeared in the city of Wuhan, Hubei Province, China, in November 2019. The World Health Organization designated the outbreak a pandemic on March 11, 2020. The illness spreads primarily via droplets and typically has an incubation period of 2-14 days. Those most at risk of dying from COVID-19 are over 60 years old and/or have underlying conditions. Diabetes is considered a major risk factor. CMI's Arrak Campus has been designated a quarantine center for any persons under investigation for SARS-CoV-2, and all CMI operations have been moved.

The president, or designee, shall coordinate all response activities necessary to implement CMI's COVID-19 Disaster Management Plan. The president, or designee, is the primary point of communication for and about the campus community.

2. Authoritative Sources of Information

In any emergency situation, rumors and disinformation have the potential to do as much damage as the actual emergency. The following are considered to be authoritative sources of information:

6. The RMI Ministry of Health and Human Services
7. The World Health Organization
8. The Center for Disease Control

3. Alert Level Definitions

Alert	Name	Description
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Level No.		
1	Preparation & Prevention	No confirmed cases in the RMI.
2	Heightened preparation & prevention	Border cases identified in the RMI. No confirmed cases in the RMI community.
3	Identified threat	No confirmed cases in the RMI community, all face-to-face teaching may be suspended.
4	Elevated Alert	Confirmed cases in the RMI.
5	Direct Impact	Suspected/confirmed cases among CMI employees or students or schools ordered closed by the RMI government.

4. Responsibilities of Departments and Teams

4.1 Campus Status/Cross-Departmental Responsibilities

1 - Preparation & Prevention	<ul style="list-style-type: none"> All campus services and courses open, with Arrak services relocated to Uliga. Departments and teams prepare plans and work to raise awareness of disease prevention. Departments identify employees most at risk from COVID-19 and begin preparing work-from-home plans. Travel limited in accord with national advisories.
2 - Heightened preparation & prevention	<ul style="list-style-type: none"> All campus services and courses open, with Arrak services relocated to Uliga. Departments and teams prepare plans and work to raise awareness of disease prevention. Departments identify employees most at risk from COVID-19 and begin preparing work-from-home plans. No Business travel from duty station
3 - Identified threat	<ul style="list-style-type: none"> All face-to-face teaching may be suspended. Student group activities canceled. Resident students may remain in housing but must practice good hygiene. No Business travel from duty station. DE Centers may remain open if not ordered to close.
4 - Elevated Alert	<ul style="list-style-type: none"> Only Vaccinated Faculty, Staff and Students will be

	<p>allowed on campus</p> <ul style="list-style-type: none"> • Employees most at risk from COVID-19 must work from home. • All face-to-face teaching is suspended. • Student group activities canceled. • Resident students move to available classrooms to ensure social distancing among those remaining on campus. • DE Centers may remain open if not ordered to close.
5 - Direct Impact	<ul style="list-style-type: none"> • Only Vaccinated Faculty, Staff and Students will be allowed on campus • All face-to-face teaching is suspended. • Campus closed except for resident students and essential personnel for at least two weeks. • Resident students move to available classrooms to ensure social distancing among those remaining on campus. • All DE Centers close.

4.2 Communications Team

1 - Preparation & Prevention	<ul style="list-style-type: none"> • Communicate status to the CMI community as per Communication protocol • Communicate Emergency contact information to CMI community • Communicate relevant policy information in relation to emergency to CMI community • Prepare informational material for distribution to CMI community i.e. posters, brochures etc • Use various informational technology platforms to communicate with CMI community- set up web site, emails, mass text, video etc • Communicate regular situational updates-MoHHS advisories
2 - Heightened Preparation and Prevention	<ul style="list-style-type: none"> • Communicate status to the CMI community as per Communication protocol
3 - Identified Threat	<ul style="list-style-type: none"> • Communicate status to the CMI community as per Communication protocol
4 - Elevated Alert	<ul style="list-style-type: none"> • Communicate status to the CMI community as per Communication protocol

5 - Direct Impact	<ul style="list-style-type: none"> Communicate status to the CMI community as per Communication protocol
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4.3 Human Resources

1 - Preparation & Prevention	<ul style="list-style-type: none"> Communicate policies and procedures for remote work and work from home to employees Compile a list of 'most at risk' employees Employees to update emergency contacts and next of kin information on HRMIP Compile a list of employees not in the RMI Supervisors to prepare backup plans for critical positions should employees be required be quarantined or ill
2 - Heightened preparation and prevention	<ul style="list-style-type: none"> Confirm that all employees in the 'most at risk' list are notified to stay at home. Confirm status of all employees for payroll purposes Confirm implementation of backup plans for 'most at risk' employees and change to supervisor status for day to day operations
3 - Identified threat	<ul style="list-style-type: none"> Monitor employee status for those sick or quarantined Notify next of kin of employee status Check with supervisors for updated employee list of those sick, quarantined or working from home Confirm status of employees for payroll purposes Update list of employees and status with regards to COVID-19
4 -Elevated Alert	<ul style="list-style-type: none"> Monitor employee status for those sick or quarantined Notify next of kin of employee status Check for employees requiring assistance and type of assistance required Provide referral for assistance required Check with supervisors for updated employee list of those sick, quarantined or working from home Confirm status of employees for payroll purposes Update list of employees and status with regards to COVID-19
5 - Direct Impact	<ul style="list-style-type: none"> Monitor employee status for those sick or quarantined Check for employees requiring assistance and type

	<p>of assistance required</p> <ul style="list-style-type: none"> • Provide referral for assistance required. • Check with supervisors for updated employee list of those sick, quarantined or working from home • Confirm status of employees for payroll purposes • Update list of employees and status with regards to COVID-19
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4.4 Academic Affairs

1 - Preparation & Prevention	<ul style="list-style-type: none"> • Ensure all courses have Moodle course shells with interactive activities set up.
2 - Heightened preparation & prevention	<ul style="list-style-type: none"> • Learning Designer provides training in online instruction for faculty. • Develop contingency credit recovery plans for students who fall ill, lack internet access who are otherwise unable to complete their courses due to the pandemic.
3 - Identified threat	<ul style="list-style-type: none"> • Confirm all faculty are prepared to teach online and that courses run online. • Ensure all faculty are aware of support available from the learning designer once online teaching begins. • Faculty may access campus, but should be teaching online. For classes with labs or practical elements that cannot be taught online, small groups may be authorized to come to campus. Nursing students will not work in the hospital at this time. • Prepare to implement credit recovery plans.
4 - Elevated Alert	<ul style="list-style-type: none"> • Monitor online courses to ensure they are running and include regular and substantive interaction. • Monitor absences and advise

	<p>the senior leadership team of patterns, especially those that may indicate a direct impact.</p> <ul style="list-style-type: none"> • All classes are entirely online, and faculty must not access the campus. • Prepare to implement credit recovery plans.
5 - Direct Impact	<ul style="list-style-type: none"> • Monitor online courses. • Monitor absences. If they become too severe, teaching may need to be suspended. • Prepare to implement credit recovery plans.

4.5 Adult and Continuing Education

1 - Preparation & Prevention	<ul style="list-style-type: none"> • Begin preparing packets of work for ABE students in case of closure. • Prepare faculty in vocational programs to teach “theory first” online.
2 - Heightened preparation & prevention	<ul style="list-style-type: none"> • Learning Designer provides training in online instruction for faculty. • Develop contingency credit recovery plans for students who fall ill, lack internet access who are otherwise unable to complete their courses due to the pandemic.
3 - Identified threat	<ul style="list-style-type: none"> • Confirm all vocational faculty are prepared to teach the theory portions of their courses online. • Finalize and distribute packets of work for ABE and students. • Prepare to implement intensive practical sessions for vocational courses if students cannot work in adapted small groups.
4 - Elevated Alert	<ul style="list-style-type: none"> • Monitor online courses to ensure they are running and include regular and substantive interaction. • Monitor absences and advise the senior leadership team of patterns, especially those that may indicate a direct impact. • All classes are entirely online, and faculty must not access the campus. • Prepare to implement credit recovery plans. • Prepare to implement intensive practical sessions for

	vocational courses.
5 - Direct Impact	<ul style="list-style-type: none"> • Monitor online courses. • Monitor absences. If they become too severe, teaching may need to be suspended. • Prepare to implement credit recovery plans. • Prepare to implement intensive practical sessions for vocational courses.

4.6 Student and Learning Support

Library, ASP, Counseling, Student STARS

1 - Preparation & Prevention	<ul style="list-style-type: none"> • Assist communications team in communicating messages about prevention to community, specifically: <ul style="list-style-type: none"> ○ Library displays and library page information ○ SBA/student services use social media to reach out to students ○ Campus nurse presents on COVID-19 • Counseling works with the Learning Designer to establish e-counseling moodle
2 - Heightened preparation & prevention	<ul style="list-style-type: none"> • Continue assisting communications team in communicating messages about prevention to community, specifically: <ul style="list-style-type: none"> ○ Library displays and library page information ○ SBA/student services use social media to reach out to students ○ Campus nurse presents on COVID-19 • Counseling continues developing the e-counseling moodle. • Bring student support offerings such as reference librarian, ASP, and counseling online in preparation for campus closure.

	<ul style="list-style-type: none"> • Campus nurse and residence hall coordinators, under the direction of the Associate Dean, plan for quarantining students.
3 - Identified threat	<ul style="list-style-type: none"> • Continue electronic communications about prevention. • Cancel in-person workshops and group activities. • Offer student and learning support online through email, Moodle, etc. Learning support staff who are at high risk may work from home. • Only resident students, or students coming to campus for a limited specific purpose such as a lab, may be on campus. • Campus nurse and residence hall coordinators, under the direction of the Associate Dean, monitor and assist resident students. • Associate Dean for Equity and Engagement ensures classrooms are ready to be used for resident students in case of level four.
4 - Elevated Alert	<ul style="list-style-type: none"> • Continue electronic communications about prevention. • Residence hall coordinators assign resident students to classrooms and ensure social distancing is in place. Resident students should not leave campus. • Food for resident students is prepared by cooks. • Personnel caring for students on campus must be assigned rooms on campus and remain on campus. All other staff work from home. • Student and learning support continue to be available online. • Counselors actively check in with students, especially those

	who are not active in classes or who are themselves suspected cases.
5 - Direct Impact	<ul style="list-style-type: none"> • Continue electronic communications about prevention. • Resident students must not leave campus and should self-isolate as much as possible. • Personnel caring for students on campus must be assigned rooms on campus and remain on campus. All other staff work from home. • Food for resident students is prepared by cooks. • Counselors continue actively checking in with students, especially those who are not active in classes or who are themselves suspected cases. • Nursing staff check in regularly (via electronic means) with suspected or confirmed cases who are not under medical care. • Areas of campus accessed by suspected or confirmed cases should be thoroughly disinfected prior to access by other individuals. • Student and learning support continue to be available online.

4.7 Physical Plant

1 - Preparation & Prevention	<ul style="list-style-type: none"> • Ensure running water, 24/7 electricity, and full catchments. • Service and fuel RO to ensure smooth running. • Fuel and service generator. Ensure the automatic switch is operational and back up replacements are readily available. • Maintain and ensure a minimum of 3000 gal of fuel is readily available at the fuel storage tank at all times. • Ensure that essential staff have the proper means of communication.
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	<ul style="list-style-type: none"> ○ Unlimited monthly cellcards are readily available. ○ Essential staff have proper communication tools readily available to respond accordingly. ● Ensure CMI has the appropriate level of proper disinfect equipment and supplies readily available.. ● Install security lighting for all sites and ensure they are operational. ● Ensure all essential equipment and tools are available and operational. ● Identify essential personnel to maintain CMI assets and to respond to emergency needs accordingly.. ● Ensure that any facilities needed by the government (for example, for quarantine) are equipped and ready to operate for the required purpose.
2 - Heightened preparation and prevention	<ul style="list-style-type: none"> ● Do an assessment on all essential equipment and report to the VPBAA within 24 hours. <ul style="list-style-type: none"> ○ RO System ○ Generator & fuel tank ○ CMI water catchments ○ Vehicle fleet ○ Condition of CMI dormitory and classrooms ● Inform IT Director ASAP of any issues with power supply and arrange with security to pick up the IT Director if the power goes out for 30 minutes or more. ● All essential staff are informed and be on alert or at work as required (24/7 coverage).
3 Identified threat	<ul style="list-style-type: none"> ● Inform essential CMI Physical Plant staff and brief them of their important assignments. ● Assign the PP Respond Team with the appropriate PPE and other essential equipment and tools. ● Ensure that the College can operate as a quarantine center. ● Designate location for essential personnel who must remain on campus to stay.
4 - Elevated Alert	<ul style="list-style-type: none"> ● Continue as above. ● Daily disinfection of campus.
5 - Direct Impact	<ul style="list-style-type: none"> ● Continue as above.

4.8 Safety and Security

1 - Preparation & Prevention	<ul style="list-style-type: none"> ● Prepare department personnel with needed supplies,
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	<ul style="list-style-type: none"> equipment and materials for higher alert levels. Assist other departments with preparations as possible. Begin wearing safety gear. Collaborate with the campus nurse to develop a screening plan for higher alert levels (2-5). Procure proper equipment and supplies for Safety and Security to properly respond to COVID19 threat. Purchase and store proper communication tools and supplies for the Safety and Security personnel.
2 - Heightened preparation and prevention	<ul style="list-style-type: none"> Continue promoting awareness and prevention. Ensure safety of resident students. Monitor and control access to campus. Limit access to campus to employees and resident students. Continue 24/7 monitoring of campus.
3 - Identified threat	<ul style="list-style-type: none"> Conduct an emergency briefing with all Safety and Security personnel. Issue out all required COVID19 response equipment and tools to all Security Personnel. <ul style="list-style-type: none"> PPEs Cell Phone & 1month unlimited cell cards Proper flashlights Ensure only authorized personnel enter campus. Ensure resident students do not leave campus unless they have fully checked out from housing.
4 - Elevated Alert	<ul style="list-style-type: none"> Lock down the campus. Only essential services may be on campus. Check for proof of vaccination for anyone allowed on campus On duty security personnel must remain on campus.
5 - Direct Impact	<ul style="list-style-type: none"> Same as above

4.9 Information Technology

1 - Preparation & Prevention	<ul style="list-style-type: none"> Work with the Academic & Learning Designer to ensure that the internet/network connection is sufficient for the users. Ensure that all servers and network equipment are running on good backup battery system (UPS) Work with the NTA for students who need an internet connection at home.
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	<ul style="list-style-type: none"> • Work with vendors to ship the laptops ASAP especially for those students who don't have computers/devices to use for the online classes. • IT will provide zoom equipment for faculties and essentials services of the college. • Provide MiFi devices to CMI essential staff that do not have internet access. •
2 - Heightened preparation and prevention	<ul style="list-style-type: none"> • Work with the Physical Plant to ensure GenSet will be available during a power outage. • Check the status of the internet connection from the house of CMI key personnel.
3 - Identified threat	<ul style="list-style-type: none"> • If required and necessary, we may allow an employee to bring their computer at home to work. • Enable virtual private network (VPN) for the IT Staff to work remotely without coming to CMI, unless there is a physical task that needs to be addressed. • IT Office will be locked down and only selected IT personnel are allowed to come in if necessary.
4 - Elevated Alert	<ul style="list-style-type: none"> • All personnel work remotely. • IT will provide zoom equipment for faculties and essential services of the college. Provide MiFi for essential services to continue.
5 - Direct Impact	<ul style="list-style-type: none"> • All personnel work remotely.

4.10 Financial Affairs and Business Services

1 - Preparation & Prevention	<ul style="list-style-type: none"> • Work with Budget Committee to allocate and review proposed emergency funds • Inform the VPBAA and SLT of the level of funding available for CMI's disaster relief initiatives. • Send Budget Committee's proposed emergency fund to Office of the President for final review and approval (via Microix) • Send Budget Committee's proposed emergency budget and purchase guidelines to Office of the President for final review and approval • Send communication to CMI about budget and proper procurement procedures to address CMI disaster needs. • Identify reliable vendors (on island and off island) for COVID related needs. • Work with PP and SS to identify secure storage facility
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	<ul style="list-style-type: none"> • Work with respective CMI Department heads to identify purchasing needs. • Procure proper Disaster Relief response equipment and supply needs and store them in CMI warehouse • Secure requires MOAs with stakeholders/parties interested in working with CMI on COVID related initiatives.
2 - Heightened preparation and prevention	<ul style="list-style-type: none"> • Send communication to CMI about budget and proper procurement procedures to address CMI disaster needs. • Distribute the appropriate PPEs and supplies to CMI staff and offices. • If need is identified by SLT, Business Office will coordinate with PP and SS in filling up the CMI storage facility • Ensure cash flow remains strong
3 - Identified threat	<ul style="list-style-type: none"> • Send communication to CMI about budget and proper procurement procedures to address CMI disaster needs. • Business Office will share via google sheet the inventory list of all items purchased with SLT • Business Office to update the inventory google sheet within every 48hrs
4 - Elevated Alert	<ul style="list-style-type: none"> • Continue as above
5 - Direct Impact	<ul style="list-style-type: none"> • Continue as above.

5. Communications Protocol

As the RMI continues to keep the country coronavirus-free, the College will seek to provide timely and accurate information regarding the COVID-19 situation. The communications protocol is an effort to clarify and allocate responsibility for different channels of communication between the College and its Stakeholder groups. It will also serve as a means

for the College to collect feedback from our audience, and engage with them in cases of misinformation and rumors.

The basis of this communications protocol is to:

Inform: supply critical and well-time information regarding the situation at hand, relevant and coherent through the multiple channels the college utilizes.

Alert/Mobilize: identify any threats; urgent warnings announced, along with clear and relevant instructions on how to protect from exposure.

Reassure: address concerns and maintain a steady trust between the college, its constituents and the community during uncertain circumstances.

The College of the Marshall Islands has implemented several mediums of conveying information to all our constituents. A coherent message between the college and its constituents is critical in order to protect their health and wellbeing. The table below outlines the various methods of communication:

Communication PURPOSE	Responsible Position	Constituencies Reached	Urgency Level	Detail Level
Intercom announcement & alert system (Uliga campus)	Executive Officer - Kelly Sebastian	Students, faculty, staff,	High	Very low (but can use to refer to email/website for additional details)
Emergency Assembly (Arrak and DLCs)	Arrak Director - Jessio Latrick, and DLC Coordinators - (Ebeye), (Jaluit), (Wotje)	Students, faculty, staff	High	Very low (but can use to refer to email/website for additional details)

College (cmicom@cmi.edu) e-mail	President - Dr. Irene Taafaki	All students, faculty, staff	Medium to Low	High
Email to specific key constituencies (outside of cmicom@cmi.edu email)	CLPLO - Emil deBrum	Alumni, Board of Directors, prospective students, donors, government agencies, neighbors (portion), grantors, partner institutions, news media	Medium to Low	High
Moodle (For online courses)	Faculty	All students,	Low	Very low (but can use to refer to email/website for additional details)
Website announcements	IT Director - Boni Sanchez	All	Low	High
Social media	Communications Officer - Jeremy Myazoe / Media Director - Chris Sebastian	Potential for all, but varies by each individual constituent; can be nuanced for particular audiences	Low	Low – High (depending on platform; can also be used to direct to website/e-mail)
Flat Screen TVs on Campus	Communications Officer - Jeremy	Anyone physically on campus	Low	High

	Myazoe / IT Director - Boni Sanchez			
Printed signage at entrances and residence hall gates	Communications Officer - Jeremy Myazoe	Anyone physically on campus	High	Low (but can use to refer to email/website for additional details)
Messaging on networked College computers		Anyone physically on campus accessing a computer	Medium	Medium

6. Food Distribution Plan

In case supplies of food run very low, the logistics team will collaborate with Physical Plant and Safety and Security to coordinate a one-time drop off of food supplies to employees.

7. Vaccination Requirements

All Faculty, Staff and Students are strongly encouraged to get the COVID-19 vaccine.

Commencing Summer 2021, **all students who reside on campus must present proof of vaccination or evidence of a medical exemption.**

In the event of campus closure due to a confirmed state of emergency (Level 4 Elevated Alert, and Level 5 Direct Impact Alert), only vaccinated employees and students will be allowed on campus. All students residing in the Residential Hall are required to have their vaccinations. Students without proof of vaccination will not be allowed in the Residential Halls.

For CMI students that are not vaccinated during campus closure, classes will resume virtually via Zoom. All course materials will be available to students through the Moodle system.

For Faculty and certain Staff whose work does not require them to be physically at CMI, they may be able to work remotely as per the CMI remote work policy.

8. Return to Normal

7.1 Resumption of Face-to-Face Teaching

When a determination is made by the Senior Leadership Team based on governmental advisories that face-to-face teaching can resume, the following steps will be taken:

1. The decision must be communicated extensively via:
 - a. Individual course Moodle shells
 - b. Campus-wide emails from the Office of the President
 - c. Radio announcements
 - d. 9999 text messages
2. Physical Plant and any available personnel should thoroughly clean the campus prior to the return of students. Assistance for cleaning will be contracted as required.
3. If levels 4-5 have been triggered, the campus community must be prepared for students who are grieving or potentially traumatized:
 - a. Counseling should be prepared to use a case management model to address student needs.
 - b. Faculty should integrate trauma-informed pedagogy into their classes as possible.
 - c. Student services should arrange memorials or similar rites.

7.2 Return to Arrak Campus

Following the completion of the use of Arrak Campus as a quarantine center, the following steps will be taken:

1. The Arrak Campus Director will initially coordinate with the Ministry of Health to ensure that the move out process includes appropriate cleaning, etc.
2. A physical plant team led by the VPBAA or the Executive Vice President will inspect the campus to ensure that it is returned to CMI in appropriate shape.
3. Land Grant will return to Arrak Campus and resume research activities.
4. Maritime Instructors will return to Arrak.
5. The VPASA, on the advice of student services and physical plant, will determine the least disruptive timing for students ordinarily resident on Arrak Campus to return to Arrak. The VPASA will communicate transportation needs to the Physical Plant.
6. The Vocational Carpentry program will return to Arrak when the resident students return.
7. The president will communicate the reopening of Arrak campus to the CMI community.