



Tiffin University Plan to Respond to the Coronavirus

In response to the recent confirmed cases of the Coronavirus in the United States, the University, in consultation with state and local officials, have established our plan to ensure the safety of TU students and employees and the continuing functioning of the University. In addition to the responses described in this plan, additional measures will be implemented to prevent the disease from spreading and encourage students and employees to take good care of their health and follow preventive guidelines.

- Students and employees who have symptoms of the flu should isolate themselves from others as much as possible. Those who have confirmed cases of the Coronavirus will be required to go home and not return to the Tiffin campus or TU's academic centers until they are no longer contagious (at least 24 hours after the symptoms have ended).
- Faculty members will make reasonable efforts to allow students who are sick to make up any coursework that may be missed so that the students can complete the semester.
- International students and any other Tiffin campus students with confirmed cases of the Coronavirus who live in University housing and whose home is far away from Ohio will be quarantined in one or more of the University housing facilities that have been designated for this purpose.
- Employees who are sick or must be at home to care for family members and who are able to work from home may do so by notifying their supervisor.
- Once an employee or student tests positive of the coronavirus or comes into contact with an individual is tested positive, they must let a member at the school know.
- Once a case on the campus is confirmed, the Director of Campus Safety and Security will send out an emergency notification to the campus community.

Cancellation of Seated Classes and Closure of Residential and Housing Facilities

- In case of a significant outbreak of the Coronavirus among TU students and/or employees, the President or designee may close University housing and dining facilities on the Tiffin campus and cancel all seated classes on the Tiffin campus and/or at TU's academic centers.
- Online classes will continue and faculty members who teach seated classes will deliver those classes electronically to allow students to complete the semester.
- Special housing arrangements may be made for international students until Tiffin campus facilities are re-opened.
- University offices will remain open and employees will be asked to interact with others by telephone and e-mail (rather than in-person) as much as possible.
- Students and employees will be notified when seated classes resume and housing and dining facilities re-open.

Closure of University Offices

- If the Coronavirus outbreak becomes so severe that University offices must be closed, the President or designee will make this decision and notify all employees and other appropriate groups.
- If so, faculty members will be expected to continue teaching their courses electronically so that students can complete the semester and staff members who are able to work from home will be expected to do so to the extent possible.

The following preventative and procedural guidelines should be considered by all TU employees:

At Work

Employees: In the event that you should need to stay at home for an extended amount of time:

- Determine whether you can work from home, if necessary, and identify computer connection needs, if any, required for home access.
- Plan for the possible reduction or loss of income if you are unable to work.
- Understand Tiffin University's leave policies and know your current leave balances.

Managers: To prepare properly in case your employees are ill and unable to work on location:

- Think about what information the people in your workplace will need, including information about insurance, leave policies, working from home, possible loss of income, and when not to come to work if sick.
- Meet with your colleagues and make lists of what actions can be taken at various stages if more than a few employees are ill or taking care of their families.
- Identify other information resources in your community, such as mental health hotlines, public health hotlines, or electronic bulletin boards.
- Find support systems—people who are thinking about the same issues you are thinking about. Share ideas.

Outside of Work

Social Disruption May Be Widespread

- Be aware that community services (schools, hospitals and health care facilities, banks, stores, restaurants, government offices, utilities, mail, trash, etc.) may be disrupted.
- Talk with family members and loved ones about how they would be cared for if they got sick, or what will be needed to care for them in your home.
- Consider how to care for people with special needs in case the services they rely on are not available (options may include preparing your home or the home of a relative for some level of home care by equipping with medical devices, maintaining a supply of current medications and having, on file, prescriptions for medications/equipment in the event of care in the home).
- Consider childcare needs (options may include working from home, coordinating with other families for rotating in-home childcare, using to other family or community resources to provide in-home childcare).

Food

- When considering what foods to store, consider foods that are nonperishable (will keep for a long time) and don't require refrigeration; are easy to prepare in case you are unable to cook; and require little or no water, so you can conserve water for drinking. Examples include ready-to-eat canned meats, fish, fruits, vegetables, beans, and soups; protein or fruit bars; dry cereal or granola; peanut butter or nuts; dried fruit;

crackers; canned juices; bottled water; canned or jarred baby food and formula; pet food and other non-perishables.

Medical, Health, and Emergency Supplies

- Prescription drugs
- Soap and water, or alcohol-based (60-95%) hand wash
- Medicines for fever and pain
- Cough and cold remedies
- Thermometer
- Vitamins
- Fluids with electrolytes
- Manual can opener
- Flashlight and battery operated radio
- Batteries
- Garbage bags

Stay Healthy

- Get a flu shot – it won't protect against the Coronavirus, but will help you stay healthy generally.
- Get a pneumonia shot to prevent secondary infection if you are over the age of 65 or have a chronic illness such as diabetes or asthma.
- Make sure that your family's immunizations are up-to-date.
- Eat a balanced diet. Be sure to eat a variety of foods, including plenty of vegetables, fruits, and whole grain products. Also include low-fat dairy products, lean meats, poultry, fish, and beans. Drink lots of water and go easy on salt, sugar, alcohol, and saturated fat.
- Exercise on a regular basis and get plenty of rest.
- Limit the spread of germs and prevent infection by washing hands frequently with soap and water; covering your mouth and nose with a tissue or your sleeve when you cough or sneeze; cleaning your hands after coughing or sneezing using soap and water or an alcohol-based hand cleaner; and staying at home from work or school if you are sick.

Additional Resources:

- U.S. Government Coronavirus information (<https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html>)
- Ohio Department of Health (<https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/Novel-Coronavirus/welcome/>)
- Tiffin University Continuity of Operations Plan

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