

**The Community College of Baltimore County
H1N1 Response Levels**

Level	Trigger/Triggers	College Impact
Green	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Business as usual • All Credit and Non-credit classes held
Blue	<ul style="list-style-type: none"> • Local flu cases • Significant media attention • Several CCBC student, faculty, or staff members with a confirmed case of the flu 	<ul style="list-style-type: none"> • Communicate procedures and preventative measures • Increase sanitizing activities and distribute sanitizers • Review and update pandemic plan and business continuity plan
Yellow	<ul style="list-style-type: none"> • 1% or more CCBC student, faculty, or staff members with a confirmed case of the flu 	For <u>impacted</u> campus(es): <ul style="list-style-type: none"> • Procure supplies or any equipment to assist in business continuity • Begin targeted training regarding Web instruction methods for adjunct and full-time faculty • Full operations except as noted
Orange	<ul style="list-style-type: none"> • Severity of cases increasing • Absence rate due to flu-like illness in excess of roughly 20% 	For <u>impacted</u> campus(es) <ul style="list-style-type: none"> • Provide Tier 1, 2 and 3 services • Credit and non-credit instruction continues with expanded use of non-contact instruction, e.g., Web-based instruction • Potential cancellation of classes with person-to-person contact, e.g. Massage Therapy, Fitness, other health classes • Potential closing of particular sites or departments or non-essential services, e.g. library and bookstore, due to concentration of flu cases
Red	<ul style="list-style-type: none"> • Broad concentration of flu cases • Absence rate due to flu-like illness in excess of 40% 	For <u>impacted</u> campus(es): <ul style="list-style-type: none"> • Potential closure of all college facilities or individual campus. (Public Safety continues to protect property) • Alternative non-contact instruction provided, e.g. Web-based instruction • Provide Tier 1 and Tier 2 services

Tiered Levels for Non-Instructional Services:

Tier 1 Services: Communication

CCBC website, Telephone Switchboard, Email and IT Support for email, TV Station, Campus Alert, School Messenger, Electronic Signs, U.S. Mail and campus distribution

Tier 2 Services: Fiscal Operations

Treasury (Deposits and Cash Management), Payroll, Payments to Vendors, IT Banner Support for these functions, Facilities and Public Safety for these functions

Tier 3 Services: Enrollment Functions

Student registration, student grades and records, applications including selective admission, IT Banner Support for these functions, Facilities and Public Safety for these functions.