

PMI Pandemic Response Protocol

General Overview

PMI Action Level	Prevention	1A	1B	2	3A	3B	Recovery
	Distant Threat	Emerging Threat	Escalating Threat	Explicit Threat	High Threat	Severe Threat	Waning Threat
Campus	No cases - no severity	No cases - no severity	One case - low Severity	One case – high severity Multiple cases - low severity	Multiple cases -high severity	Many cases - high severity	Few cases – low severity
State	Few cases - low severity	Multiple cases - low severity	One or multiple cases - high severity	Multiple cases - high severity	Multiple cases - high severity	Many cases - high severity	Many cases – low severity
Consultation with Health Authorities	Normal monitoring of CDC and state Dept of Health	Consult CDC and State Department of Health	Consult CDC and State Department of Health	Consult CDC and State Department of Health	Consult CDC and State Department of Health	Consult CDC and State Department of Health	Consult CDC and State Department of Health
Emergency Response (Campus Director / Associate Campus Director)	Education of faculty, staff, and students in prevention protocols (hand hygiene, respiratory etiquette, and staying home if sick). Communicate any potential exposures to Regulatory.	Monitor Notify Regulatory Operations and communicate any potential exposures to Regulatory. Notify campus faculty and staff, reminder of prevention protocols.	Monitor Notify Regulatory Operations and communicate any potential exposures to Regulatory. Notify campus faculty and staff, reminder of prevention protocols.	Notify Regulatory Operations. Discuss and prepare for potential campus closure. If directed, notify campus faculty, staff, and students. Continue to communicate known or potential exposures to Regulatory.	Notify Regulatory Operations. Discuss and prepare for campus closure. When directed, notify campus faculty, staff, and students. Continue to communicate any known or potential exposures to Regulatory.	Notify Regulatory Operations. Discuss and prepare for campus closure. When directed, notify campus faculty, staff, and students. Continue to communicate any known or potential exposures to Regulatory.	Notify Regulatory Operations. Discuss and prepare for campus reopening. When directed, notify campus faculty, staff, and students. Continue to monitor any potential for new cases/exposures of employees and students.
Regulatory Operations	Monitor – initiate Pandemic Response Protocol. Coordinate notifications and announcements with CEO and corporate directors.	Monitor – initiate Pandemic Response Protocol. Coordinate notifications and announcements with CEO and corporate directors. Work with campus on potential notifications: accreditation /state/ federal agencies.	Monitor – initiate Pandemic Response Protocol. Coordinate with all CEO, corporate directors. Coordinate with campus on notifications: accreditation /state / federal agencies.	Implement Pandemic Response Protocol. Coordinate with all CEO, corporate directors. Coordinate with campus on notifications: accreditation /state / federal agencies. Monitor campus status.	Implement Pandemic Response Protocol. Coordinate with all CEO, corporate directors. Coordinate with campus on notifications: accreditation /state / federal agencies. Monitor campus status.	Implement Pandemic Response Protocol. Coordinate with all CEO, corporate directors. Coordinate with campus on notifications: accreditation /state / federal agencies. Monitor campus status.	Implement Recovery Plan. Coordinate with all CEO, corporate directors. Coordinate with campus on notifications: accreditation /state / federal agencies. Monitor campus status.

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Campus Operations	Standard Operating Procedure	Standard Operating Procedure	Standard Operating Procedure Employee Meeting: What to expect and possible next steps	Modified Operations - potential closure.	Modified Operations - campus closure (undetermined length of time).	Modified Operations - campus closure (undetermined length of time).	Modified Operations – campus re-opens.
Sanitation	General cleaning	Elevated sanitation: PMI employees, students, and cleaning crew take extra precautions of cleaning all surface areas.	Elevated sanitation: PMI employees, students, and cleaning crew take extra precautions of cleaning all surface areas.	Cleaning crew – full sanitation cleaning of campus	Suspend but prepare for cleaning crew to return prior to campus reopen – full sanitation cleaning of campus	Suspend but prepare for cleaning crew to return prior to campus reopen – full sanitation cleaning of campus	Elevated sanitation: faculty, staff, students, and cleaning crew.
Media Relations / Public Announcements	CEO	CEO	CEO	CEO	CEO	CEO	CEO
All Faculty	Standard Operating Procedures	Standard Operating Procedure	Corporate Education Department and Faculty Coordinators will prepare faculty for alternative education.	Implement Pandemic Continuity of Education Plan	Implement Pandemic Continuity of Education Plan	Implement Pandemic Continuity of Education Plan	Return to Standard Operating Procedure Prioritize instruction not addressed during closure (e.g., lab).
Faculty Coordinators	Standard Operating Procedures	Standard Operating Procedure	Prepare faculty for alternative education. Evaluate status of employee and student computer access.	Implement Pandemic Continuity of Education Plan.	Implement Pandemic Continuity of Education Plan.	Implement Pandemic Continuity of Education Plan.	Return to Standard Operating Procedure Assist faculty in addressing challenges.
Program Directors	Standard Operating Procedures	Standard Operating Procedure	Contact Regulatory Operations for assistance with programmatic accrediting agency notification.	Contact Regulatory Operations for assistance with programmatic accrediting agency notification.	Work with Regulatory Operations - follow guidelines / requests of programmatic accrediting agency	Work with Regulatory Operations - follow guidelines / requests of programmatic accrediting agency	Work with Regulatory Operations - follow guidelines / requests of programmatic accrediting agency

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Clinical Directors	Standard Operating Procedures	Standard Operating Procedure	Reach out to clinical sites, elevate level of contact, gauge status of facilities to keep /accept students.	Stay in contact with clinical sites, students out in clinic, and communicate with the Education Department if students are removed or prevented from attending clinic.	May need to suspend clinical externship Stay in contact with clinical sites, students out in clinic, and communicate with the Education Department if students are removed or prevented from attending clinic	May need to suspend clinical externship Stay in contact with clinical sites, students out in clinic, and communicate with the Education Department if students are removed or prevented from attending clinic.	Prioritize clinic needs and work with the Program Director to address significant deficits.
Student Services (Directed by Manager, Student Services and Campus Directors)	OmniAlerts / emails to remind students of prevention protocols. Monitor attendance (communicate sudden increases).	OmniAlerts / emails to remind students of prevention protocols. Monitor attendance (communicate sudden increases) and student concerns.	Omni Alerts / emails to remind students of prevention protocols. Monitor attendance (communicate sudden increases) and student concerns.	Omni Alerts / emails on status of campus. Work with students, virtually, on needs. Monitor attendance; guidance will be provided on how to manage attendance.	Omni Alerts / emails on status of campus. Work with students, virtually, on needs. Monitor attendance; guidance will be provided on how to manage attendance.	Omni Alerts / emails on status of campus. Work with students, virtually, on needs. Monitor attendance; guidance will be provided on how to manage attendance.	Continue to work with students on needs and reentry. Monitor attendance; guidance will be provided on how to manage attendance.
Career Services (Directed by Manager, Career Services and Campus Directors)	Standard Operating Procedures	Standard Operating Procedure	Standard Operating Procedure Reach out to clinical sites, elevate level of contact, gauge status of facilities to keep /accept students	Continue to work with students for placement and clinical needs (as able). Stay in contact with clinical sites and communicate with the Education Department if students are removed or prevented from attending clinic.	May need to suspend student placement or clinical placement / supervision. May be directed to assist with virtual auditing of student files or reporting.	May need to suspend student placement or clinical placement / supervision. May be directed to assist with virtual auditing of student files or reporting.	Prioritize clinical site needs and site placements. Continue to work with students for placement.

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Registrars (Directed by Manager, Registrar and Campus Directors)	Standard Operating Procedures	Standard Operating Procedure	Standard Operating Procedure May need to assist with monitoring attendance, work with financial services and Corporate Director of Financial Aid.	Monitor attendance, work with financial services and Corporate Director of Financial Aid	Monitor attendance, work with financial services and Corporate Director of Financial Aid	Monitor attendance, work with financial services and Corporate Director of Financial Aid	Monitor attendance, work with financial services and Corporate Director of Financial Aid
Admissions	Standard Operating Procedures	Standard Operating Procedure	Standard Operating Procedure	May need to cancel upcoming appointments. Work with Campus Director and Regional Director of Admissions.	May need to cancel upcoming appointments. Continue to reach out to candidates. Work with Campus Director and Regional Director of Admissions.	May need to cancel upcoming appointments. Continue to reach out to candidates. Work with Campus Director and Regional Director of Admissions.	Return to Standard Operating Procedure Work with Campus Director and Regional Director of Admissions.
Financial Aid	Standard Operating Procedures	Standard Operating Procedure	Standard Operating Procedure	Work with Corporate Director of Financial Aid	Work with Corporate Director of Financial Aid	Work with Corporate Director of Financial Aid	Work with Corporate Director of Financial Aid