

BRIEF HISTORY

According to the World Health Organization (WHO), “An influenza pandemic occurs when a new influenza virus appears against which the human population has no immunity, resulting in several simultaneous epidemics worldwide with enormous numbers of deaths and illness. With the increase in global transport and communications, as well as urbanization and overcrowded conditions, epidemics due to the new influenza virus are likely to quickly take hold around the world.”

Influenza is a highly contagious respiratory virus that is responsible for annual epidemics in the United States and other countries. Each year an average of 200,000 people are hospitalized and 36,000 die in the U.S. from influenza infection or a secondary complication. During an influenza pandemic the Level of illness and death from influenza will likely increase dramatically worldwide. The impact of an influenza pandemic on the local economy and business processes could be devastating. It is estimated that 15-35% of the population will be affected. There is a potential for high Levels of illness and death, as well as significant disruption to society and our economy, making planning for the next influenza pandemic imperative.

In the event of a pandemic due to avian influenza, Southwest Virginia Community College will implement specific measures to be taken in order to provide for the health and safety of the students, staff and faculty. This plan will be reviewed at least annually and may be updated more often if needed.

The Pandemic Coordinator and Response Team have the overall responsibility of reviewing and updating this policy. Additionally, the pandemic coordinator and response team will recommend to the President, or his designee, of the actions to take in the event of a pandemic avian influenza. Members of this team include the following:

Vice President of Administration	Pandemic Coordinator
Contract Facilities Manager	Response Team Member
Emergency Coordinating Officer	Response Team Member
Human Resources Manager	Response Team Member
Business Manager	Response Team Member
Chief of Campus Police	Response Team Member
Vice-President of Instruction	Response Team Member
Vice-President of Institutional Advancement	Response Team Member
Associate Vice-President of Students	Response Team Member
Dean Math, Science & Allied Health	Response Team Member
Dean of Business	Response Team Member
Dean of Engineering	Response Team Member
Public Relations Coordinator	Response Team Member
IT Manager	Response Team Member

Southwest Virginia Community College's response to a pandemic avian influenza must be flexible and have the ability to rapidly change to meet the type of emergency that is present. In order to accomplish this, the college's response is divided into three different response Levels. Definitions of the Levels are as follows:

Level 1 – Pre planning up to and including confirmed cases of human-to-human transmission of avian flu.

Level 2 – Suspected case(s) on Campus or suspected/confirmed cases in Southwest Virginia.

Level 3 – Confirmed case(s) on Campus (Only essential personnel required to report to campus). College could be closed 8-12 weeks or even longer.

Appendix A lists actions to take at each Level and the individuals/departments responsible.

Rapid communication between the staff and faculty is critical in implementing the college's response to a pandemic avian influenza outbreak. The college's web site, e-mail, telephone and other means will be used to inform staff, faculty and the general public of current actions the college is implementing as the situation develops.

Students will obtain current information through the college's web site and faculty members. Course specific information will be communicated directly from the faculty to the student through e-mail, Blackboard, and/or by telephone.

As part of preparedness planning in Level 1, the Emergency Coordinating Officer will provide flu prevention information to students, staff and faculty primarily through the college's web site. The Emergency Coordinating Officer will develop a web page specifically dedicated to the avian flu. Avian flu updates from all departments will be placed on this web page. The goal is for students, staff and faculty to go to one page to get the latest information on the avian flu and what actions the college has implemented. Students, staff and faculty will be instructed to check the college's avian flu web page for the latest information. Other means of rapidly disseminating information will be used such as e-mails, open forums, flyers, etc. Appendix B lists the procedures for handling individuals with flu-like symptoms prior to contacting the Health Department.

- The Emergency Coordinating Officer will closely coordinate and work with the Cumberland Plateau Health Office and the Virginia Department of Health (VDH) to insure the college receives up-to-date information. As stated above, current information will be transmitted to students, staff and faculty primarily through the college's web site.
- The Contract Facilities Manager will provide maintenance and custodial services for all campus buildings. Infection prevention devices such as gloves, respiratory masks, hand sanitizing products, etc. will be stocked and available for distribution

as required. Essential Buildings and Grounds personnel will be on duty to perform essential maintenance tasks, assist in the cleaning/disinfection of buildings and control the heating and ventilation systems to provide ventilation in infected areas. At Level 3, the Contract Facilities Manager will begin facilities shut down procedures as directed by the President or his designee.

Essential services such as academics, police/safety, maintenance and payroll will be provided regardless of the Level. In essential areas, supervisors need to be prepared to perform the duties of faculty and staff in the case of extended employee absenteeism. Additionally, supervisors who perform essential services will coordinate with their counterparts at other institutions to assist in cases of extreme absenteeism.

- The Chief of Campus Police will provide police/safety staff as needed, seven days a week at a Level that provides for the safety of individuals on campus and the protection of equipment. Additionally, the office of Campus Police will serve as a department that collects information on individuals that have flu like symptoms and report this information to the President or his designee through the Emergency Coordinating Officer.
- The Public Relations Coordinator will have access to all the information that the Response Team gathers and will disseminate it as appropriate to local media. This Public Relations Coordinator will also be responsible for maintaining Pandemic information on SwVCC's web site.
- The Emergency Coordinating Officer will maintain contact with the Cumberland Plateau Health Department, Department of Human Resources Management, Virginia Community College System HR Office and the Office of Commonwealth Preparedness. As policies and procedures are implemented at the state Level, local actions regarding pay and benefits will be implemented.
- The Vice President of Instruction and Student Services will notify the President of the number of students absent and of the number of flu cases that he/she has been notified of from student contacts.
- The Business Manager will provide essential Business Office functions including payment to vendors and employees and coordination of insurance benefits with the Virginia Community College System (VCCS) and other vendors.
- The Deans will help keep track of absentees (faculty and students); they will also provide information to their respective area from the Response Team.
- The Information Technology Supervisor (IT) will assure that all vital records are stored and safe. In addition, this position will ensure that network operations are maintained to allow for communication between the college and the community.

If the college is closed for normal operations, Southwest Virginia Community College must be prepared to resume normal operations after the avian flu threat has subsided. Appendix C lists the steps to be taken prior to the college resuming normal operations.

APPENDIX A

LEVEL 1

Confirmed cases of human-to-human transmission of avian flu

Action Person/Department	Action
Response Team	Keep the President advised on the avian flu threat Make recommendations to the President or his designee as to the college's response to the threat Update Pandemic Avian Flu Policy List essential personnel at Level 2 and 3
President's Office	Receive recommended action(s) from the Response Team Receive fit test and training on respiratory protection Based on U.S. State Department recommendations, recommend campus community not to travel to affected countries
Essential Personnel	Receive fit test and training on respiratory protection Directs implementation of the college's response Receive fit test and training on respiratory protection
Public Relations Coordinator	Prepare internal and external bulletins and announcements for the college and media

Coordinate with the media keeping the community aware of the college's action(s)

Initiate campaign on self protection measures

Keep students, staff and faculty informed on preventive measures to reduce the risk of avian flu and current actions the college is implementing

Track reported cases of flu-like symptoms and brief the Response Team and/or the President or his designee

Open line of communications with Cumberland Plateau Health Department and the Virginia Department of Health (VDH)

Monitor web sites: www.pandemicflu.gov
Red Cross: <http://www.redcross.org>

Virginia Department of Public Health:
<http://www.vdh.virginia.gov/pandemicflu/>

U.S. Center for Disease Control:
<http://www.cdc.gov/>

Keep the college's web site current on the avian flu threat, preventative measures and action(s) the college is taking

Assess, recommend and purchase respiratory protection resources for staff, faculty and essential personnel

Conduct in-service training on the Pandemic Avian Flu Plan

Advise President of the status of the college's preparedness

Update Pandemic Avian Flu Plan with the Response Team

Pandemic Coordinator

	<p>Assist the Public Relations Coordinator in keeping students, staff, and faculty informed on the college's response to the avian flu</p> <p>Contact vendor for possible biohazard pickup and cleaning of protective equipment</p> <p>Receive fit testing and training on respiratory protection</p> <p>Train campus police/security on the Pandemic Avian Flu Plan</p>
Campus Police	<p>Receive training on avian flu</p> <p>Alert President of anyone having flu-like systems</p> <p>Receive fit test and training on respiratory protection</p> <p>Assist in implementing directives of the President or his designee</p> <p>Safeguard people, buildings and property</p>
Vice President of Instruction	<p>Identify key persons who will meet and determine adjustments in academic calendar, opportunities for online teaching and/or alternate teaching sites</p> <p>Develop guidelines to address academic concerns of students absent from classes due to illness or quarantine</p> <p>Develop plans for students who are in isolation or quarantine to obtain class notes and assignments</p> <p>Determine proactive ways teaching staff can anticipate classroom teaching disruptions with students, e.g. contingency syllabi changes for 2-3 weeks cessation of classes.</p>
Contractor Facilities Manager	<p>Identify building ventilation systems</p>

	Essential personnel receive training and fit testing on respiratory protection
	Train personnel on ways to clean that prevents the spread of the avian flu virus
	Implement additional cleaning procedures, if directed
	Keep anti-bacterial soap dispensers filled
Human Resources	Keep staff and faculty advised of any changes to leave policy
	Identify steps that can be taken to monitor and protect insurance coverage for employees
Information Technology	Assess supplemental telecommunication/computing hardware/software needs
	Assess needs for webpage support
	Posts updated avian flu information on the college web site
Business Office	Coordinate with VCCS for possible payroll assistance if we go to Level 2 or Level 3
	Identify risk exposures for which insurance can and cannot be obtained including financial impact
Student Services	Monitors any overseas travel of students

Level 2

Suspected case(s) on campus or suspected/confirmed cases in Southwest Virginia

Action Person/Department	Action
Response Team	Recommend protective masks be issued to essential personnel
President's Office	Activate Response Team members Receive respiratory protection equipment Evaluate information on institutional effects of the incident and set response priorities as appropriate
Essential Personnel	Receive respiratory protection equipment
Pandemic Coordinator	Implement directives of the President Arrange for medical waste pickup
Campus Police	Receive respiratory protection Safeguard people, buildings and property
Vice-President of Instruction	Disseminate alternative procedure for completing course work Implement plan for completing course work
Public Relations Coordinator	Issue press release on what actions the college is taking Write bulletins and updates Request students, staff and faculty report any flu cases to the College Nurse including family members of students, staff and faculty
Contract Facilities Manager	Essential personnel receive respiratory protection equipment Implement cleaning procedures around campuses

Human Resources	Advise staff and faculty of leave procedures Coordinate with insurance carriers and advise staff and faculty of any insurance issues
Information Technology	Post current information from departments on avian flu web page
Business Office	Advise staff and faculty of payroll procedures Coordinate with VCCS for future assistance, if needed
Student Services	Advise students through the avian flu web page and e-mails of action(s) required at Level 2
Level 3 (in addition to Level 2 actions) Confirmed case(s) on Campus	
Response Teams	Advise the President or his designee on actions to implement Keep the President informed on issues that need to be addressed
President's Office	Provide oversight for student, staff, and faculty notifications, if appropriate Cancel all classes
Essential Personnel	Report to work as directed
Pandemic Coordinator	Issue protective masks as needed Implement directives of the President or his designee
Campus Police	Report to work as directed Secure buildings and property and post signage Issue protective masks as needed

Public Relations Coordinator	Issue press release on what actions the college is taking up to and including closure
Contract Facilities Manager	Stand by to shut off facilities as directed by the President or his designee Stand by to shut off utilities, if directed
Human Resource Mgr	Assess actual risk/insurance claims issues
Information Technology	Post current information from departments on avian flu web page
Business Office	Continue payroll activities Disseminate payroll/insurance information thorough e-mail and post on avian flu web page
Student Services	Advise students through the avian flu web page and e-mails of action(s) taken at Level 3

APPENDIX B

Procedures for handling students, staff, faculty, and visitors

Adopted from the Centers for Disease Control and Prevention
www.cdc.gov/flu/index.htm

FLU FACTS

Flu symptoms include fever, headache, chills, body aches, tiredness, dry cough, sore throat, and nasal congestion.

Flu is spread when a person who has the flu coughs, sneezes, or speaks and sends the flu virus into the air. The virus enters the nose, throat or lungs of a person and multiplies. Flu spreads less frequently when a person touches a surface that has flu viruses on it.

If you get the flu: rest drink plenty of fluids, and avoid alcohol and tobacco.

PROCEDURE

Maintain a distance of three to six feet (as recommended by CDC) from person exhibiting respiratory symptoms, or put on a surgical mask.

Give tissues and a surgical mask to any student who is coughing or sneezing and advise them to go home.

Advise individual to seek medical attention from their medical doctor, area hospital or health information call centers. The health information call centers for this area are Ask A Nurse (Mountain States Health Alliance) at 800.888.5551 or Wellmont Nurse Connection (Wellmont) at 877.230.6877

Do NOT give aspirin to a child or teenager who has the flu.

A sick student or employee is advised to stay at home during the first days of illness when symptoms are most severe and the infection is most contagious (At least five days after onset of the symptoms). Most can return to school when symptoms are improving and no fever has been detected for 24 hours.

Always wash hands with soap and water for at least 15 to 20 seconds or use alcohol-based hand sanitizer after contact with a person who has symptoms of a respiratory infection and after removal of masks and/or gloves. In the absence of visible soiling of hands, approved alcohol-based products for hand disinfection are preferred over antimicrobial or plain soap and water because of their superior microbicidal activity, reduced drying of the skin, and convenience.

APPENDIX C Recovery Plan

Action Person/Department	Action
Response Team	Recommend to the President to implement the recovery plan Assist in disseminating information to students, staff and faculty
President's Office	Call staff and faculty back to campus Call students to report to campus
Essential Personnel	Keep the President current on avian flu threat Assist in disseminating information to students, staff, and faculty Continue to monitor web site www.pandemicflu.gov Continue to coordinate VCCS health officials advising them of our recovery plan Keep the college's web site current on the avian flu threat, and the recovery action(s) the college is taking Assist in preparing an After Action Report
Pandemic Coordinator	Coordinate with Contract Facilities Manager to insure the campus environment is safe to resume normal operations Prepare After Action Report
Campus Police	Prepare After Action Report

Public Relations	Coordinate with the media keeping the community aware of the college's action(s)
Human Resources	Keep staff and faculty advised of any changes to leave policy Post insurance and payroll information on the college's avian flu web page
Information Technology	Posts updated information on the college's web site on our plan to resume normal operations
Business Office	Notify students, employees, and/or vendors of any policy changes Prepare report documenting any emergency purchases
Student Services	Monitors any overseas travel of students