

PANDEMIC/INFECTIOUS DISEASE PLAN

PANDEMIC/INFECTIOUS DISEASE RESPONSE PLAN

OBJECTIVES AND RESPONSIBILITIES

Introduction:

The following document is a pandemic illness plan. The purpose of this document is to provide guidance to University employees, on the proper procedure for implementing a response to any pandemic communicable illness.

Objectives:

- To educate and inform university staff, faculty, and community,
- Implement prevention and safe practices by all on campus,
- Provide care to infected individuals with resources available,
- Take all precautionary measures to prevent the spread,
- Return to normal campus operations when the threat is over.

Responsibilities:

- To provide and distribute educational information,
- Maintain contact with the Centers for Disease Control (CDC), and the Office of Public Health (OPH)
- Follow CDC and OPH guidelines,
- Secure supplies and resources needed for prevention and response,
- Provide for temporary housing and food services for infected students,
- Close the university if required,
- Maintain basic academic structures.

Pandemic/Infectious Disease Response Levels

Level 1: suspected or confirmed case(s) of human-to-human transmission of pandemic disease around the world

Level 2: suspected or confirmed case(s) of human-to-human transmission of pandemic disease in the United States

Level 3: suspected or confirmed case(s) of human-to-human transmission of pandemic disease is found in the State of Louisiana

Level 4: confirmed case(s) of human-to-human transmission of pandemic disease is found on the campus, in the City or Parish

Level 5: Recovery Operations

Please note these levels do not correspond to the levels set forth by the World Health Organization (WHO) or the Centers for Disease Control (CDC).

	Level 1	Level 2	Level 3	Level 4	Level 5
PRESIDENT'S OFFICE	Receive information updates from Pandemic/Infectious Disease Coordinator.	Keep informed of recommendations by the Pandemic/Infectious Disease Committee and the UL System.	Continue level 1 & 2. Monitor the situation and campus activities. Make final decisions with Cabinet regarding media releases, and possibly limiting campus activities.	Authorize suspension of classes or possible university closure. Consult with the UL System. Make final decisions with Cabinet/Univ Leadership regarding media releases and possible campus closure.	Guide the recovery operation following OPH guidelines.
PRESIDENT'S CABINET LEADERSHIP	Receive information from the Pandemic/Infectious Disease Coordinator. Review Faculty/Staff and Student travel; determine if such travel poses a threat	Assist the President on recommendations by the Pandemic/Infectious Disease Committee and the UL System.	Continue Levels 1 & 2. Monitor social and extracurricular activities for possible limitations. Identify essential services and staffing in the event of campus closure.	Continue Level 3. Assist with possible University closure. Notify Faculty to utilize online platform for continued class work.	Guide the recovery following OPH guidelines.
EMERGENCY MANAGEMENT TEAM INCIDENT COMMANDER	Receive information from the Pandemic/Infectious Disease Coordinator. Inform President and cabinet/leadership of the situation.	Continue level 1. Serve as liaison between President, cabinet/leadership, and Emergency Preparedness Coordinator, Pandemic/Infectious Disease Committee.	Continue 1 & 2.	Continue 1 & 2.	Continue 1 & 2.

	Level 1	Level 2	Level 3	Level 4	Level 5
EMERGENCY PREPAREDNESS COORDINATOR	<p>Assist health services with education efforts.</p> <p>Monitor updates from CDC & WHO.</p> <p>Update Lab Schools.</p> <p>Update third party vendors, etc.</p> <p>Monitor costs related to response activities.</p>	<p>Continue Level 1. Compile list of needed supplies.</p> <p>Provide cost estimate for securing supplies.</p> <p>Alert custodial services of CDC cleaning guidelines.</p> <p>Identify building ventilation systems in areas of possible quarantine, isolation, or temporary housing.</p>	<p>Continue levels 1 & 2. Prepare to distribute required personal protective equipment (PPE).</p> <p>Communicate with custodial staff regarding cleaning of campus buildings according to CDC guidelines and/or recommendations.</p> <p>Assist with preparations for Mass Immunization per state or CDC mandates.</p>	<p>Continue levels 1, 2, & 3.</p> <p>Assist with possible university closure.</p> <p>Provide essential personnel with required personal protective equipment (PPE) as resources permit.</p> <p>Increase custodial services for high risk areas.</p> <p>Assist with coordination of Mass Immunization process per state and/or CDC mandates.</p>	<p>Assist in recovery operations.</p> <p>Coordinate waste removal services through city or regional medical partner.</p>
DEAN OF STUDENTS	<p>Monitor the situation.</p> <p>Assist the Director of Health Services.</p>	<p>Continue level 1.</p>	<p>Continue level 2.</p> <p>Assist with preparations for Mass Immunization per state or CDC mandates.</p> <p>Prepare for level 4.</p>	<p>Continue level 2.</p> <p>Assist with coordination of Mass Immunization process per state and/or CDC mandates.</p>	<p>Continue level 2.</p> <p>Assist with recovery efforts.</p>
COUNSELING	<p>Monitor the situation.</p>	<p>Encourage clients to follow health service requirements.</p>	<p>Continue to follow level 2.</p> <p>Provide information regarding anxiety, etc.</p> <p>Prepare for crisis referral and emotional support.</p>	<p>Continue levels 2 & 3.</p> <p>Implement crisis referral and emotional support as needed.</p>	<p>Assist with readjustment for those affected.</p>

	Level 1	Level 2	Level 3	Level 4	Level 5
HEALTH SERVICES	<p>Education efforts.</p> <p>Contact OPH.</p> <p>Monitor ACHA, WHO and CDC websites for situation updates.</p> <p>Function as liaison for outside health organizations.</p> <p>Maintain communication with contracted physicians.</p>	<p>Continue level 1.</p> <p>Follow CDC guidelines.</p> <p>Conduct respiratory precautions per CDC recommendations.</p>	<p>Continue Level 2.</p> <p>Continue CDC recommendations.</p> <p>Refer suspected cases for further treatment.</p> <p>Prepare for mass distribution of vaccines and/or medications as directed by the CDC & OPH.</p>	<p>Continue levels 2 & 3.</p> <p>Identify contacts of confirmed case.</p> <p>Collaborate with OPH and follow CDC guidelines.</p> <p>Inform Pandemic/Infectious Disease Coordinator of case(s)/student(s) status.</p>	<p>Continue previous levels.</p> <p>Follow up with known cases.</p> <p>Release information on health promotion and self-care.</p>
UNIVERSITY POLICE	<p>Monitor the situation.</p>	<p>Stay informed and monitor recommendations from Pandemic/Infectious Disease Response Committee.</p>	<p>Continue level 2.</p> <p>Distribute required PPE to essential personnel as resources permit.</p>	<p>Continue level 3.</p> <p>Assist with possible university closure and secure campus.</p> <p>Assist with security of affected area.</p>	<p>Assist with recovery</p>
EXTERNAL AFFAIRS	<p>Consult with President, Pandemic/Infectious Disease Committee, and Director of Health Services regarding media releases.</p>	<p>Coordinate the communication with all constituents the university's awareness of the potential pandemic and the university's preparedness to respond to a potential pandemic. .</p>	<p>Coordinate the communication of the facts of the situation to the university's constituents in a timely manner.</p> <p>Communicate the university's preparedness and intended response.</p>	<p>Coordinate the communication of the facts of the situation to the university's constituents in a timely manner.</p> <p>Communicate the university's preparedness and ongoing response efforts.</p>	<p>Continue Level 4.</p>

	Level 1	Level 2	Level 3	Level 4	Level 5
NEWS	Consult with the cabinet regarding media releases.	Communicate with all constituents the university's awareness of the potential pandemic and the university's preparedness to respond to a potential pandemic. .	Communicate the facts of the situation to the university's constituents in a timely manner. Communicate the university's preparedness and intended response.	Communicate the facts of the situation to the university's constituents in a timely manner. Communicate the university's preparedness and ongoing response efforts.	Continue Level 4.
PHYSICAL PLANT/PLANT SERVICES	Monitor the situation.	Identify essential buildings to remain open. Continue to monitor situation.	Continue level 2. Prepare non-essential buildings to be secured. Notify outside contractors to prepare to vacate campus.	Continue levels 2 &3. Identify essential personnel and alert to report to work if University is closed. Ensure essential plant services on campus.	Conduct building inspections as needed. Ensure all facilities are thoroughly cleaned per CDC guidelines and/or recommendations.
ACADEMICS DEANS	Monitor the situation.	Continue level 1. Update the Vice-President of Academic Affairs	Continue level 1 & 2. Assist Vice-President of Academic Affairs in informing faculty of policies regarding alternative teaching of courses in the event of university closure.	Continue level 1 & 2. Assist with informing faculty and students on measures to complete coursework.	Assist Vice-President of Academic Affairs with informing faculty of reopening.
ENVIRONMENTAL HEALTH AND SAFETY OFFICER	Consult with Health Services director regarding updates from WHO and CDC.	Continue level 1.	Continue level 1. Prepare to activate mass alert system, if indicated.	Continue level 3. Activate mass alert system, if indicated.	Assist with recovery as needed.
INFORMATION SYSTEMS	Monitor the situation. Consult with Health Services director for situation updates and with the president/cabinet for information releases. Assist with electronic educational efforts.	Continue level 1.	Continue level 1. Prepare for possible closures.	Provide technological support to faculty, staff, and students in the event of a university closure.	Continue level 1. Provide technological support of campus reopening.

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AUXILIARY SERVICES COORDINATOR	<p>Monitor the situation.</p> <p>Update auxiliary services on the situation.</p> <p>Assist auxiliary services as needed.</p>	Continue level 1.	Continue level 1.	Continue level 1.	Continue level 1.
HOUSING COORDINATOR	Monitor the situation.	<p>Continue level 1.</p> <p>Provide educational materials and information resources to residents as provided by Health Services.</p> <p>Continue to maintain cleaning standards and procedures in all residential facilities.</p> <p>Monitor employee health and report to Auxiliary Services and Health Services.</p> <p>Enforce sick policy per CDC guideline.</p>	<p>Continue levels 1 & 2.</p> <p>Meet with Residence Life Staff to advise them of situation, including possible and/or anticipated closure(s), and to review closure and re-opening procedures.</p> <p>Schedule meetings with residents to advise them of situation, including possible residential and/or campus closure(s).</p> <p>Suspend visitation and guest policies and activities.</p> <p>Review scheduled residentially based programs/activities and advise planner(s) of possible need to reschedule and/or cancel.</p> <p>Be prepared to respond to inquiries from residents and parents.</p>	<p>Continue to monitor situation.</p> <p>Assist with transfer arrangements of affected residents who do not have a place to go. (international students and others)</p> <p>As directed by the President, close residence halls and student apartments.</p> <p>Activate communication procedures with any Residence Life Staff who leave campus.</p> <p>Advise external program/activity facilitators of closures.</p> <p>Continue cleaning procedures in residential facilities according to CDC guidelines and/or recommendations.</p> <p>Respond to inquiries from residents and parents.</p>	<p>Continue to monitor situation.</p> <p>Ensure all facilities are thoroughly cleaned per CDC guidelines and/or recommendations.</p> <p>Notify Residence Life Staff of facility re-opening date (s).</p> <p>Notify residents of facility re-opening date(s).</p> <p>Implement check-in procedures for returning residents.</p> <p>Respond to inquiries from residents and parents.</p>

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FOOD SERVICE	Monitor the situation.	<p>Continue to monitor situation.</p> <p>Communicate with employees regarding heightened hygiene and preparation information.</p> <p>Monitor employee health and report to Auxiliary Services and Health Services.</p> <p>Enforce sick policy per CDC guideline.</p> <p>Provide educational materials and information resources to students as provided by Health Services.</p>	<p>Continue to monitor situation.</p> <p>Continue 1 & 2.</p> <p>Prepare to provide meals for affected students.</p> <p>Review procedures and communications to be implemented in the event of campus closure.</p> <p>Ensure adequate food and supplies are on hand in the event of a campus closure.</p>	<p>Continue to monitor situation.</p> <p>Continue 1, 2 & 3.</p> <p>Close dining facilities in coordination with announced campus closure.</p> <p>Prepare and deliver meals to affected students.</p>	<p>Continue to monitor situation.</p> <p>Ensure all facilities are thoroughly cleaned according to guidelines and/or recommendations.</p> <p>Notify employees of dining facilities re-opening date (s).</p>
SGA PRESIDENT	<p>Functions as liaison between students and Pandemic/Infectious Disease Committee.</p> <p>Relays student needs and perspective to committee.</p>	Continue level 1	Continue level 1	Continue level 1	Continue level 1
ATHLETICS	<p>Monitor the situation.</p> <p>Educate athletes on infection control measures as provided by Health Services.</p> <p>Follow CDC & OPH guidelines on disinfection of equipment.</p>	Continue level 1. Provide updates to Athletic Administration.	<p>Continue level 1 & 2.</p> <p>Prepare for limitation or suspension of athletic activities.</p> <p>Prepare for university closure.</p>	Continue 1, 2, & 3. Activate closure procedures as directed by the cabinet.	<p>Continue level 1, 2 & 3.</p> <p>Activate reopening procedures.</p>

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HUMAN RESOURCES	Review personnel Leave policies.	Assist with distribution of information on emergency leave policy.	Inform employees of options and shut down policy. Continue level 2.	Maintain employee systems remotely. Continue levels 2&3.	Assist as needed with leave and benefits plan. Implement return to work policy.
OTHER CAMPUSES	Monitor the situation. Provide information to Pandemic/Infectious Disease Coordinator other campuses.	Continue level 1.	Continue level 1.	Continue level 1.	Continue level 1.
LAB SCHOOLS	Monitor the situation. Provide information to Pandemic/Infectious Disease Coordinator.	Continue level 1. Update Health Services director regarding identified cases.	Continue level 1 & 2.	Continue level 1,2, & 3.	Continue level 1.

