

Millersville University

SEIZE THE OPPORTUNITY

Pandemic Flu

Preparedness Plan

June 20, 2007

TABLE OF CONTENTS

Introduction	1
Glossary of Acronyms	7
Pandemic Flu Preparedness and Response Matrix	8
Pandemic Flu Preparedness and Recovery Matrix	18
Appendices A – M	20

INTRODUCTION

A pandemic, or worldwide outbreak of a new influenza virus is something that periodically occurs. While influenza pandemics are infrequent, they are rightly feared as they spread very rapidly to affect all countries and cause a pandemic.

4. Residence Life - Student housing will be maintained unless evacuation is deemed appropriate. The Director of Housing and Residential Programs will coordinate these services. In the event that the Secretary of Health orders isolation and/or quarantine, health center staff will work with resi

Pre-Level 1 – No or very limited human-to-human transmission.

This is consistent with phase 3 of World Health Organization alert phases and is the current situation. During this time period, the campus will operate as usual but there will be ongoing planning by all departments to identify and address the myriad of issues relative to dealing with a pandemic.

Level 1 – First cases of efficient human-to-human transmission internationally- Campus open, business as usual, enhanced planning.

At Level 1, the incident response team will meet on a regular basis to fine-tune all plans for responding to the impending pandemic. All campus operations will continue as usual but there will be increased communication with the PA Department of Health (299-7599) and the Pennsylvania State System of Higher Education. Guidance from these organizations and CDC and WHO will be followed.

The progression through the next levels may occur rapidly and be altered due to the recommendations of county, state, or federal authorities.

Level 2 – First verified case in North America AND one or more triggering events (listed below) Implement social distancing measures; cancel classes and other scheduled activities; prepare for closing.

Triggering events:

- **World Health Organization declaration of Phase 6 – Pandemic with increased and sustained transmission in the U.S. population**
- **Case(s) in Lancaster County or immediate surrounding areas**
- **Confirmation of a high rate**

Level 3: Within 1 – 5 days of declaring Level 2 and depending on national and local conditions, all residence halls will close; most administrative offices and academic buildings will close.

At Level three, efforts will rapidly proceed to shut down all university residence halls. Services will continue at the student health center health services and the counseling center as needed but will decrease as students leave campus. All administrative and academic support units will be shut down and until the campus reopens.

Level 4: As soon as practica

will DuL4: As,camp7Ttopebe12.26 4.1D0.0006 Tc0.0291 T071(center need6(y

**MILLERSVILLE UNIVERSITY
PANDEMIC FLU MATRIX**

GLOSSARY OF ACRONYMS

ACHA - American College Health Association

CC – Counseling Center

CDC – Center for Disease Control

EPA – Environmental Protection Agency

HVAC – Heating and Air Conditioning

IT – Information Technology

LCEMA – Lancaster County Emergency Management Agency

LHD – Lancaster Health Department

MAEPG – Millersville Area Emergency Planning Group

PASSHE – Pennsylvania State System of Higher Education

PDH

PANDEMIC FLU PREPAREDNESS

--- List of Appendices ---

‘A’	World Health Organization Pandemic Response Phases.....	21
‘B’	Essential Employee Designation.....	22
‘C’	Communications – Pandemic Emergency Procedures.....	23
‘D’	Academic Instruction – Research Emergency Management Plan.....	28
‘E’	Global Education & Partnership – Plan by Response Level.....	33
‘F’	Emergency Action Plan for Study Abroad Students, Faculty.....	35
‘G’	MU Counseling Center Incident Crisis Response Plan.....	43
‘H’	Protocol for Cleaning, Disinfection of Environmental Surfaces.....	44
‘I’	Staffing Policies and Procedures.....	48
‘J’	Protocol for Personal Protective Equipment Use by Employees.....	55
‘K’	Department Closing Plan.....	59
‘L’	Draft Memo for Direct Deposit.....	65
‘M’	Transportation of Ill Students	66

WORLD HEALTH ORGANIZATION PANDEMIC RESPONSE PHASES

PHASES	PUBLIC HEALTH GOALS
Interpandemic period Phase 1. No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused	

Appendix: PANDEMIC CLOSURE ANNOUNCEMENT

MU Voice Mail System

All scenarios for callers will begin with the following:

VOICE MAIL SCRIPT FOR MU's SWITCHBOARD

Upon occasion, usually involving some urgency, Millersville University must communicate important messages to students, faculty, staff and the general public. These messages may include weather-related delays or closings, campus emergencies, or event cancellations. University messages are relayed in three ways: to the media for broadcast dissemination; on the University home page; and as a recording at the University switchboard and the StormLine.

The decision to change the University work schedule is made by the president in consultation with senior management. Communicating these decisions is the responsibility of the Office of University Communications & Marketing. In general, the president or a member of the President's Executive Cabinet will contact the assistant vice president for university advancement to authorize change and to discuss the message details. The AVP contacts the director of communications to begin the swift dissemination of the news.

1. Media Dissemination

Every fall the Office of University Communications & Marketing will prepare a list of radio and television stations to call in the event of winter closings. This list includes confidential passwords and is shared only with

3. Switchboard Recording

On occasion, the number of callers to the University switchboard increases, usually in response to changing weather conditions which may affect class and office hours or campus closings. The Campus Information Desk in Dilworth Hall may initiate the use of a pre-recorded message which details current campus operations.

In case of a weather emergency, cancellation or delay of classes, or other urgent message, University Communications & Marketing staff will record a new message and alert the Campus Information Desk staff when to begin using the alternate message.

To initiate use of an alternate message:

- a. Call the Campus Information Desk at 872-3024 and ask the operator to forward line 3011 or 3010 to voice mail. NOTE: if the 3024 number is busy, contact the dispatcher by dialing the direct Bell Atlantic number, which is installed at the Campus Information Desk and is not associated with the MU telephone system. This number is 871-2614; if calling from campus, you must dial 9-871-2614.

PANDEMIC SCENARIOS

Pandemic Scenario #1 (Canceling Classes):

Voice-Mail Script:

Due to the avian flu emergency, the University is closed from _____ (time) _____ (day of the week), _____ (date) until further notice. All classes and events are cancelled. Essential personnel (identify specific team or teams if necessary) should report to campus.

Radio Script:

Due to the avian flu emergency, Millersville University will be closed until further notice. All classes and events are cancelled.

Pandemic Scenario #2 (Continued Closing):

Voice-Mail Script:

Due to the avian flu emergency, the University will remain closed until further notice. All classes and events are cancelled, and residence halls are closed. Essential personnel should report to work as scheduled.

Radio Script:

Due to the avian flu emergency, Millersville University will remain closed until further notice. Classes and events are cancelled, and campus residence halls are closed.

Pandemic Scenario #3 (Continued Closing/Opening Announcement):

Voice-Mail Script:

The University reopen at 6 a.m. on _____ (day of the week), _____ (date). All classes and events are cancelled until that time. Students will be allowed to return to residence halls beginning at _____ (time, day, date).

Radio Script:

Millersville University will reopen at 6 am, _____ (day, date). Classes and events are cancelled until that time. Students will be allowed to return to residence halls beginning at _____ (time, day, date).

Call List for Closing/Emergencies:

With appropriate Pandemic Scenario script, first call:

WGTY 107.7
WGET 1320

8.0-222-7 1309.82ET84.36 638.22.5

	bus.hrs.
WGAL TV 8	1-800-289-5116 1-868-302-3456 717-393-5851
Clear Channel (Reading) WRAW AM 1340 WRFY-FM 102.5	610-376-6671 if you receive a phone message enter mailbox 400 (Winter Watch Voicemail)
Clear Channel WHP 580 WRVV 97.3 Bob 94.9 WHP-CBS 21 WLYH 15 KISS 99.3	800-537-8477 717-234-6397
WLAN FM97 WLAN AM 1390	717-295-9700 #506

Responsibility: Director of Communications

Appendix D

Academic Instruction and Research Emergency Management Plan*

***This plan is adapted from the Pandemic Influenza Plan of Frostburg State University, MD**

The following plan is intended to guide the actions of students, faculty, and staff in the event that the University is forced to close due to pandemic influenza. The plan takes into consideration the timing and duration of the closure.

Academic Instruction

Preparedness Planning

During the start of each semester, the deans will ask each faculty member to discuss with their students class activities/actions to be implemented in case the campus is closed due to a pandemic influenza outbreak. Faculty will also be requested to include a standard paragraph in their syllabi that addresses the continuation of instruction in case of an

**Table 1: Pandemic Flu
Level Four – University Closure
Contingency Chart for the Continuation of Instruction**

Length of time closed

	1-14 calendar days	15 or more calendar days	Notes
First eleven calendar weeks of semester	<p>Missed academic work could be completed once the University reopens within the calendar/structure of the current semester.</p> <p>Preparations to continue instruction, if necessary, through online instruction and student independent study are finalized by faculty and staff. New class assignments are sent to students by faculty.</p>	<p>If classes are cancelled for more than 15 days, students (where possible) will continue course work through online instruction and student independent study directed by faculty. If the campus does not reopen for the semester, students will complete course work through online instruction and independent study directed by faculty.</p> <p>Alternative methods for completing courses will be developed in those cases where student work cannot be finished through independent study.</p>	<p>The University rule that prohibits regularly offered courses from being taught through independent study will be waived.</p> <p>If students are unable to resume or finish coursework due to the impact of the avian flu, they will be allowed to withdraw from a course at any point in the semester without grade penalty.</p> <p>Regardless of the number of days closed, the University may consider extending the fall term through the end of December or the spring term through the end of May.</p>

Procedures for the Temporary Closure of Laboratories Serving the Natural Sciences

Research activities that depend upon campus facilities will be temporarily suspended in the event of an emergency closing of the Millersville University campus. Any request for exception to this arrangement must be submitted in writing through the department chair to the Dean of the School of Science and Mathematics for forwarding to the Provost and the President of the University.

Procedures to follow in closing laboratory facilities are as follows:

- Make sure that all laboratory staff has each other's contact information for emergencies.
- Return all biological materials to appropriate storage location. Cultures in incubation chambers must be removed and terminated/stored as appropriate for the organism and its properties.
- Return all chemical reagents to appropriate storage locations (e.g., flammable liquid storage cabinets, desiccators, etc.). If containers or caps are not intact, transfer contents to compatible container, write chemical(s) identification on container and include appropriate warnings from old label, and properly dispose of old container.
- Autoclave all biological waste and place in dumpster outside building.
- Decontaminate biological safety cabinet work surface, close sash and turn off fan.
- Return radioisotopes, select agents, and controlled substances to properly-secured storage locations.
- Place all chemical materials, stock solutions or samples that will remain on benches, fume hoods, tables, etc., in intact, closed containers, and label containers with contents.
- Terminate all on-going chemical processes and reactions (distillations, reflux, etc.) and transfer chemicals to intact, closed containers. Label containers with contents and store in appropriate storage locations.
- Shut off all heat-producing equipment (ovens, hotplates, incubators, etc.) and unplug from wall (if possible).

- Shut off all faucets and water supply cutoff valves (if so equipped) to minimize possibility of leaks/flooding.

-

Procedures for the Care of Research Animals in an Emergency

The Guide for the Care and Use of Laboratory Animals (National Research Council, (National Academy Press, Washington, DC 1996, page 46) states that *“in the event of an emergency, institutional security personnel and fire or police officials should be able to reach people responsible for the animals. That can be enhanced by prominently posting emergency procedures and names in animal facilities or by placing them in the security department or telephone center. Emergency procedures for handling special facilities or operations should be prominently posted.”*

The following procedures shall be implemented to provide for the care of research animals in the event of an emergency closing of the Frostburg State University campus:

1. An authorized research protocol shall be on file in the Office of Research and Sponsored Programs for every research program that involves the use of animals.
2. An Animal Research Fact Sheet shall be posted prominently on the wall beside the entry door of the room in which the animals are housed. Additional copies of the fact sheet shall be placed on file with the Office of Research and Sponsored Programs and the Department chairperson.
 - a. The fact sheet shall list the name, address, phone number, and alternate phone number of the principal investigator and that of an alternate who would provide care for the animals in the event that the principal investigator is not available.
 - b. The fact sheet shall identify the species, number of specimens, any particular information relevant to the care of the specimens, and procedures for the watering, feeding, and management of the specimens.
 - c. The fact sheet shall list a brief description of the experiment and its purpose and whether there are hazardous materials present. Should hazardous materials be present, a list of precautions that should be taken by personnel entering the room shall be provided.
 - d. This sheet will be printed in large letters and formatted in a similar fashion for every vivarium.
3. The principal investigator or the designated alternate (considered essential personnel for these purposes) of a research project that includes the use of animals assumes primary responsibility for the care of the animals over the emergency period.

- Make decisions about immigration coverage.
- Implement travel advisory procedures for students who may wish to return home.
- Hold advising sessions for students who may wish to stay in the US during Levels 3 and 4.

Level 3

The GEP will keep all international students and study abroad participants informed of the institution's plan to close. The GEP Director will:

- Assist international students with decisions to stay or leave the US.
- Assist on-campus international students in locating to pre-identified temporary housing for the length of institutional closure.
- Ensure flow of immigration documents ar

**Millersville University
Pandemic Influenza
Emergency Action Plan* for
MU Study Abroad Students and Faculty**

***This plan is adapted from the Pandemic Influenza Plan of Millersville University, MD**

INTRODUCTION

On March 21, 2006, the Department of State issued this statement on pandemic influenza:

“The Department of State emphasizes that, in the event of a pandemic, its ability to assist Americans traveling and residing abroad may be severely limited due to restrictions on local and international movement imposed for public health reasons. Furthermore, American citizens should take note that the Department of State cannot provide Americans traveling or living abroad with medications, including in the event of a pandemic.”

As such, the Global Education and Partnerships (GEP) Office has prepared an Emergency Action plan in order to prepare for a pandemic influenza.

The GEP Study Abroad Emergency Action Plan (EAP) is intended to be used specifically for Millersville University sponsored and co-sponsored semester and academic year programs abroad (LIST MU STUDY ABROAD AND EXCHANGE PROGRAMS). Parts of it have been amended for Millersville University short-term programs abroad. The Global Education and Partnerships (GEP) Office and any MU faculty or On-Site Directors (OSD) of each program have the joint responsibility to implement the Plan. The EAP will be kept both in the Global Education and Partnerships Office and on-site, where appropriate.

EMERGENCY ACTION PLAN

- I. Roles and Responsibilities**
- II. Step-by-Step Plan**
- III. Location of Information/Materials**
- IV. Amended Roles and Responsibilities for Short Term Programs**
- V. Amended Step-by-Step Plan for Short Term Programs**
- VI. Amended Location of Information/Materials for Short Term Programs**

ROLES AND RESPONSIBILITIES FOR SEMESTER PROGRAMS

PREPAREDNESS STAGE

Global Education and Partnerships Office	On-Site Directors (OSD) and/or MU Faculty	Students
Maintain student roster	Host on-site orientation	Purchase medical insurance and emergency evacuation insurance
Collect emergency contact information from students (including health issues and passport numbers)	Send GEP student housing information	Provide emergency contact information
Verify health insurance of students	Know local emergency numbers/contacts	Inform OSD of whereabouts
Maintain housing and itinerary information	Establish and maintain contact with US consulate	Understand emergency plan and assembly points
Register semester students with Local Embassy	Collect and update student whereabouts	Assemble an emergency/medical pack
Train OSD on emergency plans	Determine assembly points, sharing these with GEP and students	Carry emergency contact information for OSD at all times
Disseminate basic emergency information to students pre-departure	Disseminate specific information on health and safety to students (during orientation and over the course of the semester)	
Assess risk in areas		

EMERGENCY STAGE

Center for International Education	On-Site Directors	Students
Determine course of action in conjunction with OSDs and MU officials	Determine course of action in conjunction with GEP and consulate (evacuation, quarantine)	Gather at assembly point
Maintain support and contact with OSDs	Implement the EAP	Contact OSD/GEP if unable to get to assembly point
Inform and update campus officials	Inform and update campus officials	
Keep a log of actions taken	Keep a log of actions taken	

STEP-BY-STEP PLAN FOR SEMESTER PROGRAMS

A. Pre-departure Preparedness: Global Education and Partnerships Office Duties

1. Send list of accepted students to On-Site Director and/or MU faculty member
2. Collect the following from students:
 - a. Health and Insurance information (students must have insurance that includes emergency evacuation)
 - b. Emergency contact information (parents/guardians/spouses)
 - c. Passport/visa information (numbers)
3. Conduct orientation at MU that includes the following:
 - a. Health and safety information (also addressed in handbooks and online)
 - b. Specific information on Avian Flu
4. Register students with Embassies
5. Distribute emergency cards (with emergency contact information)
6. Train OSDs on emergency protocol
7. Collect itinerary and program contact information (including cell phone numbers for OSD)
8. Collect housing information (addresses, contact names)
9. Verify accuracy of local emergency contact information
10. Assess risks to area

B. Pre-departure Preparedness: On-Site Director/MU Faculty Member Duties

1. Update contact with Dept. of State Consular Overseas Duty Officer
2. Collect emergency provisions for program
3. Determine assembly points (“home base”)
4. Update specific emergency plans
5. Assess risks to area

C. On-site preparedness

1. OSD. 07n-0.0nforate Consulousing in eCon oc 0 BesscvtL(ogra8 em)8.2(ergency cine assem)ip

4. Decision about action made jointly between GEP and OSD (to evacuate, quarantine, etc.)
5. GEP informs MU campus official and emergency contacts (Provost, Assoc. Provost, VP for Student Affairs)
6. GEP and OSD keep a daily log of decisions/actions.

**LOCATION OF INFORMATION AND MATERIALS FOR
EMERGENCY ACTION PLAN**

STUDENT INFORMATION/MATERIALS

Global Education and Partnerships Office	On-site Office
J Roster of all students and their addresses on site	J Roster of all students and their addresses on site
J Emergency contact information for all students	J Emergency contact information for all students
J List of passport numbers, expiration dates and location of passport for each student	J List of passport numbers, expiration dates and location of passport for each student
J Names of students with special medical needs	J Names of students with special medical needs
J Contacts where each student is housed and for each excursion	J Contacts where each student is housed and for each excursion
J Emergency contact sheet and itineraries for all programs in one document	J Emergency contact sheet and itineraries for all programs in one document
J Student Database (and backed-up version)	

RESIDENT DIRECTOR INFORMATION/MATERIALS

Global Education and Partnerships Office	On-site Office
J List of food/water/emergency supplies to be kept in student homes, on-site office, assembly sites and safe havens	
J List of essential items to include in an emergency kit	
J	

EVACUATION INFORMATION

Global Education and Partnerships Office	On-site Office
J Maps, travel routes and modes of transportation from each site to assembly points and capital or evacuation point	J Maps, travel routes and modes of transportation from each site to assembly points and capital or evacuation point
J Emergency telephone numbers for local police, fire, hospital, Embassy, etc.	J Information about communication networks (telephone numbers, radio locations, operators, hours of operation, etc.) J Emergency telephone numbers for local police, fire, hospital, Embassy, etc.

AFTER HOURS: INFORMATION TO BE KEPT AT HOME

Global Education and Partnerships Staff	On-site Office On-Site Directors
J Emergency contact information, itinerary, OSD contact information for all programs in one document	J GEP emergency contact information J Cell phone (or other phone)

AMENDED ROLES AND RESPONSIBILITIES FOR SHORT TERM PROGRAMS

PREPAREDNESS STAGE

Global Education and Partnerships Office	On-Site Directors/MU Faculty Members	Students
Maintain student roster	Send GEP student housing information	Purchase medical insurance and emergency evacuation insurance
Collect emergency contact information from students (including health issues and passport numbers)	Establish and maintain contact with consulate	Provide emergency contact information
Verify health insurance of students	Know student whereabouts	Inform OSD of whereabouts
Maintain housing and itinerary information	Determine assembly points, sharing these with GEP and students	Understand emergency plan and assembly points
Register semester students with U.S. Embassy	Disseminate specific information on health and safety to students	Assemble an emergency/medical pack
Train OSD on emergency plans		Carry emergency contact card at all times

Disseminate basic emergency information to students pre-departure		
Assess risk in areas		

D. On-site Preparedness

1. OSD conducts on-site orientation that includes the following:
 - a. Review of specific emergency plan
 - b. Identification of assembly points
 - c. Discussion of protocol for students when off-program (i.e., students should share their travel plans with OSD)
 - d. Reminder that students should call parents/OSD in case of emergency

2. Throughout program:
 - a. GEP assesses risk and determines program continuity
 - b. OSD
 - 1) Is on call 24 hours a day (or designate)
 - 2) Collects and updates student travel information
 - 3) Informs GEP of changes in itinerary and excursions

E. In Event of an Emergency

1. GEP calls on-campus Crisis Manager
2. GEP contacts Dept. of State in DC
3. Decision about action made jointly between GEP and OSD (to evacuate, quarantine, etc.)
4. GEP informs MU campus official and emergency contacts (PR, Provost, and VP for Student Affairs)
5. GEP and OSD keep a daily log of decisions/actions

AMENDED LOCATION OF SHORT TERM PROGRAM INFORMATION AND MATERIALS FOR EMERGENCY ACTION PLAN

STUDENT INFORMATION/MATERIALS

Global Education and Partnerships Office	On-site with OSD or Faculty Director
--	---

- J Roster of all students
- J Emergency contact information for all students
- J List of passport numbers, expiration dates
- J Names of students with special medical

ON-SITE/FACULTY DIRECTOR INFORMATION/MATERIALS

Global Education and Partnerships Office	On-site with OSD/Faculty Director
<input type="checkbox"/> Cell phone number for OSD <input type="checkbox"/> List of essential items to include in an emergency evacuation pack	<input type="checkbox"/> Cell phone for OSD <input type="checkbox"/> List of essential items to include in an emergency evacuation pack <input type="checkbox"/> Complete information on assembly points <input type="checkbox"/> Medical Kit

EVACUATION INFORMATION

Global Education and Partnerships Office	On-site for OSD/Faculty Director
<input type="checkbox"/> Emergency telephone numbers for State Department Contacts	<input type="checkbox"/> Local emergency telephone numbers

AFTER HOURS: INFORMATION TO BE KEPT AT HOME

Global Education and Partnerships Staff	On-site for OSD/Faculty Directors
<input type="checkbox"/> Emergency contact information, itinerary, OSD contact information for all programs in one document	<input type="checkbox"/> GEP emergency contact information

TD()Tj/TT2 1

MU Counseling Center Pandemic Flu Incident Crisis Response Plan

MU Counseling Center faculty currently provide emergency counseling and support to MU students when classes are in session via contacts by MU Health Services, MU Police, and or MU Housing and Residential Programs. They provide individual support as well as group support (resident halls, teams, social groups) after traumatic events such as student (s) deaths. In addition, the MU Emergency Counseling Team may be activated as needed for an event resulting in multiple deaths or for a natural catastrophe (weather event, fire). The Counseling Center Director is notified and determines which counseling and support resources are needed for the situation.

In a Pandemic Flu Incident Level 1

Counseling Center will initiate staggered appointment times to follow social distancing guidelines. Counselors will initiate telephone and email support and counseling where feasible. Emergency Counseling Team will make arrangements to assist Counseling Center faculty with increased counseling demands in similar manner.

In a Pandemic Flu Incident Level 2

Counseling Center faculty will be accessible to students through their home phones, cell phones, and home email. These means of access will be noted on our website and via Health Services and University Police. Emergency support phone calls and emails will be rotated among Counseling Center faculty working in pairs. Emergency Counseling Team will be utilized in similar manner as feasible.

In a Pandemic Flu Incident Level 3

Counseling Center faculty will be accessible to students through their home phones, cell phones, and home email. These means of access will be noted on our website and via Health Services and University Police. Emergency support phone calls and emails will be rotated among Counseling Center faculty working in pairs. Emergency Counseling Team will be utilized in similar manner as feasible.

2. Follow facility procedures for regular cleaning of non-patient locations.
3. Clean and disinfect spills of blood and body fluids in accordance with Standard Precautions and the Bloodborne Pathogens Standard.
4. Follow manufacturer's recommendations for use-dilution, contact time and precautions for handling of cleaning product.
5. Do not spray disinfectants. This is a potentially dangerous practice that has no proven disease control benefit.
6. Medical and non-medical solid waste must be contained and disposed of in accordance with standard facility procedures and state and federal regulations. Gloves should be worn when handling waste or waste containers. Wash hands after removing gloves.
7. Gloves and gown should be worn when directly handling soiled linen and uniforms. Do not shake or otherwise handle soiled uniforms that might create an opportunity for disease transmission.

VI. Reference Sources:

Occupational Safety and Health Administration (OSHA)

Department of Health and Human Services, Centers for Disease Control & Prevention (CDC)

Food and Drug Administration (FDA)

World Health Organization (WHO)

Implementation Plan for the National Strategy for Pandemic Influenza

*Reference - Prepared by the Department of Environmental Safety (DES), UMCP

Staffing Policies and Procedures

A. Applicable Staff Policies

1. Policy on Administrative Leave (Commonwealth of PA Personnel Rules and Applicable Collective Bargaining Agreements)
2. Policy on Annual Leave (Commonwealth of PA Personnel Rules and Applicable Collective Bargaining Agreements)
3. Policy on Emergency Conditions (MU Policy Statement 235.02, Amendment 2, University Closing)
4. Policy on Family and Medical Leave (Commonwealth of PA Personnel Rules and Applicable Collective Bargaining Agreements)
5. Policy on Leave of Absence Without Pay (Commonwealth of PA Personnel Rules and Applicable Collective Bargaining Agreements)
6. Policy on Personal Leave (Commonwealth of PA Personnel Rules and Applicable Collective Bargaining Agreements)
7. Policy on Sick Leave (Commonwealth of PA Personnel Rules and Applicable Collective Bargaining Agreements)

B. Applicable Collective Bargaining Agreements

1. AFSCME (American Federation of State, County, and Municipal Employees)
2. APSCUF (Association of PA State College and University Faculties)
3. SCUPA (State College and University Professional Association)
4. OPEIU (OPEIU Health Care Pennsylvania)
5. SPFPA (Security Police and Fire Professionals of America)
6. PDA (Pennsylvania Doctors Alliance)
7. APSCUF for the Non-Faculty Athletics Coaches

C. Definition of Essential Operations

University non-instructional functions or services needed to maintain necessary provisions for students, faculty, and/or staff despite or because of prevailing hazardous environmental conditions. The services of the following departments or units or considered essential for the functions noted depending on the nature of the hazardous conditions and designated employees in the departments listed are expected to report for work as scheduled.

1. Grounds, Maintenance, Trades, and Houseks, a(ct6oelf.fi)]TJs o6C3..1497 nddled3-3.5928 -1.1497 T

Level 2: First verified case in North America AND one or more other triggering events, such as local public health recommendations, rising student and employee absenteeism, and other factors identified in the introductory section of the Avian Flu Pandemic Plan – Implement social distancing measures; cancel classes and other scheduled activities; prepare for closing; begin liberal leave for non-essential employees, healthy essential employees report

What this means for staff:

- a. Essential employees, (except as directed by the responsible supervisor or departmental representative), shall report to work and shall be compensated according to the policy.
 - (1) Departments have the authority and responsibility for designating staff members who are “Essential”. This determination is made on the basis of the essential duties of the job; essential employees are notified in writing of this designation.
 - (1) Departments should review their positions to ensure that the appropriate staff are designated as essential in order to ensure that critical services will be delivered in the event of a flu pandemic.
 - (2) Essential employees are subject to discipline for not reporting to

- (2) Departments should review their positions to ensure that the appropriate staff are designated as essential in order to ensure that critical services will be delivered in the event of a flu pandemic.
 - (3) Essential employees are subject to discipline for not reporting to work, subject to a review of the circumstances by the Associate VP of University Human Resources or designee (see also footnote 1).
- b. Non-essential regular employees shall receive paid administrative leave, consistent with the provisions of applicable policies and/or CBAs

E. Additional Questions Pertaining to Staffing:

- 1. **Who gets defined as essential staff?** See “Essential Staff” definition in Section C. above.
- 2. **How will “Essential” employees be identified by the institution?** HR will develop a method for identifying essential employees in SAP. Employees will be identified as “essential” for “weather or other operational”, or “Pandemic”.
- 3. **How should departments manage a call-in process for exempt and/or non-exempt staff that are designated as essential employees and may need to participate in the delivery of department- or division-level services during the period of Temporary Campus Closure (TCC)?** Departments should thoroughly evaluate their operations to determine the essential services that will continue to be delivered in the event of a TCC, and which of their employees will be responsible for delivering these services as essential employees, both primary and back-up.

As part of this analysis, departments should employ the following methodology for notifying essential employees of their daily work obligations under a TCC:

- a. Identify one telephone number in the department which will be updated each morning for essential employees. Essential employees would be required to call the number at an appointed time each day to ascertain whether or not they are required to report to the campus that day, and to receive any special instructions. Each employee calling in would be required to leave voicemail on the number so that the supervisor is able to confirm that the message was received (the call will be date/time stamped by the voicemail system). With this option, the burden is on the employee to call regarding work status.
- 4. **How will services be delivered if/when significant absenteeism occurs?** Departments need to ensure that they have sufficiently evaluated who should be designated as essential at each level defined in the master flu plan, and staff are to be notified in writing accordingly. Departments also have the ability to request staff to voluntarily accept reassignment on a temporary basis to fill service needs.
- 5. **Do departments have the ability to reassign staff to essential functions?** See D. Level 4, above.
- 6. **How will departments address absenteeism of their own staff?** Departments are required to develop and submit to their respective Vice President plans

specific to their departmental missions to ensure that essential services are delivered. Departmental plans should address staffing requirements at each potential level outlined in the master flu plan.

7. **When/how should training of reassigned staff occur?** As part of departmental flu planning, departments should plan to request volunteers for re-assignment, as necessary, to address service needs at each level of the master flu plan. This planning effort should include training for staff that are re-assigned within departments.
8. **What will the outcome be if the campus is open, and people refuse to come to work?** The existing policies with the bargaining units provide the framework for addressing this matter.
 - a. Essential employees are required to report to work, except as directed by the responsible supervisor or departmental representative, and are subject to discipline for not reporting (except as provided in footnote 1).
 - b. If the Cabinet designates a Liberal Leave status for employees, non-essential staff will be permitted to take excused paid leave to the extent available, or excused unpaid leave, without the requirement of a prior approval or prior notification.
9. **What if staff refuse to come to work and exhaust all of their leave?**

If the campus is on a Liberal Leave status,

 - a. Essential employees, (except as directed by the responsible supervisor or departmental representative), are required to report to work and are subject to discipline for not reporting (except as provided in footnote 1).
 - b. Non-essential staff who exhaust available paid leave and fall under the provisions of applicable policies and/or CBAs.
 - c. Once paid leave has been exhausted, the staff member will be placed in an excused unpaid leave status.
11. **What will happen when employees are sick and exhaust all of their leave?**

The answer provided in Question #10, above, applies in its entirety.
12. **How does the situation differ for non-exempt and exempt staff/bargaining unit and non-bargaining unit staff?** Non-bargaining unit members will be treated in accordance with University policies and procedures. Bargaining unit members will follow existing policies and procedures as well, except to the extent that policies have been superseded by the applicable policies and/or CBAs.
13. **What will be the situation for staff if classes are taught online and faculty are expected to teach from home?** It depends on the status of the campus. If the campus is placed on a Liberal Leave status, non-essential employees may take excused paid or unpaid leave. Essential employees are required to report to work (except as provided in footnote 1).
14. **What if public schools in the area close and staff must be absent to care for children?** Non-essential employees may utilize leave pursuant to existing leave policies. Essential employees, (except as directed by the responsible supervisor or departmental representative), are required to report to work and are subject to discipline for not reporting (except as provided in footnote 1).

15. **What issues will there be if people become infected while on the job/because of their job responsibilities?** The Worker's Compensation Commission has not issued guidance on this issue, but the University will request information on the matter. HR will monitor the situation.
16. **What protections/supplies can be offered for working staff (safety equipment, onsite accommodations, etc.)?** The University will provide all personal protective clothing and equipment for employees working in certain jobs as required by applicable laws and regulations pursuant to the "Personal Protective Clothing and Equipment" provisions of the applicable policies or CBAs.
17. **How will paychecks be distributed in the event of a TCC?**
In a Level 3 TCC, the University will be closed and accordingly, the on-campus distribution of paychecks will be suspended. Paycheck distribution via direct deposit will continue and will be the only mechanism available for the distribution of employee pay. A draft memo has been developed that advises employees that paychecks will not be available for pick-up if the campus closes (i.e., Level 3 TCC). The memo strongly encourages employees to enroll in direct deposit immediately as it takes 4-6 weeks to process the initial enrollment. This memo is included in Appendix O.

Task Responsibilities – Departments

- Define essential employees (if applicable) within each department, and within each level defined in the master flu plan. Some employees may be defined as essential at one level, but not at another. Employees are to be notified in writing of this designation.
- Establish call-in procedures for essential employees. It is recommended that essential employees call in by a certain time each day to determine if they are required to report on a Level 2, 3, or 4 day.
- Consider how services will be delivered if above-average or even total absenteeism occurs. Consider the reassignment of staff within the department to meet temporary service needs. (Note: according to the planning assumptions contained in the Federal government's website PandemicFlu.gov, "in a severe pandemic, absenteeism attributable to illness, the need to care for ill family members, and fear of infection may reach 40% during the peak weeks of a community outbreak, with lower rates of absenteeism during the weeks before and after the peak"). Also, "certain public health measures (closing schools, quarantining household contacts of infected individuals, 'snow days') are likely to increase the rate of absenteeism."
- Establish cross-training for staff who volunteer to be temporarily re-assigned to meet temporary service needs that may arise from staffing shortages.
- Develop communications mechanisms within the department so that employees may be reached in the event an emergency is declared. Supervisors should have home telephone numbers, cell phone numbers, and e-mail addresses for their employees and be able to reach their staff to discuss essential status, work assignments, etc. In the event the University's status changes, employees should be encouraged to check the University's website, and to listen to local media outlets.
- **Encourage all employees to sign up for direct deposit.**

**Protocol for Personal Protective Equipment Use by Employees for
Protection from Avian Influenza (AI)
Reviewed/adapted by MU Health Services and Environmental Health & Safety,
May 2007***

(Recommendations are subject to change as more information becomes available)

I. Characteristics of Influenza Transmission

Human influenza is transmitted from person-to-person primarily via virus-laden droplets (particles > 5 um in diameter) that are generated when infected persons cough, sneeze or speak. These large droplets can be directly deposited onto the mucosal surfaces of the respiratory tract of susceptible persons who are near (i.e., typically within 3 feet) the droplet source. Transmission may also occur through direct and indirect contact with infectious respiratory secretions. Asymptomatic individuals in early stages of influenza could be infectious to others. **However, the route of transmission of Avian Influenza in humans is unknown at this time.**

II. Definitions

Respirator: OSHA considers a respirator to be “a protective facepiece, hood or helmet that is designed to protect the wearer against a variety of harmful airborne agents.” Respirators must be selected based on the hazards that the wearer may be exposed to. Surgical/medical procedure masks are not considered to be respirators. OSHA requires that employers select respirators that are certified through NIOSH testing criteria.

Filtering facepiece: a negative pressure particulate respirator with a filter as an integral part of the facepiece or with the entire facepiece composed of filtering material (e.g., N95, N99 or N100). These types of respirators are tested and approved based on ability to filter particle size.

III. Criteria for the Use of Respirators for Protection from Avian Influenza (AI)

Millersville University intends to follow OSHA standards and will assess recommendations from other federal, state and local agencies that are involved in pandemic and Avian Influenza planning.

A. Respirator use for protection from Avian Influenza is recommended by OSHA

- b) In non-healthcare settings, gloves should be worn when using cleaning products and disinfectants and when ha

V. Table 1. Summary of selection of PPE by employee category and Avian Flu phases.

	All staff except medical personnel and emergency medical transport personnel.	Medical personnel ^(Note 1)	Non-medical personnel ^(Note 2)	Personnel who operate vehicles designated for emergency medical transport
PPE	<p>Level 1 – No additional PPE needed above that in use at Level 0.</p> <p>Level 2 – No additional PPE needed above that in use at Level 1.</p> <p>Level 3 – No additional PPE needed above that in use Level 2. Surgical masks are provided for symptomatic adults, and may be offered to employees who request them. Custodial staff should wear gloves when collecting trash.</p> <p>Level 4 – No additional PPE needed above that in use at Level 3</p>	<p>Level 1 – No additional PPE needed above that in use at Level 0.</p> <p>Level 2 - Standard Precautions and Droplet Precautions (surgical mask for close contact) with symptomatic patients. In aerosol-generating procedures, minimum of N95 respirator should be worn.</p> <p>Level 3 & 4 – For close contact with suspect/confirmed AI patients, follow airborne precautions including fit-tested respirator (minimum NIOSH-approved N95).</p>	<p>Level 1 – Not applicable</p> <p>Level 2 – Not applicable</p> <p>Level 3 & 4 – Gloves and surgical mask when entering patient-occupied rooms.</p>	<p>Level 1 – Not applicable</p> <p>Level 2 – Not applicable</p> <p>Level 3 & 4 – Personnel with close contact should wear N95 respirator while transporting ill students. Personnel who clean these vehicles wear gloves and may be offered surgical mask.</p>

Notes:

1. Medical personnel provide direct care or transport symptomatic individuals.
2. Non-medical personnel (e.g., housekeepers) work in the Health Center may enter rooms or common areas where sick and symptomatic individuals are cared for.

VI. Reference Sources:

- Occupational Safety and Health Administration (OSHA)
- Department of Health and Human Services, Centers for Disease Control & Prevention (CDC)
- Food and Drug Administration (FDA)
- World Health Organization (WHO)
- U. S. Implementation Plan for the National Strategy for Pandemic Influenza

Departmental Closing Plan

(Tasked to Deans, Directors, and Department Heads [3D's])

1. 3D's will receive a draft Departmental Closing Checklist to assist in the planning required to shut down once directed by the President.
2. Divisional orientation and planning meetings will be held to explain the checklist and review shutdown procedures.
3. 3D's are to identify any mandatory and essential function(s) or operation(s) to remain partially or fully-functional (as required), once the campus has closed.
 - a. Each function or operation is to be briefly described, as well as every location to which approved individuals will be granted access must be listed (both in terms of buildings and room numbers).
 - i. Individual research projects should be listed by title, reason for its continuance, building name(s) and room numbers.
 - b. The names of the individuals (i.e., service providers) that will be tasked with assuring each function/operation will be provided. (This begins to serve as the list of approved individuals to be granted access by Public Safety to the campus once entrances are closed and checkpoints are set up.)
 - i. Associate specific employees with critical/essential function.
 - ii. The names of "back up" individuals must be provided to support each function/operation in the event of extended or permanent absence of any primary service provider.
 - iii. When certain operations, functions, or services can be provided by multiple individuals without the need for a primary service provider (e.g., any number of maintenance mechanics can be called in for emergency maintenance service calls), provide a list of all eligible employees who may be called upon to provide services during the TCC.
 - c. Provide a list of each instance when a service company has been contracted to provide mandatory or essential services during the TCC (e.g., elevator maintenance contractor, chilled water treatment contractor, etc.), and anticipated days on which these services are scheduled.

- i. Provide a list of names of any non-MU contracted employees (i.e., off-campus service providers, affiliates) who are to be granted access during the TCC.
4. 3D's are to submit their departmental shutdown plans and list of mandatory/essential operations to each Vice President or designee after divisional orientation meetings.
5. Each Vice President will forward an approved list of mandatory/essential functions/operations and lists of approved employee, contractor, and affiliate names to the Department of Public Safety after receiving all departmental plans.

Department Pre-Closing – Considerations

Pre-Closing Action Tasks

1. Identify any or all mandatory or essential operations, functions, or services to be staffed and maintained by members of your department, by off-campus service providers, and/or by affiliates that must remain partially or fully in operation during the temporary closure of the campus (TCC) period.
2. Identify the essential staff members who are responsible for each task, as well as back-ups. Essential staff should be notified in writing of their status, and should be advised of the communications protocol in a TCC (i.e., daily call-in procedure). Essential staff should be told that they are not to report to work if they are sick and must call in when they are recovered. Essential staff should be offered influenza vaccinations and/or anti-viral medication if available to encourage compliance with this policy.
3. Identify which, if any, work assignments can be completed from home by essential employees during a TCC.
4. Ensure departmental communication plan is in place and all employees have been notified of the protocol.

Business and Administrative Operations

5. Continue to encourage employees to enroll in direct deposit as on-campus paycheck distribution will be suspended in a TCC.
6. Ensure that any cash and check receipts on-hand are properly deposited

8. Identify which and how staff will continue to review/approve P-Card and T-Card (Visa and Travel card purchases) for 1-2 months for those departments that completely suspend all activities, or for every month that essential departments continue to make P-Card purchases. Ensure that all P-Card and T-Card transaction reviews and reallocations are made timely prior to closure.
9. Ensure that all necessary transactions are reviewed and approved prior to closing.
10. Identify any service contracts that include terms for services on- or off-campus that must be curtailed once the TCC is announced. Prior to the renewal of the service contract, work with Procurement and Supply to revise terms of the contract to allow for suspension of services with the TCC.
11. Departments that maintain network

Departmental Closing Action Tasks

(To Be Implemented upon Declaration of a Temporary Closure of Campus [TCC])

Closing of Offices, Work Rooms, Shops, and Lab Areas

1. Change messages on all active voicemail – both departmental numbers, and individual employee numbers.
 - a. For departments expected to fully suspend on-campus operations, consider use of the following voicemail message:

“Please listen to this important message: Beginning on xxxxx, xx, 200X, the Office/Department of _____ at Millersville University will be closed until further notice. Should you have an emergency, please call 911, or contact the University Police at (717) 872-3433. Messages left on this voicemail (will/will not) be checked periodically.”

- b. For departments anticipating partial delivery of mandatory/essential services, consider use of the following voicemail message: Sample text for this scenario will be developed during the Fall 2007 semester.
2. Secure departmental assets: credit cards, keys, office equipment, building entry access cards, and other high value assets.
3. Ensure that any cash and check receipts on-hand are properly deposited through the Bursar’s office prior to closure.
4. Submit and approve timesheets.
5. Set thermostats to 65 degrees in the winter and 78 degrees in the summer.
6. Inspect, close and lock all ground floor accessible windows.
7. Remove all food and other items from office refrigerators. Unplug each unit and leave doors open.
8. Remove live plants by allowing employees to care for them at home.

Employee Health and Safety

9. Distribute appropriate Personal Protective Equipment (PPE) and instructional materials to appropriate staff (i.e., service providers and other remaining on campus during the Closing activities) in accordance with Appendices H and J of this document.
10. On the day the campus closes, collect unused PPE and deliver to the Department of Public Safety for possible re-distribution to essential service departments.

Departments with Mandatory/Essential Functions, Operations, and Services

12. Receive and distribute PPE supplies and instructional materials. Distribute to appropriate staff (i.e., service providers and other remaining on-campus during the closing activities) in accordance with Appendices H and J of this document.

Transportation of Ill Students to Local Hospital

Students should be evacuated from campus before transportation to hospital becomes necessary. However, in the unlikely event that a student reports to the Witmer Health Center and it is determined that he/she should be sent to a hospital for possible avian influenza, the following transportation protocol should be followed, in the order listed:

1. Call an ambulance.
2. If an ambulance is not available, have an employee (wearing an N-95 respirator) transport student. Several essential employees will have been fit tested and issued an N-95 respirator. Ill student will also wear a surgical mask.
3. At the time determination is made that student needs to be transferred to hospital, parent/guardian will be notified by student.