

# Pandemic Flu Preparedness Plan

## UL Lafayette

*Revised: September 2007*

### 1.0 Introduction and Purpose

UL Lafayette is committed to ensuring, to the best of its ability, the safety of its students, faculty, and staff.

Personnel at the Centers for Disease Control and Prevention (CDC), the Department of Health and Hospitals (HHS), the World Health Organization WHO), the American College Health Association, and the Louisiana Office of Public Health (OPH) have all identified the HN51 (known as the “Avian Flu”) virus as a potential threat to become the next pandemic influenza. These institutions have instructed Universities to educate themselves on and prepare for a possible pandemic.

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.

### 2.0 Objectives

In developing and implementing this document, the University has identified the following objectives:

- *Monitoring And Surveillance:* Through coordination with OPH, CDC, and others, University emergency response personnel will track any worldwide status in the pandemic, which could trigger an implementation of any and all parts of this plan.
- *Essential Personnel:* The University has determined critical personnel who may be needed at every stage of its plan implementation. These persons have been formally notified that their job duties may require their services, even during times of University emergency closure.
- *Mission Critical Functions:* The University has identified operations and logistics that must continue, in whole or in part, during all stages of this plan implementation.
- *Establish Roles/Responsibilities:* The University has matched essential personnel with mission critical functions to establish standard operating procedures for all facets of the University during all stages of the pandemic.
- *Communication:* The University recognizes that, during advanced stages of the pandemic, traditional communication devices (telephone, internet, and radio) will be overwhelmed and compromised. The University has identified efficient ways to utilize its communications infrastructure during all phases of the pandemic.
- *Student Care:* The University does not support a 24/7 medical facility. However, during school closure, a small percentage of students may have no place to go. Consequently, the University has prepared for identifying these students and addressing their needs.
- *Continuance Of Research:* The University supports plans for research activities that cannot cease for extended periods of time.

- *Education:* The University has developed plans to educate and train its entire community on awareness of the pandemic, sickness prevention, well health, and the implementation of the pandemic plan (see section 6.0).

### **3.0 Pandemic Plan Responsibilities And Teams**

The central leadership for the University's pandemic plan resides with the Dean of Students, the University Staff Physician, and the Environmental Health and Safety Director. In keeping with the plan objectives (see section 2.0), the University has delegated all responsibilities to six (6) response teams:

- *Academic Affairs Team, Team Leader, Vice President for Academic Affairs:* Responsible for coordinating activities related to the classroom as they relate to the plan.
- *Administrative Team, Team Leaders, Asst. Vice Presidents for Business and Finance:* Responsible for ensuring business continuity within the University during all phases of the plan.
- *Research Team, Team Leader, Vice President for Research:* Responsible for addressing the needs of University researchers, specifically those involved in physical and biological science research activities, during all phases of the plan.
- *Student Affairs Team, Team Leader, Dean of Students:* Responsible for meeting the needs of our students outside of the classroom.
- *Communications Team, Team Leader, Vice President for Information Technology:* Responsible for coordinating all forms of communication between the response team, the University administration, students, and the public during all phases of the plan.
- *Legal Team, Team Leader, Director of Auxiliary Services:* Responsible for minimizing, in so far as possible, the University's liability while implementing this plan.

### **4.0 Four (4) Phased Pandemic Plan Implementation**

In order to accomplish its objectives, the University has developed a four-phased model that will identify the various execution triggers for the pandemic plan:

- *Phase I, General Readiness:* During normal times, the University shall remain engaged at this stage. During phase I, there are no confirmed cases of pandemic flu at the University or within the region. There may, however, be one or more confirmed cases of pandemic flu in the United States or worldwide. To maintain its readiness, the University focuses its planning toward education during phase I. Regular training is provided to all University employees (see section 6). The University's website maintains general educational information regarding pandemic flu to the public.
- *Phase II, Heightened Readiness:* At Phase II, the University learns that one or more cases of pandemic flu have entered the region, the parish, and/or the UL Lafayette campus. Travel restrictions may be imposed at the Federal and/or State level. However, the University remains open to all students and employees. The University begins working very closely with CDC and OPH to determine the extent of the pandemic and its possible ramifications. All pandemic teams turn

their focus toward preparing for a possible school closure. Supplies are stockpiled and essential personnel are notified of a possible school closure. Employees are encouraged to prepare their personal families and implement Non-Pharmaceutical Interventions (NPIs) such as:

- *Social Distancing*: Staying at least 3 feet from other persons
- *Isolation*: of persons who are sick
- *Quarantine*: of persons who may be sick or exposed to those who are sick

*Phase III, School Closure*: At Phase III, pandemic flu has become widespread in our region. Under direction from CDC and OPH, the University must close and suspend all classes and other activities. The length of the closure depends on the severity of the pandemic, but the University is preparing for between 2 and 6 weeks. Campus buildings will be locked down and severely limited to access for all persons. Students and employees will be sent home. University research is strongly discouraged and allowed only on a pre-planned approved basis. All faculty and staff except essential personnel assigned to the emergency response team are sent home until further notice.

In the event of a school closure, Classified employees under Civil Service Rule 1.23 (d) & (g) serving with job appointment, probationary or permanent status shall be given time off without loss of pay, annual leave or sick leave. Classified employees that remain at work during this closure will receive compensation pay over and above their regular pay.

If this period is for an extended period of time, the University will seek to place the employees not at work with other agencies or allow them to take annual or sick leave, whichever is applicable.

Daily updates of information will be available on the University's website and campus hotline. The student affairs team turns their attention to addressing the needs of students who must remain on campus such as:

1. Those who are too sick to travel and cannot leave the University
2. Those who may be sick and must be quarantined
3. International students living on campus who are bound by travel restrictions.

*Phase IV, School Re-Opening*: At Phase IV, CDC and OPH have determined that the number of pandemic cases has dwindled to a safe measure and it is safe for people to congregate again. As such, the University re-opens, classes re-convene, and business is returned to normal. However, employees and students who are sick, or who might be sick, will be encouraged to stay home until they are determined not to be contagious. It is not uncommon for subsequent waves of the pandemic to re-form. As such, the University will likely re-open at Phase II and be ready to re-close if a subsequent pandemic wave is strong enough to call for it.