



**H1N1**

**Pandemic Flu Plan**

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## I. INTRODUCTION

The World Health Organization (WHO) and the Centers for Disease Control (CDC) have warned that there is risk that the current H1N1 influenza virus could precipitate the next human influenza pandemic.

Pandemics are about people and the interruptions in their everyday life. It is expected that an H1N1 pandemic will continue to have worldwide impact with an unpredictable timeline, comprising multiple events or waves, and spreading quickly from one urban area to another. Major disruptions are likely for health care, transportation, education, and other public services. Higher education may be severely impacted because of the age of our students and the population density in classrooms.

The greatest effect on the Napa Valley College District will be absenteeism. The focus of this plan is to prepare the College to respond to high absenteeism and the possible curtailment of specific activities.

### 1. This plan is guided by the following principles:

- To protect and support the health, safety and welfare of our faculty, staff and students, as well as the assets and property of the District;
- To maintain instruction and service, as long as possible;
- If any of our operations must be suspended, interrupted or in any way affected, to recover from these disruptions as quickly and efficiently as possible;
- To establish multiple and redundant methods to communicate throughout the District;
- To establish benchmarks or “triggers” in advance of an influenza pandemic to guide a response.

### 2. Relationship to Current Plans

- The H1N1 Influenza Plan forms one aspect of the Napa Valley College District’s Emergency Operations Plan and is intended to guide the response and recovery actions of the entire District.
- Key departments in the District may need to develop their own internal H1N1 plans to address specific response issues within their area related to the threat of excessive absenteeism or campus closures.

### 3. Revision

- This plan is a dynamic document and will be revised as dictated by circumstances or changes in information.

## **II. COMMAND & CONTROL**

The Chief of Police and Director of Health Services will act as the H1N1 Flu Coordination Team (Flu Coordinators) for the College. The Flu Coordinators are responsible for monitoring and managing the day-to-day response for the District, providing information to the President, the Emergency Response Committee and the campus community.

Should the N1H1 pandemic become more severe than anticipated, it will be the responsibility of the Napa County Public Health department to issue quarantine orders, direct facilities closure, and provide critical information designating key healthcare facilities as well distribution of anti-viral medications. That authority encompasses the Napa Valley College District. Under these circumstances the President has the authority to declare a state of emergency within the District and to operate the District in accordance with the NVC Emergency Operation Plan.

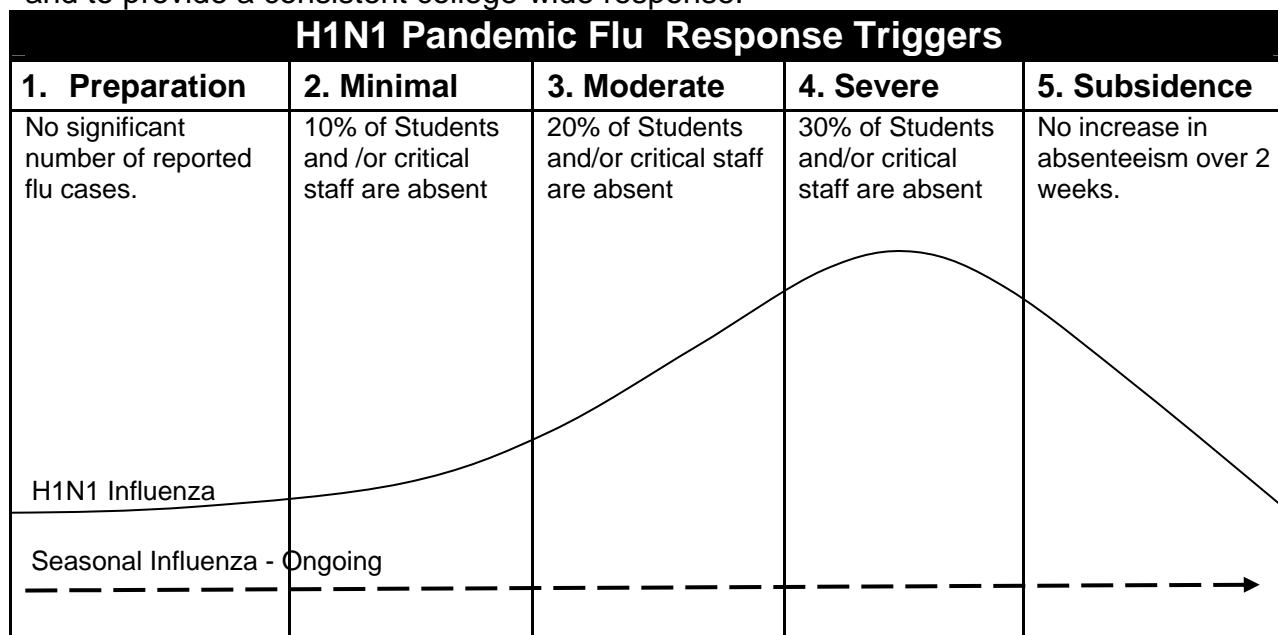
## **III. RISK ASSESSMENT**

The H1N1 influenza pandemic continues to spread throughout the world and is expected to reemerge during the “normal” flu seasonal. Currently people have little or no immunity and there will be limited vaccine available during the initial onset of the flu season. The assumptions used in this planning process were:

1. A H1N1 pandemic is a public health emergency that takes on significant political, social and economic dimensions and will be governed by factors that cannot be known in advance.
2. The H1N1 influenza pandemic could last from 18 months to several years with at least two peak waves of activity. In an affected community, a pandemic wave will last about 6 to 8 weeks.
3. Vaccinations and antiviral treatment are anticipated to be the most effective medical treatment, but they may be in limited supply.
4. Non-medical containment measures will be the principal means of disease control until enough vaccinations are available.
5. Based on previous pandemics, the clinical attack rate (those persons becoming ill) is likely to reach thirty (30) percent in the overall population.
6. If the H1N1 pandemic becomes severe, the economic impact is likely to be significant, though predictions are subject to a high degree of uncertainty.
7. Once the pandemic has run its course, economic activity should recover relatively quickly, although a severe pandemic will have a more disruptive effect.
8. High absenteeism rates (students and staff) constitute the greatest challenge to the District.

## IV. Response Guidelines

The following “triggers” are used to monitor the impact H1N1 on the college community and to provide a consistent college-wide response.



August 2009 – The following “triggers” were developed by the DRCCC and based upon information from the CDC and DHS – Pandemic Influenza Planning and Preparedness course (CDP001-06).

### Level One - Preparation

Assess the possible impact of H1N1 on the campus and develop a response plan to mitigate those impacts, to the extent possible. The Emergency Response Committee along with the Flu Coordinators will be responsible for implementing the response plan upon direction from the President’s Office.

- 1) Create and Implement Prevention Campaign for Proper Hygiene and Disinfecting Protocol.
  - a) Obtain poster information from relevant sources for print, distribution and posting.
  - b) If available, post videos demonstrating proper coughing/sneezing techniques on the College’s website.
  - c) Provide disinfecting dispensers in high use areas.
  - d) Provide disinfecting wipes in offices and labs where equipment is shared.
  - e) Provide custodial staff training on Influenza cleaning and disinfecting protocol.
  - f) Educate students on wiping keyboards and headsets with disinfecting wipes.
  - g) If possible, stock small disinfecting hand gels in student center, cafeteria, library, computer centers, etc.
  
- 2) Create absentee tracking program for monitoring changes in absenteeism in selected classes and areas. Predetermined classes will be notified that they will be monitored as part of the Influenza Tracking Program, and faculty and students will be briefed on its purpose. Assign tracking leads for each area to report weekly status to the Flu Coordinators. Potential classes or programs for tracking are:

- a) Health Occupations
  - b) Police Academy
  - c) Sports Teams
  - d) Child Development Center
  - e) Two large college support programs (employees)
- 3) Develop mitigation strategies.
- a) Human Resources policies that address:
    - (1) Mandatory vs. voluntary release from work due to Influenza Like Illness (ILI)
    - (2) Use of sick-time for primary illness
    - (3) Extended use of sick time for care of family member with ILI
    - (4) Employees sick with no sick/vacation time remaining
    - (5) At work social distancing for high risk employees (i.e. pregnant, immune suppressed, etc).
- 4) Remind College employees of the Disaster Service Worker (DSW) requirement by providing information via website, flyers, and training.
- 5) Faculty is encouraged to consider alternative methods of delivering instruction.
- a) Faculty will give clear direction on the college's and their attendance policy to each class.
  - b) When appropriate, faculty will announce alternative methods of delivering instruction to their students.
  - c) When applicable, faculty will use distance learning, email or other methods to accommodate student absences related to H1N1.
  - d) Identify back-up faculty for critical classes in the event of an instructor becoming ill. Procedures for providing substitutes will be followed.
- 6) Purchase Personal Protective Equipment (PPE)
- a) Standardization for N95 testing protocol
  - b) Hand sanitizers
  - c) Protective eye ware
  - d) Gloves
  - e) Others as determined by the committee (refer to the District disinfecting policy)

### **Level Two – Minimal Infection Rate**

Initiate influenza tracking program after the second week of school to allow for students to add and drop courses without affecting the tracking of absenteeism.

- 1) Student attendance
  - a) Attendance will be taken on the same day of each week to maintain continuity of reporting.
  - b) Roll will be taken either at the beginning or end of class and provided to the Flu Coordinators.
  - c) Attendance will be tracked to identify any severe spike (50% from week to week) or steady increase in absenteeism.

- d) If any faculty members are made aware of students testing positive for H1N1 in their classes, they are to report it to the Flu Coordinators.
- 2) Administration attendance
    - a) If multiple employees in a department or common area report flu like symptoms and/or home ill, the supervisor will contact the Flu Coordinators.
    - b) Employees or family member (s) testing positive for H1N1, the Flu Coordinators will be notified.
  - 3) Faculty attendance
    - a) If multiple faculty reports flu like symptoms or are home ill, the office of instruction will notify the Flu Coordinators.
    - b) If faculty report flu like symptoms and have reported increase in student absenteeism or had a student test positive for H1N1, the office of instruction so the Flu Coordinators can be notified.
  - 4) Initiate District-wide media awareness program
    - a) Hygiene campaign on proper coughing, sneezing and hand washing.
    - b) "Wipe Away" campaign to disinfect shared keyboards, telephones, and workspaces.
    - c) Social Isolation when flu like symptoms are present – stay home when sick campaign.
      - i) E-mail
      - ii) Website
      - iii) Campus newsletters
      - iv) Department meetings
      - v) Flyers and/or posters
  - 5) Initiate Pandemic Cleaning and Disinfection Protocol
    - a) Maintenance and Operations
    - b) High use areas i.e. computer center, cafeteria, shared workstations

### **Level Three – Moderate Infection Rate**

Continue all activities outlined in level one.

- 1) Initiate educational and work distancing
  - a) Distance learning should be available to impacted classes and programs.
  - b) Telecommuting options should be considered if feasible.
  - c) Transfer of critical functions should be addressed.
- 2) Social Distancing should be implemented
  - a) Minimize sport and public events.
  - b) Cancel class field trips and travel to areas with high infection rates.

### Level Four – Severe Infection Rate

Continue all previous activities from levels one and two.

- 1) Work with the Napa County Health Department to determine whether mandatory social isolation is appropriate for populations at high risk or whether a closure of the college is necessary.
- 2) If a closure is ordered:
  - a) Declare a College State of Emergency.
  - b) Reduce College operations to the critical functions outlined in this plan.
  - c) Clean and disinfect college in preparation for re-opening.

### Level Five – Subsidence

- 1) Continue absentee surveillance program until trend is confirmed.
- 2) Continue hygiene campaign of hand washing and the proper way to sneeze/cough.
- 3) Continue disinfecting protocol.
- 4) Return to normal campus functions.
- 5) Assess and debrief campus departments to determine effects of pandemic wave.
- 6) Offer support services to affected individuals as appropriate.

## V. CRITICAL & ESSENTIAL FUNCTIONS

A complete “closure” of the District is not expected; however, if the severity of the H1N1 pandemic increases the District may have to cease social activities for some period of time (i.e.: classes, public activities). The following critical functions need to be maintained if the District is ordered to close:

Critical and Essential Functions	Responsible Groups
Essential administrative functions, which include employee leave, benefit and employment questions, establishing a labor pool to maintain critical functions, purchasing, payroll and student financial aid.	Office of the President Human Resources Financial Services Student Support Services Financial Aid Admission & Records
Safety and Security of the students, staff, faculty	College Police Department
Physical Plant and Facilities, and maintenance of infrastructure, utilities, custodial	Facilities
Community and media information Information Infrastructure	Community Relations Information Technology

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Academic Affairs	Office of Instruction
Construction Projects	Planning

The administrators of each Department/Division will:

1. Plan on how to operate during a period of excessive absenteeism.
2. Plan on how to maintain critical and essential functions if the District has to close. Give consideration to what functions could be delayed or postponed or could be completed via telecommuting.
3. Identify, by name, the absolute minimum number of staff needed.
4. Identify a chain of succession within the area.
5. Identify contact numbers and emails address for all staff.

Copies of those plans are to be submitted to the District’s Emergency Preparedness Coordinator (Chief of Police) and to the College President.

## **VI. PLANNING CONSIDERATIONS – CAMPUS WIDE ISSUES**

### **Academic Instruction**

The Office of Instruction and the Academic Senate shall develop policies and procedures concerning the necessity for waivers of regulations regarding examinations and required days of instructions. The Office of Instruction and the Senate should also encourage faculty to consider developing alternate methods to deliver classroom instruction and materials in the event of a campus shutdown. Implementation of these policies and procedures will be coordinated with the Office of Instruction and Student Services. Information, as available, will be distributed to the campuses and posted online.

### **Human Resource**

The primary effects of the H1N1 pandemic will be on staffing levels. Unlike natural disasters, pandemics do not damage property or equipment; the effects are mainly human resource oriented. Absenteeism may be for a variety of reasons: illness/incapacity; caring for other family members; or school closures. Human Resources will develop guidelines and provide answers to frequently asked questions related to leave, benefits, payroll and employment.

### **Information Technology Infrastructure**

During a level two or three pandemic event, it is possible that the College’s information technology systems may become overloaded with increased volume. If public health plans call for social isolation, more staff, students and faculty will be trying to “telecommute” and that will result in a change in normal network traffic patterns and increased demand placed upon network equipment and communication links to the internet. Information Services should develop strategies to inform the college about issues related to telecommuting and alternatives to meetings and presentations.

## **Travel**

The Federal Pandemic Response Plan anticipates that the public will voluntarily limit personal travel and that significant portions of business travel will also be curtailed. While it is unlikely that travel restrictions will be imposed by the state or federal government, the College should limit official travel to areas with high infection rates.

## **Public Health/Hygiene Etiquette**

Access to vaccines and antiviral drugs during the pandemic will be extremely limited,. Non-medical interventions may be the only way to delay the spread of the disease. Non-medical interventions include limiting social gatherings and using infection control measures to avoid spreading the disease. The Center for Disease Control defines influenza-like illness as having a fever of 100 degree Fahrenheit or higher AND one of the following, cough or sore throat. The best guidance available as of September 2009 is:

- Avoid close contact with people who are sick.
- Stay home and away from work until you are fever free for 24 hours without the use of fever reducing medications.
- Cover your mouth and nose with a tissue, handkerchief, or the sleeve of your clothing when coughing or sneezing.
- Clean your hands – schools/colleges/units should consider providing waterless antibacterial hand cleansing solutions to individuals.
- Avoid touching your eyes, nose or mouth.
- Persons with respiratory infection symptoms can use a disposable surgical mask to help prevent exposing others.

## **VII. COMMUNICATION**

Communication strategies are an important component in managing any disease outbreak and are essential in the H1N1 pandemic. Accurate, timely, and consistent information at all levels is critical in order to minimize unwanted and unforeseen consequences and to maximize the effective outcome of the response.

The Flu Coordinators and Community Relations will be responsible for developing the information that will be distributed via the District's website, publications, posters and flyers, voice mail, e-mail and regular mail.

All Departments and Divisions will develop an internal emergency communications plan and identify a primary and alternate person as the main point of contact for the Flu Coordinators. All staff and students are encouraged to subscribe to the College's emergency SMS alert system (AlertU), which will be a primary means for communicating emergency information to the campus community.

## **VIII. RECOVERY**

Recovery begins immediately and continues throughout the response phase of any emergency/disaster. With the N1H1 pandemic, recovery efforts may be thwarted by an unknown duration of the actual event and the unknown number of faculty, staff and students effected.

### **Business Resumption**

Based on the best available information, the H1N1 Coordinators will conduct ongoing reviews of the international/national/local and District situation and make recommendation to the President of the College about the appropriate response level and recommend a partial, incremental, or total return to normal operations.

### **Psychological Support for Staff, Faculty, Students**

After a pandemic wave is over, it can be expected that many people will be affected in a variety of ways. They may have lost friends and relatives, suffer from fatigue, or have financial losses as a result of the interruption of work. Services available to the staff, faculty and students through campus resources will be communicated through all available means.

### **Analysis and After Action Reports**

Once the business resumption is underway, debriefings will be convened to discuss the response and recovery, changes necessary to current plans, and opportunities for improvement to future disasters.

Approved: September 16, 2009