

PANDEMIC INFLUENZA RESPONSE PLAN

Section: Safety and Security

Policy: The University of Georgia has established a Pandemic Influenza Response Plan. University Housing provides more specific guidelines for enacting the department's pandemic response in the event of an influenza outbreak.

Purpose: The purpose of this policy is to provide guidelines for department emergency response to a pandemic or any-large scale contagious disease outbreak at the University of Georgia (UGA). In the event of a pandemic influenza outbreak this document is intended to guide the department through preparation, response and recovery procedures. The housing plan is intended to support the institutional response plan viewable at <http://www.prepare.uga.edu/pandemic-flu-plan/> . Throughout the procedures, University Housing will support and collaborate with the UGA Office of Emergency Preparedness (OEP) should an outbreak occur. In addition, similar to all emergency operation plans, the outlined procedures will be revised as new information regarding pandemic influenza becomes available and as new planning techniques emerge and practices evolve.

Scope: This policy applies to all housing staff members.

Background: The availability of study abroad programs and other opportunities for international travel means faculty, staff and students may visit countries that may be the first to encounter human to human transmission of the H5N1 (avian), H1N1 (swine), SARS or any similar influenza virus. The increase in international travel makes disease containment increasingly more difficult should an outbreak occur. Pandemic influenza has the potential to affect large portions of the country and the world in a short period of time. Emergency response capabilities may be greatly reduced due to the rate at which the disease may spread. As a result, it is vitally important that UGA and University Housing have a plan in place to respond to a potential pandemic. Due to the emerging threat posed by the influenza viruses and based on recommended guidelines regarding pandemic influenza preparedness provided by the Centers for Disease Control and Prevention, UGA has developed a Pandemic Influenza Response Plan. According to the plan, University Housing is identified as providing essential services during a pandemic. As such, University Housing plays a vital role in the campus-wide emergency response should UGA be impacted by a pandemic influenza event. As directed by OEP, University Housing has assessed departmental readiness to respond to a pandemic and created department-specific guidelines in the event of an outbreak.

Definitions:

- I. *Phase One* – Low risk of human cases. A new influenza virus subtype is causing disease in animals, but there have been no reports of cases involving humans.
- II. *Phase Two* – Higher risk of human cases. A new influenza virus subtype that is circulating among animals is known to have caused infection in humans.
- III. *Phase Three* – No or very limited human-to-human transmission. A new influenza virus subtype is causing disease in humans but not yet spreading efficiently and sustainably among humans.
- IV. *Phase Four* – Evidence of increased human-to-human transmission. The advancement into Phase Four of the Pandemic Influenza Response Plan is indicative of increased human-to-human transmission. Phase Four coincides with a series of recommended planning procedures. In preparation for the advancement of pandemic

influenza University Housing has set forth procedures for Phase Four of the Pandemic Influenza Response Plan.

- V. *Phase Five* – Evidence of significant human-to-human transmission. The advancement into Phase Five of the Pandemic Influenza Response Plan is indicative of significant human-to-human transmission. Phase Five coincides with a series of recommended planning and emergency response procedures. University Housing has set forth procedures for Phase Five of the Pandemic Influenza Response Plan.
- VI. *Phase Six* – Efficient and sustained human-to-human transmission. The advancement into Phase Six of the Pandemic Influenza Response Plan is indicative of efficient and sustained human-to human transmission. Phase Six coincides with a series of recommended planning and emergency response procedures. University Housing has set forth procedures for Phase Six of the Pandemic Influenza Response Plan.
- VII. *Quarantine* – Refers to a designated place where students who have been exposed to influenza, but who have not developed flu-like symptoms may be housed in an attempt to prevent the virus from spreading.
- VIII. *Isolation* – Refers to a designated place where students who are symptomatic may be housed in an attempt to prevent the virus from spreading.

Procedure:

- I. All University Housing staff members are encouraged to take actions to protect themselves and their families prior to a pandemic influenza event. For more information about personal emergency preparedness planning, please visit www.prepare.uga.edu, the office website of the UGA Office of Emergency Preparedness.
- II. The UGA President, OEP, governor of Georgia or Center for Disease Control and Prevention may activate the pandemic response plan. University Housing will respond accordingly depending on the phase. Although guidelines are in place, directions from those entities may supersede department plans.
- III. Supplemental department planning templates are available under the Pandemic Planning Templates sub-link on the online housing policies and procedures manual. These templates outline essential personnel and supplies in the event a response plan is activated.
 - A. Appropriate supplies should be stockpiled for distribution in the event of an outbreak.
 - B. Any staff member identified as essential who falls within one of the Centers for Disease Control and Prevention’s “high risk” categories for influenza should notify his or her supervisor immediately.
 - C. The assistant to the executive director of University Housing is responsible for reviewing and updating the department planning templates bi-annually.
- IV. The executive director or a designee will report to the Emergency Operations Center during an activation period as directed.
- V. Phase Activation

A. Phase Three

1. Educate staff and students on the necessity of personal planning and proper personal hygiene (e.g. proper cough and sneeze etiquette, hand washing and/or other procedures that work to prevent the spread of disease).
2. Educate staff and students on the specifics of the Pandemic Influenza Emergency Response Plan. Identify a staff member and a backup staff member who are responsible for monitoring and reporting staff absences to Human Resources during Phases Five and Six.
3. Ensure that all staff are aware of the reporting channels and the orders of succession should an outbreak occur (see template 7).
4. Monitor the supply of materials needed in the event that an emergency response is activated (see template 3).
5. Cross-train staff members who would be responsible for critical and essential jobs in the event a pandemic outbreak occurs.
6. Obtain emergency contact information for staff traveling for work related purposes.
7. Research "best practices" for pandemic planning and response from other institutions of higher education and professionals in the field.

B. Phase Four

1. Work with the University Health Center (UHC) to provide essential personnel with training regarding risk and response efforts.
2. Coordinate with the Emergency Response Team (ERT) to acquire the appropriate personal protective equipment (PPE) and training as to how and when to implement the equipment.
3. Identify potential buildings and rooms to be used for the isolation and quarantine of students.
4. Notify the students currently residing in the identified buildings and rooms of the need or the potential need for them to vacate their space, if applicable.
5. Enact isolation and quarantine emergency procedures as directed by the Emergency Operations Center (EOC).
6. Modify programs or activities in the residence halls according to the level of threat.
7. Coordinate with ERT to secure food and water for isolation and quarantine areas.

8. Review the emergency staffing plan.
9. Have essential personnel fit tested for N95 masks by UGA's Environmental Safety Division (ESD).
10. Advise staff to frequently sanitize all shared items and surfaces with cleaning supplies (e.g. phones, desks, door handles, keyboards, break rooms, etc.).
11. Provide residents with information regarding appropriate sanitation procedures for shared living spaces and/or common areas.
12. Monitor staff absenteeism.

C. Phase Five

1. Implement a telecommuting option as appropriate.
2. Implement the emergency staffing plan as directed by the Emergency Response Team (ERT).
3. Implement respiratory protection procedures (N95 masks) as directed by ERT.
4. Implement plans for isolation and quarantine of facilities for impacted students. Work with the University Health Center to determine potential number of students required to be isolated or quarantined.
5. Identify and promote a single point of entry to all residence halls for residents and staff to ensure better access control.
6. Identify additional rooms and buildings that may need to be utilized for isolated and/or quarantined students based on updates from ERT.
7. Coordinate with ERT to maintain adequate levels of food and water for isolation and quarantine areas.
8. Coordinate with the University Health Center (UHC) to provide adequate staffing of mental health professionals for designated isolation and quarantine areas.
9. Advise staff to frequently sanitize all shared items and surfaces with cleaning supplies (e.g. phones, desks, door handles, keyboards, break rooms, etc.).
10. Modify programs or activities in the residence halls according to the level of threat.
11. Monitor staff absenteeism.

D. Phase Six

1. Provide the Emergency Response Team (ERT) with situation reports regarding the number of staff and students being housed, number of students being isolated and quarantined and staff absenteeism rates.
2. Continue implementation of isolation and quarantine areas as directed by ERT and the University Health Center (UHC).
3. Update ERT frequently on actions and activities related to the event.
4. Maintain all staff safety by wearing N95 rated masks as directed by ERT.
5. Coordinate with the telephone and email control center to account for all isolated and quarantined students.
6. Maintain a single point of entry to all residence halls for residents and staff for access control.
7. Report any suspected influenza cases to UHC immediately.
8. Work with Food Services on the delivery of food and water to those in isolation and quarantine.
9. Report any employee illnesses or suspected illnesses to Human Resources and send them home as directed by ERT.
10. Track the status of all homebound housing staff and provide them with UGA and departmental updates.
11. Modify programs or activities in the residence halls according to the level of threat.
12. Advise staff to frequently sanitize all shared items and surfaces with cleaning supplies (e.g. phones, desks, door handles, keyboards, break rooms, etc.).
13. Develop a strategy with UHC and Public Health regarding the cleaning and sanitization of housing facilities prior to repopulation and resuming normal operations.

VI. Recovery

- A. Evaluate recovery efforts in order to continue normal university operations once deemed appropriate by the UGA president, Office of Emergency Preparedness, governor of Georgia, and/or Centers of Disease Control and Prevention.
- B. Recovery from a pandemic outbreak should begin when it is determined that adequate supplies, staff, resources and response system capacities exist to manage normal University Housing operations.

VII. Assessment

- A. University Housing will provide the UGA Office of Emergency Preparedness with a report following the pandemic influenza event detailing the services rendered, staff hours, supplies required and other pertinent information. An after-action evaluation of the pandemic response will be completed and will include recommendations for future amendments to the Pandemic Influenza Response Plan.

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