

Communicable Disease Response Plan



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INTRODUCTION: This Communicable Disease Response Plan was developed to address the response to an outbreak of any communicable disease that may affect the University. This plan presents departmental actions that would likely be required at each phase of an outbreak. It should be noted that control of communicable disease is variable and each outbreak may require a unique set of actions that may change the response.

MISSION: To provide assignment of specific duties for University departments and personnel in the event of a communicable disease outbreak.

CONCEPT OF OPERATIONS: This plan is based on the following phases, which will be determined based on declarations by the World Health Organization (WHO), Center for Disease Control (CDC), and/or Louisiana Department of Health (LDOH).

Preparation: No known outbreak of disease; normal operations.

Phase I: Public health emergency declared by WHO/CDC/LDOH; campus open, normal operations, enhanced planning.

Phase II: Public health emergency declared for the local area by LDOH or verified case of transmission on campus; implement social distancing measures, follow guidance from LDOH, prepare for campus closure and/or Point of Distribution (POD) activation.

Phase III: Ongoing transmission of disease; continue to follow guidance from LDOH, campus may be closed at this level.

Recovery: Recovery stage after public health emergency status is lifted by LDOH; campus open, return to normal operations.

Human Resources

Preparation:

Assist Marketing and Communications as needed to develop a rapid communication system for all essential University employees with response assignments.

Develop a plan for providing essential services including implementing special leave, payroll processing and processing death claims.

Work with Director of Student Health Center to provide general training to all employees. Post training in training module.

Work with

Controller's Office

Preparation:

Phase I:

Ensure essential personnel have remote desktop and able to access from home.

Athletics

Preparation:

Inform staff and student-athletes of communicable disease planning and university resources.

Review team travel schedules and whereabouts.

Speak with the Southland Conference office.

Plan and train staff.

Phase I:

Communicate with all student-athletes and staff concerning the situation.

Speak with coaches and teams on the road.

Contact the Southland Conference office.

Work with Housing and Dining services to address needs.

Identify essential and non-essential staff that should report to work.

Phase II:

Communicate with the Southland Conference and North Oaks Health Systems concerning social distancing related to game cancellations and large events.

Communicate with coaches and teams on the road. Discuss to stay or return. The best option may be to stay where they are if that campus is "safe".

Discuss ways to assist student-athletes to get home from their location at an away contest.

Communicate with parents of student-athletes.

Phase III:

Games cancelled and public notified.

Recovery:

Follow same steps to inform student-athletes and staff that it is safe to come back to campus as the regular campus students and employees.

Environmental Health & Safety Department

Preparation:

Maintain the Southeastern Louisiana University Communicable Disease Plan and update the plan as required.

Maintain and update emergency contact information for University Departments.

Attend any planning meetings called by the President.

Phase I

Review current status of communicable disease outbreak daily.

Coordinate updates with Emergency Response Team (ERT) leader and Vice President for Administration & Finance.

Assist in recommendations for information releases.

Phase II

Continue to review status of outbreak daily.

Maintain contact with other essential personnel/ERT.

Prepare for POD activation if required.

Prepare for University closure if required.

Phase III

Continue to review status of outbreak daily.

Maintain contact with other essential personnel/ERT.

Recovery

Deactivate POD if required.

University Police Department

Preparation:

Phase I:

Director and/or his designated representative will review the Southeastern Louisiana University Pandemic Emergency Operations Plan and brief all supervisors of the Department's mission and responsibilities.

The following actions will be accomplished:

1. Alert all officers and other employees for possible support operations during outbreak. Notify any officers on leave or in training off-campus of the need for them to return to duty.
2. Ensure department has adequate emergency supplies on-hand (i.e. surgical masks, plastic gloves).
3. Inspect all police units. If a unit is in maintenance request the Director, Physical Plant to expedite service.
4. Coordinate with Director, Physical Plant regarding alternate sources of gasoline for police units.
5. Initiate coordination with the Louisiana Governor's Office of Emergency Preparedness and the Tangipahoa Parish Office of Homeland Security/Emergency Preparedness. Determine points of contact, telephone numbers, and email addresses.
6. Initiate communications plan to alert and update members of Southeastern Louisiana University community and general public.

Initiate planning for traffic control, building checks, and overall security for the campus.

Initiate coordination with the following agencies:

1. Louisiana State Police, Troop L, Mandeville 504-893-6250.
2. Tangipahoa Parish Sheriff's Office 345-6150/549-1603.
3. Hammond Police Department 542-3500/542-3505.
4. Hammond Fire Department 542-3475/542-3481.
5. Tangipahoa Parish Emergency Preparedness Office 504-748-9602.
6. Acadian Ambulance 800-259-1111.
7. Area Hospitals: North Oaks Medical Center 345-2700 and Lallie Kemp Regional Medical Center 878-9241.
8. Red Cross 542-3469/542-0404/567-8389.
9. Louisiana National Guard 345-1902.
10. State Office of Emergency Preparedness 504-342-5470.

Phase II:

Director and/or his designated representative will attend any planning meetings.

Finalize all plans for traffic control, building checks, and coordinate with the Director, Physical Plant for the delivery of barricades to pre-determined locations, and the overall security posture of the campus.

Physical Plant

Preparation:

Identify essential buildings that will remain in operation if a communicable disease emergency should occur.

1. McClimans Hall
2. Pride Hall
3. Dyson Hall
4. University Health Center
5. University Counseling Center
6. Designated Dorms

Training of staff.

Evaluate and assess cleaning supplies.

Director of Building Services will conduct inventory of cleaning supplies in all buildings and warehouse. Purchase any supplies that are lacking.

Phase I:

Inform maintenance staff of communicable disease emergency and begin to prepare non-essential buildings to be secured and vacated.

Phase II:

Director and designated representative will attend meetings regarding pandemic flu emergency.

Eliminate routine maintenance on campus.

Require all designated maintenance and custodial staff to report and maintain all essential buildings.

1. Work with University Police to begin to secure all non-essential buildings.
2. Begin to gather cleaning supplies and other necessary equipment from non-essential buildings.
3. Assist in distribution of supplies to designated areas.
4. Contact all outside contractors working on campus and notify for preparation of campus closure.
5. Communicate and update status using media available.

Phase III:

Director and designated representative will manage the essential personnel working on campus.

Maintain building services to essential buildings.

Contact Physical Plant personnel and report University closure.

Verify that all outside contractors working on campus have been notified and have vacated campus.

Begin cleaning of patient occupied rooms in Health Center (if Health Center requests this service).

Assist in distribution of supplies to designated areas.

Recovery Level:

Contact all Physical Plant personnel and report re-opening of University and to report to work.

Assist University Police in opening buildings.

Perform building inspections and report deficiencies to work control for work orders.

Director and designated representative will review performance and procedure to identify any changes necessary.

University Housing

Preparation:

Provide training for students and professional staff.

Develop an educational and communication plan for resident students.

Determine need of emergency supplies, cost and funding source.

Develop a consolidation plan.

Phase I:

Provide

Issue news releases on developments and handle media inquiries.

Recovery:

Update telephone messaging system.

Update e-mail messages to university community.

Update Southeastern's home page as needed with latest information.

Issue news releases on developments and handle media inquiries.

Departmental staff report to work and resume routine operations.

Review communications plan and procedures to identify and make necessary changes for future.

Multicultural & International Student Affairs

Preparation:

Track and keep up to date records on all enrolled international students (via email communication).

Conduct an International Student Orientation before the beginning of the Fall Semester that includes health and safety information presented by a representative of the University Health Center on communicable disease.

Also, during the International Orientation students will take a tour (physically or virtually) to the SLU Food Pantry.

Phase I:

An e-mail will be sent to all international students regarding the possible threat.

Disseminate electronic content that gives an overview of sanitization and disinfection procedures.

Phase II:

Remain in constant contact with Student Engagement, International Admissions, Auxiliary Services and Division for Student Affairs.

Remain in contact with Dining Services to ensure food is readily available
ttvlo :

International Initiatives / Study Abroad

Preparation:

Track and keep up to date records on all active study abroad students (addresses, emergency contact, phone numbers, cell phone, etc.).

Conduct orientation at Southeastern that includes health and safety information on communicable disease.

The International Initiatives Office (IIO) monitors safety issues in each of our program locations. A review of all study abroad programs is conducted in which safety, security, and overall quality are measured.

All participants are required to attend one or more pre-departure orientation sessions that stress safety issues and understanding cultural differences.

Emergency procedures are in place, including medical and general emergency evacuation procedures. In any emergency, the IIO will be in contact with faculty and students abroad as necessary.

IIO provides an international health insurance and travel assistance plan to all students participating in Southeastern Study Abroad Programs.

IIO advises all Southeastern program participants to enroll in the U.S. State Department Smart Traveler Enrollment Program (STEP) for the respective host country prior to departure. It is the Faculty Coordinator's responsibility to be familiar with the U.S. State Department website (<http://travel.state.gov>) regarding safety and security updates pertaining to the program destination.

Phase I:

In the event of a local, regional or global crisis, Faculty Coordinators maintain contact with the local U.S. Embassy or Consulate for updated security information. If a crisis should occur, they must review precautions with participants so they can better secure their safety. In addition, in emergencies the Faculty Coordinators must contact the IIO as soon as possible to confirm the wellbeing of the group and discuss appropriate actions as needed.

Phase II:

Students should keep up with local news through online media outlets, radio, and television.

In cases of serious health problems, communicable disease, or other significant health and safety circumstances, Faculty Coordinators must follow the emergency procedures as indicated in orientation.