



Pandemic Plan

July 2009

PANDEMIC PLAN

President Introduction to Pandemic Plan

Assumptions

As advised by Federal guidelines, HCC planning efforts assume the following:

- Susceptibility to the pandemic influenza virus will be universal.
- Multiple waves (periods during which community outbreaks occur across the country) of illness are likely to occur with each wave lasting two to three months. Historically, the largest waves have occurred in the fall and winter, but the seasonality of a pandemic cannot be predicted with certainty.
- For planning purposes assume that the initial pandemic wave will occur during the fall or spring semester.
- The first pandemic influenza outbreaks will likely occur outside of the U.S., most likely in Southeast Asia.
- Efficient and sustained person-to-person transmission signals an imminent pandemic.
- The clinical disease attack rate will be 30 percent in the overall population during the pandemic. Illness rates will be highest among school-aged children (about 40 percent) and decline with age. Among working adults, an average of 20 percent will become ill during a community outbreak.
- Some persons will become infected but not develop clinically significant symptoms. Asymptomatic or minimally symptomatic individuals can transmit infection and develop immunity to subsequent infection.
- Rates of serious illness, hospitalization, and death will depend on the virulence of the pandemic virus and differ by an order of magnitude between more and less severe scenarios. Risk groups for severe and fatal infection cannot be predicted



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with certainty but are likely to include infants, the elderly, pregnant women, and persons with chronic or immunosuppressive Medical conditions.

- Rates of absenteeism will depend on the severity of the pandemic. In a severe pandemic, absenteeism attributable to illness, the need to care for ill family members, and fear of infection may reach 40 percent before and after the peak. Certain public health measures (closing schools, quarantining household contacts of infected individuals, “snow days”) are likely to increase rates of absenteeism.
- The typical incubation period (interval between infection and onset of symptoms) for influenza is approximately two days.
- Persons who become ill may shed the virus and can transmit infection for one-half to one day before the onset of illness. Viral shedding and the risk of transmission will be greatest during the first two days of illness. Children will play a major role in transmission of infection because their illness rates are likely to be higher, they shed more viruses over a longer period of time, and they have less control over their secretions.
- On average, infected persons will transmit infection to approximately two other people.
- Epidemics (waves) will last six to eight weeks in affected communities.

Leave

HCC offers eligible regular full-time and part-time employees (on a part time basis) paid non-campus reporting time. In the situation of a flu pandemic the college will make every effort to ensure we are meeting all state and federal mandates as it pertains to paid time off for employees and for employees to care for their families to include but not limited to Family Medical Leave and the use of any and all benefit time. The President will work closely with the Director, Human Resources to ensure all decisions around absences are made and communicated to all faculty and staff in a timely and efficient manner.



I. Mission Statement

A. Develop an Emergency Operations Plan for Pandemic response that outlines the steps the College will take in the event of influenza pandemic. The goal is for the College to be prepared to take appropriate, measured responses which allow the College to serve our students and community while protecting the health and safety of students, employees and their families; establish essential staff; and identify campus-wide key business-continuity activities.

II. Emergency Operations Plan for Pandemic

A. Table of Response Levels

Level 1 Alert Response Level	Level 2 Serious Response Level	Level 3 Urgent Response Level
<ul style="list-style-type: none">• Normal Operations: Operations are on a normal schedule and activity level.	<ul style="list-style-type: none">• Reduced Operations:• Schedules and activities are reduced as needed.• Campus-based services that are not considered to be core may be continued on-line or through telecommuting arrangements at the option of the College President.	<ul style="list-style-type: none">• Alternative Operations:• Schedules and activities are restricted to preserve all on-line services and a minimal level of essential campus-based services

The President of Hagerstown Community College will determine the response level based on information provided by the County, State and Federal direction.

B. Priority of Services for Operations and Personnel

- 1. Define Core Services:** Those activities that must remain uninterrupted. Generally, these would include departments and campus facilities that operate 24 hours a day
- 2. Define Essential Personnel and Services:** facilities maintenance, police and security, IT network maintenance.

III. Communication Plan

- 1. Utilize all means of mass communication to notify the college community in the event of a health emergency on campus.**
- 2. Essential Personnel and office of President will Maintain ongoing contact with the local Health Department, the State of Maryland Public Health Department and the Maryland Higher Education Commission. Other related state and federal officials will be contacted as necessary.**
- 3. In the event of notification to the College from the Washington County Health Department or the State of Maryland Public Health Department, the emergency response team will be responsible to meet and respond accordingly.**

IV. Business Continuity

The Board of Trustees of Hagerstown Community College will expect continuity of operations. Individual departments have been identified as providing core services for the Hagerstown Community College campus in the event of a Pandemic. The Essential Department outlines follow.



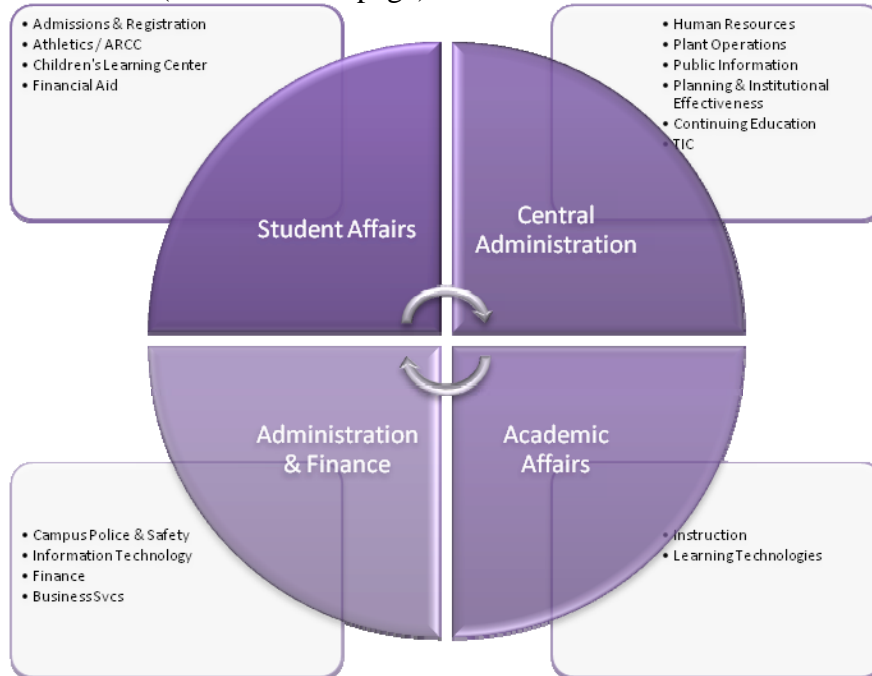
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A. Essential Department outlines

1. Divisions / Departments across campus have completed outlines to identify core and/or essential operations in their area. The individual department plans are included in the Pandemic Preparedness documentation.

2. Remote Access and Online Services

(See table next page)



President of the College to determine the priority of remote access and online services campus wide under Level 2 and Level 3 Operations

V. Infection Control

A. Supplies

Order and maintain supplies for use campus wide.

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Campus Wide Supplies

Departmental Supply Kits

- Cleaning supplies, Surgical Masks
- Sanitizing Wipes, Hand Sanitizer
- Plastic/Rubber gloves, Tissues
- Kits to be replenished by supplies maintained by Maintenance
- First Aid Kit
- Note: Preventive, linked to Level 1

Maintained & Stored by Maintenance

- Cleaning supplies
- N-95 Masks, Surgical Masks
- Hand Sanitizer, Sanitizing Wipes, Plastic/Rubber gloves
- Bottled Water, Water Purifiers
- Radios, Flashlights, Batteries
- Air Filters, Tissues
- First Aid Kits
- Note: Mandatory, linked to Level 2 and Level 3

(Note: See Appendix B for ordering supplies)

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B. Cleaning Procedures

OVERVIEW: Increasing the overall cleanliness campus-wide is suggested at Level 1, Normal Operations and continue thru all Levels of a Pandemic. Accordingly, the supplies as listed above, should be maintained at the department level and by Maintenance for campus wide coverage. This will insure staff, faculty and students are practicing good cleaning habits throughout the influenza season.

- Protecting the health of employees by reducing the possibility that they will be exposed to humans or animals infected with influenza is paramount. For employees who share work areas, the area should be cleaned by each employee prior to departure at the end of their work shift.
- Shared work areas such as desktops and tables, and frequently touched surfaces such as door handles, stair rails, faucet handles, etc. are to be cleaned and disinfected between users.
- Telephones and other equipment, if shared are to be cleaned and disinfected between users.
- Specialized cleaning solutions are not needed. Routinely used cleaning products (EPA-registered disinfectants or bleach solution) may be used. Mixing ¼ cup household bleach with 1 gallon of water makes bleach solution. This solution should be mixed fresh daily.
- Install hand sanitizing stations in buildings for public use (example: At the entrance to grocery stores, hand sanitizing stations have been installed for customers to use.)

Disclosure: While no one can prevent the transmission of illness, certain preventive measures can reduce the risk of exposure to influenza or other illnesses. Employees are asked to follow these Cleaning Procedures within their own office or service areas whenever someone in the department has been sick and/or when Level 2 or 3 of the Pandemic Preparedness Plan is in effect.

C. Education

- Employer and Student Awareness (handwashing posters around campus, email information about the flu, maintain updates to the HCC website);
- Notice to supervisors and faculty about observing the health of staff and students and sending people home when sick.

