

Infectious Disease Prevention Plan



Approval Document

DocuSigned by:

Heather Vogt

8/23/2022

Environmental, Health and Safety Manager

Date

DocuSigned by:

Jeff Hinton

8/28/2022

Vice President for Finance and Administration

Date

DocuSigned by:

Melinda Arnold

8/28/2022

Provost

Date

Letter of commitment and signature on file

President

Date

REVISION STATUS

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PURPOSE

The purpose of the Texas A&M University–Texarkana (TAMUT) Infectious Disease Prevention Plan (IDPP) is to reduce the morbidity, mortality, and social and economic disruption caused by an outbreak of infectious disease on the students, staff, and faculty. This plan is a guide for infectious disease preparedness and response activities. The implementation of activating the IDPP will be under the directive of the Emergency Management Team (EMT) and this plan will be a subpart of the Emergency Management Plan. Decisions to implement this plan in response to an infectious disease are the responsibility of the EMT, but ultimate authority lies with the President.

SCOPE

This plan encompasses the university's Pandemic Influenza Plan, which serves as the model plan for infectious disease and provides the basic structure and guidance to planning and coordinating, monitoring and assessment, prevention and control, communications, and public education.

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INTRODUCTION

From the CDC link <http://www.cdc.gov/oid/docs/ID-Framework.pdf>:

Infectious diseases are a leading cause of illness and death throughout the world. The enormous diversity of microbes combined with their ability to evolve and adapt to changing populations, environments, practices, and technologies creates ongoing threats to health and continually changes our ability to prevent and control disease.

In the United States, examples of major infectious disease challenges include human immunodeficiency virus (HIV), which continues to newly infect approximately 50,000 Americans (and millions globally) each year; healthcare-associated infections (HAIs), leading preventable cause of death; chronic viral infections, causing cancers of the liver and cervix; and drug-resistant pathogens, a major cause of severe and untreatable infections. Additional concerns include the emergence of new diseases such as the novel 2009 H1N1 influenza virus; the resurgence of “old” diseases in new locations; COVID-19 and local and multistate outbreaks of foodborne diseases. Other recent examples include a resurgence of local dengue fever in Florida, a resurgence of pertussis in California that sickened infants too young to be vaccinated, and an outbreak of diarrheal disease caused by *Salmonella*-infected eggs sold throughout the country.

PANDEMIC INFLUENZA

Background

Pandemic Influenza emergencies are not new to the world. During the last century alone, three pandemics and several pandemic threats occurred. The pandemic flu of 1918, known as the Spanish Flu, has been cited as the most devastating epidemic in recorded world history and is suspected of killing more than 20 million people -- more than the total number killed during World War I. It is believed that 20% - 40% of the world's population was infected with the virus.

A pandemic influenza emergency can be described as an outbreak of influenza prevalent throughout an entire country, continent, or the whole world. This type of flu is easily transmitted from one human to another. It will most likely be transmitted through touch and the aerosolization of lung and nasal fluids, i.e., coughing and sneezing. However, it also can spread through contact with contaminated surfaces. The factors that separate a pandemic flu from ordinary flu are the level of virulence and the number of persons infected. During a pandemic flu, approximately 40% of the population may become infected. The number of deaths will be a function of the spread of the disease and how serious the disease is in humans.

Planning Assumptions

A pandemic influenza outbreak will result in the rapid spread of infection throughout the world. The pandemic influenza virus will affect the population in multiple waves.

Each wave may last from six to eight weeks.

The pandemic influenza attack rate may affect 40% of the University student population. Illness rates may be higher with school-aged children and middle-aged adults (25-40).

Of those who become ill with influenza, the hospitalization rate may be as high as 8% and a mortality rate as high as 1%, possibly higher.

The number of ill requiring medical care may overwhelm the local health care system.

The number of fatalities may overwhelm the medical examiners' office, hospital morgues, and funeral homes.

The demand for home care and social services will increase dramatically.

Vaccines will not be immediately available and may require an additional 4-6 months following the emergence of a novel strain of influenza.

Absenteeism may be up to 40% (or higher in certain professions). With respect to public schools, the state may set arbitrary rates of absenteeism as triggers for the need to close a local educational facility.

There is likely to be a significant disruption of public and privately owned critical infrastructure including transportation, businesses, utilities, public safety, and communications.

External resources may be exhausted, increasing the reliance on internal resources to solve local problems.

The implementation of isolation and quarantine measures within populations will be the decision of the federal or state government.

Recommended travel restrictions may be implemented by federal and state government.

Definitions Related to Pandemic Influenza

- Confirmed Case – Usually a laboratory-confirmed influenza virus infection in a person with influenza- like illness.
- Community Containment Measures – The separation of infected or exposed people from non-infected people by use of quarantine or other restrictions on movement and activities.
- Emergency Operations Center – A command and control location where people gather to perform sustained emergency management operations for an organization.
- Contact – A person who has been exposed to an influenza case in some way during the infectious period.
- Control Measures – Standard emergency containment practices in public health that aim to control exposure to both infected and potentially infected people.
- Epidemic – An excessive occurrence of a disease.
- Executive Management Team – The senior management/leadership of A&M-Texarkana.
- Incubation Period – The time from exposure to an infectious disease to the onset of symptoms. The incubation period for influenza is usually two days, but can vary from one to five days.
- Infection Control Measures – Actions taken to decrease the risk for transmission of infectious agents.
- Isolation – The separation and restriction of movement of people with a specific disease to contain the spread of that illness to susceptible people.

- Pandemic – An epidemic that spreads over a very wide area, such as an entire country, continent, or the whole world.
- Personal Protective Equipment (PPE) – Barrier protection to be used by an individual to prevent disease transmission.
- Prophylactic Drugs – Drugs used to prevent disease, such as antivirals.
- Quarantine – A strict isolation imposed to prevent the spread of disease.
- Surge Capacity – The ability of a health system to expand beyond normal operations to meet the sudden increased demand for services after an incident.

Pandemic Influenza Emergency Response Levels

To deal with the current and future Pandemic Influenza, A&M-Texarkana has adopted four discrete emergency response levels that relate to specific risks on campus and subsequent emergency response actions that may be required.

A&M-Texarkana Emergency Response Levels for Pandemic Influenza

- I. CDC reports no cases related to Pandemic Influenza worldwide.
- II. CDC reports Pandemic Influenza cases outside of the United States.
Requires increased national and local monitoring for illness (e.g., absenteeism). A&M-Texarkana will review their emergency plan and make contact with the local health department.
- III. CDC reports Pandemic Influenza cases within the continental United States.
A&M-Texarkana emergency response plan will be reviewed and, in some cases, activated. Every measure to slow the spread of virus (e.g., hygiene and vaccination) will be implemented if available.
- IV. Texas Department of State Health Services reports Pandemic Influenza cases within Texas.
It is time to start identifying cases on campus, maintaining essential operations while focusing on additional measures to protect the health of students, faculty, and staff.

Once we have reached Emergency Response Level IV, the severity of illness, as measured by morbidity, mortality and hospitalization rates, is the key driver in determining which response activities are most appropriate. In an epidemic of mild to moderate influenza illness (few deaths or serious hospitalizations), some steps outlined below may not be feasible or necessary. Such a situation occurs most years as a result of the regular seasonal influenza. If the severity of illness increases (higher mortality or serious hospitalizations), more stringent measures may be required to protect the health and well-being of university students, faculty, and staff.

To address the issue of severity, Level IV has been divided into mild to moderate (IV.A) and severe (IV.B) levels of pandemic influenza emergency response. This division of the emergency response by A&M-Texarkana to Pandemic Influenza was developed to separate situations that impinge on essential services (Severe Pandemic Influenza) from those situations where most normal university activities would likely

continue (e.g., Mild to Moderate Pandemic Influenza). The determination of what constitutes mild to moderate illness vs. severe illness will be made by the A&M-Texarkana President in consultation with public health officials at the local and state level.

Other criteria considered in determining levels include, but are not limited to:

- Rate of disease spread.
- Local, state, and federal public health recommendations to decrease or cancel public activities.
- Falling class attendance, students leaving campus.
- Rising employee absenteeism.
- Other regional schools and/or school systems closing.
- Transportation systems canceling and/or decreasing interstate travel.

General Emergency Response Measures

The following describes actions that MAY be taken by university staff, faculty, students, and management at each level described above.

Constant communication and consultation with appropriate local and state health officials are essential to choosing the best response for the situation at hand. The spread of influenza illness across the nation may occur very rapidly, so response activities may need to move to Level IV quickly.

These actions are to be taken during ALL levels of a pandemic influenza response:

- Provide informational services to students, faculty, and staff.
- Provide and maintain communication for any member of the University traveling abroad.
- All departments will provide well-being support for its employees.

Usually, major emergency response recommendations are additive as the severity of illness increases. However, in some cases, some emergency measures from higher levels may be appropriate at earlier stages in the epidemic.

Major Pandemic Influenza Emergency Response Planning Measures

Level I: No influenza virus activity is occurring.

1. Risk Management Office will monitor information via local, state, and CDC information resources.
2. The University's response plans will be kept current and updated yearly.

Level II: Influenza virus activity identified, but none in the United States.

1. The Risk Management Office will monitor the transmission of influenza activity via local, state, and CDC information resources.
2. The Risk Management Office will stay in communication with The Texas A&M University System, the local and state health departments, and other relevant health and civic organizations and resources.
3. Information regarding class absenteeism will be systematically collected, collated, analyzed, and shared with appropriate campus personnel for baseline and monitoring purposes.
4. The campus community will be updated regularly regarding the status of any pandemic disease; its spread around the world or the U.S.; self-protection steps to take and the university's response to the threat.
5. All university community members will be encouraged to use good hand hygiene and cough etiquette.
6. The HR Department will inform employees of campus policies regarding working from home, travel, using sick leave, and other human resources policies as applicable.

Level III: Influenza virus activity identified in the United States, but not Texas.

1. Provide information regarding social distancing process if recommended from local, state, and federal agencies.
2. Encourage hand hygiene and cough etiquette for well and ill students, faculty, and staff. For more information, see: www.cdc.gov/cleanhands
3. Inform travelers as to the latest travel health information for affected areas (international and domestic), based upon recommendations from local, state, and federal health agencies. See: <http://www.cdc.gov/travel>
4. Student, staff and faculty absenteeism will be collected by faculty and staff supervisors and forwarded to the Risk Management Office. This information will be shared with The Texas A&M System leadership and with the local health department.
5. Infection control procedures will be reviewed and appropriate PPE will be handed out to essential personnel. For more information, see: <http://www.cdc.gov/h1n1flu/masks.htm>
6. Distribute appropriate disinfectants (e.g., hand sanitizers) and encourage widespread use.
7. Adjust procedures for cleaning public areas to reduce viral spread.
8. Provide necessary communications regarding the status of the University.

Level IV: Texas Department of State Health Services reports cases of Pandemic Influenza in Texas.

1. Continue all Level III actions and implement any Level III actions not already completed.

Level IV.A: For mild to moderate influenza illness (similar to seasonal influenza)

1. Tracking the impact in our student populations and workers will be paramount to our ability to maintain essential operations. The primary goal at this point is slow the spread of disease. This level of severity is not expected to impinge on essential services.
2. HR Department will review staff/faculty sick leave policies. During a pandemic outbreak, employees will not be required to bring a physician note to confirm illness.
3. Faculty, staff and students are asked to self-isolate at home for at least 24 hours after they no longer have a fever.
4. Regular cleaning procedures and schedules for high-touch surfaces (bathrooms, doorknobs, key boards) will be enacted.
5. Communications manager will provide necessary communications regarding the status of the University.
6. Continue to encourage hand hygiene and cough etiquette for all.
7. Risk Management office will communicate with the A&M University System Risk Management Office and the local health department to optimize the best response measures during the outbreak.

Level IV.B: For Severe Influenza Illness

1. Continue all previous emergency response level actions. Consider the spread and severity of illness and seek guidance from state and local health departments and The Texas A&M University System regarding deciding on a course of action. **The primary goal at this point is to slow the spread of the disease and maintain essential university services.**
2. Continue voluntary isolation of close contacts. Extend the self-isolation period to 7 days after the onset of symptoms.
3. Ensure essential university operations are performed, even if some university functions must be curtailed.
4. Fully enact policies regarding non-essential personnel.
5. The A&M-Texarkana President will consider suspending classes and possibly all university operations. Should that occur, the President will try and provide a reopening date as soon as possible.
6. Critical university infrastructure will be maintained by essential personnel.

ROLES & RESPONSIBILITIES

| TAMUT Determination of Outbreak Status | | | | |
|--|--------------------------|---|---|---|
| | Level I | Level II | Level III | Level IV |
| TAMUT Response Level | Planning and preparation | University preparing to suspend classes | Upon review of outbreak and impact to the University, classes may be suspended for 7 to 10 days | No class activity; only essential personnel |

| TAMUT Incident Response Level Criteria | | | | |
|---|--|---|---|--|
| TAMUT Incident Response Level Criteria | Minimal immediate risk to students, faculty and staff; requires minimal outside agency assistance. | Increased risk to students, faculty, and staff and required coordination with outside agencies. | Additional increased risk to students, faculty, and staff, and requires substantial coordination with outside agencies. | Significant risk to students, faculty and staff and requires substantial coordination with outside agencies. |

| Incident Commander Responsibilities | | | | |
|--|---|--|---|---|
| | Level 1 | Level 2 | Level 3 | Level 4 |
| Incident Commander (IC) | <p>Assess threat in consultation with Emergency Management Team.</p> <p>Provide update to President and Provost.</p> <p>Communicate with A&M System.</p> <p>Begin tracking expenses.</p> <p>Approve Level 2 activation.</p> | <p>Evaluate influenza pandemic effects, and reevaluate response plan and priorities.</p> <p>Provide update to President and Provost.</p> <p>Communicate with A&M System.</p> <p>Continue tracking expenses.</p> <p>Approve Level 3 activation.</p> | <p>Evaluate influenza pandemic effects, and reevaluate response plan and priorities.</p> <p>Plan for post-pandemic recovery and resumption of normal university operations.</p> <p>Plan for revised instruction calendar and completion of the session.</p> <p>Communicate with A&M System.</p> <p>Continue tracking expenses.</p> <p>Approve Level 4 activation.</p> | <p>Evaluate influenza pandemic effects, and reevaluate response plan and priorities.</p> <p>Plan for post-pandemic recovery and resumption of normal university operations.</p> <p>Communicate with A&M System.</p> <p>Continue tracking expenses.</p> <p>Issue closure notice.</p> |

| Emergency Management Team Responsibilities | | | | |
|---|---|--|--|---|
| | Level 1 | Level 2 | Level 3 | Level 4 |
| Emergency Management Team (EMT) | <p>Assess threat and recommend appropriate Level 1 activity in consultation with Incident Commander (IC).</p> <p>Bring in Housing for quarantine planning.</p> <p>Implement hand sanitation procedures.</p> <p>Develop a point of distribution (POD) for vaccines/prophylaxis.</p> <p>Issue Level 2 in communication with IC.</p> | <p>Develop post-pandemic Communications (medical clearance, recovery).</p> <p>Prepare for suspension of classes and plan for recovery in post-pandemic period.</p> <p>Access and coordinate each Team Leader Plan.</p> <p>Communicate with County DHS as needed.</p> <p>Communicate with A&M System Office of Risk Management as needed.</p> <p>Communicate with local school districts.</p> <p>Track CDC reports.</p> <p>Communicate with Executive Council on a periodic basis.</p> <p>Issue Level 3 in communication with IC.</p> | <p>Prepare for suspension of classes and plan for recovery in post-pandemic period.</p> <p>Communicate with County DHS as needed.</p> <p>Communicate with A&M System Office of Risk Management as needed.</p> <p>Communicate with local school districts.</p> <p>Track CDC reports. Access and coordinate each Team Leader Plan.</p> <p>Communicate with Executive Council on a daily basis.</p> <p>Work with IC on closure notice.</p> <p>Issue Level 4 in communication with IC.</p> | <p>Ensure that each group's function is covered.</p> <p>Communicate with County DHS as needed.</p> <p>Communicate with A&M System Office of Risk Management.</p> <p>Track CDC reports. Debrief after event.</p> |

Office of the Provost, Academic Affairs, and Information Technology Responsibilities

| | Level 1 | Level 2 | Level 3 | Level 4 |
|---|---|--|---|--|
| <p>Office of the Provost/Academic Affairs and Information Technology (AA&IT)</p> | <p>Essential personnel receive specialized training (specific to outbreak type).</p> <p>Train and educate essential personnel in appropriate PPE through EHS.</p> <p>IT will continue training all faculty and staff in order to meet the challenges of converting classroom courses to online courses and uploading lecture recordings to their course shells in Blackboard.</p> <p>Work with IT and Marketing and Communication Department to assess how information should be disseminated to students, faculty and staff.</p> | <p>Distribute PPE to essential personnel.</p> <p>If available, essential personnel to receive vaccinations.</p> <p>IT will continue to implement Blackboard campus-wide and finalize the design and transition of face-to-face courses to online delivery. The office will also Integrate online course content and lecture recordings, online faculty services and online student services via Blackboard.</p> <p>Coordinate with Marketing and Communication Department to have a systematic way of informing students, faculty and staff.</p> | <p>Essential personnel to receive vaccinations.</p> <p>IT resources such as Blackboard, class video capture, and WebEx web conferencing are now on stand-by.</p> <p>Continue to monitor day- to-day online course activities and update the courses offered during that specific semester and make list available to the IT online learning team.</p> | <p>Report to work if essential personnel.</p> <p>IT resources such as courses via Blackboard, class video capture, and WebEx web videoconferencing continue operations.</p> <p>Bulletins are posted on the TAMUT Website in coordination with Marketing and Communication Department to have a systematic way of informing students, faculty and staff.</p> <p>If staff access to TAMUT is shutdown, essential personnel will provide online support from remote locations</p> |

| University Police Department Responsibilities | | | | |
|--|---|--|--|---|
| | Level 1 | Level 2 | Level 3 | Level 4 |
| University Police Department (UPD) | <p>Essential personnel, officers, dispatchers, and security receive specialized training specific to outbreak type.</p> <p>Train and educate essential personnel in the use of PPE through EHS.</p> | <p>Distribute PPE to essential personnel.</p> <p>Provide security for general campus.</p> <p>Alert Student Health Services (Family Medical Group [FMG]) of students showing visible symptoms of potential illness.</p> <p>If available, essential personnel to receive vaccinations.</p> | <p>Provide security for general campus.</p> <p>Alert Student Health Services (Family Medical Group [FMG]) of students showing visible symptoms of potential illness.</p> | <p>Essential personnel report to work.</p> <p>Provide security for essential personnel and general campus.</p> <p>Secure all buildings and deny entry/exit as directed by the Incident Commander.</p> |

| Environmental, Health & Safety Responsibilities | | | | |
|--|--|--|---|--|
| | Level 1 | Level 2 | Level 3 | Level 4 |
| Environmental, Health & Safety (EHS) | <p>Essential personnel receive specialized training (specific to outbreak type).</p> <p>Train and educate essential personnel from all divisions in appropriate PPE.</p> <p>Conduct training, in conjunction with Student Health Services (Family Medical Group [FMG]), for appropriate infection control methods.</p> <p>Conduct hazard analysis of custodial functions to ensure appropriate infection control methods are in place.</p> | <p>Distribute PPE to essential personnel.</p> <p>Provide a training program in infection control to Contracted Custodial Services.</p> <p>If available, essential personnel to receive vaccinations.</p> | <p>Essential personnel to receive vaccinations.</p> <p>Arrange for additional infectious waste pickups.</p> | <p>Report to work if essential personnel.</p> <p>Assist Emergency Management Team & Incident Commander as necessary.</p> |

| Human Resources (HR) & Payroll Responsibilities | | | | |
|--|--|---|--|---|
| | Level 1 | Level 2 | Level 3 | Level 4 |
| Human Resources (HR) & Payroll | <p>Essential personnel receive specialized training (specific to outbreak type).</p> <p>Train and educate essential personnel in appropriate PPE through EHS.</p> <p>Prepare for an increase in phone calls regarding benefits and leave procedures.</p> | <p>Distribute PPE to essential personnel.</p> <p>Disseminate information to university employees on leave policies during an emergency.</p> <p>Direct employees to EAP counseling services.</p> <p>If available, essential personnel to receive vaccinations.</p> <p>Request from all departments a weekly list of absences due to personal or household members with influenza-like illness.</p> | <p>Request from all departments a daily list of absences due to personal or household members with influenza-like illness.</p> <p>Execute critical processes for employee's benefits and payroll, having ensured exigent systems are in place.</p> <p>Direct employees to EAP counseling services.</p> | <p>Report to work if essential personnel.</p> <p>Available to provide instructions for absentee personnel.</p> <p>Assist with benefits information and any other HR related issues.</p> |

| Office of Communications Responsibilities | | | | |
|--|---|---|---|--|
| | Level 1 | Level 2 | Level 3 | Level 4 |
| Office of Communications | <p>Essential personnel receive specialized training (specific outbreak type).</p> <p>Train and educate essential personnel in appropriate PPE through EHS.</p> <p>Work with Emergency Management Team (EMT) and Incident Commander (IC) to draft internal and external bulletins and announcements.</p> | <p>Distribute PPE s to essential personnel.</p> <p>Appoint liaison to interface with EMT.</p> <p>Work with EMT and IC to draft internal and external bulletins and announcements.</p> <p>Serve as University spokesperson(s).</p> <p>If available, essential personnel to receive vaccinations.</p> | <p>Essential personnel to receive vaccinations.</p> <p>Work with EMT and IC to draft internal and external bulletins and announcements.</p> <p>Write and record bulletins and updates on the TAMUT Website.</p> | <p>Report to work if essential personnel.</p> <p>Establish Media Relations Center; coordinate press releases, and manage news teams and interviews, etc.</p> |

| Central Plant & SSC Responsibilities | | | | |
|---|--|--|---|--|
| | Level 1 | Level 2 | Level 3 | Level 4 |
| Central Plant & SSC | <p>Essential personnel receive specialized training (specific to outbreak type).</p> <p>Train and educate essential personnel in appropriate PPE through EHS.</p> <p>Map and identify building ventilation systems.</p> <p>Monitor and maintain sanitation dispensers at locations throughout campus.</p> <p>Communicate with Custodial Services Contractor.</p> | <p>Distribute PPE to essential personnel.</p> <p>Prepare plan to shut down ventilation systems on buildings on an individual or campus-wide basis.</p> <p>Monitor and assess routine cleaning activities provided by Contracted Custodial Services.</p> <p>Monitor and maintain sanitation dispensers at locations throughout campus.</p> <p>If available, essential personnel to receive vaccinations.</p> <p>Communicate with Custodial Services Contractor.</p> | <p>Essential personnel to receive vaccinations.</p> <p>Stand by to shut down utilities as directed by Incident Commander (IC), if necessary.</p> <p>Communicate with Custodial Services Contractor.</p> | <p>Report to work if essential personnel.</p> <p>Shut down ventilation systems and utilities to buildings as instructed by IC.</p> |

| International Studies Office Responsibilities | | | | |
|--|---|--|---|---|
| | Level 1 | Level 2 | Level 3 | Level 4 |
| International Studies Office | <p>Essential personnel receive specialized training (specific to outbreak type).</p> <p>Train and educate essential personnel in appropriate PPE through EH&S.</p> <p>Issue advisory for students planning international travel.</p> <p>Issue advisory for students arriving from affected regions.</p> <p>Review policies and procedures for recalling students from affected regions.</p> <p>Issue travel warning.</p> <p>Assist with monitoring student travelers from affected regions.</p> | <p>In coordination with Incident Commander, issue travel warnings to faculty and staff.</p> <p>Distribute PPE to essential personnel.</p> <p>Communicate with overseas students, faculty, and staff.</p> <p>If available, essential personnel to receive vaccinations.</p> | <p>Communicate with employees overseas on country status.</p> <p>Essential personnel to receive vaccinations.</p> <p>Continue communication and support with overseas students, faculty, and staff.</p> | <p>Report to work if essential personnel.</p> <p>Continue to communicate with employees overseas on country status.</p> <p>Continue communication and support with overseas students, faculty, and staff.</p> |

| Student Affairs (SA) Responsibilities | | | | |
|--|---|---|--|---|
| | Level 1 | Level 2 | Level 3 | Level 4 |
| Student Affairs (SA) | <p>Train and educate essential personnel in PPE protection through EHS.</p> <p>Res. Life Dir. - Essential personnel receive specialized training (specific to outbreak type).</p> <p>Notify current occupants in spaces that will be needed.</p> <p>Formulate plans for quarantine of students.</p> <p>Initiate influenza awareness training for RAs to report suspicious illnesses to SHS (Family Medical Group [FMG]).</p> <p>Formulate and rehearse plan to address needs/support for undergraduates.</p> <p>Identify local food source for delivery of meals.</p> | <p>Distribute PPE to essential personnel.</p> <p>Res. Life Dir. – Stockpile limited food stuffs for in house preparation and delivery.</p> <p>Auxiliary Services. – Begin stockpiling food.</p> <p>Implement purchasing plan.</p> <p>Notify students of potential shutdown of campus food services.</p> <p>If available, essential personnel to receive vaccinations.</p> | <p>Essential personnel to receive vaccinations.</p> <p>Communicate with parents and families.</p> <p>Communicate with students/families remaining in Texarkana, student housing, and other off campus housing.</p> <p>Communicate death notices in conjunction with Department of State Health Services (DSHS) protocol.</p> <p>Identify student events that confirmed patients have attended.</p> <p>Res. Life Dir. – Enact plan for quarantine of students.</p> <p>Set up Housing and Food Command Center and notify essential personnel.</p> <p>Enact emergency phone contact tree.</p> | <p>Report to work if essential personnel.</p> <p>Communicate with parents and families.</p> <p>Communicate with students/families remaining in Texarkana, student housing and other off campus housing.</p> <p>Communicate death notices.</p> <p>Identify recovered students for support.</p> <p>Res. Life Dir. – Activate plans to quarantine students in conjunction with DSHS Guidance.</p> <p>Assist with location of students if quarantined.</p> <p>Identify student events where confirmed patients have attended.</p> |

| Student Affairs (SA) Responsibilities (continued) | | | | |
|--|---|----------------|---|--|
| | Level 1 | Level 2 | Level 3 | Level 4 |
| Student Affairs (SA) (continued) | <p>Auxiliary Services. – Essential personnel receive specialized training (specific to outbreak type).</p> <p>Ensure food delivery process will not be affected.</p> <p>Identify foods to purchase to stockpile for local delivery to quarantined students in Residence Halls.</p> <p>Create necessary purchasing documents for vendors.</p> <p>Assist with communication to international students and their families.</p> | | <p>Identify meal delivery needs and method for quarantined students.</p> <p>Communicate situation and needs to owners and landlords of rented properties.</p> <p>Identify roles of essential staff: leadership, communications, food production, food delivery, maintenance and housekeeping.</p> <p>Auxiliary Services. – Essential personnel to receive PPE with EHS assistance.</p> <p>Essential personnel to receive available vaccinations.</p> <p>On campus food services closed to general public.</p> <p>All food preparers monitored, as appropriate, with EHS assistance.</p> | <p>Residential staff assists SHS (Family Medical Group [FMG]).</p> <p>Auxiliary Services. – Implement internal feeding plan.</p> |

| Student Health Services (SHS) Responsibilities | | | | |
|--|--|--|---|--|
| | Level 1 | Level 2 | Level 3 | Level 4 |
| Student Health Services (SHS), Family Medical Group (FMG) | <p>Promote and implement seasonal influenza vaccines.</p> <p>Review PPE needs and inventory.</p> <p>Review pandemic Influenza surveillance and plan with all SHS staff.</p> <p>Prepare to implement mass dispensing site if directed by public health authorities.</p> <p>Assemble flu kits to be used at Level 2.</p> <p>Begin using paper triage forms at registration desk to prioritize treatment interventions.</p> <p>Use antivirals and vaccines for treatment and prevention measures.</p> <p>Report out influenza-like illnesses weekly or on an as needed basis to Incident Commander.</p> | <p>Distribute PPE essential SHS personnel.</p> <p>Report influenza-like illnesses daily to Incident Commander.</p> <p>Review with SHS staff appropriate levels of staffing and actions to take for managing phones, triage, and patient care at Levels 3 and 4.</p> <p>Evaluate phone/in person triage staffing and systems and review procedures in light of a potential increased demand.</p> <p>Open influenza-like illness clinic (ILI clinic); direct all patients with ILI and potential pandemic flu to limited area of SHS.</p> <p>Use antivirals and vaccines for treatment and prevention measures.</p> <p>Maintain open communication with local public health authorities.</p> | <p>Report influenza-like illnesses daily to Incident Commander.</p> <p>Assist with investigation of suspected cases and contact tracing as directed by public health authorities.</p> <p>Increase SHS staff on phones and in clinic as needed to meet patient demand.</p> <p>Begin to utilize volunteers, if available.</p> <p>Provide psychosocial support, as needed.</p> <p>Use antivirals and vaccines for treatment and prevention measures.</p> | <p>Report to work if essential personnel.</p> <p>Report influenza-like illnesses daily to Incident Commander.</p> <p>Assist with investigation of suspected cases and contact tracing as directed by public health authorities.</p> <p>Cancel routine appointments.</p> <p>Encourage isolation and self-care for suspected cases. Send patients with serious symptoms to ER.</p> <p>Increase SHS staff on phones and in clinic as needed to meet patient demand.</p> <p>Continue to provide counseling services as needed.</p> |

| VPFA Responsibilities | | | | |
|---|---|--|--|---|
| | Level 1 | Level 2 | Level 3 | Level 4 |
| VP for Finance and Administration (VPFA) | <p>Essential personnel receive specialized training (depending on outbreak).</p> <p>Train and educate essential personnel in appropriate PPE through EHS.</p> <p>Communicate with campus vendors.</p> <p>Begin tracking expenses.</p> | <p>Distribute PPE to essential personnel.</p> <p>If available, essential personnel to receive vaccinations.</p> <p>Identify funds for business continuity and recovery.</p> <p>Communicate with campus vendors.</p> <p>Continue tracking expenses.</p> | <p>Report to work if essential personnel.</p> <p>Consider allowing off campus access to financial planning, budgets and payroll information systems to allow staff to work from home.</p> <p>Communicate with campus vendors.</p> <p>Continue tracking expenses.</p> | <p>Report to work if essential personnel.</p> <p>Ensure business continuity through financial means.</p> <p>Communicate with campus vendors.</p> <p>Continue tracking expenses.</p> |

| All Other Departments Responsibilities | | | | |
|---|---|---|--|--|
| | Level 1 | Level 2 | Level 3 | Level 4 |
| All Other Departments | <p>Coordinate training for Essential personnel with EHS.</p> <p>Review messages from Office of Communications in reference to preventive measures.</p> <p>Identify departmental service priorities.</p> | <p>Prepare to activate Business Continuity Plans.</p> <p>Plan distancing measures/ for essential personnel.</p> <p>Make sure essential personnel receive PPE.</p> <p>Report absent employees due to influenza-like illness on a weekly basis.</p> <p>Confirm highest priority services.</p> | <p>Activate Business Continuity Plans.</p> <p>Report absent employees to HR due to influenza-like illness on a daily basis.</p> <p>Provide highest priority services with personnel available.</p> | <p>Report to work if essential personnel.</p> <p>Review TAMUT Website for updates.</p> |

Concept of Operations

General

The basis of the A&M-Texarkana Pandemic Influenza emergency response is the preservation of health, safety, and well-being of the campus community.

Maintaining economic stability and feasibility is secondary to the health, safety, and well-being of the campus community. Every action will be taken to minimize adverse health effects and minimize negative economic disruptions. All employees (essential and non-essential) may be tasked to perform other duties as a result of a pandemic influenza response.

The basic order of operational priorities is:

- 1) Maintaining the health, safety, and well-being of the campus community.
- 2) Maintaining continuity of operations and essential services to minimize negative economic disruptions.
- 3) Maintaining critical infrastructure and/or facilities to support remaining campus essential duties and personnel.
- 4) Resume normal University operations.

All emergency operations for responding to an influenza pandemic shall be within the framework of the National Incident Management System (NIMS).

Direction and Control

The President of A&M-Texarkana retains authority for making decisions affecting the University. All decisions to be made should be based on federal, state, and/or local recommendations/mandates. These decisions may include issuing travel advisories, suspending classes, suspending normal university operations, and resumption of university operations.

Decision-Making Process

The priorities of decisions may change as the situation evolves. These may include:

- Issuance of Travel Advisories/Information
- Cancellation of Classes
- Cancellation of Special Events
- Initiation of Telecommuting
- Cancellation of University Operations
- Resumption of Normal Operations

Decision-Making Timeline

- Travel Advisories – Advisories regarding voluntary travel restrictions should coincide with federal, state, and/or local recommendations as the situation evolves (e.g., travel advisories should be issued to voluntarily restrict travel to affected regions).
- Special Events/Mass Gatherings (to include classes) – Suspension of special events and mass gatherings (including suspension of classes) will be evaluated at A&M-Texarkana Emergency Response Level III and will likely occur at *Level IV.B*.
- Suspension of Normal University Operations – The University may begin implementing the suspension of normal university operations at *Level IV.B*.

- Resumption of Normal Operations should be predicated on the recommendations of federal, state, and/or local health authorities. Other factors for university resumption should be:
 - decreased morbidity/mortality rate;
 - decreased rate of disease spread;
 - other regional school systems resuming operations;
 - transportation systems re-opening and increasing interstate travel and;
 - availability of sufficient faculty and staff to support resumption of classes and research.

Tracking Employee and Student Absenteeism During a Pandemic

Staff supervisors and Deans should collect information when it appears one of their employees is ill from a pandemic disease. This information should be collected on a weekly basis and forwarded to the Risk Management Office by noon every Friday.

Information collected should consist of:

- date person first missed work or class;
- number of total days missed;
- voluntary information provided as to a pandemic type illness and;
- total percent of workforce/class that is absent due to illness each day during that week.

Employee/student names will not be collected for reporting purposes.

Continuity of Operations and Essential Services

Continuity of Operations and Essential Services planning is critical before an influenza pandemic. Maintaining continuity of operations will mitigate disruptions to critical services and infrastructure caused by pandemic influenza. As well as mitigating these disruptions, Continuity of Operations Planning enhances the recovery efforts caused by pandemic influenza.

Services critical to university operations are: financial services; human resources; risk management and safety; university police department; and academic and student affairs. Critical infrastructure support will also be critical for facilities management and information technology.

To maintain continuity of operations, departments will identify essential services or duties and the people they serve to maintain campus operations. After developing a written list of essential duties and services, each department will determine essential personnel to perform these duties. Each department will:

- Identify the number of essential personnel.
- Identify alternate locations for work, e.g., telecommute.
- Identify how many must report to campus for work.
- Identify how many must interact with other people on campus.

The University will develop policies and procedures for payroll services, expedited supply purchases, and infrastructure maintenance.

The University will develop policies to address the cancellation of university operations and educational/research operations.

Major Essential Services

- Security
- Campus Health and Safety, including worker safety
- IT Support
- Human Resources, including policies and procedures for absenteeism and leave
- Financial Operations
- Maintaining Critical Infrastructure
- Educational Services

Essential Personnel

In general, if employees' job duties affect the security, safety, or physical operation of the University - including providing services to students -- they may be employed in a position that is considered "essential" during these closings, as defined by Human Resources.

Department heads are familiar with the commitments and requirements of their areas of responsibility within the University and are uniquely positioned to make the decision as to who needs to work as an "essential person" during these times.

Communications

Communication should happen early and often. All communication should be easily understood and culturally appropriate.

Travel to or in Affected Regions

- Members of the University community that are traveling to affected regions as part of a university- sanctioned event will provide contact information before departure to the Provost office per existing university policies.
- Members of the university community that are traveling to affected regions not in capacity of a university-sanctioned event will be encouraged to voluntarily register through the Provost office.
- Primary modes of communication for all individuals will vary depending on the type of communication services available in the travel destination. Registered individuals will indicate the primary modes of communication. However, generally, the primary modes are telephone or email.

Communicating University Closures

- Any announcements regarding closures or cessation of university events will be communicated via the University's RAVE Alert system, email, and television/radio announcements. All announcements will be routed through the President's Office.

Internal Communication

- Internal communication could include a variety of information and should be communicated through administrative channels:
 - Updates from local, state, and federal agencies
 - University response activities
 - Health guidelines
 - Media information
 - Emergency bulletins

General University Community

- General information regarding pandemic influenza will be distributed in the form of public service announcements (PSAs) through any and all available modes of communication (i.e., internet, email, telephone, radio, television, etc.) as appropriate.
 - The primary modes of communication are landline telephones, email, and the RAVE emergency alert system.

External Communication

- All public information will be directed through the President's Office to the Communications Manager.
- Employees should follow some simple rules regarding public information requests and communication:
 - If a news agency representative approaches you, direct them to the Communications Manager.
 - All public communications will go through the Communications Manager.
 - Contact the Communications Manager with any relevant information regarding the response activities or situations.
 - The President, Communications Manager, or designee of each, are the only university representatives approved to answer media inquiries.

Resumption of University Operations

Resumption of university operations will be communicated through multiple means. Primary means for communicating the resumption of university operations will be via e-mail, RAVE alert system and television/radio announcements.

Employee and Student Well-being and Support

The response to an influenza pandemic will pose substantial physical, personal, social, and emotional challenges to employees of the University. Therefore, it is imperative that the University provides support that enhances employee well-being. For this reason, each department is encouraged to check on the well-being of its employees and to provide support as necessary. Departments are encouraged to establish procedures to monitor the health and emotional status of its employees.

Guidelines for Hand Sanitation

These guidelines should be standard practices at all times, but they are critical in the event of an outbreak of a pandemic of an easily transmitted infectious agent (Avian flu, SARS, pandemic flu, etc.).

- Begin education campaign on proper hand washing ASAP:
 - Place posters in all restrooms and in break rooms to remind everyone about hand washing. Posters will be in many different formats and modified as necessary to suit different situations (e.g., childcare facilities, food service areas, etc.)
 - Initiate an ad campaign and other communication efforts to educate the university community on the importance of proper hand sanitation.
- Place garbage cans near exits to restrooms (can be outside or inside of exit door).
- Request that Custodial Services include cleaning of all hand contact surfaces (handles, knobs, latches, etc.) in their routine cleaning activities, and provide a training program and reminders. This is especially important in all restrooms.
- Place wall mounted hand sanitation dispensers in locations throughout common areas. This would include all areas where food is sold or provided (this should be part of every catering package), libraries, computer labs, etc.

The Difference Between Seasonal Flu and Pandemic Flu

| Seasonal Flu | Pandemic Flu |
|---|---|
| Outbreaks follow predictable seasonal patterns; they occur annually, usually in winter, and in temperate climates. | Occurs rarely (three times in 20th century - last in 1968). |
| Usually, some immunity built up from previous exposure. | No previous exposure; little or no pre-existing immunity. |
| Healthy adults are usually not at risk for serious complications. The very young, the elderly, and those with certain underlying health conditions are at increased risk for serious complications. | Healthy people may be at increased risk for serious complications. |
| Health systems can usually meet public and patient needs. | Health systems may be overwhelmed. |
| Vaccine developed based on known flu strains and available for annual flu season. | Vaccine probably would not be available in the early stages of a pandemic. |
| Adequate supplies of antivirals are usually available. | Effective antivirals may be in limited supply. |
| Average U.S. deaths approximately 36,000 per year. | Number of deaths could be quite high (e.g., U.S. 1918 death toll approximately 675,000). |
| Symptoms include fever, cough, runny nose, and muscle pain. Deaths are often caused by complications, such as pneumonia. | Symptoms may be more severe and complications more frequent. |
| Generally, causes modest impact on society (e.g., some school closing, encouragement of people who are sick to stay home). | May cause major impact on society (e.g., widespread restrictions on travel, closings of schools and businesses, cancellation of large public gatherings). |
| Manageable impact on domestic and world economy. | Potential for severe impact on domestic and world economy. |

For additional information on seasonal flu, visit <http://www.hhs.gov/flu>

Student Precautions

Students Arriving from Affected Areas

CDC guidelines recommend that individuals traveling from or through potentially affected areas self-monitor their health 10 days following their initial arrival in the United States for any of the following symptoms:

- Fever greater than 100.4° F (38° C)
- Cough
- Difficulty breathing

Students Living on Campus

If you are a student who has traveled from or through a potentially affected area and you will be living on campus, the Office of Student Life encourages you to arrive early -- at least 10 days prior to student check-in/registration -- to complete a travel questionnaire. Release from a physician maybe required before move-in if arrival to U.S. is less than 10 days.

- Off campus housing arrangements will be made for students who may have been exposed to an infectious disease and cannot reasonably drive home until a release from a physician is obtained.

Students Living Off Campus

If you are a student who has traveled to or through one of the potentially affected areas less than 10 days prior to your arrival at the university and you will be living off campus, you should notify the Office of Student Life about your travels.

Travel

Any employee or student that has or will be traveling to a potentially affected area must inform the University following the International Travel Guidelines. Those planning to travel out of the country are recommended to check the System high risk country list and complete the international travel questionnaire at:

<http://www2.tamus.edu/assets/files/safety/pdf/travelrisk.pdf>.

Additional Pandemic Influenza Information Sources

Understanding that the amount of information that will be available during a Pandemic Influenza situation will be vast, the following websites may serve as useful information sources:

- Texas Department of State Health Services <http://www.dshs.state.tx.us>
 - Pandemic Flu (comprehensive pandemic flu information) <http://www.flu.gov>
 - Of special interest:
<http://www.pandemicflu.org/professional/school/higheredguidance.html>
 - U.S. Department of Health and Human Services <http://www.hhs.gov>
 - Centers for Disease Control and Prevention (CDC) <http://www.cdc.gov>
 - World Health Organization (WHO) <http://www.who.int/en/>
- ❖ Please note that this plan does not cover every infectious disease. Not all infectious diseases are fatal. For more information about infectious diseases that are not covered in this plan, please see the information above.