Maysville Community & Technical College Pandemic Influenza Plan

April 24, 2009

Planning Overview

The Office of the President of the Kentucky Community and Technical College System (KCTCS) upon recognizing the potential threat of a world-wide influenza outbreak and the impact this pandemic could have on all KCTCS colleges, has directed all colleges to develop a plan to respond to the effects this outbreak could have on all campus operations.

In response to this directive the President of Maysville Community and Technical College (MCTC) shall appoint a Crisis Management Team (CMT) to work with college, system, local, state, and federal officials to ensure a continuous operation of the college in case of an influenza pandemic.

- The CMT will be responsible for the development of an Incident Command System for all MCTC campuses to manage the Pandemic Influenza Plan and coordinate with other agencies as necessary.
- The CMT will include input from all areas of the college operations and student representatives as needed.
- The CMT will work with local emergency response and public health planners to ensure coordination of response and communication with these agencies.
- The CMT will review the Pandemic Influenza Plan at least annually, more often if necessary; to ensure the planning and program information is correct.
- The CMT will consider the provision of sufficient and adequate infection prevention supplies on each campus.
- The CMT will communicate with MCTC Chief Campus Officers to maintain a surveillance mechanism to monitor and communicate increases in absenteeism among students, faculty, and staff. In the event of a substantial increase in absenteeism, MCTC will report the information to:
 - o MCTC President
 - Local Health Departments
 - o KCTCS President

The intent of this plan is to identify key factors and actions MCTC may need to take for the preparation of and response to an influenza outbreak resulting in disruptions in business operations. This plan will need to be reviewed and revised to ensure the Pandemic Influenza Plan addresses the uniqueness of Maysville Community & Technical College.

Background

The World Health Organization says, "An influenza pandemic occurs when a new influenza virus appears against which the human population has no immunity, resulting in several simultaneous epidemics worldwide with enormous numbers of deaths and illness. With the increase in global transport and communications, as well as urbanization and overcrowded conditions, epidemics due to the new influenza virus are likely to quickly take hold around the world."

Influenza is a highly contagious respiratory virus causing approximately 200,000 people to be hospitalized and 36,000 deaths in the United States as a result of the infection or secondary complications. In case of a pandemic, the rates of illness and death will probably increase drastically. The impact on local economies and business operations could be devastating.

Assumptions

Spread and severity:

- The illness rate over a period of months could reach up 40%.
- Could spread worldwide in three months.
- Vaccine will take approximately six months to develop.
- Vaccine will likely be in short supply.

Possible effects:

- Large percentages of the population may be unable to work for days or weeks.
- Essential services will be diminished.
- Possible mandatory school closures.
- Delays in deliveries of goods and services.
- Possible loss of utilities and delays in repairs.

Possible effects on school operations:

- Up to 40% of faculty and staff to ill to work.
- Another 20% stay home as a result of fear or need to care for family.
- Students are afraid to come to class.
- Vendors are unable to deliver due to staffing shortages.
- Entire communities are quarantined.
- Up to 50% of infected students, faculty, and staff die as a result of infection.
- Target population is 20-39 years old which includes most of our students and many of the faculty and staff.

Plan Purpose

This plan is to assist in managing the impact of an Influenza Pandemic at the campuses of Maysville Community & Technical College. The areas addressed are:

- Reducing the spread of the virus.
- Continuing with educational and activity functions.
- Continuing facility operations.

The plan will address the following management elements for MCTC:

- Communications.
- Reducing the spread of the virus.
- Prevention/Treatment.
- Essential educational functions.
- Maintaining essential facility operations.

Communication

Communication to MCTC Administration

The Office of the President of Maysville Community & Technical College will release, on an as needed basis, Pandemic Influenza information received from the Office of the President KCTCS and all agencies that have a role in containing the outbreak.

The Crisis Management Team will:

- Advise the President of information due to potential or actual Pandemic Influenza which can, or does influence the operations of MCTC.
- Monitor information from national, state, and local public safety and health agencies and forward that information to the Office Of the President MCTC.

Communication to the Public

Maysville Community & Technical College will establish a chain of command for each campus to include a designated spokesperson to ensure information is evaluated and shared with the public.

MCTC will follow the established procedures for informing the public of school closures:

- MCTC web page
- Safety Notification Alert Process (SNAP) system through text message
- Local radio and TV stations for each campus:
 - Maysville: WLEX-TV, WKYT-TV, WKRC-TV, WTVQ-TV, WFLE
 95.1 FM, WRAC 103.1 FM, WFMT 95.9 FM, WEBN 102.7 FM, WUBE
 105.1 FM, WARM 98.5 FM
 - o Licking Valley: WLEX-TV, WCYN 1400 AM

 Rowan Campus: WLEX-TV, WIVY 96.3 FM, WKCA 107.7 FM, WMKY 90.3 FM, WQXX 106.1 FM, WUGO 102.3 FM, WMST 1150 AM, WLKS 1450 AM, WGOH 1370 AM

Announcements about school closures will also be placed on the college web site and as part of the greeting on the college phone system.

The college spokesperson will conduct media briefings as necessary and in conjunction with other agencies.

Communication to Employees

Communications to employees shall be coordinated through each department. All employees will be advised of the location for the most recent information in cases of mass absences. Communication shall be by telephone, email, internet, intranet, television or radio and SNAP.

Communication will be provided to encourage employees to acquire and maintain personal, regular health care.

The college will develop and communicate policies for employee's compensation and sick leave that may result from this pandemic.

Communication to Students

Information concerning closures will be communicated to students in person during class, by email, web site, local television, radio, and newspapers.

The college will develop plans to continue work on an individual basis or make up of missed work due to extended absences because of the pandemic.

MCTC will utilize teachers from the Nursing Programs to assist in educating faculty/staff/students about effective hygiene habits before an outbreak occurs.

The college will:

- Communicate information about the pandemic preparedness and response plan.
- Plan rapid and accurate communications in anticipation of the potential anxiety and fear of students and employees that result from rumors and misinformation.
- Prepare and disseminate information for students and employees to help prepare their families for a potential pandemic influenza outbreak and how to respond to school and community service interruptions.

Reducing the Spread of the Virus

After receiving notification that a potential influenza pandemic is occurring in the United States, the Crisis Management Team will:

- Post notices at all entry points to instruct anyone with symptoms of influenza not to enter the building.
- Place postings around campuses to inform employees, students, and visitors how to stop the spread of the virus.
- Ensure adequate amounts of disinfectant and sanitizing supplies are on campus and available for use by employees, students, and visitors.
- Prepare fact sheets containing information about stopping the spread of the virus and make these available to employees and students.
- Prepare a plan to ensure all shared work areas are cleaned with a disinfectant on a daily basis as a minimum.
- Assist MCTC Administration in preparation of plans to function with a highly reduced work force.
- Assist MCTC Administration in implementation of policies and procedures for containment measures.
- Assist MCTC Administration with implementation of alternative procedures to assure continuity of instruction in case of large absentee numbers or institutional closure.
- Assist MCTC Administration with development and implementation of student spacing protocols.

Maintenance and Cleaning

The Crisis Management Team will assist in developing plans to ensure the following are accomplished:

- During an influenza pandemic, the disinfection of shared work areas should be performed on a frequent basis.
- All HVAC filters should be cleaned or changed more frequently. This may require a short maintenance staff to assist the mechanical contractor with this task.
- Individuals should not share telephones. Telephones that must be shared will be cleaned frequently by the users.
- Computer keyboards and mice should not be shared. In the event these must be shared, they should be cleaned between each user with a disinfectant wipe.
- Increase ventilation to the facility, during the day, to help decrease the spread of the disease. At night, after securing the buildings, interior doors may be opened, where possible, and turn up air conditioning/heating system air exchange units.

Educating Students/Staff to Eliminate Concern

As a result of anxiety regarding the influenza pandemic, there will probably be an increase in absenteeism and stress on staff and students. The Crisis Management Team will address this by:

- Educating and communicating facts to employees and students.
- Providing timely updates to employees and students as information becomes available.
- Working with local resources and public health services to provide access to available support mechanisms.

Managing Illness in Staff, Students, and Visitors

The Crisis Management Team will:

- Provide information on what to do if people get sick while on one of the campuses.
- Assist in educating staff and students regarding symptoms of illness.
- If a person is ill or exhibits symptoms of influenza while on one of the campuses, the person will be instructed to leave.
- Advise ill persons to seek medical care.
- Report to the President if influenza is likely to be present on the campuses based on attendance information or observations.
- Educate staff and students regarding standard baselines for staying home and when possible to return to school.

Continuity of Operations

The Maysville Community & Technical College Administration will ensure all core functions, people, and skills are identified and strategies are in place to manage these prior to a pandemic.

The MCTC Administration will develop a process for the continuation of business office, human resources, academic, and student development operations, and continued communications with employees and students.

Maintenance of the Pandemic Influenza Plan

The Crisis Management Team will:

- Review and revise the plan annually.
- Exercise and test the plan annually.
- Incorporate exercise results into the plan to improve the effectiveness of procedures.

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