



# Communicable Disease Response Plan

APPENDIX G-4

## Communicable Disease Response Plan

**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 Vice Presidents on employee designations as essential.
- Department will pursue opportunity for Cross Training.

#### Phase I:

- Identify and develop a list of current essential personnel and a pool of possible replacements.
- Identify employees available for telephone support work.
- Communicate working expectations and leave policies to campus community.
- Identify any faculty, staff or students who are traveling abroad.

#### Phase II:

- Assist with finding staffing for essential functions. Essential employees will be provided vaccination by the University when/if it is available.
- Implement telecommuting program.
- Distribute laptop computers and equipment needed to run payroll from home as needed.
- Begin allowing liberal voluntary leave for nonessential employees. Only healthy employees should report to work.
- Implement social distancing for employees. Limit face-to-face meetings, stagger shifts.

#### Phase III:

- Activate emergency voicemail message and transfer calls to cell phones and home phones where appropriate and possible.
- Work with payroll office and programmer to process payroll from home.
- Assist employees with processing death claims as needed.
- Assist employees with Travel issues if any are stranded in other countries.
- Assist employees with filing workers compensation and group health claims as needed

#### Recovery:

- Implement return to work policy.

## **Controller's Office**

### **Preparation:**

#### **Phase I:**

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

#### **Phase II:**

- Additional persons serving as backup operators for cutting checks will be given ACH access in Payroll and Accounts Payable.

#### **Phase III:**

- Payroll Director/Coordinator becomes campus-wide timekeeper for essential employees.
- Prepare Enterprise Interface Builder (EIB) spreadsheet to mass load special leave in Workday.
- Work with Human Resources Office and System Analyst to process payroll from home.
- Send direct deposit file to bank.
- Hold file for paper checks until campus reopens.

### **Recovery:**

- Analyze all employees have been paid correctly.
- Print paper checks.

## **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 Counseling Center

### Preparation:

- Provide preparedness training for all professional counseling staff to identify and alleviate panic reactions, irrational behavior, anxiety, clinical depression, denial and post-traumatic stress.
- Begin preparation of psychological self-care information.
- Indicate on website, paperwork, and policy manual that in the event of campus closing due to an emergency, essential counseling will be provided via telephone and internet.

### Phase I:

- Create “psychological first aid” webpage so that it can be quickly implemented at Phase II.
- Distribute psychological self-care information.
- Prepare paperwork to document telephone calls, and on-site counseling responses in Phase II.

### Phase II:

- All UCC counselors will be considered essential personnel.
- Post “psychological first aid” information on website.
- Refer off campus crisis (suicidal ideation) to nearest Emergency Room.
- Post off campus mental health services and refer off campus students/faculty and staff to nearest counseling services to their home location.
- Assess need and provide short-term stress counseling for on-campus community.
- Maintain contact with other essential personnel on campus.
- Contact all at risk/high needs current clients and consult on appropriate referrals for appropriate level of care.
- Provide services to essential personnel on campus.

### Phase III:

- Continue to assess and provide crisis response intervention strategies as listed in Phase II plan.
- Maintain contact with other essential personnel on campus.
- Contact Coroner’s office in the event that both North Oaks and Lallie Kemp hospitals are at capacity and are diverting emergency mental health assessments elsewhere for students and faculty/staff on campus.

### Recovery:

- Evaluate current Phase and deescalate services as lower level Phase criteria are met and as guided, approved and authorized by Southeastern’s President.

# 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.

- Finalize all planning and coordination with agencies listed above. Place all police officers, radio dispatchers, and key personnel on stand-by status and brief all supervisors on the outbreak status.
- Coordinate with the officers assigned to the Baton Rouge Center and the Livingston Parish Literacy and Technology Center regarding the status of each center and the security for facilities.
- Submit a request to the Director, Telephone Services, to activate all phone and data lines in Department's EOC Room, Pride Hall.
- Continue regular law enforcement and security operations.

### **Phase III**

- Update radio dispatchers with the most current information to inform individuals who call the Department concerning the status of University operations.
- All personnel informed concerning their duties and responsibilities if the University proceeds into Evacuation and Closure of the Campus; Implementation of Emergency Support Operations.
- Continue coordination with the Louisiana Governor's Office of Emergency Preparedness and the Tangipahoa Parish Office of Homeland Security and Emergency Preparedness.
- Evacuation and Closure of the Campus; Implementation of Emergency Support Operations.
- Implement traffic control, building check, and University Closure plans as well as regular law enforcement operations.
- Initiate call in of all police officers, radio dispatchers, and key personnel for shift assignments and scheduling.
- Initiate double shifts for the duration of the emergency.
- Direct the police officer assigned to the Baton Rouge Center to report to the Department for assignment as soon as possible.
- Conduct building checks twice during each 12-hour shift and direct any person(s) found inside the building to leave the building and campus.
- Provide the radio dispatchers with current information concerning the status of the University for them to inform anyone calling requesting information.
- Request support from external agencies as may be needed.

### **Recovery:**

- Notify all key personnel that the campus is open for business.
- Continue traffic control, building check, campus security operations as well as regular law enforcement operations.
- All administrative employees return to duty and begin routine operations.
- Communicate status to Southeastern Louisiana University community and general public through all means available.

## **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.

## **Health Center**

### **Preparation:**

- All staff members will attend a yearly pandemic preparedness continuing education program designed utilizing CDC and ACHA pandemic preparedness documents. This program will be prepared by the health center director. This program will include an overview of the infection control policy & procedures.
- The director will monitor the CDC, WHO, and ACHA websites for the latest developments and updates on planning recommendations. Will monitor alert system for changes in level/phase.
- Attend university pandemic meetings as indicated.
- Each employee will be vaccinated yearly with the seasonal influenza vaccine.
- Contact and emergency contact information for all staff will be maintained and updated as indicated.
- Food and lodging will be supplied for staff members who may be required to work at non-traditional hours.
- Staff yearly training on PPE annually (include counseling).
- Provide web based information/guidance for sick student information about seeking medical care at the clinic or outside agency.

### **Phase I:**

- Monitor daily for correspondence from the Louisiana Health Alert Network (HAN) for the most up to date information.
- Assist in disseminating accurate information from the Louisiana Department of Health (LDH) and the Centers for Disease Control to staff and students regarding any medical epidemic.

### **Phase II:**

- Reinforce social distancing measures.
- Continue to monitor the CDC, WHO, and ACHA websites for the latest developments and updates on recommendations.
- Follow the Southeastern Louisiana University pre-approved Point of Distribution plan if directed by LDOH.

### **Phase III:**

- Continue to follow guidance from LDOH.

### **Recovery:**

- Return to normal operations.

# 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 information and communicate updates as needed.
- Conduct educational and planning meetings with students and professional staff while working with UPD, UCC and Health Center.
- Inventory emergency supplies and purchase needed material.
- Resident staff to monitor their section of the hall and update professional staff daily.

## Phase II:

- Once classes are cancelled or delivery methods are modified begin to determine needed spaces based on number of students who remain on campus in Housing.
- Place all professional staff on-call 24/7.
- Organize student emergency team based on who is available from student staff.
- Update Housing website and social media with necessary information.
- Staff meets daily to assess needs.
- Develop list of students for Health Center and Dining Services.

## Phase III:

- Allow any non-essential staff to go home.
- Inventory remaining students on campus and implement consolidation plan if isolation measures are implemented.
- Maintain contact with remaining resident students.

## Recovery:

- Staff report to work.
- Assess all building conditions.
- Begin cleaning and disinfecting all rooms.
- Resume routine operations.

# University Marketing and Communications

## Preparation:

- Develop a crisis communications plan focused on an influenza pandemic that will address both internal and external communications needs.
- Identify essential personnel in the department.
- Cross-train departmental staff to ensure critical functions are covered.
- Develop educational material and “key messages” to educate university community about the possibilities of communicable disease outbreak.

## Phase I:

- Activate university pandemic website and post initial information.
- Revise “key messages” according to new information.
- Send campus wide e-mail alert with information as needed.
- Select appropriate spokespersons for internal and external communications as needed; coordinate with DHHS if necessary.
- Activate university info phone line.
- Activate communications plan on where media calls go, where parent calls should be routed, and where other public calls should be directed.
- Develop key messages for possibility of classes or university being closed.
- Continue to cross-train departmental staff.

## Phase II:

- Monitor health of departmental staff.
- Allow work from home for some staff; essential healthy personnel report to work.
- Refine key messages.
- Activate telephone messaging system.
- Update pandemic influenza website and university home page.
- Update e-mail messages for university community.
- Issue news releases updating media on campus status.
- Handle media inquiries, arrange interviews as needed.

## Phase III:

- Healthy essential staff report to work, others work from home.
- Collect information from departments needed to communicate to key audiences.
- Update and refine key messages.
- Update telephone messaging system.
- Update e-mail messages to university community.
- Update web page as needed.

- 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.

## **International Programs and Student Well-being**

### **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 on campus. The Food Pantry being one of those resources.
- For those international students who are on-campus residents, the University's plan for their housing, safety, food, and health services will be disseminated by University Housing.

### **Phase III:**

- Remain in contact with University Housing in regards to International students remaining on campus.
- Students unable to return to campus are kept up to date via e-mails.

### **Recovery:**

- Students, if able, should return if they haven't already.
- Remain in contact with Campus Partners to implement individual plans for those unable to return.

## 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 Office of Study Abroad and Global Engagement (SAGE) 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 SAGE will be in contact with faculty and students abroad as necessary.
- SAGE provides an international health insurance and travel assistance plan to all students participating in Southeastern Study Abroad Programs.
- SAGE 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 SAGE 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.
- If the students are to be housed with local families, the families should be informed that they are required to notify the Faculty Coordinator immediately of any emergency involving the student(s) in their care. If the students are housed in a residence system or other rented facility, the local housing supervisor must be similarly informed. If the Faculty Coordinator is not being housed with the students, the students must be given the address and phone number of where they are staying. They should carry this with them at all times.
- If the host country emergency services are not readily available and participants feel there is a threat to their personal safety, they should follow these procedures:
  - Dial the Southeastern Police at 001-985-549-2222

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