

Colorado School of Mines

Pandemic Influenza Response Plan

Level One: Pre planning upon report of sustained human-to- human transmission of H5N1 flu
 Level Two: Confirmed cases in USA or suspected cases in Colorado
 Level Three: Confirmed cases in Colorado
 Level Four: Confirmed cases in Jefferson County or suspected cases on campus

March 2008 Revision 4

Campus Entity	Level 1	Level 2 (in addition to Level 1 actions)	Level 3 (in addition to Level 2 actions)	Level 4 (in addition to Level 3 actions)
1. Pandemic Influenza Committee	<ol style="list-style-type: none"> 1. Director of Environmental Health & Safety (EHS) reconstitutes Pandemic Influenza Committee (PIC). 2. Initiate weekly meetings and provide regular updates and recommendations to the campus Executive Committee. 3. EHS Director named Incident Commander 4. Essential personnel receive fit test & training on respiratory protection from Environmental Health & Safety (EH&S) 5. Initiate international travel monitoring * 6. Issue notice of State of Colorado international travel policy and CSM recommendations 	<ol style="list-style-type: none"> 1. Refer to the Centers for Disease Control (CDC) to determine the Pandemic Severity Index (PSI) rank of the spreading virus. 2. Review meeting schedule and revise according to the PSI. 3. Provide regular updates and recommendations to the campus Executive Committee. 4. Review and update plans for closure of classes and events. 	<ol style="list-style-type: none"> 1. Review available information regarding the current state of the pandemic and the CDC Pandemic Severity Index. 2. Develop and communicate additional procedures to the campus community. 3. Provide recommendations for implementation of procedures to the Executive Committee. 	<ol style="list-style-type: none"> 1. Review available information regarding the current state of the pandemic and the CDC Pandemic Severity Index. 2. Finalize and implement procedures for the campus community. 3. Provide recommendations for immediate implementation of procedures to the Executive Committee.
2. Environmental Health & Safety	<ol style="list-style-type: none"> 1. Coordinate overall campus responses to the pandemic event. 2. Work with the Student Health Center (SHC) to promote good hygiene practices throughout campus. 3. Work with the Public Relations Department to develop procedures for communication to the campus community. 4. Assess the Personal Protective Equipment (PPE) inventory. 5. Initiate Departmental identification of critical functions and positions 	<ol style="list-style-type: none"> 1. In conjunction with the SHC, provide training for identified campus personnel on pandemic influenza and PPE use 2. Provide influenza awareness training for all staff. 3. Review JCHD POD/Mass Vaccination responsibilities. 	<ol style="list-style-type: none"> 1. Communicate with State, regional, and local agencies and provide information to the Communications Center and Media Relations. 2. Issue PPE to essential personnel. 3. Arrange for additional medical waste pickups. 4. Emergency clean-up team (Spill Team) to stand-by. 	<ol style="list-style-type: none"> 1. Communicate with State, regional, and local agencies and provide information to the Communications Center and Media Relations. 2. Coordinate medical waste storage, transportation and disposal.
3. Public Safety	<ol style="list-style-type: none"> 1. Review and update stocks of Personal Protective Equipment (PPE) for Department staff. 2. Order additional PPE supplies as may be needed. 3. Establish protocols for all essential personnel establishing a balance of family/self care with professional response. 4. Identify on campus services for emergency services and critical personnel during response levels two through four. 5. Develop plan for building security in case of campus closure. 	<ol style="list-style-type: none"> 1. Secure police and communication center work areas. 2. Train personnel regarding procedures involving public contact work that may include individuals with active infections. 3. Assist Health Center staff with special security issues/asset protection. 4. Obtain fit testing of respirators for all personnel and ensure that all personnel have received respirator use training. 	<ol style="list-style-type: none"> 1. Secure police and communication center work areas. 2. Monitor and maintain law and order, public health and safety on campus. 3. Identify and implement modified shift schedule for all essential personnel, as may be needed. 	<ol style="list-style-type: none"> 1. Minimal/essential personnel report only. 2. Implement modified duties assignment/responsibilities, as may be appropriate. 3. All police/parking facilities secure at all times. 4. Secure Health Center/asset protection. 5. Coordinate with Golden Police Department, activate resources as may be needed.

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4. Facilities Management	<ol style="list-style-type: none"> Identify essential personnel along with back-up personnel for each position. Determine preliminary schedule for staffing needs. Determine buildings to be utilized for isolation or quarantine areas. Determine critical facilities such as research labs, heating plant and other facilities. Develop plans for on-going maintenance of critical facilities. Identify potential for additional supplies needed for building and property maintenance. 	<ol style="list-style-type: none"> Identify additional cleaning and sanitation procedures. Acquire all needed supplies. If the Pandemic Severity Index is at Four or Five, train and fit test essential personnel for respirators and other PPE as required. Provide training for flu related hazards and related procedures (PPE, cleaning, hygiene, hand washing, cough etiquette). Train custodial staff on cleaning strategies. 	<ol style="list-style-type: none"> Depending on the Pandemic Severity Index, issue PPE to essential personnel. Prepare mass vaccination center or other emergency shelter facility as requested. Implement additional cleaning and sanitation procedures. 	<ol style="list-style-type: none"> Secure all campus buildings. Assign essential personnel for security and critical maintenance activities. Implement HVAC modifications for isolation and/or quarantine facilities. Assist with transportation of students to hospital as needed. Activate Emergency clean-up team
5. Human Resources	<ol style="list-style-type: none"> Communicate leave policies as related to pandemic influenza. Policies will include implementation of mandatory use of leave for ill employees. Distribute procedures to all employees. Contact workers compensation provider and make contingency plans for coverage and filing claims. Each department identifies critical employees. HR will collect and develop lists of critical employees and backup personnel. 	<ol style="list-style-type: none"> Communicate FMLA triggers to employees and supervisors. Request updated employee insurance and beneficiary information. Communicate procedures for sending home sick employees and contingency plans for critical personnel should they become ill. Communicate with insurance carriers on evolving campus issues. Communicate leave policies to be implemented upon possible closure of classes and events. 	<ol style="list-style-type: none"> Reaffirm leave and closure procedures with campus – coordinate with Media Relations 	<ol style="list-style-type: none"> Communicate with employees regarding potential exposure. Only critical employees report to work.
6. President's Office	<ol style="list-style-type: none"> Plan for regular communication with the Pandemic Influenza Committee to ensure that timely and appropriate updates are received. 	<ol style="list-style-type: none"> Evaluate information on institutional effects of the incident and set response priorities as appropriate. Essential personnel in President's Office receive N95 respirators and training from EHS (Does this mean essential personnel in president's office or all essential person and the president's office will communicate about it?) 	<ol style="list-style-type: none"> Based on recommendations from U.S. State Department, CDC and JCHD, be prepared to modify athletic and other University events, exchange programs and University related travel to and from other countries, and class schedules. 	<ol style="list-style-type: none"> Issues orders regarding closure of classes and/or events. Coordinate press releases with Communications. Monitor the outbreak and based on recommendations from U.S. State Department, CDC and Jefferson County Health Department and other appropriate health agencies, determine when it is prudent to reopen campus.
7. Media Relations	<ol style="list-style-type: none"> Work with PFC to determine messages to send to targeted audiences (e.g., students, faculty and staff, parents, media) as needed. Respond to media inquiries regarding CSM's pandemic preparations. Implement use of campus web site for communication with students, parents, faculty, and staff. Work with Information Services, Computing 	<ol style="list-style-type: none"> Attend Pandemic Influenza Committee meetings. Work with committee to determine messages to send to targeted audiences (e.g., students, faculty and staff, parents, media) as needed. Respond to media inquiries regarding CSM's pandemic preparations 	<ol style="list-style-type: none"> Coordinate communication with Campus Community (Faculty, Staff, Students) (Web site, Post FAQ on bird flu / CSM's pandemic plan, Prepare and distribute updates, provide information to call center to respond to public inquiries Coordinated communication with Media (Newspapers, TV and Radio) Serve as spokesperson and direct contact for media 	<ol style="list-style-type: none"> Organize phone banks, if necessary (phone banks can refer callers to emergency services, take messages, support rumor control) Establish a Media Relations Center: coordinate press releases, and manage news teams and interviews, etc.



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	and Networking, and HR to develop email lists for broadcast messaging to community stakeholders.		representatives, Public (Including Parents), Updates on CSM's public Web site, provide information to a call center to respond to public inquiries 3. Other Outside Organizations Collaborate with outside organizations, like JCHD for consolidated media outreach	
8. Student Health Center	<ol style="list-style-type: none"> Develop disease surveillance procedures to assist in the detection of cases on campus. Review and update stocks of Personal Protective Equipment (PPE) for SHC staff. Update training and procedures for use of PPE. Determine availability of and place orders for antiviral medications and vaccines when available. Evaluate and prepare traffic flow pattern in the SHC. Determine engineering controls appropriate for use in the SHC. Develop procedures for possible isolation and/or quarantine of campus personnel. The Director of Student Health will serve as a liaison between Jefferson County Health Department and the Incident Commander. 	<ol style="list-style-type: none"> Notify JCHD if there is a case on the CSM campus. The Director of Student Health Services will serve as liaison between Jefferson County Health Department and the Incident Commander. Distribute information regarding voluntary home isolation of the ill to the campus community. In conjunction with the JCHD, provide ongoing communications with campus community regarding signs/symptoms, protocol for referral of suspected cases. Initiate poster, e-mail campaign on self-protection. Preparation for prophylactic treatment of contacts. Implement disease surveillance procedures for the detection of cases on campus. Review availability of and place orders for antiviral medications and vaccines when available. 	<ol style="list-style-type: none"> Recommend social distancing guidelines to campus. Utilize CDC Pandemic Severity Index to guide social distancing decisions. Implement prophylactic treatment of contacts. Recommend and arrange for monitoring and care of persons in isolation. Ongoing communications with campus community regarding signs/symptoms, protocol for referral of suspected cases. Continuation of e-mail campaign on self-protection. 	<ol style="list-style-type: none"> Identify and implement schedule for all essential SHC personnel. As capabilities allow, provide medical care for students that remain on campus if classes are closed (i.e. international students). Provide monitoring of on-campus home care for persons in isolation.
9. Dining Services	<ol style="list-style-type: none"> Evaluate plans for each level in regards to how long services such as food and water must be provided and at what point they will no longer be offered. Work with the Health Center to designate quarantine areas. Designate drop off areas for food and supplies at the quarantine areas. Develop a Secondary Vendor List to identify other sources of procurement of supplies in case our Primary Vendor experiences interruption of service. 	<ol style="list-style-type: none"> Provide staff information sessions to update personnel on preparedness issues. In case of a Pandemic Severity Index of Four or Five, Dining Services Management staff will receive fit testing and respiratory protection training from EHS. Management will then arrange and assist in respiratory protection training for all Dining Services employees. Supplies will be checked to ensure needed quantities are available. Order a large supply of gloves, specifically gloves suitable for prevention of virus contamination, will be kept on hand. Prepare quarantine menu and supply list. 	<ol style="list-style-type: none"> Food Services will change the method of service and menus to assist in preventing the spread of the virus. Hand sanitizer will be available for all customers at dining room entries. Staffing and customer counts will be monitored to prepare for further closures. Based on customer attendance, serving hours may be modified. Internal Information Sessions will be conducted by Dining Services to all operations and employees. All employees are required to attend. Communication will be increased with vendors in regards to the status of delivery availability. 	<p>Upon cancellation of classes, Dining Services will provide modified services and menus until the end of the contracted housing period. These modified services will include:</p> <ol style="list-style-type: none"> The Food Court and I-Club will be shut down. Emergency food service will be provided at the Student Center Dining Hall. Dining operations will be open for meals as determined by the Pandemic Flu Committee in conjunction with Aramark. Food will be delivered to quarantine areas on campus if necessary. Level 4 sanitizing procedures will be put in place for dishwashing, food handling and table



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		6. Level 3 and 4 plans will be reviewed regarding menus, contact information, phone trees, chain of commands for requests to Dining Services, delivery alternatives, par levels of stockpiled food and water, training outlines and procedures.	6. In the event that delivery is not available from our vendors, Dining Services Material Handlers will pick up food at the vendors' location if the vendor has the products available. 7. Review Quarantine menu and ensure all supplies are on hand. 8. Dining Service Employees will be issued N95 Respirators	cleaning. Use of washable plates, flatware and trays with modified sanitation procedures and special handling procedures. 5. Increase orders for deliverable items (bottled water, juices, cereal, oatmeal, cream of wheat, grits, etc.) 6. Daily contact will be made with vendors in regards to delivery available. 7. Review Quarantine menu and ensure all supplies are on hand.
11. Student Life	1. Identify who will be considered essential personnel along with back-up personnel for each position. 2. Coordinate development of isolation and quarantine measures. 3. Identify potential issues of parental concern and develop appropriate responses; Coordinate communication to students and parents.	1. Work with Plant Facilities and Student Health Center to identify needed ventilation systems and to provide negative pressure areas. 1. Have essential personnel be fit tested for N95. 2. Coordinate communication to students and parents. 3. Initiate call center to handle parent calls and inquiries.	1. Continue to provide prevention information 2. Refer concerned students to counseling center 3. Coordinate implementation of the isolation, quarantine if warranted by Pandemic Severity Index.	1. Coordinate communication to students and parents regarding the closing of campus. 2. Implementation of call center as needed. 3. Coordinate implementation of the isolation, quarantine. 4. Manage enforcement and parent issues Handle parent calls as needed.
12. Student Life - Housing	1. Identify potential rooms and/or buildings to be used for isolation and quarantine.	1. Educate students and staff on Flu prevention strategies. 2. Prepare staff for how to deal with the needs of persons in isolation and quarantine. 3. Update essential personnel on flu information, including maintenance and housekeeping persons. 4. Review the use of PPE and respirators. 5. Work with food service on the delivery of food	1. Identify student events where confirmed patients have attended. 2. Residential staff assists Health Center. 3. Essential staff receives N 95 respirators. 4. Notify current occupants in spaces that will be needed of the potential or need for them to move. 5. Report any possible cases of infection to the Health Center.	University Closed: 1. Implement communication with students about university closure. 2. Follow residence hall closing procedures. 3. Only essential personnel report to work. 4. Work with telephone control center. University Open: 1. Implement plan for isolation and quarantine as directed by Jefferson County. 2. Coordinated removal of non-contact students if directed by Jefferson County. 3. Non-essential staff will work from home. 4. Work with the telephone control center.
13. Controller's Office	1. Determine funding of stockpiled items and materials 2. Determine Availability of CSM Endowment cash for restoration – include CSM Foundation in planning process.	3. Determine policies for refunds 4. Crisis-dependent planning regarding available cash and use for necessary functions.		
14. Academic Affairs	1. Determine CDC Pandemic Severity Index Rating. 2. Evaluate combination of Severity Index with	1. Notify teaching faculty of potential for closure of classes and events.	1. Evaluate impact of closure on academic calendar. 2. Develop policies on completion of semester contact hours, extension of semester, and/or granting of	



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	<p>timing of academic year and potential for closure of classes and events.</p> <p>3. Develop policies regarding continuation of courses via distance learning media (i.e. Blackboard).</p>	<p>2. Identify critical Department functions.</p> <p>3. Identify critical personnel for continuation of research and academic functions.</p> <p>4. Identify graduate students essential for continuation of research</p>	<p>credit for partial course completion.</p>	
<p>15. Registrar's Office</p>	<p>1. <u>Begin calendar scenarios/options in case class must be suspended. Develop real-case class scheduling and grading options.</u></p> <p>2. <u>Assoc Registrar look at room scheduling scenarios and possible rescheduling of events in classrooms.</u></p> <p>3. <u>Assign laptop to each staff member and verify that all laptops can be used from staff members' homes.</u></p> <p>4. <u>Plan for essential operations to be conducted off campus if they become necessary (transcripts and enrollment verifications). Ensure multiple employees have ability to fax, e-mail, print and mail. Keep track of personal expenses.</u></p> <p>5. <u>Work with Controller and AA on withdrawal and refund policies with scenarios in #1.</u></p> <p>6. <u>Obtain Mines call center number in order to direct parent and community calls.</u></p> <p>7. <u>Work with Graduate School and Student Affairs if Commencement needs to move.</u></p> <p>8. <u>Verify our plan for contact hours/rescheduling with CCHE.</u></p> <p>9. <u>Communicate with VA officials concerning any changes to the term.</u></p> <p>10. <u>Communicate with National Student Clearinghouse concerning any change in the term.</u></p>	<p>1. <u>Make withdrawal, refund, and grading options available to students through Public Relations.</u></p> <p>2. <u>Continue to refer students to Mines call center for flu and health information.</u></p> <p>3. <u>Monitor and record class cancellations due to faculty illness whether temporary or long-term. This information will affect student withdrawals from these courses as well as complete withdrawals.</u></p> <p>4. <u>Record any and all communications with students stating they are leaving campus, dates, etc...</u></p> <p>5. <u>Ask that Admissions, Financial Aid, and Housing communicate all information about students leaving campus or withdrawing.</u></p>	<p>1. <u>Expect to operate at half-staff.</u></p> <p>2. <u>Communicate with Public Relations, campus faculty and staff, and students concerning which services are being provided and which are not. Communicate plan to restore service with dates.</u></p> <p>3. <u>Continue to monitor and record any class cancellations. Provide information to Public Relations.</u></p> <p>4. <u>Continue gathering information on students leaving campus or withdrawing in special log file.</u></p>	<p>1. <u>Continue essential operations as possible through off-site communications (Registrar@mines.edu)</u></p> <p>2. <u>Communicate with Registrar's Office staff on daily basis to confirm ability/inability to provide services.</u></p> <p>3. <u>Communicate regularly with Public Relations and Academic Affairs</u></p>

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* International travel monitoring is initiated by the Pan Flu Committee and includes participation by the CSM Travel Office, Registrar, and the Office of International Programs.

