

SOUTHSIDE VIRGINIA
COMMUNITY COLLEGE

PANDEMIC INFLUENZA

ANNEX MANUAL

FOR

CONTINUITY OF

OPERATIONS

(COOP)

PLANNING

MAY 2008

Southside Virginia Community College incorporated planning for a pandemic into its 2008 COOP plan. Scenario 2 has the activation of the COOP plan due to an infection that has decreased the college's work force. Included in this scenario are vendors, alternate work schedules and relocation. SVCC's employees are cross trained to assume additional job responsibilities in the event of a work force reduction. All essential functions of SVCC would be performed.

Assumptions

Each department in SVCC will be operational during a pandemic influenza outbreak. Some services may have to be limited to on-line, such as admissions and accounts receivable, whose services are normally performed face-to-face. The departments of SVCC will support social distancing practices to the greatest extent possible, as directed by health officials. This might include authorizing staff to work off-site or establishing alternate shifts to reduce staff interaction.

Employee Roles and Responsibilities

- During an event, employees will need to focus on maintaining essential functions. Management has offered various websites to employees to help them preplan for such an event so they will be able to focus on work and know their family members are secure. (Refer to COOP plan, Human Resource Section)
- Department managers are to make sure employees in their department are cross trained. Due to the small number of staff employed by SVCC, employees are cross trained to assist when other department members are on annual leave or sick leave.
- Measures will be taken to control the spread of disease, including but not limited to:
 - ✓ Restriction of travel to geographic areas affected by the pandemic;
 - ✓ Employees who become ill or are suspected of becoming ill while at their normal worksite might be required to go home;
 - ✓ Notification to management of returning previously ill, non-infectious, employees to work;
 - ✓ Maintain reasonable social distancing as directed by management or public health officials through alternate work schedules and working off-site;
 - ✓ Review of education and training materials to raise awareness about pandemic and workplace related policies (i.e., cough etiquette, hand hygiene, and social distancing strategies); and

- ✓ Implement infection control measures, including (if applicable) the appropriate selection and use of personal protective equipment.

Human Resource Policies and Procedures

Personnel Relations and Family Preparedness Planning

At the present time, SVCC does not have policies, practices or guidance on this matter. The Virginia Community College Systems Office is in the process of hiring a VCCS Emergency Preparedness and Safety Manager. This person will be tasked with helping the VCCS evaluate and develop such policies, practices and guidance which will be shared with the 23 colleges that make up the Virginia Community College Systems.

In the interim, in the event of an emergency or crisis, we will contact the Commonwealth's EAP at 1-866-725-0602.

The Vice President of Finance will send an email to all faculty, staff and administration biannually reminding them to make sure their families are prepared for a disaster or catastrophe. The following links will be provided:

Individuals and Families

<http://www.fema.gov/individual/index.shtm>

<http://emergency.cdc.gov/>

Kids

<http://www.fema.gov/kids/index.htm>

The Commonwealth has a new Public Health Emergency Leave Policy, DHRM 4.52 which SVCC will utilize. DHRM's policy is found below:

PUBLIC HEALTH EMERGENCY LEAVE Policy Number: 4.52 Effective Date: 06/10/07 APPLICATION: All state employees, including employees of agencies exempt from coverage of the Virginia Personnel Act and, as noted, wage employees.

Policy

It is the policy of the Commonwealth to protect the health of state employees and the public and to provide continuity of services to the citizens of the Commonwealth during times of pandemic illness.

Purpose

This policy permits or requires eligible employees to attend to the medical needs of self and immediate family members by providing up to 80 hours¹ of paid leave per leave year when Communicable Disease of Public Health Threat conditions as defined in Section 32.1-48.06, *et. seq Code of Virginia*, have been declared by the State Health Commissioner and Governor.

Use of this policy is intended for illness directly related to the declared communicable disease threat.

Authority

This policy can be partially or fully implemented upon declaration of a Communicable Disease of Public Health Threat, in anticipation of Exceptional Circumstances, or in response to a specific incident. The Director of the Department of Human Resource Management (DHRM) or his/her designee has the authority to implement all or select provisions of this policy and to grant exceptions on an agency-by-agency basis in order to ensure use in the intended manner and to meet the unique operational requirements of any situation.

Agencies should develop written plans and/or procedures consistent with this policy to address employee communication and unique staffing and business needs.

Colleges, universities, agencies that operate residential facilities and those that serve as members of the Virginia Emergency Response Team (VERT) must develop supplemental

plans and/or procedures that address staffing and safety and health issues unique to 24/7 operations where custodial responsibility for students, patients, residents, and inmates may necessitate extraordinary measures or where employees are directly responsible for the safety and security of Commonwealth citizens during emergencies.

The above provisions may be further defined as necessitated by public health standards and regulations.

¹

80 hours of paid leave is consistent with paid leave available to eligible employees under Policy 4.17, Emergency/Disaster Assistance and with the recognized duration of communicable diseases anticipated by this policy. PUBLIC HEALTH EMERGENCY LEAVE **Policy Number: 4.52 Effective Date: 06/10/07*

The Commonwealth's EWP template, which is used by the Human Resource Department of SVCC, has been updated to include the following statement.

“May be required to perform other duties as assigned. May be required to assist the agency or state government generally in the event of an emergency declaration by the Governor.”

This gives SVCC the authority to mandate cross training.

Closure of Service Locations

The campus or off site location that is the first affected by a decrease in the work force, would be the first to close. The functions on this campus would be moved to an alternate location. These locations are found in our 2008 COOP plan on pages 30 and 31.

Alternate Work Schedules

Admissions, Counseling and Financial aid will work together to alternate hours to provide staffing. Currently these employees work from 7 AM to 7 PM on alternating schedules within their own department. If the need arises, they are cross trained to work in each other's departments and will still use the alternating 7 AM to 7 PM schedule.

Accounts Receivable employees work 8:30 AM to 5 PM. There are two employees in this department with a third employee trained to work in this area if necessary. The employees would work 8:30 to 12:30 and 12:30 to 5 on an alternate schedule.

Buildings and Grounds staff work 7 AM to 3:30 PM and 3:00 PM to 11:00 PM. These employees will alternate shifts if necessary. Buildings and Grounds staff from the sister campus may be brought in to assist.

Business Office staff, which include the Human Resource Department, work 8 or 8:30 AM to 4:30 or 5:00 PM. In the event of a pandemic hours will alternate to ½ days.

Internal and External Vendors and Contractors

External Contacts

External contacts and vendors are maintained in the purchasing office and in each department's files. The purchasing agent does have access to all orders that have been placed since this is done through eVA, the Commonwealth's purchasing system. The purchasing agent may access these records online from any location. The COOP Coordinator has named her as the responsible person for making external contacts.

Workforce Protection

All Commonwealth of Virginia departments should take measure to help ensure the safety of their employees and control the spread of disease. The COOP Coordinator and the Buildings and Grounds Superintendents attend seminars and trainings offered by the Commonwealth to stay abreast of current recommendations from the VDH, CDC, OSHA and other appropriate sources regarding worker safety and infection control.

Southside Virginia Community College has and will continue to take measures to help ensure the safety of their employees and control the spread of disease. Efforts are made to stay informed of current recommendation from the VDH, CDC, OSHA and other appropriate sources regarding worker safety and infection control.

- SVCC and its off campus locations have restrooms that are easily accessible and are equipped with soap, warm water, paper towels and hand driers. Buildings and Grounds Superintendents will stock gloves, sanitizing wipes and surgical masks.
- Hand sanitizer dispensing units have been installed throughout the facilities.
- The COOP Coordinator has arranged with the Human Resource Manager to include the VDH's Influenza Pandemic video in the new employee's orientation.
- VDH's "Cover Your Cough" posters are posted in each restroom and in various places throughout the building.
- In the event of a pandemic, surgical masks will be available to the general public and to employees.
- CommonHealth representatives from SVCC send information via e-mail to all employees encouraging them to receive the flu shot and also offer to set up flu shot clinics on campus.
- Employees are required to stay at home if they are ill or at the first signs they might become ill.
- Buildings and Grounds workers frequently clean touched work surfaces such as telephones, computer equipment, and steering wheels of shared vehicles. Employees are also encouraged to use disinfect wipes to clean their equipment and hand sanitizing wipes.
- In the event of a pandemic, access to entry and exit points for the general public will be limited. Doors will be locked preventing outside entry but still allowing emergency exit.

Stages for Response

Inter-Pandemic Period

The Pandemic Annex planning should be done before any threats or outbreaks occur. During an influenza virus subtype that has been detected in animals in an at-risk country, SVCC will be planning aware of this and monitoring the spread of the disease to humans and the threat of the pandemic hitting the United States.

Pandemic Alert Period

Stage 1 – Suspected Human Outbreak Overseas

The COOP team will develop, train and exercise COOP and emergency management plans for a pandemic influenza event. Communications plans are developed. Buildings and grounds will review resource inventories and sustainability of supply chains.

Stage 2 – Confirmed Human Outbreak Overseas

All staff are made aware of the outbreak and encouraged to take precautions and develop a preparedness plan with their families.

Stage 3 – Widespread Outbreaks Overseas

All college trips scheduled for overseas are cancelled.

Stage 4 – 1st Human-to-Human Case in North America

Precautionary measures such as hand washing, masks, etc. are encouraged.

Stage 5 – Spread throughout the U.S.

Mandatory precautionary measures are in effect. Public access is limited and the COOP team meets with Administration to evaluate and see what other measures need to be taken including activation of the COOP plan.

Stage 6 – Recovery/Preparation for Subsequent Waves

Inventories of items such as gloves, disinfectant spray, and hand sanitizer are taken and new inventory ordered and stocked on all SVCC locations.

Review of COOP activation and how well implemented it was. Meetings scheduled and necessary steps taken to change any items necessary.

