



## **Flu Preparedness Plan Academic Year 2009-2010**

### **I. Introduction**

This plan is intended as a guide for Antioch University Los Angeles employees, students, and institutional decision making during the 09/10 flu season, recognizing that, because of pandemic H1N1 flu, the incidence of flu may reach a level that requires extraordinary measures, up to and including the closure of campus. This plan is designed to implement measures to prevent or reduce the transmission of flu among AULA employees and students, to monitor levels of illness, and to support orderly operation of the campus in the event that large numbers of students, faculty or staff become ill.

The recommendations of the US government Centers for Disease Control (CDC), contained in its Guidance for Responses to Influenza for Institutions of Higher Education during the 2009-2010 Academic Year, will form the basis of the AULA Flu Preparedness Plan.

Sandy Lee, Chief Operations Officer, will serve as coordinator of the Flu Preparedness Plan. She will work with a task force consisting of Joanna Gerber, Special Assistant to the President for Board and External Relations and Robert Stapp, Director of Human Resources, and Tex Boggs, Vice President for Academic Affairs. This team will meet bi-weekly with the President's Team to assess the situation at AULA, collect information about the incidence of flu, and monitor institutional responses to the situation based on this Flu Preparedness Plan.

#### Contact Information:

- Sandy Lee, Chief Operations Officer, 310-578-1080 x447 or [slee2@antioch.edu](mailto:slee2@antioch.edu)
- Joanna Gerber, Special Asst. to the President for Board & External Relations, 310-578-1080 x119 or [jgerber@antioch.edu](mailto:jgerber@antioch.edu)
- Robert Stapp, Director of Human Resources, 310-578-1080 x412 or [rstapp@antioch.edu](mailto:rstapp@antioch.edu)
- Tex Boggs, VPAA and Provost, 310-578-1080 x401 or [tboggs@antioch.edu](mailto:tboggs@antioch.edu)

## II. Information Resources

1. There is a link to the Flu Preparedness Plan on the Antioch University Los Angeles website ([www.antiochla.edu](http://www.antiochla.edu))
2. Governmental information resources include the following web sites:
  - a. US Centers for Disease Control: <http://www.cdc.gov/H1N1FLU/>
  - b. Los Angeles County Department of Public Health : <http://www.publichealth.lacounty.gov/acd/h1n1.htm>
  - c. City of Los Angeles: <http://lacity.org/lacity/>
  - d. City of Culver City: <http://www.culvercity.org/>
3. Posters with information about appropriate hygiene will be placed in appropriate locations throughout the campus.

## III. Action Steps for Employees and Students to Prevent the Spread of Flu

1. Follow CDC recommendations for hand hygiene and respiratory etiquette.
  - Wash hands frequently with soap and hot water.
  - Use alcohol-based hand sanitizer after shaking hands or touching surfaces such as handrails, doorknobs, and so forth.
  - Cover your mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your elbow or shoulder, not into your hands.
2. Soap and hand sanitizer are provided in all campus restrooms and hand sanitizer dispensers will be made available in public places throughout the campus.
3. CDC recommends that people talk with their health care provider to find out if they should be vaccinated for seasonal flu or H1N1 flu.
4. AULA's health plan covers the seasonal flu and H1N1 influenza vaccinations and encourages all employees to visit their doctor or local health clinic to receive these vaccines as appropriate. A list of local health clinics offering these vaccines is available on the CDC website, and on the LA County website.
5. Employees and students **should stay home** if they have a fever greater than 100.4 degrees Fahrenheit (38° C), combined with one or more of the following symptoms:
  - Cough
  - Sore throat
  - Runny or stuffy nose
  - Body aches
  - Headache
  - Chills
  - Fatigue

- Diarrhea and/or
- Vomiting

**Employees and students should not return to campus until at least 24 hours after they are free of fever without the use of fever reducing medicines.**

6. Employees with special risk factors (<http://www.flu.gov/professional/school/higheredguidance.html>) are encouraged to self-identify to the Human Resources Office. As recommended by the CDC, AULA will support “social distancing” strategies (alternative work areas away from others) for those individuals, whenever possible.

#### **IV. Human Resource and Academic Policies**

##### **1. HR Policies and Procedures**

- Employees and students who become sick with flu or flu-like symptoms **should stay home and not return to campus until at least 24 hours after they are free of fever without the use of fever reducing medicines**
- Part-time hourly employees, who do not have paid sick time, will be permitted to make up work hours lost because of flu, if possible.
- Regular, benefitted employees will be expected to use accrued sick time for flu-related time off. In the event that an employee does not have enough time to cover such an absence, employees should contact Human Resources to discuss possible ways to make up for lost time and pay. Whenever possible, the university will be flexible and accommodating to ensure that all employees are able to stay home when ill to avoid the spread of illness in the workplace.
- Every campus department or office will identify essential functions and develop a contingency plan for addressing them under conditions of high absenteeism.
- Temporary or back-up employees will be used as appropriate.

##### **2. Academic Policies and Procedures**

- Academic departments will review attendance policies to create appropriate flexibility and communicate this information to students.
- Academic departments will determine what special course-based or departmental policies may be needed, such as allowing extended periods for students to make up work during the quarter.
- Academic departments will determine how faculty absences will be covered and will communicate this information to students.

- Faculty members will report flu-related student absenteeism to the chair of their appropriate department.

## **V. Enhanced Housekeeping Practices**

1. Sufficient hygienic supplies (hand sanitizer, tissues, receptacles) will be provided on campus.
2. Enhanced cleaning schedules for high-touch surfaces will be followed during the flu season (i.e. bathrooms, doorknobs, copy machines, conference room tables, counters, hand railings).

## **VI. Monitor Campus Closely**

A Flu Preparedness Plan coordinator has been appointed to monitor the situation and collect information. All information related to levels of flu absenteeism and related conditions in AULA populations will be consolidated by the coordinator, and reported to the President's Team on a regular basis.

1. Information regarding flu-related student absences should be reported to the appropriate department chair.
  - a. The department chair will facilitate appropriate handling of student academic concerns, if any, and
  - b. The department chair will report to the occurrence to the office of the VPAA and Provost.
2. Information regarding flu-related employee (staff, faculty) absences should be reported to Robert Stapp, Director of Human Resources.

## **VII. Decision Making**

- All decisions to close the campus, individual departments and programs, or to cancel campus events will be made by the president.
- Individual departments or other employees do not have the authority to make closure decisions unless officially designated to do so by the campus president.
- In the case of a faculty member who is ill with the flu, as in other situations involving faculty illness, he or she may cancel class after following departmental procedures for notification.
- In most instances, the decision to close the campus will follow the CDC Guidance or guidance provided by the Los Angeles Department of Health and Human Services.
- In addition to CDC or LA-HHS guidance, other conditions to be considered in closure decisions will include: disease severity, levels of absenteeism, and prevalence of regional institutional closings.