

NORTHWESTERN STATE UNIVERSITY

# PANDEMIC/INFECTIOUS DISEASE PLAN

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Emergency Preparedness

8/6/2009

**Northwestern State University**  
**Pandemic/Infectious Disease Response Plan**  
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# **Northwestern State University**

## **Pandemic/Infectious Disease Response Levels**

**Level 1: suspected or confirmed case(s) of human-to-human transmission of pandemic disease**

**Level 2: suspected or confirmed case(s) of human-to-human transmission of pandemic disease in the United States**

**Level 3: suspected or confirmed case(s) of human-to-human transmission of pandemic disease is found in the State of Louisiana**

**Level 4: confirmed case(s) of human-to-human transmission of pandemic disease is found on the Northwestern State University campus**

**Level 5: Recovery Operations**

*Please note these levels do not correspond to the levels set forth by the World Health Organization (WHO) or the Centers for Disease Control (CDC).*

**NORTHWESTERN STATE UNIVERSITY**  
**PANDEMIC/INFECTIOUS DISEASE RESPONSE PLAN**  
**OBJECTIVES AND RESPONSIBILITIES**

**Introduction:**

The following document is a pandemic illness plan for Northwestern State University; this is not static as conditions may change on or off campus. The purpose of this document is to provide guidance to University employees, on the proper procedure for implementing a response to any pandemic communicable illness.

**Objectives:**

- To educate and inform university staff, faculty, and community,
- Implement prevention and safe practices by all on campus,
- Provide care to infected individuals with resources available,
- Take all precautionary measures to prevent the spread,
- Return to normal campus operations when the threat is over.

**Responsibilities:**

- To provide and distribute educational information,
- Maintain contact with the Centers for Disease Control (CDC), and the Office of Public Health (OPH)
- Follow CDC and OPH guidelines,
- Secure supplies and resources needed for prevention and response,
- Provide for temporary housing and food services for infected students,
- Close the university if required,
- Maintain basic academic structures.

	Level 1	Level 2	Level 3	Level 4	Level 5
<b>PRESIDENT'S OFFICE</b>  <b>Dr. Randall Webb</b>	Receive information updates from Pandemic/Infectious Disease Coordinator.	Keep informed of recommendations by the Pandemic/Infectious Disease Committee and the UL System Board.	Continue level 1 & 2.  Monitor the situation and campus activities.  Make final decisions with Cabinet regarding media releases, and possibly limiting campus activities.	Authorize suspension of classes or possible university closure.  Consult with the UL Systems Board, and the LA Commissioner of Adm.  Make final decisions with Cabinet regarding media releases and possible campus closure.	Guide the recovery operation following OPH guidelines.
<b>CABINET MEMBERS</b>  <b>Dr. Lisa Abney</b> <b>Dr. Marcus Jones</b> <b>Dr. Carl Jones</b> <b>Dr. Darlene Williams</b> <b>Mr. Jerry Peirce</b>	Receive information from the Pandemic/Infectious Disease Coordinator.	Assist the President on recommendations by the Pandemic/Infectious Disease Committee and the UL Systems Board.  Review Faculty/Staff and Student travel; determine if such travel poses a threat	Continue Levels 1 & 2.  Monitor social and extracurricular activities for possible limitations..  Identify essential services and staffing in the event of campus closure.	Continue Level 3.  Assist with possible University closure.  Notify Faculty to utilize blackboard for continued class work.	Guide the recovery following OPH guidelines.
<b>EMERGENCY MANAGEMENT TEAM INCIDENT COMMANDER</b>  <b>Mr. Robert Crew</b>	Receive information from the Pandemic/Infectious Disease Coordinator.  Inform President and Cabinet of the situation.	Continue level 1.  Serve as liaison between President, cabinet, and Emergency Preparedness Coordinator, Pandemic/Infectious Disease Committee.	Continue 1 & 2.	Continue 1 & 2.	Continue 1 & 2.
<b>PANDEMIC/INFECTIOUS DISEASE RESPONSE COMMITTEE</b>	Receive updates from University Health Services & Emergency Preparedness Coordinator.  Meet each semester to review/update plan.	Continue monitoring.  Conduct meetings as necessary.  Update University President and Cabinet.	Continue level 2.  Prepare for possible level 4.	Committee will meet as needed.  Continue levels 2 & 3.	Guide the recovery following OPH guidelines.

	Level 1	Level 2	Level 3	Level 4	Level 5
<b>EMERGENCY PREPAREDNESS COORDINATOR</b>  <b>Chris Sampite</b>	Assist UHS with education efforts.  Monitor updates from CDC & WHO.  Update NSU Elementary Lab School.  Update NSU Middle Lab School.  Update Magnet School.  Monitor costs related to response activities.	Continue Level 1. Compile list of needed supplies.  Provide cost estimate for securing supplies.  Alert custodial services of CDC cleaning guidelines.  Identify building ventilation systems in areas of possible quarantine, isolation, or temporary housing.	Continue levels 1 & 2. Prepare to distribute required personal protective equipment (PPE).  Communicate with custodial staff regarding cleaning of campus buildings according to CDC guidelines and/or recommendations.  Assist with preparations for Mass Immunization per state or CDC mandates.	Continue levels 1, 2, & 3.  Assist with possible university closure.  Provide essential personnel with required personal protective equipment (PPE) as resources permit.  Increase custodial services for high risk areas.  Assist with coordination of Mass Immunization process per state and/or CDC mandates.	Assist in recovery operations.  Coordinate waste removal services through Natchitoches Regional Medical Center.
<b>DEAN OF STUDENTS</b>  <b>Dr. Chris Maggio</b>	Monitor situation.  Assist the Director of Health Services.	Continue level 1.	Continue level 2.  Assist with preparations for Mass Immunization per state or CDC mandates.  Prepare for level 4.	Continue level 2.  Assist with coordination of Mass Immunization process per state and/or CDC mandates.	Continue level 2.  Assist with recovery efforts.
<b>STUDENT SERVICES</b>  <b>Ms. Frances Conine</b>	Monitor situation.  Assist the Director of Health Services.	Continue level 1.	Continue level 2.  Prepare for level 4.	Continue level 2.  Assist with coordination of state and/or CDC mandates.	Continue level 2.  Assist with recovery efforts.
<b>COUNSELING</b>  <b>Ms. Rebecca Boone</b>	Monitor the situation.	Encourage clients to follow UHS requirements.	Continue to follow level 2.  Provide information regarding anxiety, etc.  Prepare for crisis referral and emotional support.	Continue levels 2 & 3.  Implement crisis referral and emotional support as needed.	Assist with readjustment, for those affected.

	Level 1	Level 2	Level 3	Level 4	Level 5
<b>HEALTH SERVICES</b>  <b>Ms. Stephanie Campbell</b>	Education efforts.  Contact OPH.  Monitor ACHA, WHO and CDC websites for situation updates.  Function as NSU liaison for outside health organizations and LSMSA.  Maintain communication with contracted physicians.	Continue level 1.  Follow CDC guidelines.  Conduct respiratory precautions per CDC recommendations.	Continue Level 2.  Continue CDC recommendations.  Refer suspected cases for further treatment.  Prepare for mass distribution of vaccines and/or medications as directed by the CDC & OPH.	Continue levels 2 & 3.  Identify contacts of confirmed case.  Collaborate with OPH, and follow CDC guidelines.  Inform Pandemic/Infectious Disease Coordinator of case(s)/student(s) status.	Continue previous levels.  Follow up with known cases.  Release information on health promotion and self care.
<b>UNIVERSITY POLICE</b>  <b>Rickie Williams</b> <b>Donald Rachal</b>	Monitor the situation.	Stay informed and monitor recommendations from Pandemic/Infectious Disease Response Committee.	Continue level 2.  Distribute required PPE to essential personnel as resources permit..	Continue level 3.  Assist with possible university closure and secure campus.  Assist with security of affected area.	Assist with recovery
<b>EXTERNAL AFFAIRS</b>  <b>Jerry Pierce</b>	Consult with President, Pandemic/Infectious Disease Committee, and Director of Health Services regarding media releases.	Communicate with all NSU constituents the university's awareness of the potential pandemic and the university's preparedness to respond to a potential pandemic. .	Communicate the facts of the situation to the university's constituents in a timely manner.  Communicate the university's preparedness and intended response.	Communicate the facts of the situation to the university's constituents in a timely manner.  Communicate the university's preparedness and ongoing response efforts.	Continue Level 4.
<b>NSU NEWS</b>  <b>David West</b>	Consult with the Vice President for External Affairs regarding media releases.	Communicate with all NSU constituents the university's awareness of the potential pandemic and the university's preparedness to respond to a potential pandemic. .	Communicate the university's preparedness and intended response.	Communicate the university's preparedness and ongoing response efforts.	Continue Level 4.

	Level 1	Level 2	Level 3	Level 4	Level 5
<b>PHYSICAL PLANT</b>  <b>Chuck Bourg</b>	Monitor the situation.	Identify essential buildings to remain open.  Continue to monitor situation.	Continue level 2.  Prepare non-essential buildings to be secured.  Notify outside contractors to prepare to vacate campus.	Continue levels 2 & 3.  Identify essential personnel and alert to report to work if University is closed.  Ensure essential plant services on campus.	Conduct building inspections as needed.  Ensure all facilities are thoroughly cleaned per CDC guidelines and/or recommendations.
<b>ACADEMICS</b>  <b>Dr. Steve Horton</b> <b>Dr. Tara Gallien</b>	Monitor the situation.	Continue level 1.  Update the Vice-President of Academic Affairs	Continue level 1 & 2.  Assist Vice-President of Academic Affairs in informing faculty of policies regarding alternative teaching of courses in the event of university closure.	Continue level 1 & 2.  Assist with informing faculty and students on measures to complete coursework.	Assist Vice-President of Academic Affairs with informing faculty of reopening.
<b>ENVIRONMENTAL HEALTH AND SAFETY OFFICER</b>  <b>Ms. Tammie Pezant</b>	Consult with Health Services director regarding updates from WHO and CDC.	Continue level 1.	Continue level 1.  Prepare to activate Purple Alert, if indicated.	Continue level 3.  Activate Purple Alert, if indicated.	Assist with recovery as needed.
<b>INFORMATION SYSTEMS</b>  <b>Tracy Brown</b>	Monitor the situation.  Consult with Health Services director for situation updates and with External Affairs for information releases.  Assist with electronic educational efforts.	Continue level 1.	Continue level 1.  Prepare for possible closures.	Provide technological support to faculty, staff, and students in the event of a university closure.	Continue level 1.  Provide technological support of campus reopening.
<b>LSMSA</b>  <b>Mary Teekell</b>	Monitor the situation.  Provide information to Pandemic/Infectious Disease Coordinator regarding their campus.  Initiate LSMSA policy and procedure.	Continue level 1.  Update Health Services director regarding identified cases .	Continue level 1 & 2.	Continue level 1, 2 & 3.  Notify Emergency Preparedness Coordinator of possible or actual building closures.	Continue level 1.

	Level 1	Level 2	Level 3	Level 4	Level 5
<b>AUXILIARY SERVICES</b>  <b>Jennifer Kelly</b>	<p>Monitor the situation.</p> <p>Update CLV , Sodexho, and other auxiliary services on the situation.</p> <p>Assist CLV and Sodexho as needed.</p>	<p>Continue level 1.</p>	<p>Continue level 1.</p>	<p>Continue level 1.</p>	<p>Continue level 1.</p>
<b>CAMPUS LIVING VILLAGES</b>  <b>Stephanie Dyjack</b>	<p>Monitor the situation.</p>	<p>Continue level 1.</p> <p>Provide educational materials and information resources to residents as provided by Health Services.</p> <p>Continue to maintain cleaning standards and procedures in all residential facilities.</p> <p>Monitor employee health and report to Auxiliary Services and Health Services.</p> <p>Enforce sick policy per CDC guideline.</p>	<p>Continue levels 1 &amp;2.</p> <p>Meet with Residence Life Staff to advise them of situation, including possible and/or anticipated closure(s), and to review closure and re-opening procedures.</p> <p>Schedule meetings with residents to advise them of situation, including possible residential and/or campus closure(s).</p> <p>Suspend visitation and guest policies and activities.</p> <p>Review scheduled residentially based programs/activities and advise planner(s) of possible need to reschedule and/or cancel.</p> <p>Be prepared to respond to inquiries from residents and parents.</p>	<p>Continue to monitor situation.</p> <p>Assist with transfer arrangements of affected residents.</p> <p>As directed by the President, close residence halls and student apartments.</p> <p>Activate communication procedures with any Residence Life Staff who leave campus.</p> <p>Advise external program/activity facilitators of closures .</p> <p>Continue cleaning procedures in residential facilities according to CDC guidelines and/or recommendations.</p> <p>Respond to inquiries from residents and parents.</p>	<p>Continue to monitor situation.</p> <p>Ensure all facilities are thoroughly cleaned per CDC guidelines and/or recommendations.</p> <p>Notify Residence Life Staff of facility re-opening date (s).</p> <p>Notify residents of facility re-opening date(s).</p> <p>Implement check-in procedures for returning residents.</p> <p>Respond to inquiries from residents and parents.</p>

	Level 1	Level 2	Level 3	Level 4	Level 5
<b>SODEXHO</b>  <b>Charles Leer</b>	<p>Monitor the situation.</p>	<p>Continue to monitor situation.</p> <p>Communicate with employees regarding heightened hygiene and preparation information.</p> <p>Monitor employee health and report to Auxiliary Services and Health Services.</p> <p>Enforce sick policy per CDC guideline.</p> <p>Provide educational materials and information resources to students as provided by Health Services.</p>	<p>Continue to monitor situation.</p> <p>Continue 1 &amp; 2.</p> <p>Prepare to provide meals for affected students.</p> <p>Review procedures and communications to be implemented in the event of campus closure.</p> <p>Ensure adequate food and supplies are on hand in the event of a campus closure.</p>	<p>Continue to monitor situation.</p> <p>Continue 1, 2 &amp; 3.</p> <p>Close dining facilities in coordination with announced campus closure.</p> <p>Prepare and deliver meals to affected students.</p>	<p>Continue to monitor situation.</p> <p>Ensure all facilities are thoroughly cleaned according to guidelines and/or recommendations.</p> <p>Notify employees of dining facilities re-opening date (s).</p>
<b>SGA PRESIDENT</b>  <b>Kayla Wingfield</b>	<p>Functions as liaison between students and Pandemic/Infectious Disease Committee.</p> <p>Relays student needs and perspective to committee.</p>	<p>Continue level 1</p>	<p>Continue level 1</p>	<p>Continue level 1</p>	<p>Continue level 1</p>
<b>ATHLETICS</b>  <b>Ed Evans</b>	<p>Monitor the situation.</p> <p>Educate athletes on infection control measures as provided by Health Services.</p> <p>Follow CDC &amp; OPH guidelines on disinfection of equipment.</p>	<p>Continue level 1.</p> <p>Provide updates to Athletic Administration.</p>	<p>Continue level 1 &amp; 2.</p> <p>Prepare for limitation or suspension of athletic activities.</p> <p>Prepare for university closure.</p>	<p>Continue 1, 2, &amp; 3..</p> <p>Activate closure procedures as directed by the cabinet.</p>	<p>Continue level 1, 2 &amp; 3.</p> <p>Activate reopening procedures.</p>

	Level 1	Level 2	Level 3	Level 4	Level 5
<b>HUMAN RESOURCES</b>  <b>Cecil Knotts</b>	Review personnel Leave policies.	Assist with distribution of information on emergency leave policy.	Inform employees of options and shut down policy.  Continue level 2.	Maintain employee systems remotely.  Continue levels 2&3.	Assist as needed with leave and benefits plan.  Implement return to work policy.
<b>SHREVEPORT CAMPUS</b>  <b>Gil Gilson</b>	Monitor the situation.  Provide information to Pandemic/Infectious Disease Coordinator regarding Shreveport campus.  Initiate satellite campus Cabinet approved policy and procedure.	Continue level 1.	Continue level 1.	Continue level 1.	Continue level 1.
<b>LEESVILLE CAMPUS</b>  <b>Joseph Pope</b>	Monitor the situation.  Provide information to Pandemic/Infectious Disease Coordinator regarding Leesville campus.  Initiate satellite campus Cabinet approved policy and procedure.	Continue level 1.	Continue level 1.	Continue level 1.	Continue level 1.
<b>ALEXANDRIA CAMPUS</b>  <b>Marsha Zulick</b>	Monitor the situation.  Provide information to Pandemic/Infectious Disease Coordinator regarding Alexandria campus.  Initiate satellite campus Cabinet approved policy and procedure.	Continue level 1.	Continue level 1.	Continue level 1.	Continue level 1.

# **Northwestern State University**

## **Pandemic/Infectious Disease Policy and Procedure**

### **I. Prevention**

**A. Purpose is to educate students, parents, faculty, and staff on:**

- 1. Infectious diseases**
- 2. Availability of the vaccines**
- 3. Maintaining healthy lifestyle habits.**

**B. Procedure:**

**1. General Student body:**

- a) Information on NSU, Health Services, and Emergency Preparedness website,**
- b) Information pop up at student login until read and verified that information was received,**
- c) Printed educational information in restrooms,**
- d) Educational forums**
- e) Informational emails on student messenger**

**2. Faculty and staff:**

- a) Information on NSU, Health Services, and Emergency Preparedness website,**
- b) Informational emails on messenger**
- c) Information at fall semester Faculty Institute**

## **II. Outbreak**

### **A. Policy**

- 1. To identify initial signs and manifestations,**
- 2. To identify contacts who may be at high risk for developing an infection (potential secondary cases),**
- 3. To refer the contacts to their primary care physician for an assessment and offer immunization if and when it is available in coordination with the State of Louisiana Regional Office of Public Health and according to recommendations from the CDC.**
- 4. To establish disease control,**
  - a) To provide general information on infectious diseases, signs and symptoms, lifestyle behaviors that may increase the chance of contracting the disease, and treatment options, so as to encourage medical evaluation or reassurance,**
  - b.) To implement an emergency response plan that includes the possibility of canceling classes for a period of time, setting up distance learning programs, and campus closure,**
  - c.) To inform faculty, staff, and students of the current situation,**
  - d.) To provide an opportunity to answer questions.**
- 5. To be prepared for additional cases in collaboration with the Regional Office of Public Health,**

### **B. Procedure I – General Management of suspected or diagnosed case of infectious disease:**

- 1. The Pandemic/Infectious Disease Chairman is informed that a student has possibly contracted an infectious disease.**
- 2. The Chairman will notify the Pandemic/Infectious Disease Committee to inform them that a student has possibly contracted an infectious disease.**
- 3. The Emergency Management Team Incident Commander notifies the President that a student has possibly contracted an infectious disease.**
- 4. Health Services: initial actions/decisions to be made**

- a) Contact the Regional Office of Public Health at 357-3132,
- b) Contact Dr. Long and Dr. Mayeux, NSU contracted physicians, at 354-9348,
- c) Inform the Natchitoches Regional Medical Center of the case to create awareness in the community,
- d) Initiate documentation on the working list of possible contacts by recording the following:

- (i)Date

- (ii)Contacted by

- (iii)Name and index case

- e) List index case activities for the past five to seven days to provide the base of discovering possible contacts,
- f) Considers briefing a representative from the group to help identify other at risk individuals and refer for assessment (ex. athletics, clubs, etc.),
- g) Continues to develop a list of possible contacts,
- h) Gives each contact general information on the disease,
- i) Discusses at risk status:
  - (i) An at risk person is one who has had intimate contact or has spent an extended period of time in the same household-like setting,
  - (ii) Intimate contact includes sharing of oral secretions, such as kissing, sharing drinks, food, utensils, any type of cigarettes, or any object that was in someone else's mouth,
  - (iii) Other at risk persons are those designated by the CDC, OPH, or the ACIP
- k) Completes and sends a Working List of Possible Contacts to the Office of Public Health or contracted physician's office.

**l) Unless the Regional Office of Public Health advises differently, there is no need to close the campus or cancel classes.**

**5. Director of Housing:**

- a) Informed of the current situation,**
- b) Informed how to handle inquiries during an outbreak,**
- c) Provides educational materials and information resources to residents,**
- d) Prepare for possible activation of closure and re-opening procedures,**
- e) Assist with transfer arrangements of affected residents,**
- f) Is informed of the importance of timely referrals for evaluation,**
- g) Manages clean up if the index case is a resident of Campus Living Communities using Occupational Safety and Health Administration (OSHA) approved personal protective equipment to remove potentially contaminated material from the room and to disinfect and clean the room.**

**6. Counselor:**

- a) Handles inquires coming to counseling office,**
- b) Understands the importance of timely referrals for evaluation,**
- c) Is prepared to provide psychological support to students if needed.**

**7. University Police**

- a) Is informed with facts about the disease and management,**
- b) Is informed of the current situation.**
- c) Prepares all other university security officers:**
  - 1) To handle any inquiry that comes through their office,**
  - 2) To understand the importance of timely referrals for evaluation,**
  - 3) To be prepared to assist throughout the process.**

**8. Environmental Health and Safety Director**

- a) Activates Purple Alert, if applicable

**9. Emergency Preparedness Coordinator**

- a) Coordinates with Campus News Director to disseminate information related to the infectious disease to faculty, staff, students, and parents.
- b) Informs faculty and staff how to handle inquiries.
- c) Works with IT on mass email and other means of informing the campus community.

**10. Information Technology**

- a) Works with the Director of IT to release a mass e-mail to the students and faculty regarding the current situation,
- b) Releases information on the infectious disease on the university's web page. This should include a description of the disease, signs and symptoms, definition of risk status, importance of seeking a clinical assessment if high risk, treatment, and information on how to reduce the risk of contracting the infectious disease as approved by the Director of Health Services,
- c) Establishes a list of frequently asked questions on the web.

**11. Public Relations Director and News Director**

- a) Is informed of the disease and management,
- b) Is informed of the current situation,
- c) Consults with the legal counsel to determine what information can be released,
- d) Works with safety director and IT to prepare and release campus wide information using e-mail, inter-departmental mail, and the web.

**C. Procedure II – Management of At Risk Students**

- 1. The possible at risk student:

- a) Will be given general information on the infectious disease,
- b) Will be given documents to complete including:
  - 1) Personal Data: Name, address, ID, local phone number, age, date of birth, date, emergency contact and phone number
  - 2) Questionnaire: Provide the name of the index case, and answer yes or no to the following statements:
    - (a) I am a household contact to the index case.
    - (b) I had intimate contact with index case. If yes, provide date.
    - (c) I have been exposed to the index case's oral secretions.

2. The University staff working under the guidance of the Regional Office of Public Health will complete an assessment, documenting symptoms, reviewing the questionnaire, and providing information on the disease and medication, making referrals as needed, and documenting.

**D. Procedure III: Mass Immunization declared by Public Health proposed plan: (If a vaccine is available for the infectious disease)**

- 1. Health Services will receive information from OPH on the situation, the core risk group to be vaccinated, and the roles and responsibilities of faculty/staff assisting with mass immunization.
  - a) Makes schedule,
  - b) Assigns positions and stations
    - (a) Check in area
    - (b) Distribution of consents area
    - (c) Completing of consents area
    - (d) Medical Screening
    - (e) Medical Clearance
    - (f) Administration of vaccine by nursing students per agreement with Ruth

**Rachal**

**(g) Counseling area, as needed**

**(h) Emergency medical personnel area, if available**

**(i) Waiting area**

**2. Health Services coordinates all necessary equipment**

**a) Vaccine: Ordering and arranging pick up and delivery**

**b) Syringes and needles, swabs, dry gauze, band-aids, gloves, and biohazard equipment for needles**

**c) General information on the infectious disease**

**d) Consent sheets**

**e) Pens**

**f) Biohazard containers**

**g) Signs to identify stations**

**3. The Dean of Students and/or Emergency Preparedness Coordinator will:**

**a) Approves and secures location for mass immunization and/or treatment**

**1) Primary location Prather Coliseum,**

**2) Designate area for check-in, vaccination, & waiting period,**

**3) Secure needed chairs, tables, and trash cans,**

**4) Computer accessibility, if needed**

**4. The Public Relations Director and News Director**

**a) Prepares news release throughout the vaccination program**

**b) Informs the media of guidelines from OPH for interviews, photography, and videography.**

**c) Identify which members of faculty/staff assigned as spokespersons prior to and during the vaccination program (Under approval of the President).**

**d) Answers emails and phone calls**

**5. Information Technology**

**a) Updates the web page with vaccination program information**

**6. Counselor- provides counseling for any sensitive issues**

**7. University Police – provides support throughout the event**

**9. Environmental Health and Safety- works with Public Relations, News Director and IT to maintain current webpage information**

**D. Procedure IV:**

**1. The student, faculty, staff, or other**

**a) Checks in the registration area**

**b) Receives information sheets and consent**

**c) Reads information**

**d) Completes questionnaire**

**e) Signs the consent**

**f) Reports to Nurse I area**

**1. Nurse I**

**e) Review VIS with student**

**f) Allow the student to ask questions**

**g) Review questionnaire**

**h) Document temperature**

**e) Refer for medical clearance, if necessary,**

**f) Confirm the consent has been signed**

**g) Refer to inoculation line, Nurse II**

**2. Nurse II**

**f) Cleanse students arm**

**g) Confirm no allergies or contraindications for vaccine administration**

**h) Inoculate according to CDC requirements**

**i) Apply dry gauze then band-aid to injection site**

**j) Direct student to waiting area for 20 minutes**

Online Instruction of Students: Northwestern has the ability to continue instruction of isolated students affected by the H1N1 virus utilizing Blackboard. The University is a leader in distance education.

All classes, distance and face-to-face, currently use Blackboard.

Professors and instructors are prepared to instruct from any location utilizing Blackboard if the need arises.

Campus Closure Procedures: Level 3 of the Pandemic/Infectious Disease Response Plan addresses preparations for campus closure. Level 4 deals with actual closure, including but not limited to: (1) Following the CDC guidelines and recommendations for school closure; (2) Collaboration with the local Office of Public Health; (3) Blackboard utilization for continued class work; (4) Personal protective equipment as needed; (5) Increased custodial services; (6) Coordination of situation alerts and communications; (7) Assistance for international students with housing, meals, etc.; (8) Notification of outside entities of campus closure; (9) Review and adjustment of personnel leave policies; and (10) Communication with satellite campuses.

Immunization of the Campus Community: Northwestern has a fully executed Memorandum of Agreement (with the Louisiana Department of Health and Hospitals, Office of Public Health, Center for Community Preparedness, Emergency Preparedness and Response, Strategic National Stockpile) to administer vaccines and/or medications, provided by the state, to all employees, employee families, and students in response to a specific threat incident. The University has provided contact information to Ruben Tapia of the State Immunization Office and is awaiting notification of an active website to register for receipt of the H1N1 vaccine. One component of the Pandemic/Infectious Disease Response Plan is mass immunization of the campus community.