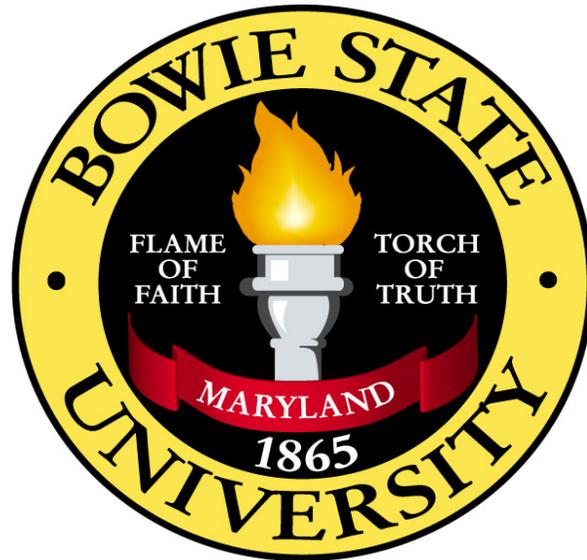


BOWIE STATE UNIVERSITY



Avian Flu Pandemic Plan

This report is subject to change as the campus planning process continues.

August 11, 2006 (Revised March 2008)

Table of Contents

INTRODUCTION.....	4
The Pandemic Threat.....	4
Assumptions Underlying the Avian Flu Pandemic Plan of Action.....	6
Areas of Bowie State Response.....	7
Communications.....	8
Academic Programs.....	8
Wellness Center.....	9
Administrative Services.....	9
Admissions & Enrollment;.....	9
University Relations and Marketing.....	9
Residence Life.....	9
Transportation.....	9
Avian Flu Phases.....	10
Pre-Level 1: Pre-planning prior to efficient human to human transmission	10-16
Level 1: First cases of efficient human to human transmission internationally – Campus open, business as usual, enhance planning.....	16-19
Level 2: First verified case in North America AND one or more triggering events listed below.....	19-22
Level 3: Within 1-5 days of declaring Level 2 AND depending on national and local conditions – All University residence halls will close; thereafter, as soon as practicable, most administrative offices and academic buildings will close	22-25
Level 4: As soon as practicable following Level 3 – Campus closed; declared emergency condition; evacuation of campus; all facilities closed except skeletal; services for emergencies, temporary emergency housing for students with extreme hardships and access to campus close.....	25-28
Recovery Level: Recovery stage once pandemic is under control – Campus poised to re-open.....	28-30

PRE-LEVEL 1.....	11
Communications.....	12
Academic Programs.....	13
Wellness Center.....	13
Residence Life.....	14
Administrative Services (Human Resources, Financial Services).....	14
University Relations & Marketing.....	15
Facilities Management.....	16
 LEVEL 1.....	 16
Communications.....	16
Academic Program.....	17
Wellness Center.....	17
Sodexo Food Service.....	17
Counseling Services.....	18
Administrative Services.....	18
University Relations & Marketing.....	18
Facilities Management.....	19
 LEVEL 2.....	 19
Communications.....	20
Academic Programs.....	21
Wellness Center.....	21
Counseling Services.....	21
Residence Life.....	21
Administrative Services.....	21
 LEVEL 3.....	 22
Communications.....	22
Academic Programs.....	23
Wellness Center.....	23
Counseling Services.....	24
Residence Life.....	24
Administrative Services.....	25

LEVEL 4.....	25
Communications.....	25
Academic Program.....	26
Wellness Center.....	26
Counseling Services.....	26
Sodexo Food Service.....	26
Residence Life/Facilities Management.....	27
Student Affairs Department.....	27
Administrative Services.....	27
Facilities Management.....	27
Housekeeping/Environmental Services.....	27
RECOVERY.....	28-30
List of Appendices.....	31

INTRODUCTION

Pandemic otherwise defined as worldwide outbreak of a new influenza virus, could cause overwhelming health and medical incapacitations to local, state, national and international systems. As public health studies and news reports indicate, pandemic outbreak could potentially result in hundreds of thousands of deaths, millions of hospitalizations, and hundreds of billions of dollars in direct and indirect costs. The impact of such outbreak will no doubt be felt on the campus of Bowie State University and other institutions across the United States. This summary statement will provide an overview of Bowie State University’s plan and response programs coupled with various activities to fight against a wide range of campus impact.

The Pandemic Threat

Pandemics according to health professionals occur when a new virus capable of infecting or that can be efficiently transmitted between humans emerge. Studies have proved animals to be most likely carriers or reservoir for the occurrences of new viruses including avian viruses which has played a key role in the outbreak of the last three influenza pandemics. The current pandemic threat resulted from unprecedented outbreak of avian influenza in Asia and Europe, caused by the H5N1 strain of the Influenza.

Where as the Avian Flu virus has not been proved currently to be easily transmissible, the spread of early pandemic influenzas and the outbreak of SARS in Asia during the 20th Century shows how large an impact the spread of infectious, and sometimes fatal, viruses can have on populations. The high rate of mortality with the recent Avian Flu virus serves

to address the urgent need in making adequate planning and preparation for the next influenza outbreak.

In Keeping with the Guidance for Colleges and Universities as indicated within the Implementation Plan for the National Strategy for Pandemic Influenza, Bowie State University Avian Flu Plan addresses different outbreak scenarios which include different levels of severity of the virus and rates of transmission. In a most severe scenario of the Avian Flu Pandemic, Bowie State University may need to suspend the academic program and close the University until the virus subsides.

In view of an outbreak of Avian Flu Pandemic and considering the extent of its spread nationally and within Bowie State University, it is assumed that our campus cannot be maintained during the period that the pandemic lasts without putting the University community (students, faculty, administrators and staff) in harms way. Different health organizations including the United States health agencies recommended various steps such as social distancing, minimizing public assemblies, proper cough/sneeze etiquette, increased hand washing, and other proper hygiene actions, in order to slow the pace and spread of the virus. Regardless of how the campaign of avoiding the spread of the virus in a pandemic situation, more especially, in an academic institution such as Bowie State University, it is obvious that some students will feel uncomfortable sitting in classes fearing for their own health. As a state institution, Bowie State University may be mandated by the state or federal authorities to close the campus. **There is also the potential of the University being used to support the public health system by housing local residents who may be ill.** The suspension of all classes and the subsequent closure of all residence halls on the campus of Bowie State University will be disruptive to the campus community most importantly to the cohort of students who wish to obtain their degrees in a timely manner. However, the Bowie State University Avian Flu Pandemic Plan must share information and details that will protect students, faculty, administrators and staff (campus community).

The decision to close the University during a Pandemic outbreak will be made by the University President and his/her cabinet. This decision will occur after the first verified case of the outbreak of the virus is discovered in North America and be based upon a combination of the following decision criteria:

1. World Health Organization declaration of Phase 6 – Pandemic period: Increased and sustained transmission in the general U.S. population.
2. Confirmation of a high rate of infectivity, morbidity (rate of infection) and or mortality (death rate).
3. Rate/speed of disease spreading.
4. Local public health recommendations to curtail/cancel public activities in the county or state.
5. Falling class attendance, students leaving campus.
6. Rising employee absenteeism.
7. Other regional schools/school systems closing.
8. Transportation systems closing/curtailing interstate travel and

9. Cases in the local Mid-Atlantic area occurring early versus late in the overall U.S. experience with the unfolding pandemic.

During the Pandemic outbreak when classes and all institutional businesses are suspended, most campus academic, administrative, and support operations will be closed. Minimal utilities will be supplied to buildings, but all routine, normal daily housekeeping and maintenance activities will cease until the campus is reopened. Buildings will be secured in a way to prevent re-entry by all but approved essential staff. Most research programs on campus and other pertinent University support services that depend on campus facilities will also be suspended. Security will be heightened such that campus police, safety and other facilities staff and other essential employees will be required to maintain safe, secure and hazard-free buildings. The Police staff and a handful of the essential employee on campus will maintain absolute care to minimize exposure to others who may be carrying the virus.

Assumptions Underlying the Avian Flu Pandemic Plan of Action

1. Bowie State University's response to the Avian Flu Pandemic will be managed by the Director of BSU Wellness Center. During the Pandemic outbreak period, the Director and his/her team of health professionals on campus and other designated volunteers will meet on a daily basis to define and determine steps to follow in combating the outbreak. A location on campus will be determined where the Director's staff will meet daily to communicate outcomes to people.
2. The Bowie State University Director of Wellness Center will monitor all available information from local, state and national health institutions through the internet and other available information sources. The Director will serve as the primary contact person with the Maryland Department of Health and Mental Hygiene (DHMH), Centers for Disease Control (CDC), World Health Organization (WHO), and the Prince George's County health officials. The Bowie State University Chief of Public Safety and Chief of Police will maintain contact and coordinate with the local, state, and federal law enforcement agencies.
3. An Avian Flu Pandemic outbreak could interrupt normal University business for several weeks and even months depending on the severity of the outbreak.
4. Bowie State University through the leadership and direction of the Wellness Center Director and staff will recommend and implement social distancing measures and evacuate students and employees, but it may also need to maintain some systems to support continued infirmary operations on campus, minimal student housing, and selected research activities.
5. The University has existing communications resources such as BSU-TV Comcast Cable Channel 74, WBSU AM Radio, telephone communications and the BEES campus communication system has the capability of

transmitting text messages to all students, faculty, administrators and staff cell-phones and their respective e-mail addresses. All these communication links will be mobilized for expeditious response in the event of an Avian Flu Pandemic emergency.

6. Bowie State University essential employees may need to work from either remote or campus locations to maintain services. Efforts will be made through proper communications and health education from the office of the Director of Campus Wellness Center to limit exposure of essential employees to the virus. Wellness Center staff may be requested by the recommendation of the Director to work multiple shifts and critical staff such as OIT and campus police/security may need to be on campus to service critical campus systems.
7. The Director of the Wellness Center will put in place back up options for essential staff in his/her office should some of them become ill or have pressing domestic responsibilities at home such as caring for a loved one, the closing of public schools, quarantines, and other domestic issues.
8. Bowie State University will provide detailed information to the surrounding community, governing bodies, elected officials, University affiliated bodies, alumni, and parents. There should be periodic updates regarding the virus stage and other necessary information.
9. The health and safety of the campus community will be of vital importance at all times. Proper protocols for health and safety measures have been developed in this plan (see appendix).
10. This plan will apply to the initial Avian Flu Pandemic outbreak as well as subsequent instances of the virus.

Areas of Bowie State University Response

In the case where Avian Flu virus is spread human to human anywhere in the world, Bowie State University will activate its Avian Flu Plan. The Wellness Center team under the leadership of its Director will go to work with the assistance of the following unit heads: (1) Communications, (2) Academic Programs, (3) Residence Life, (4) Administrative Services, (5) Admissions and Enrollment Management, (6) University Relations & Marketing, (7) Facilities management, (8) Housekeeping/Environmental Services and (9) Food Service. Each of the identified eight unit's response at each level of their engagement in the case of an outbreak of a potential Avian Flu Pandemic will be described in details in this Plan.

1. Communications:-
2. Academic Programs:-
3. Wellness Center:-

4. Residence Life:-
5. Admissions and Enrollment Management
6. Administrative Services:-
7. Facilities Management:-
8. Housekeeping/Environmental Services:-
9. Food Service:-

1. Communications

Bowie State University will use the available communication resources such as electronic mail, BSU website, telephone, newsletter, BSU TV and Radio and the BEES campus network that has the capability of transmitting text messages to students, faculty, administrators and staff cell phones to communicate with the campus community in the case of an outbreak of an Avian Pandemic Flu. Specific plans for communication identified at the various levels discussed in this plan will serve a critical role for various audiences at different stages of the outbreak. The various communication resources are as follows:

- (i) E-Mail: The Office of Information Technology by the official direction of the President through the Wellness Center and University Relations and Marketing, mass e-mail will be sent to the campus community in regard to the Avian Flu Pandemic outbreak.
- (ii) Telephone: The Bowie State University telephone lines will be used in dissemination of news and information relative to the outbreak. Cell phones will be adequately used for the purpose.
- (iii) BEES Campus communication network as described above will also be used as a supplement to reach faculty, administrators, staff and students.
- (iv) Media: Essential messages may be disseminated by the campus cable Television, radio, student newspaper and via news release to local newspapers, radio and television.

2. Academic Programs:

The Office of the Provost will coordinate the continuity of instruction and research in the case of an outbreak. These efforts will be directed by the Vice President for Academic Affairs and his/her staff. At a point during the Avian Flu outbreak where the University is shut down for an extended time period, the Provost in consultation with her staff will determine the level and critical impact of the disruption to classes. Based on the duration of closure of the University, the President, Provost and the President's cabinet will determine whether MHEC will be petitioned to accept students' grades at the point of the closure if the closure is more than four weeks at the end of the semester. The Bowie State University refund policy on tuition, room and board, and fees will be in effect to accommodate the period of time the institution was closed.

3. Wellness Center

The Bowie State University's Henry Wise Student Health & Wellness Center in conjunction with County and State health authorities will be responsible for coordinating all health care during the Pandemic outbreak. The Director of the Henry Wise Wellness

Center will provide leadership to those affected. Residence Life and Facilities will provide beds an infirmary. Bedding will disposable. During the Avian Pandemic Flu outbreak, various steps will be put in place to make sure that all University-owned and private public residences are closed. Temporary emergency shelter will be provided for a limited number of students from out-of-state who may find it challenging to get home immediately. The Vice President of Student Affairs will coordinate the exit of students from campus. Food services will be maintained with modifications. Food and Services will be provided for students and staff in the infirmary facility. The Director of Food Services will coordinate.

4. Administrative Services:

Policies and procedures related to staff functions will be coordinated by the Office of Human Resources under the leadership of the Senior Director. The Director will also identify who are essential employees. The Office of Comptroller will be responsible for providing financial services which includes the preparation of appropriate data for issuing pay checks to employee, paying bills, and ensuring that funds can be procured for any necessary outside vendors.

5. Admissions and Enrollment Management:

The Assistant Vice President for Admissions and Enrollment Management and his/her staff will use the institution's communications resources which includes the website to set up a virtual campus that will allow prospective students to view the campus and be able to gather pertinent information on various aspects of the university.

6. University Relations & Marketing:

Bowie State University Relations and Marketing staff in conjunction with the Communications Department will address the Avian Flu Pandemic by making use of all the available communications resources such as the web, e-mail, telephone and media waves to inform the campus community and parents about the outbreak.

7. Transportation Management:

Bowie State University Transportation Department will coordinate the University's efforts to move people during the Pandemic outbreak. The University Police under the leadership of Chief of Police and the Director of Facilities will coordinate and be responsible for maintaining order.

Avian Flu Phases

In a case where the Avian Flu outbreak lingered for a while and becomes a widespread danger to the campus community, the Bowie State University Avian Flu committee has organized its planning according to the following levels recommended by the World Health Organization outlined below.

Pre-Level 1: Pre-planning prior to efficient human to human transmission

The pre-level 1 phase of the Avian Flu pandemic starts at the present planning stage and continues until there is a reported case of efficient human-to-human transmission anywhere in the world. At this time, all communication and academic plans for class interruptions, research and alternative instructions will be in place. Other administrative and student service units will complete closure and cancellations procedures.

Level 1: First cases of efficient human-to-human transmission internationally- Campus open business as usual, enhanced planning

At this level, the Bowie State University Avian Flu Pandemic Committee will meet on a regular basis to strategize on how to respond to the outbreak. All University operations will continue as usual but more specific steps will be taken to prepare for the next level (level 2). The University will increase communication to the campus community and make sure every member of the institution is informed of the Avian Flu plans and the process of implementing the plan.

Level 2: First verified case in North America and one or more other triggering events (listed below) – Implement social distancing measures; cancel classes and other scheduled activities; prepare for closing; begin liberal leave for non-essential employees, healthy essential employees report

Decision criteria/triggering events:

1. World Health Organization (WHO) declaration of Phase 6—Pandemic period: Increased and sustained transmission in the general U.S. population.
2. Confirmation of a high rate of infectivity, morbidity (rate of infection) and/or mortality (rate of deaths).
3. Rate/speed of disease spreading
4. Local and State Health Department's recommendations to curtail/cancel public activities in the county and state
5. Falling class attendance, students leaving campus
6. Rising employee absenteeism
7. Other regional schools and business system closings
8. Transportation systems curtailing services/ interstate travel impacted
9. Cases in the Mid-Atlantic area occurring early versus late in the overall U.S. experience with the unfolding pandemic.

At this level, social distancing measures will be adopted including the cancellation of classes and all other activities. The Henry Wise Wellness Center staff will begin to implement emergency response procedures. Administrative departments, student service units, and all academic programs will begin the process of closing down.

Level 3: Within 1-5 days of declaring Level 2 and depending on national and local conditions – All University residences will close; thereafter as soon as practicable most administrative offices and academic buildings will close

At this level, all BSU residence halls will close. Dining operation will be reduced to support only the emergency operations which will include any infirmary and essential personnel. All research endeavors will be interrupted until the pandemic period has passed. At this level, all Bowie State University administrative and academic support units will be closed down until the campus reopens.

Level 4: As soon as practicable following Level 3 – Campus closed; declared emergency condition; evacuation of campus; all facilities closed except skeletal services for infirmary, temporary emergency shelter housing for students with extreme hardships, and essential research access to campus sealed off; closure sustained

At this level, Bowie State University's Campus will be closed. No vehicles or pedestrians will be permitted on campus unless approved as essential employees for tasks related maintaining and securing the physical campus structure. All service contracts and construction projects will be put on hold.

Recovery Level: Recovery stage once pandemic is under control – Campus poised to reopen

Immediately the danger of the Avian Flu pandemic has passed, Bowie State University will reopen for normal business. At this time, regular University services will return to normal, accommodations for concerns that arose as part of the period of closure will be addressed.

These six levels identified above will provide the basis upon which the remainder of the Bowie State University Avian Flu Pandemic Plan will be organized. Each of the identified level presents specific actions that will occur in each of the identified areas of institutional response: Communications, Academic Program, Wellness Center, Residence Life, Safety, Administrative Services, University Relations and Marketing, Facilities Management, Housekeeping/Environmental Services and Food Service.

PRE-LEVEL 1

Pre-Level 1: Prior to efficient human-to-human transmission

Communications:

Institution Wide:

1. Bowie State University Avian Flu Committee under the leadership of the Director will meet regularly to discuss preparations for each level and to confirm the

- designation of responsibility for specific types of communications as well as providing current updates on the influenza status from local and state health officials.
2. Campus community will be encouraged to become familiar with details of the Avian Flu Plan. A comprehensive documentation of the Avian Flu Plan for Bowie State University community could be downloaded on the website.
 3. Bowie State University Website (www.bowiestate.edu) will be available 24 hours Monday through Sunday for accessing updates on the Avian Flu Pandemic. The Website will be used during the Pre-Level 1 period to communicate with students, faculty, staff, parents/families, trustees, regents, surrounding communities, local officials, state officials and vendors and other numerous customers of the University.
 4. Educational campaigns on hand hygiene and cough and sneeze etiquette will be increased.
 5. Potential volunteers will be identified
 6. Staff & faculty will be encouraged to make personal emergency preparedness plans for their families.

Department Specific:

1. All Bowie State University units will identify essential staff to maintain necessary operations during Levels 1-4, and inform individual staff as soon as possible of their status in writing.
2. All Bowie State University units will confirm communication protocols for all staff levels (e-mails, meetings, conference calls, etc.).
3. All Bowie State University departments will be ready to communicate their plan of action for providing services with fewer staff, noting restrictions of hours and service levels and alternative means of getting services as appropriate.
4. The Wellness Center will provide health promotion activities stressing infection control measures, e.g. hand hygiene and cough and sneeze etiquette.
5. The Wellness Center will use Bowie State Website as an additional source to disseminate the Pandemic information to the campus community.
6. The Wellness Center will identify experts/spokespersons for campus from the County and State health departments.
7. Residence Life and Student Life with the assistance of Student Government Association (SGA) under the leadership of the Director of Wellness Center will prepare fliers to be used in (a) educational campaigns about hand hygiene and cough and sneeze etiquette, (b) personal protection campaign (e.g., what items students should have and store in their rooms and personal safety precautions), and (c) progressively difficult and dangerous situations. All students living on campus will be advised that all residence halls will be shut down shortly after classes are cancelled and all residents will be expected to evacuate the campus.
8. The Human Resources Department will disseminate information about applicable leave policies and information on communicable diseases pursuant to the Memorandum of Understandings on non-exempt and exempt employees.

9. The Campus Safety Department in collaboration with the Wellness Center will manage the distribution of information and consult on regulatory issues regarding the use of Personal Protective Equipment, the Instructions for Employees Who Request Voluntary Use of a Respirator and the procedure for cleaning and disinfection of environmental surfaces.
10. The Office of Information Technology (OIT) will be responsible for maintaining the essential services and systems to support campus communication and instruction.

Academic Programs:

1. The Vice President of Academic Affairs will work with school Deans and department heads to develop unit emergency plans, including plans for dealing with research. By October 1, 2008, a complete list of research projects that must remain open will be **identified**.
Each school will be asked to designate an emergency point person(s).
2. Emergency contact information for critical/essential staff will be distributed through schools and departments, **with a master list held by the office of the Vice President of Academic Affairs**.
3. In the fall of 2008, Deans will ask each faculty member to discuss class activities/actions (5-10 minutes in class) to be implemented in case the campus is closed due to an Avian Influenza outbreak. Faculty will also be requested to include a paragraph in their syllabi outlining how their courses would be continued/completed in case of an emergency. Faculty members will be asked to set up an e-mail listserv for their classes and to consider how online teaching platforms through blackboard and other technologies could be used in their courses.
4. Academic departments and faculty will be given some flexibility in how they approach working with their classes/research – solutions will vary by discipline and size. What works for a class of 10 might not work for a class of 30. Different approaches will be necessary for undergraduate and graduate students/programs. However, there needs to be coordination so that students are not required to do things for one class that will jeopardize their ability to complete another class.
5. The Vice President of Academic Affairs will provide training/incentives for faculty to move appropriate segments of classes to online and to learn how to use appropriate technology in cases of emergency so that their courses can continue.
6. The Academic Affairs Division will develop simple, basic templates and general directions at this level that will be sent to Deans/Departments/Faculty. These directions will include: emergency contact information, lab protocols to be used in case of emergency, plans for animal care and protocols that would be implemented if the University were closed for more than two weeks.

Wellness Center:

The Henry Wise Wellness Center will identify and prepare training programs and materials for staff, establish policies on when sick employees will be sent home from work and allowed to return, and establish cross-training for staff who volunteer to be temporarily re-assigned to meet temporary service needs that may arise from staffing shortages.

The Henry Wise Wellness Center will promote campus-wide hand washing hygiene and cough and sneeze etiquette, provide healthcare workers with respirators and training on respiratory protection from outside sources (possible UMDCP), and increase supply of (personal protective equipment)PPEs, medications, medical goods and food supplies available for Wellness Center workers.

The BSU will serve as a Point of Distribution (POD) for medical supplies and vaccines for the Prince George's County Health Department. During Pre-Level 1, the Wellness Center staff will finalize the plans to set up the POD. The POD will be located in James Gymnasium and will distribute vaccine or medications to the campus community first and then to the outside community. A minimum of twenty (25) campus employees will be needed to run the POD. People who volunteer will be the first to receive the vaccine once it arrives.

With assistance from the Department of Procurement and Supply, bulk quantities of surgical masks, N95 respirators, plastic gloves, and alcohol-based hand hygiene products will be purchased and stored for use during the pandemic. ¹

Residence Life:

Residence Life staff will finalize emergency protocols including: identification of essential employees, closing of residence halls, management of a temporary housing shelter, and management of issues related to the use of University housing facilities by governmental agencies. Staff will be advised of duty expectations during the closure for staff not required to come to campus, but who still maintain professional responsibilities. Information will continue to be distributed to all students (living on or off-campus, undergraduate and graduate students) regarding planning issues including what they should bring to campus or obtain once here, evacuation planning (where to go and how to get there), contacts with family and friends, and financial issues. Hard copy handouts as well as Websites will be used. Training will also occur in any regular meetings with students. The Office of Commuter Affairs will be responsible for communicating with commuter students.

Administrative Services (Human Resources, Enrollment Management and Financial Services etc):

1. Human Resources will re-visit existing workplace flexibility options to provide advice and guidance to departments.
2. Departments should thoroughly evaluate their operations to determine the essential services that will continue to be delivered in the event of a Temporary Campus Closing (TCC), and which of their employees will be responsible for delivering these services as essential employees, both primary and back-up. All units will define essential staff within each department and within each level

¹ In the event the Prince George's County Health Department designates the University as a Strategic National Stockpile (SNS) site, the University's program will fall under the jurisdiction of the state of Maryland and Federal Government.

- defined in this plan. Some employees may be defined as essential at one level but not at another. Employees will be notified in writing of this designation. This should be done as soon as practical and should be followed up with a reminder at such time as the campus might go to a Level 1 or greater alert. All employees identified as essential will be provided vaccination by the University as it becomes available.
3. Human Resources will identify essential employees
 4. Departments should begin to identify critical supply and operating expense requirements to maintain service levels throughout the various stages of the outbreak. Funding source and procurement arrangements will be coordinated through the Comptroller and Finance and Administration Department.
 5. Human Resources will notify faculty and staff about pay check distribution during such an emergency. Paycheck distribution via direct deposit will continue and will be the only mechanism available for the distribution of employee pay

University Relations & Marketing

1. Communications will be maintained via the use of the web, e-mail, telephone, and the BSU and external media depending upon the continued availability of each of these options. Coordination of this area of response will be handled by the Director for University Relations and Marketing who may identify a key spokesperson for the media interviews. Specific plans for communications are outlined.
2. Media - Critical Messages will be disseminated by Media Relations staff via newspaper advertising, commercial and public radio broadcast messages. The university may also utilize BSUTV and 1640 AM, the traffic radio station, to reach people coming to campus or in the immediate vicinity.
3. Telephone -University land line telephones will be supported with essential staff and will include all current telephone lines. These telephones can be used to disseminate critical information to the campus via recorded voice mail messages. Cell phones may also be used for direct communication with critical employees as needed, depending upon continued service through **the Bowie Emergency Electron System (BEES campus network)**.
4. E-mail- Existing mechanisms are in place for authorizing and sending mass e-mail (mega mail) to the campus community (broadcast). As the situation develops, e-mail services for general use will be supported with essential staff and will include all faculty, staff, and student accounts as well as listserv services.
5. Web- An emergency preparedness site will be developed linked to the University's top level page. It will be used to broadcast information of a general nature, including general campus status information, and specific Avian Flue information. As needed, the University Webpage will include links to other useful information. Updating can be done either on or off campus as conditions dictate.

Facilities Management:

1. Personal equipment, hygiene/cleaning, and other supplies will be inventoried for adequacy.

2. Essential staff will be identified and that designation will be communicated to individuals, including ramifications for absenteeism. Management will maintain contingency plans for handling staff shortages.
3. The service plan to transport students to mass transit hubs will be refined, staff will be trained accordingly, and information about the plan will be posted on the University Website.
4. Facilities Management should keep gasoline (and diesel, as needed) fuel storage tanks as full as practical in the event of a closure of the campus during the possible pandemic to minimize problems later when refueling essential vehicles, should supply disruptions affect fuel supplies in the marketplace.

LEVEL 1

Level I: First cases of efficient human-to-human transmission internationally – Campus open, business as usual, enhanced planning

Communications:

Institution Wide:

1. Information on the Bowie State University Website will be updated as needed to communicate current status of the pandemic and institutional responses. Additional efforts to market the Website will also be implemented.
2. E-mail alerts will be sent to students, faculty, staff, and parents/families of students informing them of the current status and encouraging them to refer to Bowie State University Website.
3. Direct deposit inventories will be conducted.

Department Specific:

1. Bowie State University Website will continue to update with service specific information as conditions evolve over time.
2. All Bowie State University units will provide information to staff about departmental issues and the care and safety of their families.
3. The Wellness Center will provide **the infectious disease level status, continue to promote health activities that stress infection control measures, e.g., hand hygiene and cough and sneeze etiquette.**
4. The Wellness Center communications resources will be an additional source of current Avian Flu information for the campus.
5. Sodexo Food Services will educate students, faculty, and staff on the need to keep a three day supply of food, water, and other essentials.
6. Residence Life & Student Affairs staff will conduct informational meetings with student living on campus and other stakeholders as needed.
7. The Housekeeping Department in collaboration with the Wellness Center will manage the distribution of information and consult on regulatory issues regarding the use of Personal Protective Equipment, and instruction for employees who request voluntary use of a Respirator and the procedure for cleaning and disinfection of environmental surfaces.

Academic Programs:

1. Preparations will continue for possible lapse in class schedules.
2. Classes will continue on campus uninterrupted.
3. Faculty will develop plans to address issues of student absenteeism.
4. Faculty will consider experimental protocols and identify essential research and make plans for possible interruptions in research schedules.

Wellness Center staff: will undertake a number of tasks including:

1. Continue to provide appropriate training, certifications and updates for healthcare workers.
2. Train non-clinical staff to provide support capacity during crisis.
3. Ensure that all staff has had an opportunity to receive seasonal influenza vaccine.
4. Ensure that all staff know how and when to use PPE.
5. Educate medical staff regarding safe handling of deceased.

Sodexo Food Services will:

1. Increase supplies to cover modification of food provision to carry-out only (i.e., carry-out containers, disposable utensils, individual beverages, gloves for food handlers, etc.)
2. Increase convenience shop inventories in anticipation of a rush on food, water, and supplies.
3. Determine final staff (with names) for the functioning of Dining Services during the closing phase and for the basic operation of possible Infirmary support.
4. Establish a liaison for Dining Services, Resident Life, coordinate emergency feeding needs and availability.
5. Monitor the delivery of supplies.
6. Increase the security of supplies.
7. Pre-position equipment necessary for emergency service operations.
8. Continue education of students and staff regarding Dining Services' operations in case of campus closure. Include related information on department Website.
9. Finalize contingency plans for students who will depend on campus housing for some period after a campus closing/evacuation (e.g., international students, including residents who cannot travel home because of distance or travel restrictions).
10. Identify students whose home addresses are in areas of the world affected by early human-to-human cases; offer support to these students.
11. Continue normal housekeeping services utilizing standard cleaning products and protocols.
12. Make plans for tracking and tabulating all costs associated with influenza pandemic preparations and implementation of plans.
13. Continue education of students regarding their own planning as well as University plans.
14. Address students' stockpiling of food and supplies, including pest management.

Counseling Services:

1. Counseling unit will provide education, counseling, consultation and/or referrals for members of the campus community experiencing such problems as panic reactions, irrational behavior, debilitating anxiety, clinical depression, rumor mongering, denial and post-traumatic stress.

Administrative Services:**Housekeeping under the supervision of Facilities Management will:**

1. Inventory cleaning supplies. No special cleaning procedures or products are needed.
2. Procure, store and provide sufficient and accessible soap, alcohol-based hand hygiene products, tissues and receptacles for their disposal.

Financial Services staff will:

1. Prepare and send request to the State General Accounting Office to increase University Working Fund cash.
2. Increase purchasing card transaction limits to facilitate procurements.
3. Bursar working funds for emergency cash flow needs.
4. Increase and expand signatory authority on procurement documents and checks as needed.
5. Begin cross-training of staff as needed.

Human Resources:

1. The Office of Human Resources and the Payroll Office will advise the faculty and staff that they must sign up for Direct Deposit; otherwise, they may not be paid until the University opens.
2. The HR Website will advise faculty and staff that will not be able to pick up paychecks when the University enter a period of Temporary Campus Closing (TCC)
3. Employees will be advised that they may utilize their accrued Sick Leave or Annual Leave for sickness in the family prior to the TCC. After the TCC, the employee will be using Administrative Leave. Essential Employees will be reporting to work and paid in accordance with the Memorandum of Understanding with AFSCME, MCEA or the Board of Regents Policies, whichever is applicable
4. Policies will be revised as appropriate

University Relations and Marketing:

1. Continue to disseminate information about the Avian Flu pandemic through the use of the web, e-mail, telephone and University media.
2. The use of BEES campus network will be in much use at this level to make sure that campus community is in receipt of the required pandemic information.

Facilities Management staff will:

1. BSU-FMD staff will ensure all facilities are fully operational e. g., HVAC, lighting.
2. BSU-FMD will arrange for the purchase of disinfectants, detergents and hygiene products, e g., automatic soap dispensers, hand sanitizer dispensers, trash receptacles.
3. Initiate ordering and stockpiling supplies in preparation for possible quarantine (beds, linens, blankets, pillows, towels, face mask, gloves, etc.)
4. Coordinate with Procurement Department to provide contractual provisions for additional cleaning services and specialized housekeeping requirement (as identified by Health services) with the Housekeeping Department.
5. With the assistance of the Wellness Center procure EPA-registered hospital detergent/disinfectant to be used by the janitorial; staff for cleaning (THIS MAY COME UNDER HOUSEKEEPING)

LEVEL 2

Level 2: First verified case in North America AND one or more other triggering events (listed below) – Implement social distancing measures; cancel classes and other scheduled activities; prepare for closing; begin liberal leave for non-essential employees, healthy essential employees report

Decision criteria/triggering events:

1. ***World Health Organization declaration of Phase 6—Pandemic period: Increased and sustained transmission in the general U.S. population***
2. ***Confirmation of a high rate of infectivity, morbidity (rate of infection) and/or mortality (death rate)***
3. ***Rate/speed of disease spreading***
4. ***Local public health recommendations to curtail/cancel public activities in county or state***
5. ***Falling class attendance, students leaving campus***
6. ***Rising employee absenteeism***
7. ***Other regional schools/school systems closing***
8. ***Transportation systems closing/curtailing interstate travel***
9. ***Cases in the local Mid-Atlantic area occurring early versus late in the overall U.S. experience with the unfolding pandemic***

Communications:

Institution Wide:

1. Information on Bowie State University Website will be updated as needed to communicate current status of the pandemic and institutional responses.
2. Opportunities for responsive on-line communication will be provided by University Relations and Marketing.
3. E-mail alerts will be sent to students, faculty, staff, parents/families, Trustees, Regents, State officials, and vendors apprising them of the status of activities on campus and steps being taken by the institution.
4. Bowie State University's Comcast Cable Channel 74 and Verizon Cable Channel 43 will be alerted to the status of activities on campus and steps being taken by the institution.

Department Specific:

1. All Bowie State University units will keep staff in their areas informed of the current status of the pandemic and institutional responses.
2. All Bowie State University units will update websites for closing status.
3. All Bowie State University units will maintain staff phone trees.
4. All Bowie State University units will publicize Wellness Center protocols for hand hygiene, cough and sneeze etiquette.
5. All Bowie State University units will implement a procedure for dealing with a possible increased media presence, including access issues, and referrals to campus public information staff.
6. The Wellness Center staff will educate the campus regarding signs/symptoms and when/where to seek help.
7. Signs will be posted at entry doors of the Wellness Center notifying patients with coughs to put on mask.
8. Wellness Center personnel will conduct frequent consultation with the County and State health departments.
9. Residence Life will announce that all University housing will be closed imminently, and students will need to prepare to evacuate.
10. Residence Life will communicate Wellness Center protocols for infection control in areas such as residence halls where social isolation is difficult.
11. Residence Life will e-mail students directly affected by campus action (e.g., evacuation, social isolation, relocation) specifying actions they must take.
12. Sodexo Food Service will post signs at all dining facilities stating anticipated closing of each facility and directing students, faculty and staff to designated temporary site.
13. Facilities, and Campus Safety units in collaboration with the Wellness Center will manage the distribution of information and consult on regulatory issues regarding the use of Personal Protective Equipment and the instructions for employees who request voluntary use of a Respirator.

Academic Programs:

1. On-campus classes will be canceled.
2. Alternative instruction methods will be employed where possible.

3. Most research activities that depend upon campus facilities will be temporarily suspended.

Wellness Center staff will:

1. Work shifts adjusted for 24 hour coverage (**provided additional personnel is identified**)
2. Monitor supplies.
3. Post notices at all entry doors notifying patients to put on masks.
4. Separate acute illness services, suspend routine care if needed.
5. Classify all staff as essential.
6. **Activate infirmary (10-15 emergency beds in the identified housing unit, possibly McKelden Gym).**

Counseling Services staff will:

1. Suspend day-to-day operations.
2. Implement on-call crisis management (psychological first-aid) procedures in response to trauma (24/7).
3. Assess need and provide short-term stress counseling for the campus community.
4. Attend to first responders (healthcare workers and campus police).
5. Designate all professional psychologists and counseling staff as essential.

Residence Life

1. Residence Life staff will coordinate mandatory building meetings, post information on our website and print memos to inform residents of the institution closing, residence hall closings, and campus evacuation instructions and any other campus actions.
2. The Office of Residence Life will begin closing all residence halls.
3. Locks on all exterior residence hall doors will be changed in order to control unauthorized entry.
4. Staff will initiate residence hall storage actions.
5. Out-of-state and international students who are unable to leave will be consolidated into one hall to better support and monitor their health.

Administrative Services:

Facilities Management will

1. Will coordinate with the Wellness Center to post informational and precautionary signage, e.g. symptoms to watch for, hygiene, health sources
2. Require all healthy essential personnel to report and maintain all essential facility services.
3. Develop rotational work schedule for BSU staff
4. Distribute pocket-size hand sanitizers to staff for routine use.
5. Install hand sanitizers and soap dispensers in high traffic areas.
6. Station waste receptacles in high traffic areas

7. Mobilize janitorial staff to begin specialized cleaning e.g. disinfecting frequently touched areas, and floors

Financial Services:

1. All healthy essential personnel will report and services will continue.
2. Comptroller will contact State Central Payroll Bureau to process payroll if needed.
3. Procurement will coordinate with departments to identify and prepare “Suspension of Work” and “Termination for Convenience” notifications to service contract vendors.
4. Procurement and Comptroller will facilitate and expedite emergency supply and service orders.
5. Comptroller will prepare to implement manual processes for cash deposits, cash disbursements, procurements, vendor disbursements and billing of student and contract/grant receivables in the event that mainframe systems become unavailable.
6. Comptroller will coordinate requests for resource assistance from other delegated Accounts Payable offices on campus to assist with vendor payment processing if needed.

Human Resources (HR)

1. Office of Human Resources will update our Website for closing status, pay dates
2. HR will alert staff of the Tree for Contact (e.g. The Senior Director contacts all of her direct reports and they will contact their direct reports)
3. HR will make available Masks and gloves for essential employees in the office
4. HR will advise employees and supervisors of the Teleworks policy;

LEVEL 3

Level 3: Within 1-5 days of declaring Level 2 and depending on national and local conditions – All University residences will close; thereafter, as soon as practicable, most administrative offices and academic buildings will close

Communications:

Institution Wide:

1. Information on Bowie State University Website (www.bowiestate.edu) will be updated as needed to communicate current status of the outbreak and institutional responses. Online response to electronic inquiries will be provided from a remote location by the staff in University Relations and Marketing unit.
2. E-mail alerts will be sent to students, faculty, staff, parents/families, Trustees, Regents, State officials, and vendors apprising them of the status of activities on campus and steps being taken by the institution.
3. Campus wide voice mail will be sent to students, faculty, and staff. Other appropriate telephone contact will be made with other stakeholders.

4. Bowie State University Comcast Cable Channel 74 and Verizon Channel 43 will be apprised of evolving status of activities on campus and steps being taken by the institution.

Department Specific:

1. All units will follow campus protocols for updating the Web and other communications, including approvals and sequencing of updates, relay of information between departments and the Incident Response Team, and taking into account the nature and volume of student, parent, and media inquiries.
2. Health Center will maintain contact with county and state health departments.
3. The Campus Safety in collaboration with the Wellness Center will manage the distribution of information and consult on regulatory issues regarding the use of PPE, the instructions for employees who request voluntary use of a Respirator, and the protocol for cleaning and disinfection of environmental surfaces.

Academic Programs:

1. If the University is required to close during the spring or fall semester(s) for one to two weeks, students will make up work missed and fulfill the required 15 contact hours per class credit without significantly altering the semester calendar/structure.
2. For any closure extending beyond two weeks, the University will consider extending the semester through the end of May and/or through summer session I and II. If necessary the fall semester can be extended into the end of December and/or winter term.
3. Immediately, faculty can conduct coursework from off-site using listservs to communicate with students or telephone conference call support.
4. Alternative methods of instruction will continue where possible.

Henry Wise Wellness Center staff will:

Clearly communicate uses, resources and limits of health services in the Henry Wise Wellness Center

1. Limit triage to acute cases only
2. Continue to offer vaccine to students
3. Discontinue all routine care
4. Identify and publicize alternate care locations
5. Enforce infection control measures for equipment and facilities
6. Monitor status of healthcare employees
7. Continue open lines of communication with health authorities
8. Be prepared to close the Wellness Center and possibly transfer healthcare personnel.

Counseling Services

1. Activate pre-selected campus-based counselors to supplement Counseling Services staff in the provision of crisis intervention strategies to aid individuals experiencing emotional reactions to trauma.
2. Implement telephone and online counseling to alleviate psychological trauma.

Sodexo Food Services staff will:

1. Move to alternate menu plans.
2. Close self-service.
3. Institute restricted international travel policy—with no travel to countries with confirmed human-to-human transmission.

Residence Life

1. Make sure extra supplies are in place in hall designated to accommodate students during closing.
2. Respond to forced residence hall closings—instructions to students, timeline, dealing with parents and securing possessions.
3. Re-locate students and live-in staff who cannot leave to temporary emergency shelter.
4. Prepare to execute isolations if ordered—feeding, sanitation, and services during isolation.
5. Scale back services and close front desks.
6. Assure extra supplies are in place in buildings scheduled to accommodate students during closing.
7. Scale back services and close 24 hour desks.

Administrative Services:

Facilities Management/ Housekeeping staff will:

1. Assist transportation services staff with implementing campus evacuation plan.
2. Begin to prepare quarantine sites for possible use. (transport beds, and supplies to site)
3. Coordinate installation of filter in air-handler units that supply the quarantine site
4. Coordinate in-depth cleaning of quarantine site
5. Close and secure non-essential buildings (monitored by DPS).
6. Curtail outside maintenance.
7. Provide sufficient and accessible soap, alcohol-based hand hygiene products (e.i., Purell), tissues and receptacles for their disposal.
8. Follow facility procedures in Wellness Center and include regular cleaning of patient-occupied rooms.
9. Give special attention to frequently touched surfaces in addition to floors and other horizontal surfaces.
10. Handle blood and other bodily fluid spills in accordance with blood-borne pathogen procedures.

Financial Services:

1. All healthy essential personnel will report and services will continue.
2. The Comptroller will implement emergency payroll processing with State Central Payroll Bureau.
3. If the campus is closed, but essential service departments are open, the Campus Mail office and Central Receiving will continue to accept mail and deliveries assuming the USPS, FedEx and UPS are operating as normal and staff resources are available to process the work. Mail will be received, sorted, and stored ready for delivery. Departments requiring the mail to be delivered during the closure period will need to notify the Central Receiving to ensure that their mail is delivered during the closure period. Central Receiving will operate in the same manner for deliveries. If the campus is closed and USPS, FedEx, and UPS are closed, mail and purchase order deliveries will be suspended.
4. All service contracts \$100,000 and greater include clauses regarding “Termination for Convenience” and “Suspension of Work”. The language in these clauses covers any requirement for the University to suspend services or work due to a closure of this nature. For services under \$100,000, purchase orders include similar language. Delivery instruction and location changes can be implemented with a basic contract modification. Procurement will implement these modifications as needed and send notifications to vendors.
5. Comptroller and Procurement offices will continue to coordinate funding and procurements for emergency supplies and services.

Human Resources:

1. HR Website will continue to be updated regarding the leave usage, paychecks, and working from home
2. Maintain staff to answer the phones and respond to e-mails for critical matters pertaining to the essential employees

LEVEL 4

Level 4: As soon as practicable following Level 3 – Campus closed; declared emergency condition; evacuation of campus; all facilities closed except skeletal services for infirmary, temporary emergency shelter housing for students with extreme hardships, and essential research; access to campus is sealed off; closure is sustained.

Communications:

Institution Wide:

1. Information on Bowie State University Website will be updated on a continual basis, as needed. Online response to electronic inquiries will be provided from a remote location by the staff in University Relations and Marketing.

2. E-mail alerts will be sent to students, faculty, staff, parents/families, Trustees, Regents, State officials, and vendors apprising them of the status of activities on campus and steps being taken by the institution.
3. Campus wide voice mail will be sent to students, faculty, and staff. Other appropriate telephone contact will be made with other stakeholders.
4. External media will be apprised of evolving status of activities on campus and steps being taken by the institution.

Department Specific:

1. Henry Wise Wellness Center staff will maintain contact with County and State health departments.
2. Residence Life, will continue to maintain e-mail contact and Web information as appropriate at this stage.
3. The Campus Safety in collaboration with the Wellness Center will manage the distribution of information and consult on regulatory issues regarding the use of PPEs.

Academic Programs:

1. If the University were required to close during the spring or fall semester(s) for one to two weeks, students would have the ability to make up work missed and fulfill the required 15 contact hours per class credit without significantly altering the semester calendar/structure.
2. For any closure extending beyond two weeks, the University will consider extending the semester through the end of May and/or through summer session I and II. If necessary the fall semester can be extended into the end of December and/or winter term.

Henry Wise Wellness Center:

1. Continue to offer emergency triage
2. Offer vaccine to students and essential personnel
3. Monitor the health of health care personnel.

Counseling Services

1. Continue assessing and serving disoriented students with emergency counseling services.

Sodexo Food Services staff will:

1. Allow for employee absences for personal/family illness and containment measures.
2. Regularly communicate with local and/or state public health agencies and/or emergency responders.
3. Quarantine presumed exposed/infected persons
4. Hire temporary employees where needed.
5. Distribute food and water to those traveling long distances, if supplies allow.
6. Safeguard remaining food supplies.

Residence Life and Facilities Management:

1. Monitor sanitary conditions of vacated residence halls.
2. Monitor building access systems in Christa McAuliffe order to control unauthorized entry.
3. Manage access/entry to halls remaining open as temporary shelter.
4. Provide services to students who remain in emergency shelter.
5. Monitor well being, health and morale of essential staff that may be required to remain on campus.

All Student Affairs units will:

1. Work with Dining Services, Residence Life, and the Health Center to determine location and needs of people who cannot be evacuated or have been temporarily reassigned.
2. Document evacuation destinations for staff to maintain phone contact.
3. Monitor well-being, health and morale of essential staff that may be required to remain on campus.

Financial Services:

1. Assuming full campus closure, financial transactions will be limited to critical procurements and payments.
2. Limited essential personnel will report to campus or handle transactions from remote locations depending on system availability.

Human Resources staff will:

1. Continue to work with supervisors to advise staff of transfers, work assignments, and pay.

Facilities Management/Housekeeping Services

1. Maintain essential services to all buildings (e.g., utilities, HVAC).
2. Set up triage and quarantine sites for incoming patients.
3. Procure, store and provide sufficient and accessible soap, alcohol-based hand hygiene products, tissues and receptacles for their disposal.
4. Set-up cleaning schedule as required
5. Handle blood and other bodily fluid spills in accordance with blood-borne pathogen procedures.

Limited Access – Essential Employee Access Procedures:

1. All campus gates and entrances will be secured including loop Road entrance. Other campus gates will be secured through existing metal gates or through the use of water filled jersey-type barriers.
2. The following facilities will need to remain accessible during the closure of the campus:
 - o Facilities: Central Heating and Electric Power Plant (steam and electric)
 - o Henry Wise Wellness Center

- Information Technology Services and the data center
 - Campus Safety and Police Station (security)
 - Verizon (phone system) and Bowie Emergency Electronic System (BEES)
 - James Gym (POD)
 - Motor Pool (access to vehicular fuel)
3. Once the gates and entrances to the main campus are secured the only ingress and egress to campus will be through the main entrance from route 197 (Laurel/Bowie Road).
 4. Once the University has declared that it is closed to all but essential employees notifications must be made through various information sources. These should include, but not be limited to: Electronic Media; internal and external, University Homepage. All essential employees that are to be allowed on campus and in the Essential Employee Database will enter the campus through the main entrance. Once through the main entrance, employees will be screened prior to being allowed to continue onto their destination on campus.
 5. To expedite the flow of traffic, all vehicles would be routed through drive-up check-in through the main entrance. During this restricted entrance into the campus, the driver would provide the staff member at the gate entrance with his/her name and a valid identification card (BOWIECARD or Driver's License). The staff member would check the individual as having entered the campus.
 6. During the period of closure all vehicles and pedestrians on campus will be challenged by Department of Public Safety officers (see Public Safety Appendix). All persons on campus that does not show valid identifications such as BOWIECARD or Drivers License will be asked to leave campus without exception. Those refusing to leave will be subject to arrest.
 7. After the employee has completed work for the day, the individual would drive back through the area where they checked-in and repeat the process for check-out. Upon check-out, the staff member would again enter the employees name as having left campus.
 8. The State of Maryland will decide on travel restrictions, if any, during the period of the pandemic. Bowie State University will have to abide by the policies set by the State government on travel restrictions and policies.

RECOVERY

Recovery Level: Recovery stage once pandemic is under control – Campus poised to re-open

Communications:

Institution Wide:

1. Re-opening procedures and timetable will be communicated via e-mail, web, and media.

2. Student return policy and procedures will be announced via e-mail and Web (e.g., Wellness and safety precautions, what to expect, what to bring, and pro-rata credits for unused portions of services).

Academic Program:

1. In coordination with other response teams and with USM, Academic Affairs will coordinate the resumption of classes and other academic activities.

Henry Wise Wellness Center will:

1. Resume its normal services
2. Evaluate any student returning to work for fitness for duty.

Sodexo and Food Services will:

1. Resume normal services to the students, and entire campus community.
2. Adhere to all policies and standard governing the supply of food to Bowie State University.

Residence Life will:

1. Continue security program for unoccupied halls and houses.
2. Implement cleaning protocols and inspections required before residents can return; reinstate cleaning contracts for houses.
3. Conduct 'by room verifications' or similar process to determine which residents have not returned by certain key dates.
4. We would use Haley Hall for isolation.
5. **We recommend that James Gym be used for Point of Distribution(POD).**
6. We would use Holmes Hall to consolidate students who are unable to leave.
7. Each residence hall should have a first aid kit.

Administrative Services:

Human Resources

1. HR will work in concert with Administration to advise employees that they are to return to work
2. Employees will again be paid on a regular basis; pick up checks may be allowed.
3. Employees Administrative Leave will be discontinued

Financial Management - Funding Additional Costs:

1. In order to assess impacts to University financial position, it will be necessary to immediately determine any modifications to the current refund policies for tuition, fees and other services.
2. The University does have sufficient reserves to handle some level of additional emergency costs. Should these costs begin to grow, then the University would have to look at other alternatives for funding. This would require that Executive Officers and members of the Finance Committee convene to determine the possibility of redirecting funds from certain projects, deferring facility renewal projects, or borrowing externally or internally.

3. A major flu pandemic would be a national, or at least a regional, issue of significant impact. Therefore, it would be likely that Federal and/or State emergency funding could be made available to the University.

Campus Security

1. All campus gates will re-open and transportation services will return to regularly scheduled operations.

List of Appendices

Appendix A – Communication Roll Out Plan

Appendix B –Definition of Influenza Pandemic

Appendix C- OSHA Respiratory Protection Control Program

Appendix D – Personal Protective Equipment (PPE)

Appendix E – Office of Admissions and Enrollment Management

Appendix F – Department of Public Safety

Appendix G – Sodexo Food Services

Appendix H –University Relations and Marketing

Appendix I – Office of Information Technology Pandemic Preparedness Plan

Appendix A
Communication Roll-Out Plan
Preliminary Timeline

Summer 2008

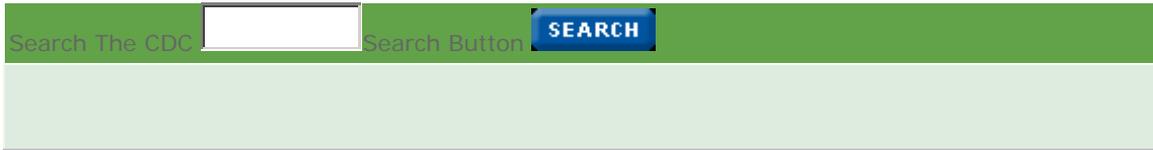
- Draft response plan
- Submit plan to the President's Cabinet for review
- Update Wellness Center website to include information about infection control measures and Influenza update
- Request to be a participant in the Freshman Seminars **and other classes** for a health education component.

Fall 2008

September 2008

- Officially launch an educational campaign, educating students, staff and faculty about Influenza and disease prevention
- Schedule meetings with the Student Government Association executive board and begin talks about flu pandemic planning
- Schedule meetings with staff and faculty through Staff Council and Faculty Senate discussing infection control measures and flu pandemic planning
- Use University Broadcast and the University Website to keep the campus community informed about the status of training, etc.

Appendix B



• Key Facts About Seasonal Influenza (Flu)

What is Influenza (Also Called Flu)?

The flu is a contagious respiratory illness caused by influenza viruses. It can cause mild to severe illness, and at times can lead to death. The best way to prevent the flu is by getting a flu **vaccination** each year.

Every year in the United States, on average:

- 5% to 20% of the population gets the flu;
- more than 200,000 people are hospitalized from flu complications, and;
- about 36,000 people die from flu.

Some people, such as older people, young children, and people with certain health conditions (such as asthma, diabetes, or heart disease), are at high risk for serious flu complications.

Symptoms of Flu

Symptoms of flu include:

- fever (usually high)
- headache
- extreme tiredness
- dry cough
- sore throat
- runny or stuffy nose
- muscle aches
- Stomach symptoms, such as nausea, vomiting, and diarrhea, also can occur but are more common in children than adults

Complications of Flu

Complications of flu can include bacterial pneumonia, ear infections, sinus infections, dehydration, and worsening of chronic medical conditions, such as congestive heart failure, asthma, or diabetes.

How Flu Spreads

Flu viruses spread mainly from person to person through coughing or sneezing of people with influenza. Sometimes people may become infected by touching something with flu viruses on it and then touching their mouth or nose. Most healthy adults may be able to infect others beginning 1 day **before** symptoms develop and up to 5 days **after** becoming sick. **That means that you may be able to pass on the flu to someone else before you know you are sick, as well as while you are sick.**

Preventing Seasonal Flu: Get Vaccinated

The single best way to prevent the flu is to get a flu vaccination each year. There are two types of vaccines:

- **The "flu shot"** – an inactivated vaccine (containing killed virus) that is given with a needle. The flu shot is approved for use in people 6 months of age and older, including healthy people and people with chronic medical conditions.
- **The nasal-spray flu vaccine** – a vaccine made with live, weakened flu viruses that do not cause the flu (sometimes called LAIV for "Live Attenuated Influenza Vaccine"). LAIV is approved for use in healthy* people 2-49 years of age† who are not pregnant.

About two weeks after vaccination, antibodies develop that protect against influenza virus infection. Flu vaccines will not protect against flu-like illnesses caused by non-influenza viruses.

When to Get Vaccinated

October or November is the best time to get vaccinated, but you can still get vaccinated in December and later. Flu season can begin as early as October and last as late as May.

Who Should Get Vaccinated?

In general, anyone who wants to reduce their chances of getting the flu can get vaccinated. However, certain people should get vaccinated each year either because they are at high risk of having serious flu-related complications or because they live with or care for high risk persons. During flu seasons when vaccine supplies are limited or delayed, the Advisory Committee on Immunization Practices (ACIP) makes [recommendations regarding priority groups for vaccination \(http://wwwdev.cdc.govhttp://www.cdc.gov/flu/about/qa/flushot.htm\)](http://wwwdev.cdc.govhttp://www.cdc.gov/flu/about/qa/flushot.htm).

1. People who should get vaccinated each year are:
 1. People at high risk for complications from the flu, including:
 2. Children aged 6 months until their 5th birthday,
 3. Pregnant women,

4. People 50 years of age and older,
5. People of any age with certain chronic medical conditions, and
6. People who live in nursing homes and other long term care facilities.
2. People who live with or care for those at high risk for complications from flu, including:
 0. Household contacts of persons at high risk for complications from the flu (see above)
 1. Household contacts and out of home caregivers of children less than 6 months of age (these children are too young to be vaccinated)
 2. Health care workers.
3. Anyone who wants to decrease their risk of influenza.

Use of the Nasal Spray Flu Vaccine

Vaccination with the nasal-spray flu vaccine is an option for healthy* people 2-49 years of age who are not pregnant, even healthy persons who live with or care for those in a high risk group. The one exception is healthy persons who care for persons with severely weakened immune systems who require a protected environment; these healthy persons should get the inactivated vaccine.

Who Should Not Be Vaccinated

Some people should not be vaccinated without first consulting a physician. They include:

- People who have a severe allergy to chicken eggs.
- People who have had a severe reaction to an influenza vaccination in the past.
- People who developed [Guillain-Barré syndrome \(GBS\)](http://wwwdev.cdc.govhttp://www.cdc.gov/flu/about/qa/gbs.htm) (<http://wwwdev.cdc.govhttp://www.cdc.gov/flu/about/qa/gbs.htm>) within 6 weeks of getting an influenza vaccine previously.
- Children less than 6 months of age (influenza vaccine is not approved for use in this age group).
- People who have a moderate or severe illness with a fever should wait to get vaccinated until their symptoms lessen.

If you have questions about whether you should get a flu vaccine, consult your health-care provider.

* "Healthy" indicates persons who do not have an underlying medical condition that predisposes them to influenza complications.



Appendix C



U.S. Department of Labor
Occupational Safety & Health Administration

www.osha.gov

Major Requirements of OSHA's Respiratory Protection Standard 29 CFR 1910.134

OSHA Office of Training and Education
March 1998

This document discusses the major requirements of OSHA's Respiratory Protection Standard, 29 CFR 1910.134.

No attempt has been made to discuss every detail of the standard. Readers are encouraged to consult the *Federal Register* (63 FR 1152, January 8, 1998) for the complete text. The corresponding page numbers of major paragraphs as they appear in Section VII (Summary and Explanation of the Standard) are provided throughout this document to facilitate further reading.

Major Requirements of OSHA's Respiratory Protection Standard 29 CFR 1910.134

Major Requirements of 29 CFR 1910.134

Introduction

- This standard, which replaces the respiratory protection standards adopted by 1971 (29 CFR 1910.134 and 29 CFR 1926.103), applies to General Industry (Part 1910), Shipyards (Part 1915), Marine Terminals (Part 1917), Longshoring (Part 1918), and Construction (Part 1926).
- Respirator-related provisions of OSHA's existing standards are revised to conform to each other and to revised 29 CFR 1910.134.
- All provisions addressing respirator use, selection, and fit testing are deleted from OSHA's substance-specific standards.
- The entire previous respirator standard, 29 CFR 1910.134, is redesignated as 29 CFR 1910.139 *Respirator protection for M. tuberculosis*, and will continue to apply to respirator use for protection against exposure to TB until the TB standard is finalized (proposal 62 FR 54160, Oct. 17, 1997).

(a) Permissible Practice (p. 1179)

- Paragraphs (a)(1) and (a)(2) are essentially unchanged from the corresponding paragraphs of the prior standard. Paragraph (a)(1) establishes the hierarchy of controls by requiring the use of respirators when "effective engineering controls are not feasible, or while they are being instituted."
- Paragraph (a)(2) requires employers to provide employees with respirators that are "applicable and suitable" for the purpose intended "when such equipment is necessary to protect the health of the employee."

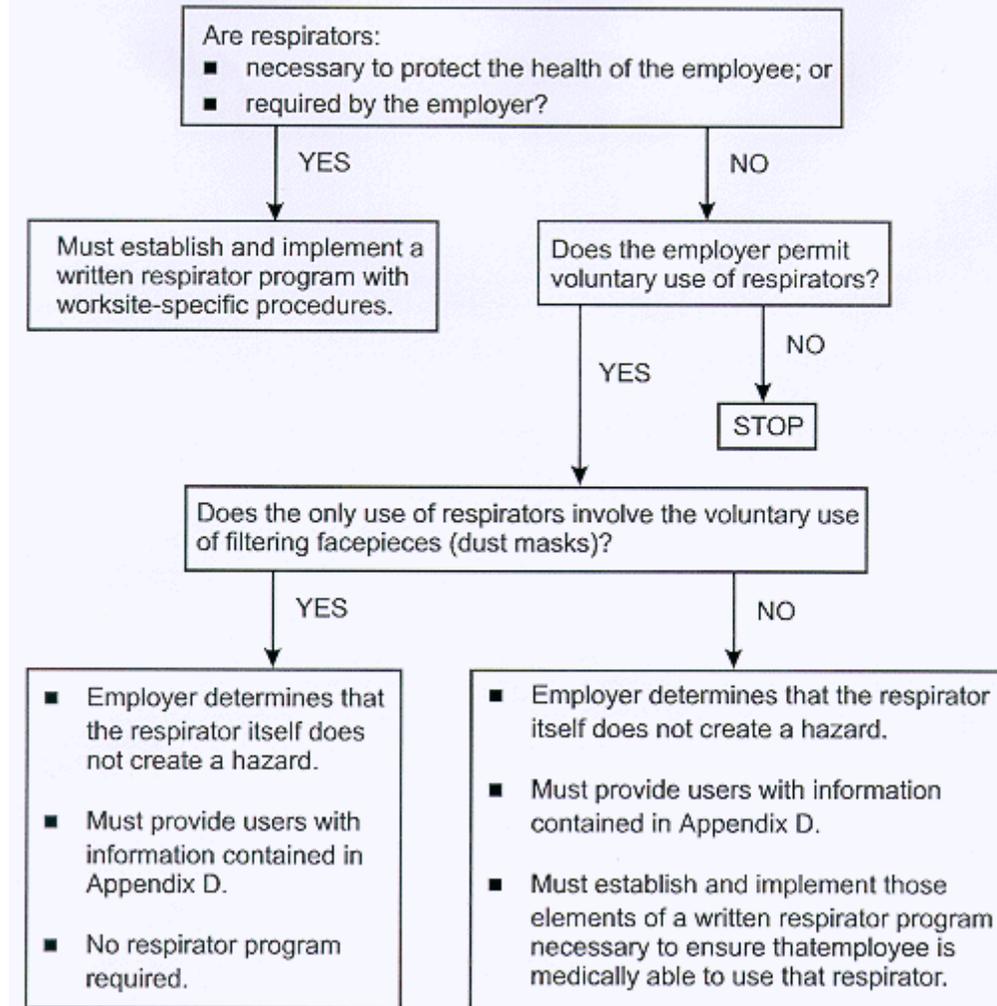
(b) Definitions (p. 1181)

This paragraph contains definitions of important terms used in the regulatory text. The previous respiratory protection standard contained no definitions.

(c) Respiratory Protection Program (p. 1187)

- Must designate a qualified program administrator to oversee the program.
- Must provide respirators, training, and medical evaluations **at no cost to the employee.**
- OSHA has prepared a *Small Entity Compliance Guide* that contains criteria for selection of a program administrator and a sample program.

Respirator-Use Requirements Flow Chart 29 CFR 1910.134(c)



(d) Selection of Respirators (p. 1195)

- Must select a respirator certified by the National Institute for Occupational Safety and Health (NIOSH) which must be **used in compliance with the conditions of certification**.
- Must identify and evaluate the respiratory hazards in the workplace, including a reasonable estimate of employee exposures and identification of the contaminant's chemical state and physical form.
- Where exposure cannot be identified or reasonably estimated, the atmosphere is considered immediately dangerous to life or health (IDLH).
- Respirators for IDLH atmospheres:

- Approved respirators:
 - full facepiece pressure demand self-contained breathing apparatus (SCBA) certified by NIOSH for a minimum service life of thirty minutes or
 - combination full facepiece pressure demand supplied-air respirator (SAR) with auxiliary self-contained air supply.
- All oxygen-deficient atmospheres (less than 19.5% O₂ by volume) shall be considered IDLH.

Exception: If the employer can demonstrate that, under all foreseeable conditions, oxygen levels in the work area can be maintained within the range specified in Table II (i.e., between 19.5% and a lower value that corresponds to an altitude-adjusted oxygen partial pressure equivalent to 16% oxygen by volume level), then *any* atmosphere-supplying respirator may be used.

- Respirators for non-IDLH atmospheres:
 - For protection against gases and vapors, the employer shall provide:
 - an atmosphere-supplying respirator, or
 - an air-purifying respirator, provided that: - respirator is equipped with an end-of-service-life indicator (ESLI) certified by NIOSH for the specific contaminant; or
 - if there is no ESLI appropriate for conditions of the employer's workplace, the employer implements a change schedule for canisters and cartridges that will ensure that they are changed before the expiration of their service life and describes in the respirator program the information and data relied upon and basis for the change schedule and reliability of the data.
 - For protection against particulates, the employer shall provide:
 - an atmosphere-supplying respirator; or
 - an air-purifying respirator equipped with high efficiency particulate (HEPA) filters certified by NIOSH under 30 CFR Part 11 or with filters certified for particulates under 42 CFR Part 84; or
 - an air-purifying respirator equipped with any filter certified for particulates by NIOSH for contaminants consisting primarily of particulates with mass median aerodynamic diameters of at least 2 micrometers.

(e) Medical Evaluation (p. 1207)

- Must provide a medical evaluation to determine employee's ability to use a respirator **before fit testing and use.**
- Must identify a physician or other licensed health care professional (PLHCP) to perform medical evaluations using a medical questionnaire or an initial medical examination that obtains the same information as the medical questionnaire (information required is contained in mandatory Appendix C).
- Must obtain a **written recommendation** regarding the employee's ability to use a respirator from the PLHCP.
- Additional medical evaluations are required under certain circumstances, e.g.:
 - employee reports medical signs or symptoms related to ability to use respirator

- PLHCP, program administrator, or supervisor recommends reevaluation
- information from the respirator program, including observations made during fit testing and program evaluation, indicates a need; or
- change occurs in workplace conditions that may substantially increase the physiological burden on an employee.
- Annual review of medical status is not required.

(f) Fit Testing (p. 1221)

- All employees using a **negative or positive pressure** tight-fitting facepiece respirator must pass an appropriate qualitative fit test (QLFT) or quantitative fit test (QNFT).
- Fit testing is required prior to initial use, whenever a different respirator facepiece is used, and **at least annually thereafter**. An additional fit test is required whenever the employee reports, or the employer or PLHCP makes visual observations of, a change in the employee's physical condition that could affect respirator fit (e.g., facial changes, dental changes, cosmetic surgery, or an obvious change in body weight).
- The fit test shall be administered using an OSHA-accepted QLFT or QNFT protocol contained in mandatory Appendix A.
 - **QLFT Protocols:**
 - Isoamyl acetate
 - Saccharin
 - Bitrex
 - Irritant smoke
 - **QNFT Protocols:**
 - Generated Aerosol (corn oil, salt, DEHP)
 - Condensation Nuclei Counter (PortaCount)
 - Controlled Negative Pressure (Dynatech FitTester 3000)
- QLFT may only be used to fit-test negative pressure air-purifying respirators (APR) that must achieve a fit factor of 100 or less.
- If the fit factor determined through QNFT is 100 for tight-fitting half facepieces or for tight-fitting full facepieces, the QNFT has been passed with that respirator.

Note: If a particular OSHA standard (e.g., 29 CFR 1910.1001 Asbestos) requires the use of a full facepiece APR capable of providing protection in concentrations up to 50 times the Permissible Exposure Limit (PEL), this respirator must be QNFT. This is because a protection factor of 50 (50 X PEL) multiplied by a standard safety factor of 10 is equivalent to a fit factor of 500.

The safety factor of 10 is used because protection factors in the workplace tend to be much lower than the fit factors achieved during fit testing. The use of a safety factor is a standard practice supported by most experts to offset this limitation. This is discussed in the record at 63 FR 1225.

(g) Use of Respirators (p. 1236)

- Tight-fitting respirators shall not be worn by employees who have facial hair or a condition that interferes with the face-to-facepiece seal or valve function.
- Personal protective equipment shall be worn in such a manner that does not interfere with the seal of the facepiece to the face of the user.
- Employees shall perform a user seal check each time they put on a tight-fitting respirator using the procedures in mandatory Appendix B-1 or equally effective manufacturer's procedures.
- Procedures for respirator use in IDLH atmospheres are stated. In addition to the requirements, interior structural firefighting requires the use of SCBAs and a practice known as "2-in/2-out" – at least two employees must enter and remain in visual or voice contact with one another at all times, and at least two employees must be located outside. (Note that this is not meant to preclude firefighters from performing emergency rescue activities before an entire team has assembled.)

(h) Maintenance and Care of Respirators (p. 1248)

Must clean and disinfect respirators using the procedures in Appendix B-2, or equally effective manufacturer's procedures at the following intervals:

- as often as necessary to maintain a sanitary condition for exclusive-use respirators
- before being worn by different individuals when issued to more than one employee
- after each use for emergency use respirators **and those used in fit testing and training.**

(i) Breathing Air Quality and Use (p. 1252)

Compressed breathing air shall meet the requirements for Type 1-Grade D breathing air as described in ANSI/CGA *Commodity Specification for Air*, G-7.1-1989.

(j) Identification of Filters, Cartridges, and Canisters (p. 1257)

- All filters, cartridges, and canisters used in the workplace must be labeled and coded with the NIOSH approval label.
- The label must not be removed and must remain legible.

(k) Training and Information (p. 1258)

- Must provide effective training to respirator users, including:
 - why the respirator is necessary and how improper fit, use, or maintenance can compromise the protective effect of the respirator
 - limitations and capabilities of the respirator
 - use in emergency situations
 - how to inspect, put on and remove, use and check the seals
 - procedures for maintenance and storage

- recognition of medical signs and symptoms that may limit or prevent use
 - general requirements of this standard
- Training required prior to initial use, unless acceptable training has been provided by another employer within the past 12 months.
- **Retraining required annually** and when:
 - workplace conditions change,
 - new types of respirator are used, or
 - inadequacies in the employee's knowledge or use indicates need.
 - The basic advisory information in Appendix D shall be provided to employees who wear respirators when their use is not required.

(l) Program Evaluation (p. 1262)

Employer must conduct evaluations of the workplace as necessary to ensure proper implementation of the program, and consult with employees to ensure proper use.

(m) Recordkeeping (p. 1264)

- Records of medical evaluations must be retained and made available per 29 CFR 1910.1020.
- A record of fit tests must be established and retained until the next fit test.
- A written copy of the current program must be retained.

(n) Dates (p. 1264)

- Determination that respirator use is required [paragraph (a)] shall be completed no later than 9/8/98.
- Compliance with all other provisions of this standard shall be completed no later than 10/5/98.



Appendix D

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The protection of healthcare personnel from infectious disease exposures in the workplace requires a combination of controls, one of which is the use of PPE. It is important to recognize that your protection as a healthcare worker also involves other prevention strategies. There are four major components of healthcare workers safety program. They are listed below:

I. Hierarchy of Safety and Health Controls

- a. Training and administrative controls
- b. Engineering Controls (hepa-filters)
- c. Work practice controls
- d. Personal protective equipment (gowns, gloves, hepa-respirators)

Training

Training include learning about the cause and method of transmission of disease; learning administrative controls, like isolation policies and procedures, and procedures for recognizing patients with communicable disease before they expose others and health care workers.

Engineering Controls

Engineering controls include negative pressure rooms, using Hepa Respirators, for patients with airborne diseases such as influenza and tuberculosis.

Work Practices

Work practices controls such as not recapping needles, removing gloves properly or donning gowns appropriately, **providing handwashing supplies campus wide**).

Personal Protective Equipment

Personal protective equipment (PPE) is very important in protecting health care workers from disease transmission. They include gloves, gowns/aprons, mask and respirators, goggles and face shields.

All of the PPE listed here prevent contact with the infectious agent, or body fluids that may contain the infectious agent, by creating a barrier between the worker and the infectious material. Gloves, protect the hands, gowns or aprons protect the skin and/or clothing, masks and respirators protect the mouth and nose, goggles protect the eyes, and the face shield protect the entire face.

The respirator has been designed to also protect the respiratory tract from airborne transmission of infectious agents.

GLOVES

Most patient care activities require the use of a single pair of nonsterile gloves made of latex, nitrile, or vinyl. However, because of allergy concerns, some facilities have eliminated or limited latex products, including gloves, and now use gloves made of nitrile or other material. Vinyl gloves are also frequently available and work well in there is limited patient contact.

Gloves should fit the user's hands comfortably- they should not be too loose or too tight. They also should not tear or damage easily.

Environment services personnel often wear reusable heavy duty gloves made of latex or nitrile to work with caustic disinfectants when cleaning environmental surfaces.

DO'S AND DON'TS OF GLOVE USE

Gloves protect you against contact with infectious materials. However, once contaminated, gloves can become a means for spreading infectious materials to you, other

patients or environmental surfaces. Therefore, the way YOU use gloves can influence the risk of disease transmission in your health care setting.

Work from clean to dirty. This is a basic principle of infection control. In this instance it refers to touching clean body sites or surfaces before you touch dirty or heavily contaminated areas.

Limit opportunities for “touch contamination” –protect yourself, others and environmental surfaces. How many times have you seen someone adjust their glasses, rub their nose or touch their face with gloves that have been in contact with a patient? This is an example of “touch contamination” that can potentially expose oneself to infectious agents. Think about environmental surfaces too and avoid unnecessarily touching them with contaminated gloves. Surfaces such as light switches, door and cabinet knobs can become contaminated if touched by soiled gloves.

Change gloves as needed. If gloves become torn or heavily soiled and additional patient care tasks must be performed, then change the gloves before starting the next task.

Always change gloves after use on each patient, and discard them in the nearest appropriate receptacle. Patient care gloves should never be washed and used again. Washing gloves does not necessarily make them safe for reuse; it may not be possible to eliminate all microorganisms and washing can make the gloves more prone to tearing or leaking.

GOWNS OR APRONS

There are three factors that influence the selection of gown or apron as PPE. First is the purpose of use. Isolation gowns are generally the preferred PPE for clothing but aprons occasionally are used where limited contamination is anticipated. If contamination of arms can be anticipated, a gown should be selected. Gowns should fully cover the torso, fit comfortably over the body, and have long sleeves that fit snugly at the wrist.

Isolation gowns are made either of cotton or a spun synthetic material that dictate whether they can be laundered and reused or must be disposed. If fluid penetration is

likely, a fluid resistant gown should be used. Clean gowns are generally used for isolation. They do not need to be sterile.

FACE PROTECTION

- Masks should fully cover the mouth and nose and prevent fluid penetration. Masks should fit snugly over the nose and mouth. For this reason, masks that have a flexible nose piece and can be secured to the head with string ties or elastic are preferable.
- Goggles provide barrier protection for the eyes; personal prescriptions lenses do not provide optimal eye protection and should not be used as a substitute for goggles. Goggles should fit snugly over and around the eyes or personal prescription lenses.

RESPIRATORY PROTECTION

- The purpose is to protect from inhalation of infectious aerosol organisms such as mycobacterium tuberculosis and influenza viruses. Respirators that filter the air before it is inhaled should be used for respiratory protection. Most commonly used respirators in the health care setting are the N95, N99, or N100 particulate respirators. Respirators are approved by the CDC's National Institute for Occupational Safety and Health (NIOSH).
- Respirators include the following:
 - Particulate respirators
 - Half- or full-face elastomeric respirators
 - Powered air purifying respirators (PAPR)

Elements of a Respiratory Protection Program

1. Medical evaluation
2. Fit testing
3. Training
4. Fit checking before use

Prior to your using a respirator, the employer is required to have you medically evaluated to determine that it is safe for you to wear a respirator, to fit test you for the appropriate respirator size and type, and to train you on how and when to use a respirator. YOU are responsible for fit checking your respirator before use to make sure it has a proper seal.

LIST OF SUPPLIES

N95 Respirators

3M N95 Fiberglass Particulate Respirators (20 per pack) \$22.80 The Home Depot
NIOSH approved

3M N95 Particulate Respirators with cool flow valve 10/box \$18.54 Tuff Rhino on-line
NIOSH approved

Appendix E

Office of Admissions and Enrollment Management

Avian Flu Report for Enrollment

Introduction

◆ The following report is presented for your review in addressing the contingency plan that would be implemented should the University Enrollment Office be impacted for a significant period of time due to an Avian Flu outbreak. The areas addressed include: Recruitment, Application Processing, Financial Aid and Registration

Recruitment

◆ The University will use its website to set up an opportunity for prospective students to view the campus through a virtual tour, gather information on various aspects of the University through the projected implementation of external software, view a recruitment calendar listing events (updated with cancellations) and planning checklist for prospective students, communicate with admissions staff to answer any questions and to be able to apply for admission on-line through the use of a link that will automatically update our data system should there be an Avian Flu outbreak.

Recruitment (cont.)

◆ The University will use its TV station as a tool for informing parents and students on any admissions information, updates and activities if there is an Avian Flu outbreak. If personnel are not able to man the station, electronic means of telecasting will be implemented

◆ The University will use its radio station to broadcast admissions information, updates and activities to keep the community informed and current if there is an Avian Flu outbreak. If personnel are not able to man the station, electronic means will be used to insure information is broadcast and updated.

Recruitment (cont)

◆ The University will utilize College Net and its own server to gather, store and disseminate mass e-mails to prospective student and parents e-mail addresses should there be an Avian Flu outbreak.

Application Processing

◆ The University will use College Net as an external vendor to process all on-line admissions applications (paper will not be an option), should there be an Avian Flu outbreak, and transfer information to the PeopleSoft Admissions Module. Counselors will review and update completed applications through PeopleSoft Admissions Module (web-based) and decisions would be made and posted on Admissions self-service module. Admitted students would electronically transmit acceptance fee if they intend to enroll.

Financial Aid

◆ The University currently allows only on-line financial aid applications (FAFSA) and they feed directly into the PeopleSoft Financial Aid Module should there be an Avian Flu

outbreak. Completed applications would be packaged (awarded) through the automated packaging component of the software. Students can access the status of their application and/or their awards through the self-service component of the software. Refunds and return of Title IV financial aid are determined by the institution in accordance with Dept. of Education regulations.

Registration

◆ The University currently requires students to register on-line. Course schedules and catalogs are available on the website to assist in the process should there be an Avian Flu outbreak.

◆ The University would have to utilize the administrative withdrawal option should students be required to miss classes for an extended period of time. This would remove all classes, charges and financial aid from the student's record and insure that there would be no consequence should an Avian Flu outbreak occur.

Appendix F

Department of Public Safety

Response to Pandemic Flu

Following consultation with University Officials the Department of Public Safety will implement e2Campus emergency notification system to disseminate information reference an international Pandemic Flu case. The information will be sent as a text messages to our students, faculty and staff's cell phone, email address, pager, Blackberry, PDAs, and college web page simultaneously. The DPS will provide additional information to BSU community as directed by the University.

In case of a Pandemic outbreak and a campus wide emergency is declared, DPS will implement it emergency procedures to protect and secure selected areas at Bowie's main campus. The following building will be designated by Post numbers and may be declared off limits to the general BSU community. The decision to limit the access of any BSU facility will be made by the President.

Post #1 Robertson Hall – Police Communication

Post #2 Henry Building – Administration Offices

Post #3 Wellness Center – Health Services

Post #4 Wiseman Center – Food Services

Post#5 McKelden Gym-Public Safety

- Plans have been made to secure and protect the campus premises if declared off-limits for both short and long term periods of vacancy or quarantine.

In case of a Pandemic outbreak and a campus wide emergency is declared, DPS personnel will implement a 12 hours shift rotation for all DPS personnel. Personnel will work neither the 6:00am – 6:00pm Shift nor the 6:00pm – 12:00am. DPS will assign personnel to control the entrance and exit to the main campus. DPS personnel may be assigned to a Post, and conduct regular patrol of the BSU campus.

- Plans have been made to secure and protect the campus dispatch center so that it remains open and operational for critical and routine activities outside of those involving a pandemic.

In case of a Pandemic outbreak the Public Safety Officer will command the dispatch center and ensure its staffing 24 hours a day. The PSO will ensure that dispatcher conducts scheduled communication checks with all Post locations as needed. The PSO will ensure that the dispatch center retains supplies of water, food and Personal Protection Equipment kits.

- Plans have been made to secure and protect the campus from encroachment from neighbors and other non-campus populations seeking services and refuge in the event of a panic.

In case of a Pandemic outbreak BSU police officers will be assigned to the entrance points at the main BSU campus to prevent encroachment by the general population. Only authorize facility, staff, and students with a University Identification Card will be allowed to enter the main campus.

- Plans have been made to secure and protect the campus foods, water and essential healthcare items.

In case of a Pandemic outbreak DPS will assign sworn and PSA personnel to safeguard the Wiseman Center Food Service and the Wellness Center during normal operations. DPS will perform random mobile patrols during non business hours.

- Plans The Director of Bowie State University Department of Public Safety has met with the Director of Prince George's County Emergency Management and understands that BSU will receive limited police and fire emergency services.
- Plans have been made to control access to campus and specific facilities if any are designated by public entities as sites for public immunizations or other use.

In case of a Pandemic outbreak DPS will use available resources and in addition to outside governmental resources to control access to campus and specific facilities if any have been designated by public entities as sites for public immunizations.

- Plans have been made to order Personal Protective Equipment for all DPS Personnel.

In case of a Pandemic outbreak DPS will equip all DPS personnel with Personal Protective Equipment and maintain a supply of additional PPE.

Appendix G
Sodexo Food Services



How can Sodexo assure its customers that its food supply is safe?

Sodexo has a very stringent vendor approval program designed to assure that we are buying products from the safest sources possible. Contracted (“approved”) Sodexo suppliers must undergo and successfully pass an annual food safety inspection conducted by an independent, professional, third party auditing firm approved by Sodexo. During this audit, all areas of a supplier’s operations are reviewed from the inspection of incoming goods to manufacturing, storage, and shipment.

Sodexo’s vendor approval process ensures that we only use vendors / distributors who meet our strict requirements for HACCP, good manufacturing processes, security and sanitation.

<i>IMPORTANT>></i>	<i>The best way to protect our customers is to ensure that all Sodexo operations purchase their products only from Sodexo-approved vendors.</i>
---------------------------------	--

What possibilities exist to contract avian flu from eating food purchased in the United States?

There is virtually no risk. The U.S. Department of Agriculture’s Animal and Plant Health Inspection Service has restricted the importation of birds and bird products from all countries affected by the avian flu. However, it is also important for customers to know that:

- ☐ Studies have shown that the AI virus is destroyed at temperatures required for pasteurization and cooking of products like eggs. Thus, the virus should not survive the cooking process.
- ☐ Cooking poultry to 165°F (74°C) will kill bird flu virus if it is present.
- ☐ Eggs are cooked until the egg yolk and egg white are firm; and casseroles and other dishes containing eggs are cooked to 160°F (71°C).
- ☐ In general, using good hygiene practices in handling raw poultry foods and following required cooking temperatures for poultry products (including shell eggs) should result in minimized risk from poultry-related infections.

How does Sodexho ensure that workers handle poultry and poultry products properly?

Sodexho follows a comprehensive food safety and self-inspection program called HACCP (Hazard Analysis Critical Control Point). The HACCP program is a proactive, systematic approach for maintaining the safety of food products from the time they are delivered until they are served to our customers. Key components of Sodexho’s HACCP program include: Monitoring and controlling the temperatures of foods during cooking, holding, serving, cooling, and reheating; training our foodservice workers on proper hand washing techniques, proper use of disposable gloves, and not allowing sick employees to handle food; training our employees on how to prevent cross-contamination and providing them with tools to do so, such as color-coded cutting boards that can only be used to prepare specific food items; and conducting food safety self-inspections at every unit where we handle or produce foods every 30 days.

Sodexho’s Preparedness and Response Phases

In the event of a flu pandemic, Sodexho is prepared to respond with operational efficiency, timely and effective communication and ethical practices to minimize the negative impact on our business operations, our employees and image.

The actions listed for each phase are those we could take, but in no way does this list guarantee that Sodexho will perform all of these. Of course, we would determine feasibility, client need and Sodexho business needs in order to decide which actions from the list could be taken. Please emphasize this point with your clients.

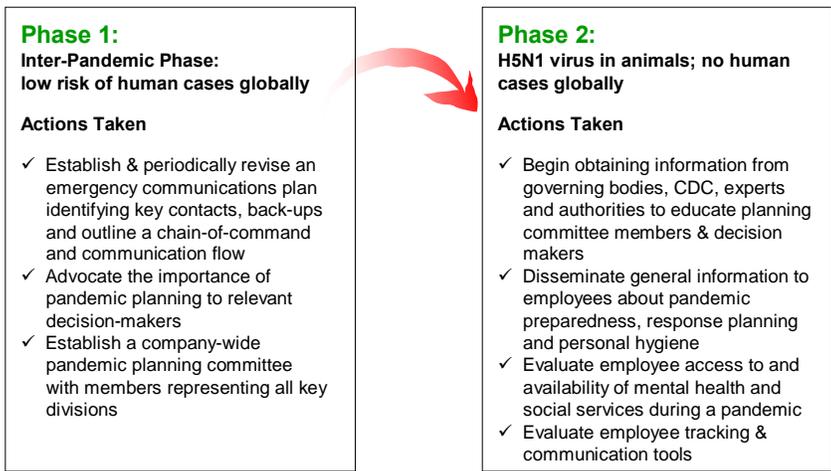
At all phases, Sodexho will first determine federal, regional and local government requirements and guidelines to determine our response in specific regions and with specific clients.

Next, we will work with our clients to determine their needs and the feasibility of responses we can offer.

All response actions to be implemented as a result of a flu pandemic will be quickly and clearly communicated to appropriate audiences to minimize misinterpretation/confusion. Please refer to SodexhoUSA.com for additional information.

Phase	Description	Code Level
1	Inter-Pandemic Phase: low risk of human cases globally	Code Green
2	H5N1 virus in animals; no human cases globally	
3	Pandemic Alert: no or very limited human-to-human transmission globally	Code Yellow
4	H5N1 virus confirmed in domestic bird(s) in North America	Code Orange
5	Evidence of increased human-to-human transmission of H5N1 virus globally except in North America	
6	Evidence of significant human-to-human transmission of H5N1 virus globally; confirmed human case in North America	Code Red

**Avian Flu
Response Measures**



page 28

Sodexo Code Yellow 

Phase 3 (Current Situation):
Pandemic Alert: no or very limited human-to-human transmission globally

Current Actions

- ✓ Continuous environmental scan
- ✓ Continued preparation & education of our employees and clients
- ✓ Contact suppliers for contingency planning
- ✓ Communicate to Units to reinforce buying from approved vendors
- ✓ Reinforce food safety procedures for cooking and handling of poultry and poultry products
- ✓ Reinforce personal hygiene messages
- ✓ Heightened customer education: facts on Avian Flu & hygiene

Sodexo Code Orange 

Phase 4:
H5N1 virus confirmed in domestic bird(s) in North America

Possible Actions

- ✓ Rescind the egg policy exemption for under-cooking eggs
- ✓ Identify units in affected geographical area(s) and provide heightened education
- ✓ Eliminate the use of cage free chickens and/or egg and egg products from cage free birds
- ✓ Use only suppliers that have housed chickens and adhere to the USDA sampling procedures for H5N1

page 29

Sodexo Code Orange 

Phase 5:
Evidence of increased human-to-human transmission of H5N1 virus globally except in North America

Possible Actions

- ✓ Move to alternate menu plans
- ✓ Close self-service
- ✓ Institute restricted international travel policy – with no travel to countries with confirmed human-to-human transmission
- ✓ Obtain, stockpile & vaccinate employees, starting with direct patient and vulnerable population contact (if available)

Sodexo Code Red 

Phase 6:
Evidence of significant human-to-human transmission of H5N1 virus globally; confirmed human case in North America

Possible Actions

- ✓ Move to poultry-free menus
- ✓ No foreign or domestic travel
- ✓ Institute symptom-reporting process
- ✓ Make protective materials available to employees
- ✓ Institute telecommunication precautions for staff positions
- ✓ Sodexo Crisis Communication Plan (adapted for flu pandemic) is activated
- ✓ Prepare for societal disruption

page 30

Sodexo Code Red



Phase 7:

Pandemic: efficient and sustained human-to-human transmission globally and in North America

Possible Actions

- ✓ Allow for employee absences for personal/family illness & containment measures
- ✓ Regularly communicate with local and/or state public health agencies and/or emergency responders
- ✓ Quarantine presumed exposed/infected persons
- ✓ Hire temporary employees where needed

page 31

What happens if there is a confirmed case of avian flu in the U.S.?

In the event of a confirmed avian flu case in the U.S., Sodexo will receive an immediate notice of any products recalled from either the Food Track electronic bulletins, covering both USDA and FDA recalls, or from our suppliers/distributors directly. If a product is recalled, our supplier will notify our distributors, who will in turn notify our accounts. Sodexo verifies all recalls and notifies our accounts and regional purchasing liaisons directly, ensuring that the recalled products are not served to our customers and removed from further distribution.

How will Sodexo respond?

In the event of an outbreak, Sodexo's crisis management program is in place to protect guests, customers, clients, employees, limit property loss, communicate honestly with the public and restore normal operations as quickly and safely as possible. Sodexo's crisis management team is on call 365 days a year and is responsible for coordinating and directing effective responses. Once Sodexo is aware of a confirmed case, we will activate our corporate crisis management command center. Our team will also work closely with and take direction from local, state and federal regulatory associations and health officials.

What if the virus starts spreading person to person?

While there have been no confirmed cases of that happening currently in the U.S., Sodexo will follow the direction of the appropriate local, state and federal regulatory agencies and public health authorities.

WHAT IS SODEXHO DOING?

We are preparing our company now so that, in the event of a flu pandemic, Sodexo responds with operational efficiency, timely and effective communication, and ethical practices because we care about the potential impact for our clients and customers..

□ While we currently believe that the possibility of a pandemic is not a threat, we have convened a task force to address the impact of a potential flu pandemic on our company. This group is made up of Sodexo professionals across divisions and areas of expertise. The group's main goals are:

□ Providing clear and accurate information for our operators, clients and customers
□ Planning for alternative menus and supply in the event of a significant reduction in consumption of poultry products

Here are some specific actions the Task Force has taken to date:

1) Sodexo assembled a company-wide task force representing key functional areas to understand and plan for a potential flu pandemic. The mission of the task force includes:

□ Understanding and monitoring the current situation by working closely with resources both internal (vendors and suppliers) and external (industry experts, USDA, CDC)
□ Educating our people on current issues and risks
□ Examining our policies and procedures pertaining to various scenarios involving avian flu (infects birds and is not currently a public health risk) and pandemic flu (flu passed human to human).

2) Sodexo's Food Safety team is reinforcing food handling procedures with regards to poultry and egg products, such as proper cooking times and temperatures and proper hygiene. The CDC and the USDA maintain that poultry and egg products are safe to eat if properly prepared and cooked.

3) Sodexo's Supply Management and Product Quality Assurance groups are working closely to reinforce the importance of purchasing all products from Sodexo-approved vendors and suppliers.

4) A resource center has been established on SodexoNet, the company's intranet site, to provide a forum for educating our employees and communicating the most current information to our stakeholders.

5) To stay apprised of developments regarding avian influenza and pandemic influenza planning, we monitor information provided by:

□ Pandemicflu.gov (an aggregate site)
□ Centers for Disease Control and Prevention (CDC)
□ Food and Drug Administration (FDA)
□ US Department of Agriculture (USDA)
□ US Dept of State
□ US Dept of Health and Human Services (HHS)
□ World Health Organization (WHO)

Contact: *Jaya K. Bohlmann, VP, Public Relations, 1.800.763.3946, ext. 44550.*

Appendix H University Relations and Marketing

Avian Flu Pandemic Communications Plan University Relations and Marketing

Communications will be maintained via the use of the web, e-mail, telephone, and the media depending upon the continued availability of each of these options. Coordination of this area of response will be handled by Maitland Dade, Vice President for External Relations and Deborah Banks, Senior Director for University Relations and Marketing. Specific plans for communications are outlined

Media - Critical Messages will be disseminated by Media Relations staff via newspaper advertising, commercial and public radio broadcast messages. The university may also utilize BSUTV and 1640 Am, the traffic radio station, to reach people coming to campus or in the immediate vicinity.

Telephone -University land line telephones will be supported with essential staff and will include all current telephone lines. These telephones can be used to disseminate critical information to the campus via recorded voice mail messages. Cell phones may also be used for direct communication with critical employees as needed through the BEES communication system.

E-mail- Existing mechanisms are in place for authorizing and sending mass e-mail (mega mail) to the campus community (broadcast). As the situation develops, e-mail services for general use will be supported with essential staff and will include all faculty, staff, and student accounts as well as listserv services.

Web- An emergency preparedness site will be developed linked to the University's top level page. It will be used to broadcast information of a general nature, including general campus status information, and specific Avian Flu information. As needed, the University Webpage will include links to other useful information. Updating can be done either on or off campus as conditions dictate.

TOP Pre-Level 1

Pre-level 1: Prior to efficient human to human transmission

Institution wide:

1. The Incident response Team will meet regularly to discuss preparations for each level and to confirm the designation of responsibility for specific types of communications.
2. Campus faculty, staff, and students will be encouraged to become familiar with details of the Avian Flu Plan.
3. An Emergency Preparedness Website will be marketed to members of the University community and updated information will be posted on it as needed. This resource will be used during the Pre-Level 1 period to communicate with students, faculty, staff, parents/families, trustees, regents, surrounding communities, local officials, state officials, and vendors.
4. Educational campaigns on hand hygiene and cough and sneeze etiquette will be increased.

Department Specific:

1. All units will identify essential staff to maintain necessary operations during Levels 1-4, and inform individual staff of their status in writing. This should be done as soon as practical.
2. All units will confirm communication protocols for all staff levels (e-mails, meetings, conference calls, etc)
3. All units will be ready to communicate how they will function/provide services with fewer staff, noting restrictions of hours and service levels and alternative means of getting services as appropriate.
4. The Henry Wise Wellness Center will provide health promotion activities that stress infection control measures, e.g., hand hygiene and cough and sneeze etiquette.
5. The Henry Wise Wellness Center Website will be an additional source of current Avian Flu information for the campus.
6. The Henry Wise Wellness Center will identify experts/spokespersons for campus from county and state health departments.
7. Residence Life and Greek Life will prepare drafts of e-mails, Web postings, FAQs, and fliers to be used in (a) educational campaigns about hand hygiene and cough and sneeze etiquette, (b) personal protection campaign (e.g., what items students should have/store in their rooms and personal safety precautions), and (c) progressively difficult and dangerous situations. In addition, all residents will be advised that all University housing will be shut down shortly after classes are canceled and all residents will be expected and all residents will be expected to evacuate the campus.

8. University Human Resource will disseminate information about applicable leave policies and information on communicable diseases pursuant to the Memorandum of Understandings (**Non-exempt and Exempt Article 18, section 6**)
9. The Facilities Management/Housekeeping will manage the distribution of information and consult on regulatory issues regarding the use of Personal Protective equipment, the Instructions for Employees Who Request Voluntary Use of a Respirator, and the Protocol for Cleaning and Disinfection of Environmental Surfaces.
10. The Office of Information Technology (OIT) will be responsible for maintaining the essential services and systems to support campus communication and instruction.

**Level 1: First cases of efficient human-to-human transmission internationally-
Campus open business as usual, enhanced planning**

Institution Wide:

1. Information on the emergency Preparedness Website will be updated as needed to communicate current status of the pandemic and institutional responses. Additional efforts to market the Website will also be implemented.
2. E-mail alerts will be sent to students, faculty, staff, and parents/families of students informing them of the current status and encouraging them to refer to the Emergency Preparedness Website.
3. Direct deposit inventories will be conducted.

Department Specific:

1. All units will update departmental Websites with service specific information as conditions evolve over time.
2. All units will provide information to staff about departmental issues and the care and safety of their families.
3. The Health Center will provide health promotion activities that stress infection control measures, e.g., hand hygiene and cough and sneeze etiquette.
4. The Health Center Website will be an additional source of current Avian Flu information for the campus.
5. **International Education Services** will send an **IESNEWS** issue to all international students with appropriate information. An IES staff member will be in charge of messages. The IESNEWS article will link to the IES Website.
6. Dining Services will educate student, faculty, and staff on the need to keep a three day supply of food, water, and other essentials.
7. Residence Life and Greek Life staff will conduct informational meetings with student residents and other stakeholders as needed.
8. Facilities Management/Housekeeping Services will manage the distribution of information and consult on regulatory issues regarding the use of Personal Protective Equipment, the Instructions for Employees Who Request Voluntary

Use of a Respirator, and the Protocol for Cleaning and Disinfection of Environmental Surfaces.

Level 2: First verified case in North America AND one or more other triggering events (listed below) – Implement social distancing measures; cancel classes and other scheduled activities; prepare for closing; began liberal leave for non-essential employees, healthy essential employees report

Decision criteria/triggering events:

1. World Health Organization declaration of Phase 6 –Pandemic period; Increased and sustained transmission in the general U.S. population.
2. Confirmation of a high rate of infectivity, morbidity, (rate of infection) and/or mortality (death rate)
3. Rate/speed of disease spreading
4. Local public health recommendations to curtail/cancel public activities in county or state
5. Falling class attendance, students leaving campus
6. Rising employee absenteeism
7. Other regional schools/school systems closing
8. Transportation systems closing/curtailing interstate travel
9. Cases in the local Mid-Atlantic area occurring early versus late in the overall U.S. experience with the unfolding pandemic

Institutions Wide:

1. Information on the Emergency Preparedness Website will be updated as needed to educate the campus community regarding flu signs/symptoms and when/where to seek help. Opportunities for responsive on-line communication will be provided by university Relations and Marketing.
2. E-mail alerts will be sent to students to students, faculty, staff, parents/families, Trustees, Regents, State officials, and vendors apprising them of the status of activities on campus and steps being taken by the institution.
3. Media will be alerted to the status of activities on campus and steps being taken by the institution.

Department Specific:

1. All units will keep staff in their areas informed of the current status of the pandemic and institutional responses.
2. All units will update websites for closing status.
3. All units will maintain staff phone trees
4. All units will publicize Health Center protocols for hand hygiene and cough and sneeze etiquette.

5. All units will implement a procedure for dealing with a possible increased media presence, including access issues, and referrals to campus public information staff.
6. The Wellness center staff will educate the campus regarding signs/symptoms and when/where to seek help.
7. Signs will be posted at entry doors of the Health Center notifying patients with coughs to put on mask.
8. Wellness center personnel will conduct frequent consultation with the County and State health departments.
9. Resident Life and Fraternity and Sorority Life will announce that all University housing will be closed imminently, and students will need to prepare to evacuate.
10. Resident Life and Fraternity and Sorority Life will communicate Health center protocols for infection control in areas such as residence halls where social isolation is difficult.
11. Resident Life and Fraternity and Sorority Life will e-mail students directly affected by campus action (e.g., evacuation, social isolation, relocation) specifying actions they must take
12. **International Education Services** will send an IESNEWS issue to all international students giving options for action for students so they can prepare to make difficult decisions if necessary.
13. Study abroad staff, faculty directors (if overseas), and students will be notified of emergency contact information, including home phone numbers, of the Study Abroad and IES staff.
14. Signs will be posted in the Dining Services' facilities stating anticipated closing of each facility and directing customers to another location.
15. Facilities Management/Housekeeping Services will manage the distribution of information and consult on regulatory issues regarding the use of Personal Protective equipment, the Instructions for Employees Who Request Voluntary use of a Respirator, and the Protocol for Cleaning and Disinfection of Environmental Surfaces.

Level 3: Within 1-5 days of declaring Level 2 and depending on national and local conditions- All University residence will close; thereafter, as soon as practicable, most administrative offices and academic buildings will close.

Institution Wide:

1. Information on the Emergency Preparedness Website will be updated on a continual basis. As needed. Online responses to electronic inquiries will be provided from a remote location by staff in University Relations and Marketing.
2. E-mail alerts will be sent to students, faculty, staff, parents/families, Trustees, Regents, State officials, and vendors apprising them of the status of activities on campus and steps being taken by the institution.
3. Campus wide voice mail will be sent to students, faculty, and staff. Other appropriate telephone contact will be made with other stakeholders.

4. Media will be apprised of evolving status of activities on campus and steps being taken by the institution.

Department Specific

1. All units will follow campus protocols for updating the Web and other communications, including approvals and sequencing of updates, relay of information between departments and the Incident Response Team, and taking into account the nature and volume of student, parent, and media inquiries.
2. Wellness Center will maintain contact with county and state health departments.
3. International Education Services will send an IESNEWS issue to all international students.
4. Study abroad will continue to keep students informed of progress of flu on campus and the institutions response.
5. Facilities Management/Housekeeping Services will manage the distribution of information and consult on regulatory issues regarding the use of Personal Protective Equipment, the Instructions for Employees Who Request Voluntary use of a Respirator, and the Protocol for Cleaning and Disinfection of Environmental Surfaces.

Level 4: As soon as practicable following Level 3- campus closed; declared emergency condition; evacuation of campus; all facilities closed except skeletal services for infirmary, temporary emergency shelter housing for students with extreme hardships, and essential research; access to campus is sealed off; closure is sustained.

Institution Wide:

1. Information on the Emergency Preparedness Web site will be updated on a continual basis, as needed. Online response to electronic inquiries will be provided from a remote location by the staff in University Relations and Marketing.
2. E-mail alerts will be sent to students, faculty, staff, parents/families, Trustees, Regents, State officials, and vendors apprising them of the status of activities on campus and steps being taken by the institution.
3. Campus wide voice mail will be sent to students, faculty, and staff. Other appropriate telephone contact will be made with other stakeholders.
4. Media will be apprised of evolving status of activities on campus and steps being taken by the institution.

Department Specific:

1. Wellness Center staff will maintain contact with County and State health departments.

2. Residence Life, Greek Life, International Education Services and Study Abroad staff will continue to maintain e-mail contact and Web information as appropriate at this stage.
3. Facilities Management/Housekeeping Services will manage the distribution of information and consult on regulatory issues regarding the use of Personal Protective Equipment, the Instructions for Employees Who Request Voluntary use of a Respirator, and the Protocol for Cleaning and Disinfection of Environmental Surfaces.

Recovery Level: Recovery stage once pandemic is under control-campus poised to re-open.

Institution Wide:

1. Re-opening procedures and timetable will be communicated via e-mail, web, and media
2. Student return and procedure will be announced via e-mail and Web (e.g., health and safety precautions, what to expect, what to bring, and pro-rata credits for unused portions of services).

Appendix I

Bowie State University

Office of Information Technology Pandemic Preparedness Plan

As information technology has become the backbone for the majority of business processes and operations across the institution, contingency plans for an “event” whether minor or catastrophic has to be in place to ensure that business, education, communication, and information technology continues.

The Office of Information Technology’s (OIT) goal is to support the All Hazards Preparedness Plan of Bowie State University. The division’s response will be based solely on the approved procedures and guidelines based on the type of event or hazard that is occurring. In the event of a pandemic, the division will respond as detailed in this document with each department following the OIT Disaster Recovery and Business Continuity plan based on the level of the pandemic. For clarity, the four departments of the division are:

- Systems and Network
- Support Services
- Telecommunications

Essential Personnel, Services, and Systems are identified in the BSU OIT Disaster Recovery and Business Continuity plan. Once an event is triggered or recognized, this plan becomes operational and part of the procedure that OIT staff will enforce and implement.

In the event that access to campus is permissible, OIT personnel will continue to support on-site all the core services required for business continuity.

In the event that access to campus is not permissible, the division will proceed with remote management mode with the goal of maintaining all essential services that are needed such as:

- Telephone
- Network Access
- Electronic Messaging (E-mail)
- Administrative Applications (i.e. PeopleSoft Student Administration, HR, Financials, Contributor Relations, etc.)
- Academic Applications (i.e. Blackboard, etc.)

At this time, the Office of Information Technology is in the process of identifying a remote hot-site location to move operations to in the event campus access is not possible. When an event occurs, the BSU OIT Disaster Recovery and Business Continuity plan goes into effect to move the critical functions to the remote site. This is contingent on critical personnel available and able to travel to the remote site.