



## **PANDEMIC INFLUENZA RESPONSE PLAN**

**OFFICE OF ENVIRONMENTAL  
HEALTH AND SAFETY**

REVISED JANUARY 2010

## TABLE OF CONTENTS

Background.....	3
Purpose.....	3
Local Public Health Leadership.....	3
World Health Organization (WHO) Pandemic Phases.....	4
Pandemic Response Command and Control.....	5
Pandemic Severity Index.....	5
Assumptions for Planning.....	6
Cleveland State University Pandemic Planning.....	6
Business Continuity.....	7
Critical Operations.....	7-12

A. Office of the President and Senior Administrative Staff

B. Administration and Finance

    Department of Facilities and Safety

        Campus Police

        Environmental Health and Safety

        Access Control and Security Systems

    Facilities Management (Environmental Operations, Maintenance and Grounds, Custodial)

    Campus Support Services (Residence Life, Dining Services, Parking)

    Human Resources

    Finance

C. Academic Affairs (Provost's Office)

    Student Health and Wellness Services

    International Studies

    Student Life

D. Informational Systems and Technology

Marketing and Public Affairs

## BACKGROUND

The World Health Organization (WHO) and the Centers for Disease Control and Prevention (CDC) has consistently issued warnings that a high risk exists for the Avian Influenza virus becoming the next human influenza pandemic. There is uncertainty as to whether viral mutations will occur to the point of causing a global pandemic. There is agreement however that at some point in the very near future, our community and Cleveland State University will likely be affected by an influenza pandemic.

Unlike an epidemic, which is limited to a particular geographic location, a pandemic is a state where an infectious disease spreads in human populations over a large region, possibly globally. Were such an infectious disease to reach pandemic status, the result will cause widespread disruptions throughout our society.

In an attempt to minimize the health impact of an influenza pandemic, most government entities, including Universities will likely cease operations to minimize close contact and thus the rapid spread and illness rate of the virus.

This plan has been developed in conjunction with state and federal guidelines, and is in alignment with plans set forth by the City of Cleveland, Department of Public Health and the Cuyahoga County health Department. It is intended to provide the suggested response action by the appropriate university personnel to a pandemic while preserving the University and its core mission.

## PURPOSE

The purpose of this plan is to provide a framework and guide for Cleveland State University employees in the development of plans and actions to address a pandemic influenza as declared by health officials in our community.

## LOCAL PUBLIC HEALTH LEADERSHIP

Local public health actions will be coordinated by the Cuyahoga County Public Health Collaborative (CCPHC). This group is comprised of the Cuyahoga County Board of Health, Cleveland Department of Public Health, Shaker Heights Department of Health, and Lakewood Department of Health. This group has developed a formal plan that follows guidelines set forth by the United States Department of Health and Human Services (DHHS) and the Ohio Department of Health (ODH). Their plan is also compliant with the National Incident Management System (NIMS) developed by the Federal Emergency Management Agency.

## PANDEMIC PHASES

The World Health Organization (WHO) has established the following Influenza Pandemic phases.

### A. Inter pandemic period:

Phase 1: No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low.

Phase 2: No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.

### B. Pandemic Alert Period:

Phase 3: Human infection(s) with a new subtype but no human-to-human spread, or at most rare instances of spread to a close contact.

Phase 4: Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.

Phase 5: Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans but may not yet be fully transmissible (substantial pandemic risk).

### C. Pandemic Period:

Phase 6: Pandemic: increased and sustained transmission in general population. This phase includes periods when virus activity has subsided and a second wave.

**Notes:** The distinction between **phases 1** and **2** is based on the risk of human infection or disease resulting from circulating strains in animals. The distinction is based on various factors and their relative importance according to current scientific knowledge. Factors may include pathogenicity in animals and humans, occurrence in domesticated animals and livestock or only in wildlife, whether the virus is enzootic or epizootic, geographically localized or widespread, and other scientific parameters.

The distinction among **phases 3, 4, and 5** is based on an assessment of the risk of a pandemic. Various factors and their relative importance according to current scientific knowledge may be considered. Factors may include rate of transmission, geographical location and spread, severity of illness, presence of genes from human strains (if derived from an animal strain), and other scientific parameters.

## PANDEMIC RESPONSE COMMMAND AND CONTROL

An Incident Command Structure/Unified Command Structure (ICS/UCS), compliant with the National Incident Management System (NIMS) will be utilized by local public health agencies. Coordination of interagency activities will be done through the Emergency Operations Center (EOC). Cleveland State University uses also NIMS and will establish an internal incident command structure during a pandemic outbreak.

For Cleveland State University, the Director of Student Health Services, in close cooperation with the University Administration and Campus Safety leadership, will take the incident command role in the event of a pandemic influenza outbreak.

## PANDEMIC SEVERITY INDEX

This is a classification scale for reporting the severity of a pandemic outbreak in the United States developed by the Centers for Disease Control and Prevention and issued from the US Department of Health and Human Services. It was designed to assist local public health agencies in developing pandemic planning strategies.

Interventions* by Setting	Pandemic Severity Index		
	1	2 and 3	4 and 5
<b>Home</b>			
<b>Voluntary isolation</b> of ill at home (adults and children); combine with use of antiviral treatment as available and indicated	Recommend †§	Recommend †§	Recommend †§
<b>Voluntary quarantine</b> of household members in homes with ill persons† (adults and children); consider combining with antiviral prophylaxis if effective, feasible, and quantities sufficient	Generally not recommended	Consider **	Recommend **
<b>School</b>			
<b>Child social distancing</b>			
-dismissal of students from schools and school based activities, and closure of child care programs	Generally not recommended	Consider: ≤4 weeks ††	Recommend: ≤12 weeks §§
-reduce out-of school social contacts and community mixing	Generally not recommended	Consider: ≤4 weeks ††	Recommend: ≤12 weeks §§
<b>Workplace / Community</b>			
<b>Adult social distancing</b>			
-decrease number of social contacts (e.g., encourage teleconferences, alternatives to face-to-face meetings)	Generally not recommended	Consider	Recommend
-increase distance between persons (e.g., reduce density in public transit, workplace)	Generally not recommended	Consider	Recommend
-modify, postpone, or cancel selected public gatherings to promote social distance (e.g., stadium events, theater performances)	Generally not recommended	Consider	Recommend
-modify work place schedules and practices (e.g., telework, staggered shifts)	Generally not recommended	Consider	Recommend

## ASSUMPTIONS FOR PLANNING

1. The pandemic will not originate in Cuyahoga County, Cleveland, Ohio.
2. The most likely origin will be somewhere on the continent of Asia allowing international health agencies to establish severity before reaching North America.
3. There will be an approximate two (2) week notice period between pandemic identified in the United States before it spreads to all geographic regions, but the time period could be less.
4. Estimates of wave illnesses are between one and three (1-3) months with an approximate peak in waves of two (2) months.
5. The extent of the University's response will depend on the virulence and infectivity of the pandemic influenza strain as characterized by local public health officials.
6. Vaccines that exist at the onset of the pandemic will not be effective against the pandemic influenza strain – approximately six (6) months is needed to make a vaccine effective against the pandemic influenza strain.
7. Approximate absenteeism of thirty-forty percent (30-40%) may be expected during the pandemic outbreak. This translates into approximately 5250 Cleveland State University students and slightly over 700 CSU employees.
8. The Governor of Ohio or the Ohio Department of Health will close schools and colleges in response to a pandemic situation.
9. Because of the international and out-of-state student population, CSU may need to consider making a decision about closing ahead of any state directive
10. Once closed, the ability of the University to provide services will be greatly limited.
11. There are buildings where critical operations will need to be maintained.
12. There will be a small contingent of students that may not be able to return home and will require housing accommodations in one residence hall with social distancing.

## CSU PANDEMIC PLANNING

As part of Emergency Management, Environmental Health and Safety, part of the Department of Facilities and Safety, shall take the lead in coordinating University planning efforts. Those departments identified as essential shall appoint a departmental representative to lead and represent their individual pandemic planning efforts. Essential departments shall move forward with developing individual plans to address their needs and responsibilities for the campus.

## BUSINESS CONTINUITY – PLAN FOR RESUMPTION OF SERVICES

All campus departments should revise and update their business continuity plans in regard to the potential of a pandemic outbreak. This involves communication with departmental personnel, students, outside vendors etc...and preparing for resumption of normal operations.

### Critical Operations

The following are identified as departments that may need to perform critical operations, duties and responsibilities that will need to continue even if the University closes. Those departments, and potential responsibilities they will be faced with addressing, are:

#### A. Office of the President and Senior Administrative Staff

1. Evaluate and support recommendations from Health and Wellness Services and Campus Safety
2. Identify essential administrators and inform them of their responsibilities
3. Evaluate and provide guidance on feasibility and authorization of “work from home” programs for applicable departments
4. Maintain communication with the CSU Board of Trustees and provide them with status reports on University operations relative to pandemic

#### B. Administration and Finance

##### Department of Facilities and Safety

1. Identify essential Department of Facilities and Safety personnel and inform them of their responsibilities
2. Review safety and security programs for university in consideration of possible long and short-term cessation of campus operations and make modifications as needed.
3. Maintain communication with University administrators and provide them with status reports in University campus safety operations relative to pandemic
4. Make recommendations as to which University buildings are to remain open and accessible when the University is closed.

##### Campus Police

1. Identify essential Campus Police personnel and inform them of their responsibilities
2. Review safety and security details for university in consideration of a possible long and short-term cessation of campus operations and activities (academic, athletic, events, etc...) and make modifications as needed in response to a pandemic.

3. Receive and maintain list of essential operations (buildings and personnel)
4. Provide safety and security for those essential departments and employees, for any students that remain on campus, and University property.
5. Identify needs and communicate to University administration.

#### Environmental Health and Safety

1. Identify essential EHS personnel and inform them of their responsibilities
2. Review personal protective equipment (PPE) needs for all essential university workers and maintain stock of PPE
3. Facilitate fit testing for essential applicable personnel based on their level of exposure.
4. Ensure EOC is equipped with proper supplies
5. In conjunction with Health and Wellness Services, assess and augment existing sanitation control procedures for housekeeping relative to pandemic and provide training
6. Notify insurance carriers of change in status of university operations relative to a pandemic.
7. Identify needs and communicate to University administration

#### Access Control and Security Systems

1. Identify essential AC&SS personnel and inform them of their responsibilities
2. Review access control policies and protocols and consider any modifications as needed in response to a pandemic
3. Identify needs and communicate to University administration

#### Facilities Management (Environmental Operations, Buildings and Grounds, Custodial)

1. Identify essential facilities operations personnel and inform them of their responsibilities
2. Make recommendations and develop a plan to support and maintain those buildings which are designated to remain open and accessible when the University closes.
3. Develop protocols and procedures for shut-down of equipment where possible, in those University buildings that will not be occupied when the University closes.



4. Ensure essential services from vendors to campus for on-going operations is maintained to include but is not limited to solid waste removal, fuel for vehicles and provisions for utilities (heating, cooling, etc...)
5. Implement any additional sanitation measures relative to pandemic for housekeeping
6. Identify needs and communicate to University administration

#### Campus Support Services (Residence Life, Dining Services and Parking)

1. Identify essential Campus Support Services personnel and inform them of their responsibilities.
2. Identify residence hall space for ill students unable to leave
3. Develop a food service plan for those students that remain on campus during a pandemic.
4. Facilitate services provided by outside management of Residence Hall and Dining Services to those students that remain on campus during pandemic.
5. Address providing laundry services for those students that remain on campus during pandemic.
6. Implement and conduct pandemic influenza training programs for student resident who remain on campus in conjunction with Health and Wellness Services
7. Develop interim plan for Parking Services operations given reduced activities on campus.
8. Identify needs and communicate to University administration

#### Human Resources

1. Identify essential Human Resources personnel and inform them of their responsibilities.
2. In conjunction with EHS, provide information on enhanced sanitation practices during a pandemic to Facilities Management Custodial staff.
3. Consider evaluation of and make recommendations to develop policies, in conjunction with applicable University departments, in the event of a pandemic declaration and subsequent University closure as follows:
  - a. Pandemic flu essential personnel policy.
  - b. Pandemic flu payroll policy.
  - c. Pandemic flu extended sick leave policy.
  - d. Pandemic flu Social Distancing.
  - e. No Return-To-Work Policy for employees from high risk geographic areas.
4. Provide informational training materials on above said policies as needed.
5. Evaluate impact of above mentioned strategies on existing labor agreements.

6. Work with University administration and IS&T to develop “work from Home” guidelines.
7. Identify needs and communicate to University administration.

Finance (Purchasing, Payroll, Budget)

1. Identify essential Finance personnel and inform them of their responsibilities.
2. Identify potential funding sources for emergency purchases including but not limited to personal protective equipment (PPE).
3. Evaluate protocols for maintenance of accounting services, university receivables and payroll function.
4. Identify needs and communicate to University administration.

C. Academic Affairs (Provost’s Office)

1. Identify essential academic affairs personnel and inform them of their responsibilities.
2. Evaluate and develop recommended protocols for the following:
  - a. Cessation of classes at CSU.
  - b. Feasibility of continuing classes via distance learning technology with input from IS&T.
  - c. Laboratory research activities during pandemic (in conjunction with Deans of the Colleges of Science and Engineering, and the Department of Sponsored Programs and Research, or other academic department where laboratory research takes place.
  - d. Animal care activities during pandemic (in conjunction with the Department of Sponsored Programs and Research).
3. Identify needs and communicate to University administration

Student Health and Wellness Services

1. Identify essential personnel from Health and Wellness Services and inform them of their responsibilities.
2. Coordinate and facilitate vaccination of first responders and those deemed essential personnel.
3. In conjunction with EHS, assess and augment existing sanitation control procedures for housekeeping relative to pandemic and assist with training.
4. In conjunction with Campus Support Services – assist Residence Life with the development of student/resident training programs.
5. Develop pandemic influenza prevention and fact sheet; other information on pandemic for posting on CSU website.
6. Promote self-care including frequent hand washing.
7. Provide support and technical information and advice to Human Resources relative to pandemic, specifically on developing social distancing policy.
8. Identify needs and communicate to University administration.

#### International Studies

1. Identify essential International Studies personnel and inform them of their responsibilities.
2. Develop a tracking system for university employees and students traveling overseas.
3. Provide support and communication for international employees and students.
4. Identify needs and communicate to University administration.

#### Student Life

1. Identify essential Student Life personnel and inform them of their responsibilities.

#### D. Informational Services and Technology

1. Identify essential IS&T personnel and inform them of their responsibilities.
2. Maintain technology and communication services for essential departments and personnel.
3. Review and identify needs and subsequent procedures for increased demand on IS&T systems.
4. Evaluate feasibility, in conjunction with the Provost's Office, of continuing classes through use of distance learning technology.
5. Work with applicable departments to assess development of work from home interface guidelines for computer connections.
6. Identify needs and communicate to University administration.

#### E. Marketing and Public Affairs (Public Information Officer)

1. Identify essential Marketing and Public Affairs personnel and inform them of their responsibilities.
2. Provide communications to all external media venues including televised and printed news media.
3. Receive and post status updates and other information provided by Marketing and Public Affairs for posting on the CSU website.
4. Serve as the official University spokespersons for CSU and Public Information Officer (PIO) as per NIMS protocols.
5. Identify needs and communicate to University administration.