

PANDEMIC FLU PREPARATION PLAN

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PANDEMIC FLU PREPARATION PLAN

Due to the unique nature of a pandemic flu outbreak and potential risk to students, staff, and the operations of the College, this Emergency Response and Safety Plan supplement was developed to address issues unique to this potential crisis. This plan will be initiated immediately upon a flu pandemic outbreak in the United States.

I. Coordination and Leadership

- A. Response Team: The Nicolet College Emergency Response Team will oversee all aspects of pandemic flu preparation, response, and recovery. The Emergency Response Team will be the accountable and responsible body for all decisions affecting the campus, its staff, and its students in the face of a pandemic flu emergency.
- B. Team Responsibilities and Plan Initiation: The Emergency Response Team will treat the pandemic outbreak as it would any campus emergency, following the strict guidelines outlined in the Nicolet College Emergency Response and Safety Plan and this supplemental plan. Where the Emergency Response and Safety Plan and supplemental plan conflict, the Pandemic Flu Preparation Plan will take precedence.

II. College Operations

- A. Cancellation of Meetings and Events: At the time of an outbreak, all meetings and public events scheduled at the College will be canceled immediately if cancellation does not harm College operations or put the public at risk. Minimizing the formation of groups lessens the chance of the flu spreading.
 - a. Students: All student activity meetings and events will be canceled. All student club meetings and events will be canceled. All field trips will be canceled.
 - b. Staff: All scheduled meetings of staff will be canceled. Only meetings essential to keeping the College operational will continue and only under established hygiene and infection control protocol described later in this plan.
 - c. Community: All community groups utilizing the campus will be asked to postpone their meetings and events until such time when the Emergency Response Team deems it safe to have these groups return to campus.
- B. Classes and Student Congregation: Scheduled classes will continue to meet once the pandemic outbreak has reached the United States and will do so until such time as the Emergency Response Team deems the campus must be closed (see item D below). Students will be encouraged to follow hygiene and infection control protocols and

will be encouraged to come to the College only for classes and not to linger or congregate in groups.

- C. Services: All non-essential services to students, staff, and the public that encourage groups to gather will be discontinued in the event of a pandemic outbreak. The following services will be suspended or altered:
- a. College Cafeteria: The cafeteria will immediately discontinue operations and cafeteria seating will be removed and stored to prevent students from gathering.
 - b. Culinary Program Public Food Service: The Culinary Program will immediately suspend service of meals to the public.
 - c. Barber/Cosmetology: The Barber/Cosmetology program will immediately suspend services to the public.
 - d. Daycare: The Daycare facility will immediately discontinue operations. Parents will be notified and the center closed.
 - e. Fitness Center: The Nicolet College Fitness Center will be immediately closed to all students, staff, and community members.
 - f. Nicolet Library: The College libraries, both at the Lake Julia and Lakeland campuses will be closed to the public and be open only to Nicolet staff and registered Nicolet students.

*Those staff working in areas that discontinue operations entirely will continue to receive pay and benefits and will not be charged for vacation or sick time. These individuals may be reassigned to other areas of the College or enlisted to aid in pandemic control activities when appropriate.

- D. Campus Closures: The Emergency Response Team will determine if, and at what point, the Lake Julia and Lakeland campuses will be closed. This decision will be made based on the ability of the College to continue operations with student and staff illness.
- a. Decision Point: As a guideline, it is suggested the College close when the loss due to illness reaches 30% in staff and/or 30% in students. At this level of absenteeism, the risk to student and staff health outweighs the loss of education time. This suggested level of absenteeism is a guideline only. The Emergency Response Team will consider other factors at the time of outbreak, including government recommendations and guidelines that may emerge.
 - b. Communication: Closure of the Lake Julia and Lakeland campuses will be announced via local radio and television stations, student email, and the

campus kiosk system. The campuses will remain closed until the Emergency Response Team has determined the crisis has passed and opening the campuses will not present a health danger to students and staff.

- c. **Time Recovery:** Educational time lost due to closure will be recovered by extending the fall, spring, or summer semesters into normally scheduled “off” times. For a fall closure, the semester will be extended into December or January depending on time lost. A spring closure would extend the semester into the summer break, and a summer closure would extend the semester into late summer—again, depending on time lost.
- d. **Campus Security:** In the event one or both of the campuses are closed, facilities staff will continue to report to work to maintain the campus and provide a security presence. Those who remain will be provided appropriate preventative gear and will be expected to engage in recommended hygiene practices (see Infection Control below).
- e. **Business Operations:** In the event of campus closure, the Vice President of College Services and the Director of Business Operations will identify key business office staff to continue to work and meet the College’s financial obligations (i.e., paying bills, meeting payroll). Those who report to work will be provided appropriate preventative gear (if needed) and will be expected to engage in recommend hygiene practices (see Infection Control below).
- f. **Maintenance:** In the event of campus closure, facilities staff, as mentioned above, will continue to report to work to maintain the campus and provide security. Roads will be cleared in the winter, building temperatures monitored, and routine preventative maintenance performed.

The janitorial service will be asked to continue cleaning the buildings if the company continues operations. If unable, the facilities staff will perform that function.

- g. **Building Closure:** In the event of campus closure, only the Facilities Building and the University Transfer Center Building will remain open (the Lakeland campus building will be closed as well). All unoccupied buildings will be locked and will remain off-limits to all personnel, other than for routine monitoring. The janitorial service will be asked to clean and disinfect these buildings before being locked.
- h. **Computer and Information Technologies:** In the event of campus closure, the Vice President of College Services and the Director of Computer and Information Technologies (CIT) will identify key CIT staff to provide computer service to keep the College computer systems up and functional. Email, Internet, the College web page, and business functions will remain

operational. Those who remain will be provided appropriate prevention gear (if needed) and will be expected to engage in recommended hygiene practices (see section on Infection Control below).

- i. **Customer Services:** In the event of campus closure, the College switchboard automated service will announce the closure and direct customers to the Nicolet College web page for information and access to services. Email addresses will be offered and customers encouraged to direct questions and concerns to specific offices. The directors of the various service offices (Admissions, Registration, Financial Aid, Business Services, etc.) will assign staff to monitor emails, answer questions, and direct customers to information that can be gleaned from the College web page from home.

III. Instruction and Student Learning

- A. **Alternative Delivery:** Where possible, courses will be transferred from face-to-face format to an alternative delivery format conducive to learning from home. If course content allows, instructors will convert to web-based or mailed lessons at the pandemic outbreak, continuing to conduct classes as long as the College remains open. This will reduce the number of students required to be on campus.

In preparation for a possible pandemic outbreak, instructional staff will be asked to identify the most commonly offered courses and convert these courses to on-line or correspondence formats. Again, this would be done only for courses that lend themselves to such formats.

- B. **Student Absence Due to Pandemic-related Illness:** Once the Emergency Response Team places this plan into operation, student absence due to a pandemic-related illness will not be used in calculating a student's grade or be detrimental to a student's chance to complete a course—regardless of the course. Students returning to class after a pandemic flu-related illness will be given ample opportunity to finish missed exams and assignments.

If time does not allow a student to complete missing assignments and exams by the end of the semester, he or she will be given the option to take an incomplete even if 50% of the course has not been completed as is specified by policy. Students receiving an incomplete will have two semesters to finish work instead of the one specified by policy.

A student may elect, in accordance with policy, to withdraw from a course if desired and begin the class again at a later time. If a student elects to withdraw from a course due to a pandemic flu-related illness and did not receive a tuition refund, he or she will be allowed to take the course over again at no cost.

- C. **Substitute Instructors:** The College will make every effort to remain open up to the point where the risk to staff and students becomes too high. To keep classes

functioning for as long as possible, community faculty members (CFM's) will be employed to replace regular faculty who become ill. Instructional deans, in preparation for a possible pandemic, will create a list of potential CFM's who may be called upon to replace instructional staff.

It is the policy of the College that instructors who begin to show symptoms will be removed from the classroom immediately. If a substitute for an instructor cannot be found, the class will be canceled. If an instructor becomes ill, and he or she believes enough of the course's learning objectives have been covered for students to successfully continue to the next level, the course will stand completed. Grades earned up to that point will be used to calculate a final grade. If, however, a course must be canceled and not enough of the content has been completed, students will be withdrawn from the class and given a full refund on books and tuition.

IV. Communications

- A. Dissemination of Information to Employees: Utilizing the College email system and the InfoNet, staff will be given continuing updates about the pandemic flu outbreak once it reaches the United States. Infection control protocol will be disseminated (see Section V), and staff will be made fully aware of all steps of pandemic preparation and control undertaken by the Emergency Response Team. Staff will also be made fully aware of procedures for closing the campuses and what steps will be taken to continue services. In the event of closure, employees will be informed of reopening via television and radio announcements.
- B. Dissemination of Information to Students: At the onset of an outbreak, students will be kept informed of events via the student email system, the kiosk system, the College web page, posters and signs, and information relayed through faculty in classes. Students will be instructed about infection control protocol primarily through signage, kiosk messages, and the Nicolet web page. Signs on appropriate hand washing, cough control, and close contact will be posted in all buildings and in all washrooms. Detailed information on hygiene protocol will be posted on the College web page, including suggestions about preparation and hygiene protocol to be used in the home.

Students will be adequately warned of campus closures and will be instructed to tune to area radio and television stations to learn when the College will reopen. Students will also be informed, via the methods described above, of services still available or if certain classes will be continued via on-line or correspondence.

- C. College Web Page: A special page on the pandemic flu will be placed on the College web site. The page will contain the following information:
 - a. Ongoing messages on the progression of the pandemic flu and any issues facing the College (placed once the pandemic has reached the U.S.)

- b. Modes of transmission
 - c. Signs and symptoms of the disease.
 - d. Infection protection protocol.
 - e. Family protection and home preparation protocol
 - f. Federal, state, and local links for information.
- C. Dissemination of Information to the Media: The President's office, with the aid of the Community Relation's Office, will serve as the single point of contact for all information released to the media and the public. Media outlets will be notified to contact the President's office for all information pertaining to the College and its response to the pandemic flu outbreak. All press releases, interviews, and news stories will be coordinated through the President's office. There will be no exceptions.
- D. Local Health Officials: County health officials will be made aware of conditions at the College and will be made aware in advance of campus closings or openings. The College, upon closing, will make its buildings available to health officials should hospitals need additional space. Two buildings, however, will not be offered. Some Nicolet staff will continue to report to work in the University Transfer Center and the Facilities building.

V. Infection Control

The following information is intended for use in communicating facts about the disease and about infection control to staff and students. The information will be used to populate the College web page, provide information to students and staff through various communications such as emails, kiosks, and signs, and to guide day-to-day practices and behaviors during the outbreak.

Once the pandemic flu outbreak reaches the United States, the hygiene practices described below will be initiated. It is important to note that the flu virus will move quickly across the nation. Estimates include 1.5 to 2 weeks to travel from coast to coast. Therefore, hygiene protocols should be implemented immediately. It should also be noted that many virus carriers will not show symptoms immediately and will still be able to pass the virus to others. Thus, it is critical that infection control measures be followed immediately upon word that the flu has reached this country.

- A. Modes of Transmission: It is important for students and staff to understand the modes of transmission in order to understand the full value of prevention protocol. Thus, the following information will be made available:

- a. Droplet Transmission: This involves large-particle droplets containing the virus that make contact with mucous membranes. Droplets are generated from the source person when that individual coughs, sneezes, or talks. Droplet transmission usually requires close contact between individuals (about three feet or less).
- b. Contact Transmission: This involves direct skin to skin contact and physical transfer of the virus from the infected individual to the new host person. Most commonly this form of transmission takes place via hand to hand contact, hugging, kissing, or when an object is contaminated by one individual and handled by another (i.e., door handles, stairwell railings, table surfaces, shared drinks, shared food, shared cigarettes).
- c. Airborne Transmission: This form of transmission could also be called small particle droplet transmission and involves infested droplets small enough to be successfully transmitted in the air from one person to another. There is no evidence of infection across long distances, but infection may occur over short distances by inhaling small particles in the air.

This form of transmission appears to play less of a role in an outbreak. However, in close quarters (such as a classroom or office) there is evidence that the flu can spread in such a manner and infection control protocol such as covering a cough should be practiced even if individuals are greater than three feet apart.

- B. Hygiene Practices: Staff and students need to become aware of all pertinent hygiene practices in order to minimize the spread of the virus. Signs depicting appropriate hand washing, cough/sneeze, and close contact protocols will be posted in restrooms, hallways, and classrooms. Detailed hygiene practices, flu signs and symptoms, and any and all information deemed critical to stopping the spread of the disease will be placed on building kiosks, sent via email to staff and students, and placed on the College InfoNet and web page.

- a. Hand Washing Protocol: Frequent hand washing with warm water and soap or with use of an alcohol-based hand cleaner is essential for reducing the spread of the virus. Therefore, students and staff will be encouraged to wash hands frequently. Signs will remind individuals to wash hands and alcohol-based sanitizers will be made available throughout the buildings.

The following hand washing protocol information will be disseminated via the methods described above:

STOP THE SPREAD OF THE FLU by washing your hands frequently. Use warm water and soap. Wash your hands for at least 30 seconds (about the same amount of time it takes to sing Happy Birthday to

yourself twice). If no soap is available, use the hand sanitizers distributed throughout the buildings.

After you wash, use a paper towel to dry your hands and then use that towel to open the washroom door. Toss the towel in the container outside. Remember all efforts to remove the virus can be undone by touching a dirty faucet or door handle.

Think about the places others, who may be carrying the virus, have touched. These include door handles, desktops, chairs, hand railings, telephones, keyboards, pens, and pencils. Therefore, assume your hands are constantly exposed to the virus. Wash your hands frequently. Between washings keep your hands away from your eyes, nose, and mouth.

- b. Coughing/Sneezing Protocol: As described above, coughing and sneezing (large particle transmission) can quickly spread the virus. Staff and students will be informed of the appropriate manner to minimize the spread of the virus through the protocol described below. Again, this information will be present via signs and the other means of communication described previously. Tissues and waste receptacles will be made available throughout the buildings (see Procurement and Distribution of Infection Prevention Supplies below).

The following coughing/sneezing protocol will be disseminated:

STOP THE SPREAD OF THE FLU by covering your cough or sneeze. Cover your mouth and nose with a tissue whenever you cough or sneeze. If you don't have a tissue, cough or sneeze into your upper sleeve, never directly into uncovered hands. Immediately dispose of the tissue in a waste receptacle.

Try to carry tissues with you at all times and have them at the ready to intercept a sneeze or cough. Even though you have reduced the spread of the virus by use of a tissue, remember your hands are likely still contaminated with the virus. Don't shake hands with others and wash your hands thoroughly whenever given the opportunity.

Finally, avoid others you observe coughing or sneezing. Stay at least three feet or more away from someone who is showing symptoms.

- c. Close Contact Protocol: Person-to-person, physical contact readily spreads the virus. Also contact with infected surfaces can lead to a spreading of the disease. The following close contact protocol will be disseminated:

STOP THE SPREAD OF THE FLU by avoiding close physical contact with other persons. Do not shake hands. Do not hug. Do not kiss. Keep

at least three feet of distance between you and others—especially if someone shows obvious signs of infection (coughing, sneezing).

Realize that common areas and commonly used items may well have the virus present. This may include door handles, desktops, stairwell railings, telephones, keyboards, books, pens, and pencils. Wipe surfaces clean with the alcohol-based sanitation cloths or wipes that have been distributed in the buildings. Wash your hands frequently or use the alcohol-based hand sanitizer liquid that's been made available.

Remember, even if your hands are clean, don't touch your eyes, nose, or mouth. That's where the virus can most readily enter.

- d. Mucus Membranes: The virus enters the host organism most easily through the mucus membranes of the body. Most commonly, the virus enters through the nose, the eyes, and the mouth. A virus typically has problems crossing the skin barrier, but once exposed to a mucus membrane, entering the host is fairly easy. Therefore, it's important to educate students and staff who may not be familiar with viruses. Habits of touching the nose, eyes, or mouth can be hard to break and frequent reminders will be necessary.

The following information will be disseminated on mucus membranes and virus transmission:

STOP THE SPREAD OF THE FLU by recognizing that the virus passes into your body most easily when it comes into contact with your nose, your eyes, and/or your mouth. Therefore:

- **Don't kiss**
 - **Don't put your hands near your nose, eyes, or mouth**
 - **Don't put pens or pencils into your mouth**
 - **Don't drink from another person's cup or container**
 - **Don't share food**
 - **Don't use another person's fork or spoon or eat off another's plate**
 - **Don't share cigarettes**
 - **Stay at least three feet apart from one another**
- e. Masks: Infection control protocols suggest that, during a pandemic, individuals stay at least three feet apart from one another. If this practice is observed, it is likely that air transmission of the disease can be diminished. Therefore, the College will not require staff or students to wear masks, and it will not distribute masks except upon request and under the following guidelines:
- Any staff member or student who believes that his/her current medical condition warrants the protection may request a mask.

- Any staff member or student who is experiencing flu symptoms or is certain that a recent exposure will soon lead to symptoms may request a mask. (A student or staff member who has symptoms will be encouraged to go home. However, there may be situations when that individual may need to remain on campus temporarily.)
- Any staff member who believes of his or her job increases risk of infection may request a mask. An example would be facilities staff members who remove waste.
- Staff required to be on campus if the College is closed due to the pandemic may request a mask.

The Emergency Response Team may, depending on the circumstances of the pandemic, elect to change this protocol if it deems the safety of students and staff requires more extensive protection. Masks to be purchased must be N-95 rated (see Procurement and Distribution of Infection Prevention Supplies below).

C. Procurement and Distribution of Infection Prevention Supplies: The Facilities Department will purchase and store infection prevention supplies in numbers sufficient to fulfill the goals of this plan and sustain the campus for at least thirty days before restocking would be required.

a. Procurement: The following items and quantities will be purchased and stored until needed. The procurement numbers were based on providing supplies for 63 classrooms/teaching areas, 30 hallways/common/gathering areas, 22 restrooms, and approximately 150 office areas. It assumes at least four items per hallway and per classroom, turning over supplies a minimum of every three days. It also assumes one item per office, turning over supplies a minimum of every five days. The numbers are also calculated on having enough supplies for 1,600 students and staff and enough supplies to last 30 days. All numbers are slightly inflated to insure adequate supplies are available.

1. Alcohol-based hand cleaner in dispensers = 2,100
2. Alcohol-based wipes in dispensers = 2,100
3. Individually packaged alcohol-based wipes = 20,000
4. Tissues = 3,000
5. Additional waste cans = 52
6. Masks = 10,800
7. Gloves (non-latex) = 1,500 pairs

b. Distribution: Upon the news a pandemic has reached the United States, infection prevention supplies will be distributed in the following manner:

1. Alcohol-based hand cleaner in dispensers will be distributed to all classrooms, central office areas, and hallways/common

areas. Facilities staff will monitor locations, replacing the dispensers as needed.

2. Alcohol-based wipes in dispensers will be distributed using the protocol under item 1 above.
3. Individually packaged alcohol-based wipes will be distributed to all hallways/common areas and office areas so students and staff may carry them from location to location to clean hands and clean surfaces.
4. Tissue boxes will be distributed to all classrooms, hallway/common areas, and all office areas. Multiple boxes will be made available in all these areas and replenished as needs dictate.
5. Additional waste containers will be placed outside all restrooms and extras added to hallways/common areas. The waste containers will be those designed so that waste may be disposed without having to be touched, allowing students and staff to use paper towels to open restroom doors and have a receptacle in which to dispose of the towel after use.
6. Masks will be distributed as requested by students and staff. Individuals using masks may exchange them for new ones on a basis established by the manufacturer.

Mask Protocol:

- Masks should be changed when they become moist
- Masks should not be left dangling around the neck
- Upon touching or discarding a used mask, perform hand hygiene

7. Non-latex gloves will be distributed to Facilities staff and other staff who may be working with contaminated materials. It is expected that students and staff working in clinical settings will have access to gloves and masks. However, should medical facilities experience a shortage, the College will stand ready to meet student and Nicolet staff needs as long as supplies are available.

Glove Protocol:

- Gloves should fit comfortably
- After removing and disposing of gloves, perform hand hygiene
- If gloves are not available when normally called into use for a task, use paper towels or napkins and then perform hand hygiene after disposal

- D. Waste Collection and Disinfection Protocol: At the outbreak of a pandemic, Facilities staff will discontinue normal operations and shift to infection control

duties. Projects and routine maintenance that can be suspended without harming the main functions of the College will be suspended. Facilities staff, for the duration of the pandemic (estimated to be about thirty days) will focus on waste collection and disposal, disinfecting common surface areas, and replenishing infection prevention supplies.

Waste containers will be frequently emptied, never allowing them to overflow or present a hazard to staff or students. Common surfaces that receive heavy use will be disinfected several times a day. Such areas would include hand railings, door handles, keyboards, tables and chairs in common areas, and tables and chairs in classrooms. Washrooms will be cleaned and disinfected twice a day, in addition to cleaning performed in the evening by the janitorial service. Infection prevention supplies will be replenished as needed throughout the day, with routine inspections of all areas of the campus. Facilities staff will be provided with masks (if requested) and gloves while performing infection control duties.

- E. Sick Leave and Absence Protocol: In order to minimize the spread of the disease, students and staff will be asked to stay home at the first sign of any symptoms. To encourage this behavior, all penalties for missing work or school will be suspended for the duration of the pandemic. The duration of the pandemic will be considered to be thirty days from the point the Emergency Response Team declares the College under pandemic protocol and this plan is activated. The period of suspension maybe lengthened if circumstances warrant the change.
- a. Symptomatic Employees: Employees experiencing flu symptoms will be required to stay home. During the time period established as under pandemic protocol, sick days will not be deducted from a staff member's sick leave allocation.
 - b. Symptomatic Students: Students experiencing flu symptoms will be strongly encouraged to stay home. Protocol for student absence is addressed in Section IIB.
- F. Restricted Travel: All non-critical travel by staff will be discontinued for the duration of the pandemic. Only travel considered essential to College operations will be allowed. All travel must be approved by the President or one of the two vice presidents.
- G. Signs and Symptoms: Signs and symptoms of the flu will be displayed extensively using posted signs, kiosks, and on the Nicolet web page and InfoNet. The following information will be shared:

BE AWARE OF FLU SYMPTOMS

The flu usually starts suddenly and may include the following symptoms

- **A fever (usually high, 101 degrees or above)**
- **Headache (often severe)**
- **Chills**
- **Fatigue, general tiredness (can be severe)**
- **Cough (non-productive or dry)**
- **Sore throat (sometimes)**
- **Body aches (often severe)**
- **Diarrhea and vomiting (more common among children)**
- **Stuffy or runny nose (sometimes)**

If you experience any of these symptoms, go home. You will not be penalized for missing class during this crisis.

Concluding Statement: This plan is a guide and is subject to change depending on the circumstance that College staff and students face. The Emergency Response Team may elect to alter sections of this plan if it deems necessary. The Team will closely monitor both state and federal government recommendations as more is learned about the particular virus the country has encountered, making changes as necessary.

The following agencies and organizations were sources for this plan:

ABC News

Arthur J. Gallagher Risk Management Services

U.S. Department of Health and Human Services

The Center for Disease Control and Prevention

The World Health Organization

U.S. Department of Education

U.S. Department of Homeland Security

ATTACHMENT 1

Web Page Information

The information listed below will be placed on the College web page. The first section (Progression of the Flu) will be placed on the web at the time of outbreak. The remaining sections will be placed on the web immediately to provide members of the campus community with information for preparation. At the time of outbreak, the information below may well be altered to match current conditions and to meet suggested protocols which may emerge.

To be placed at the time of outbreak

Progression of the Flu: (this section will be filled in with the latest information on the progression of the flu virus across the nation and currently reported cases in Wisconsin and the Nicolet District—if available)

To be placed immediately

The College is making the following information available to you to aid in understanding and preparing for a pandemic flu outbreak. The World Health Organization, the Center for Disease Control and Prevention, and the Department of Health and Human Services all warn that the bird flu (H5N1) presents a very real possibility of triggering a world-wide spread of flu that may well threaten millions of lives. All these organizations suggest thorough preparation and planning is essential. The College has a plan in place for the institution, a copy of which can be obtained from the office of the Vice President of College Services. The information below is for you and your family.

The information on this Web site was obtained from the following sources:

U.S. Department of Health and Human Services
The Center for Disease Control and Prevention
The World Health Organization
U.S. Department of Education
U.S. Department of Homeland Security

Modes of Transmission: The flu can be transmitted by several means

- **Droplet Transmission:** This involves large-particle droplets containing the virus that make contact with mucous membranes. Droplets are generated from the source person when that individual coughs, sneezes, or talks. Droplet transmission usually requires close contact between individuals (about three feet or less).
- **Contract Transmission:** This involves direct skin to skin contact and physical transfer of the virus from the infected individual to the new host person. Most commonly this form

of transmission takes place via hand to hand contact, hugging, kissing, or when an object is contaminated by one individual and handled by another (i.e., door handles, stairwell railings, table surfaces, shared drinks, shared food, shared cigarettes).

- **Airborne Transmission:** This form of transmission could also be called small particle droplet transmission and involves infested droplets small enough to be successfully transmitted in the air from one person to another. There is no evidence of infection across long distances, but infection may occur over short distances by inhaling small particles in the air.

This form of transmission appears to play less of a role in an outbreak. However, in close quarters (such as a classroom or office) there is evidence that the flu can spread in such a manner. Infection control protocol such as covering a cough should be practiced even if individuals are greater than three feet apart.

Signs and Symptoms: The flu usually starts suddenly and may include the following symptoms

- A fever (usually high, 101 degrees or above)
- Headache (often severe)
- Chills
- Fatigue, general tiredness (can be severe)
- Cough (non-productive or dry)
- Sore throat (sometimes)
- Body aches (often severe)
- Diarrhea and vomiting (more common in children)
- Stuffy or runny nose (sometimes)

Infection Protection Protocol: The following practices will aid in prevention of catching the flu

- **Hand Washing:** Frequent hand washing with warm water and soap or with use of an alcohol-based hand cleaner is essential for reducing the spread of the virus. Wash hands for at least 30 seconds (about the same amount of time it takes to sing Happy Birthday to yourself twice). If no soap is available, use hand sanitizers.

After washing, use a paper towel to dry your hands and then use that towel to open the washroom door. Dispose of the towel outside. Remember all efforts to remove the virus can be undone by touching a contaminated faucet or door handle.

Think about the places others who may be carrying the virus have touched. These include door handles, desktops, chairs, hand railings, telephones, keyboards, pens, and pencils. Additionally, no matter the amount of scrubbing or use of alcohol, your hands will maintain some of the virus. Therefore, assume your hands are constantly exposed to

the virus. Wash your hands frequently, and between washings keep your hands away from your eyes, nose, and mouth.

- **Coughing/Sneezing:** Cover your cough or sneeze using a tissue. If you don't have a tissue, cough or sneeze into your upper sleeve, never directly into uncovered hands. Immediately dispose of the tissue in a waste receptacle.

Try to carry tissues with you at all times and have them at the ready to intercept a sneeze or cough. Even though you have reduced the spread of the virus by use of a tissue, remember your hands are likely still contaminated. Don't shake hands with others and wash your hands thoroughly whenever given the opportunity.

Finally, avoid others you observe coughing or sneezing. Stay at least three feet or more away from someone who is showing symptoms.

- **Close Contact:** Avoid close contact with other persons. Do not shake hands. Do not hug. Do not kiss. Keep at least three feet of distance between you and others, especially if someone shows obvious signs of infection (coughing, sneezing).

Realize that common areas and commonly used items may well have the virus present. This may include door handles, desktops, stairwell railings, telephones, keyboards, books, pens, and pencils. Wipe surfaces clean with alcohol-based sanitation clothes or wipes. Wash hands frequently or use an alcohol-based hand sanitizer.

Remember, even if your hands are clean, they very likely still have virus present on them. Don't touch your eyes, nose, or mouth. That's where the virus can most readily enter.

- **Mucus Membranes:** The virus enters the host organism most easily through the mucus membranes of the body. Most commonly, the virus enters through the nose, the eyes, and the mouth. Therefore, don't kiss, don't put your hands near your nose, eyes, or mouth, don't put pens or pencils into your mouth, don't drink from another's cup or container, don't share food, don't use another's fork or spoon or eat off another's plate, don't share cigarettes, and stay at least three feet apart from one another.

Family Protection and Home Preparation:

- **Follow infection control protocol:** Teach members of your family the infection control protocols listed on this web site. Copy them off and post them around the house. Be especially diligent with small children in the teaching and reinforcement of the protocols. This would include hand washing, coughing and sneezing, the touching of eyes, nose, and mouth, close contact, and the sharing of objects with others.
- **Stock up and store the essentials:** Experts cannot agree on the amount of food and water that should be stored in the case of an outbreak. All agree that you should lay in a supply of nonperishable food, water, emergency, and medical supplies to minimize your need to

go out into public or if essential deliveries of goods are curtailed. Some experts suggest seven days worth of supplies and others predict the pandemic may last as long as a month and thirty days worth of supplies is a better goal. Regardless of the number of days you select (and the College recommends thirty days), place the food where you will not be tempted to use it before the crisis. Additionally, it is suggested you inventory those supplies and record expiration dates—checking every few months to replace any item needing replacement.

What should you stock pile? It is suggested you buy ready-to-eat canned meats, fruits, vegetables, soups, cereals or granola, peanut butter or nuts, dried fruit, crackers, canned juices, bottled water, canned or jarred baby food and formula: any and all other nutritious foods that can be stored for lengthy amounts of time and will keep your family healthy for the period intended. Lots of bottled water is suggested as well. And, don't forget your pet's food.

You should also consider how you will heat and cook food should power supplies be discontinued. How will you heat your home? How will you light it? How will you keep everyone entertained and busy should you be confined for a lengthy amount of time? What about sanitation and waste removal? Plan ahead now and stockpile the supplies you believe you will need.

It is suggested that if you or a member of your family is on medication that you make sure you have an adequate supply of prescription drugs and needed medical supplies. Even if you do not have anyone with a medical condition needing prescription drugs, you should prepare to care for family members should anyone become sick with the flu. Have plenty of soap and alcohol-based hand wash, medicines for fever (acetaminophen or ibuprofen), a thermometer, anti-diarrhea medication, vitamins, fluids with electrolytes, cleaning agents, flashlights, batteries, portable radio, manual can opener, garbage bags and tissues, toilet paper, and disposable diapers.

- Have an outbreak plan: Talk to your family about what you will all do should a pandemic strike. Talk about the storage of food, how you will prepare meals, maintain a good supply of water, ensure sanitary conditions, and so on. Talk with extended members of the family. Do they have a plan? Is one member's home a safer environment in terms of its ability to be more self-sustaining (more isolated, has access to water, firewood, etc.) and would it be a better environment for all if family members joined together should essential services like power and water be discontinued?
- Have emergency contacts and information ready: Have emergency numbers for fire departments, police departments, ambulance service, your family physician, and local hospitals and clinics. Keep the list somewhere safe and accessible. Make sure everyone knows where the list is kept. Additionally, for each member of your family, record blood type, allergies, past and current medical conditions, and a list of current medications and dosages.

- Chicken Little Syndrome: You may feel a bit like Chicken Little, running around stockpiling supplies and discussing plans. However, experts tell us it is not a matter of if, but when a pandemic will strike. Right now the H5N1 virus (bird flu) looks like a very good candidate to create a world-wide pandemic should it mutate or find a host carrying a different strain of flu virus with which it can join to form a new, more deadly version of itself (genetic reassortment). We all sincerely hope not. However, appropriate planning and preparation may well save your life and that of your family.

*This information was obtained from the Department of Health and Human Services. Their web site is <http://www.pandemicflu.gov/planguide>

- Other sources of information: <http://www.abcnews.go.com/health>
<http://dhfs.wisconsin.gov/communicable>
<http://www.cdc.gov/flu>
<http://checkflu.com>
<http://www.who.int/csr/disease/influenza/pandemic>
<http://pandemicflu.gov>
<http://hhs.gov/pandemicflue/plan>

ATTACHMENT 2
Signage

STOP THE SPREAD OF THE FLU

BY WASHING YOUR HANDS FREQUENTLY. USE WARM WATER AND SOAP. WASH YOUR HANDS FOR AT LEAST 30 SECONDS (ABOUT THE TIME IT TAKES TO SING “HAPPY BIRTHDAY” TO YOURSELF TWICE). IF NO SOAP IS AVAILABLE, USE THE HAND SANITIZERS DISTRIBUTED THROUGHOUT THE BUILDINGS.

AFTER YOU WASH, USE A PAPER TOWEL TO DRY YOUR HANDS AND THEN USE THAT TOWEL TO OPEN THE WASHROOM DOOR. TOSS THE TOWEL IN THE CONTAINER OUTSIDE. REMEMBER ALL EFFORTS TO REMOVE THE VIRUS CAN BE UNDONE BY TOUCHING A DIRTY FAUCET OR DOOR HANDLE.

THINK ABOUT THE PLACES OTHERS, WHO MAY BE CARRYING THE VIRUS, HAVE TOUCHED. THESE INCLUDE DOOR HANDLES, DESKTOPS, CHAIRS, HAND RAILINGS, TELEPHONES, KEYBOARDS, PENS, AND PENCILS. THEREFORE, ASSUME YOUR HANDS ARE CONSTANTLY EXPOSED TO THE VIRUS. WASH YOUR HANDS FREQUENTLY. BETWEEN WASHINGS KEEP YOUR HANDS AWAY FROM YOUR EYES, NOSE, AND MOUTH.

STOP THE SPREAD OF THE FLU

BY COVERING YOUR COUGH OR SNEEZE. COVER YOUR MOUTH AND NOSE WITH A TISSUE WHENEVER YOU COUGH OR SNEEZE. IF YOU DON'T HAVE A TISSUE, COUGH OR SNEEZE INTO YOUR UPPER SLEEVE, NEVER DIRECTLY INTO UNCOVERED HANDS. IMMEDIATELY DISPOSE OF THE TISSUE IN A WASTE RECEPTACLE.

TRY TO CARRY TISSUES WITH YOU AT ALL TIMES AND HAVE THEM AT THE READY TO INTERCEPT A SNEEZE OR COUGH. EVEN THOUGH YOU HAVE REDUCED THE SPREAD OF THE VIRUS BY USE OF A TISSUE, REMEMBER YOUR HANDS ARE LIKELY STILL CONTAMINATED WITH THE VIRUS. DON'T SHAKE HANDS WITH OTHERS AND WASH YOUR HANDS THOROUGHLY WHENEVER YOU HAVE THE OPPORTUNITY.

FINALLY, AVOID OTHERS YOU OBSERVE COUGHING OR SNEEZING. STAY AT LEAST THREE FEET OR MORE AWAY FROM SOMEONE WHO IS SHOWING SYMPTOMS.

STOP THE SPREAD OF THE FLU

BY AVOIDING CLOSE PHYSICAL CONTACT WITH OTHER PERSONS. DO NOT SHAKE HANDS. DO NOT HUG. DO NOT KISS. KEEP AT LEAST THREE FEET OF DISTANCE BETWEEN YOU AND OTHERS—ESPECIALLY IF SOMEONE SHOWS OBVIOUS SIGNS OF INFECTION (COUGHING, SNEEZING).

REALIZE THAT COMMON AREAS AND COMMONLY USED ITEMS MAY WELL HAVE THE VIRUS PRESENT. THIS MAY INCLUDE DOOR HANDLES, DESKTOPS, STAIRWELL RAILINGS, TELEPHONES, KEYBOARDS, BOOKS, PENS, AND PENCILS. WIPE SURFACES CLEAN WITH THE ALCOHOL-BASED SANITATION CLOTHS OR WIPES THAT HAVE BEEN DISTRIBUTED IN THE BUILDINGS. WASH YOUR HANDS FREQUENTLY OR USE THE ALCOHOL-BASED SANITIZER LIQUID THAT'S BEEN MADE AVAILABLE.

REMEMBER, EVEN IF YOUR HANDS ARE CLEAN, DON'T TOUCH YOUR EYES, NOSE, OR MOUTH. THAT'S WHERE THE VIRUS CAN MOST READILY ENTER.

STOP THE SPREAD OF THE FLU

BY RECOGNIZING THAT THE VIRUS PASSES INTO YOUR BODY MOST EASILY WHEN IT COMES IN CONTACT WITH YOUR NOSE, YOUR EYES, AND/OR YOUR MOUTH. THEREFORE:

- **DON'T KISS**
- **DON'T PUT YOUR HANDS NEAR YOUR NOSE, EYES, OR MOUTH**
- **DON'T PUT PENS OR PENCILS INTO YOUR MOUTH**
- **DON'T DRINK FROM ANOTHER PERSON'S CUP OR CONTAINER**
- **DON'T SHARE FOOD**
- **DON'T USE ANOTHER PERSON'S FORK OR SPOON OR EAT OFF ANOTHER'S PLATE**
- **DON'T SHARE CIGARETTES**
- **STAY AT LEAST THREE FEET APART FROM ONE ANOTHER**

BE AWARE OF FLU SYMPTOMS

The flu usually starts suddenly and may include the following symptoms:

- **A fever (usually high, 101 degrees or above)**
- **Headache (often severe)**
- **Chills**
- **Fatigue, general tiredness (can be severe)**
- **Cough (non-productive or dry)**
- **Sore throat (sometimes)**
- **Body aches (often severe)**
- **Diarrhea and vomiting (more common among children)**
- **Stuffy or runny nose (sometimes)**

If you experience any of these symptoms, go home. You will not be penalized for missing class during this crisis.