

Millersville University

SEIZE THE OPPORTUNITY

Pandemic Flu

Preparedness Plan

June 20, 2007

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INTRODUCTION

A pandemic, or worldwide outbreak of a new influenza virus is something that periodically occurs. While influenza pandemics are infrequent, they are rightly feared as they spread very rapidly to affect all countries and cause abrupt and significant increases in mortality. Neither the timing nor the severity of the next pandemic can be predicted, but severe pandemics in the past have resulted in tens of millions of deaths. Currently the world is overdue for a pandemic and the emergence of the highly pathogenic H5N1 avian flu is cause for major concern. The emergence of a virus with easy and sustained human-to-human transmission with virulence similar to that of the 1918 flu could overwhelm health and medical capabilities across the world. This type of 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 will likely be felt at Millersville University, as well as across the nation. As Secretary of Health, Michael Leavitt has noted, *“Pandemics are global in nature, but their impact is local. When the next pandemic strikes, as it surely will, it is likely to touch the lives of every individual, family and community. Our task is to make sure that when this happens, we will be a Nation prepared.”* Our task here at Millersville University is to plan for a university response to a pandemic. Using guidance from the Frostburg State University Avian Flu Pandemic Plan, the following will provide an overview of the Millersville University preparedness and response plan. The purpose of the plan is to describe actions the university can take to help prepare for a pandemic and then what specific actions will be implemented in the event a pandemic actually is experienced. This plan should be implemented in conjunction with Millersville University Emergency Operations Plan and used to advise the community about the campus response in an influenza pandemic.

Assumptions Underlying the Pandemic Influenza Plan of Action

- In the event of influenza pandemic, both the federal and state governments will have minimal resources available for onsite local assistance and, therefore local authorities and institutions will be responsible for community-specific response plans.
- It is likely that moderate or severe shortages of vaccine will exist early in the course of a pandemic and also possible that no vaccine will be available.
- The supply of antiviral medications used for prevention and treatment of influenza will be limited.
- An outbreak could interrupt normal University functioning for a period of several weeks up to several months.
- The University will evacuate most of its students and employees and implement social distancing measures, but it may need to maintain staff to support campus security and health services operations.

- The University has existing media resources that can be mobilized for quick response in the event of a Pandemic Flu emergency.
- Essential employees may need to function from either remote or campus locations to maintain services, including communications. Options for limiting exposure of essential employees to the virus might be beneficial. Staff may be requested to work multiple shifts and critical staff may need to be on campus to service critical campus systems.
- Some level of loss of essential employees to illness or care for a loved one will require back up options for essential functions. Absenteeism attributable to illness, the need to care for ill family members, and fear of infection may reach 40% (pandemicflu.gov) with lower but still significant absenteeism both before and after the peak. Also, absenteeism may be affected by closing of public schools, quarantines, and other measures taken in the community.
- Those affiliated with the University, even if they are not employed or enrolled, will require information on our plans and implementation during the crisis. Parents and families, the surrounding community, governing bodies and elected officials will all require communication mechanisms.

Areas of Institutional Response

If a case of Avian Flu contracted by human-to-human transmission is identified anywhere in the world, the Incident Response Team will be activated. The President of Millersville University will serve as incident commander. The regular membership of the team will be supplemented with individuals identified as providing leadership to the following areas of response: (1) Communications, (2) Academic Program, (3) Health and Counseling Services, (4) Residence Life, (5) Administrative Services, and (6) Campus Security and Transportation Services. Each of these six areas of response is described here in more detail.

1. Communications – Communication will be maintained via the use of the MU home page (web), email, telephone (voice mail), and the media (local TV and radio), depending upon the continued availability of each of these options. Coordination of this area of response will be handled by Director of Communications and the Communications and Networking Services Director. Communication will be needed for various audiences at different stages of the pandemic. Specific plans for communication are outlined in the Pandemic Flu Phases in the matrix table section of this report. For each of these phases, draft communications will be developed in advance for use as needed.

Web – A Pandemic Flu web site, linked to the Millersville University home page, will be used for broadcast information of a general nature, including general campus status information, and specific Pandemic Flu information. As needed, the University web page may include links to other useful information. Updating can be done either on campus or off campus as conditions dictate. The Millersville University Web and Multimedia

Services staff under the Web and Multimedia Services Director (Diane Duell) will be responsible for the web site management and maintenance.

Email – Existing mechanisms are in place for authorizing and sending mass email to the campus. As the situation develops, email services for general use will be supported with essential staff and will include all faculty, staff, and student accounts as well as listserv services. The Computer Operations Manager will be responsible for the management and maintenance of the e-mail system.

Telephone – University landline 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 by such service providers. The IT Communications and Networking Services Director will be responsible for the management and maintenance of the PBX.

Network – The Millersville University network is the backbone for maintaining Web, E-mail and Voice Mail services both in and out of the MU community. The Communications and Networking Services Director will be responsible for the management and maintenance of the MU network.

Media – University Communications and Marketing staff, via newspaper advertising, TV and radio advertising, and public information broadcasts, may also disseminate critical messages and commercial and public radio broadcast messages. The University may also utilize the traffic radio station to reach people coming to campus or in the immediate vicinity. The Director of Communications will coordinate this.

2. Academic Programs – Continuity of instruction and research will be coordinated by the Office of the Provost. The Provost, and the Associate Provost, will direct these efforts. The Office of the Provost has planned how courses, the integrity of the academic calendar, and continuity of academic life might be maintained during a semester or session when the campus is closed for a week to several months. The Office of the Provost has also established a plan for the temporary closing of natural science laboratories and for the care of research animals and preservation of any long-term scientific experiments in the case of an emergency. The Global Education and Partnerships is also under the Office of the Provost. If an outbreak abroad endangers students and faculty in study abroad programs, the Global Education and Partnerships will implement its Study Abroad Emergency Action Plan. The department will directly assist international students in the event the campus is forced to close.

3. Health Services and Counseling Services - Health Center Services, in conjunction with County and State Health authorities, is responsible for coordinating all health care during a disease outbreak. The Director of Health Services at Witmer Building will provide leadership to those efforts. Counseling teams from the Center for Counseling and Human Development will provide on-going care as indicated. The Chair of the Counseling Center or their designee is responsible for coordinating all counseling services.

4. Residence Life - Student housing will be maintained unless evacuation is deemed appropriate. The Director of Housing and Residential Programs will coordinate these services. In the event that the Secretary of Health orders isolation and/or quarantine, health center staff will work with residence life staff to provide appropriate accommodations. As long as students are in residence, food service functions will be maintained.
5. Administrative Services - The Director of Maintenance Operations will oversee Physical Plant issues and facility maintenance. The Associate Vice President for Finance and Administration (AVPFA) is responsible for providing financial services. This includes processing and issuing employee paychecks, paying bills, and ensuring funds can be procured for any necessary outside vendors. As long as students are in residence, food service functions will be maintained. The campus will maintain non-perishable food and water stores sufficient for one week. Dining Services will continue to provide food service for staff and students needing to remain on campus even after closure (i.e. those in isolation/quarantine, international students). The AVPFA will also coordinate. Policies and procedures related to staff functions will be coordinated by the Office of Human Resources. The Associate Vice President for Human Resources will oversee those efforts. The Director of Safety and Environmental Health will assess specific hazards, make recommendations on following safety procedures, and recommend appropriate personal protective equipment for essential employees working in contaminated areas.
6. Campus Security and Transportation Services - Shuttle Services on campus and to the local areas are provided through the Red Rose Transit Authority (RRTA). MU does have a fleet of vans for use by faculty and staff that could be utilized for transportation of ill students. The Millersville University Chief of Police will coordinate the University's efforts to move people (including ill students) during disease outbreaks. The University police will be responsible for maintaining campus security.

Millersville University Pandemic Influenza Response Levels

To maintain consistency with the World Health Organization (WHO) Pandemic Response Alert Phases (Appendix A), MU will implement the following response levels for our Pandemic Influenza Preparedness Plan.

Pre-Level 1 – No or very limited human-to-human transmission.

This is consistent with phase 3 of World Health Organization alert phases and is the current situation. During this time period, the campus will operate as usual but there will be ongoing planning by all departments to identify and address the myriad of issues relative to dealing with a pandemic.

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

At Level 1, the incident response team will meet on a regular basis to fine-tune all plans for responding to the impending pandemic. All campus operations will continue as usual but there will be increased communication with the PA Department of Health (299-7599) and the Pennsylvania State System of Higher Education. Guidance from these organizations and CDC and WHO will be followed.

The progression through the next levels may occur rapidly and be altered due to the recommendations of county, state, or federal authorities.

Level 2 – First verified case in North America AND one or more triggering events (listed below) Implement social distancing measures; cancel classes and other scheduled activities; prepare for closing.

Triggering events:

- **World Health Organization declaration of Phase 6 – Pandemic with increased and sustained transmission in the U.S. population**
- **Case(s) in Lancaster County or immediate surrounding areas**
- **Confirmation of a high rate of infectivity, morbidity (rate of infection) and mortality (death rate)**
- **Local or state public health recommendation to close**
- **Other regional schools/school systems closing**
- **Transportation systems closing/curtailing interstate travel**
- **Falling class attendance, students leaving**

At Level 2, social distancing measures will be implemented, including the cancellation of classes and other scheduled activities. The Health Services at Witmer Building and the Center for Counseling and Human Development will implement their planned response procedures. Administrative departments, student service units and all academic programs will begin to shut down.

Level 3: Within 1 – 5 days of declaring Level 2 and depending on national and local conditions, all residence halls will close; most administrative offices and academic buildings will close.

At Level three, efforts will rapidly proceed to shut down all university residence halls. Services will continue at the student health center health services and the counseling center as needed but will decrease as students leave campus. All administrative and academic support units will be shut down and until the campus reopens.

Level 4: As soon as practical following Level 3 – Campus closed; all facilities closed except skeletal services at the health center health services, if needed.

During Level 4, the campus will be closed. Only essential employees will be allowed on campus to perform their jobs related to maintaining and securing the physical campus structure.

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

Once the danger of the pandemic flu has diminished and public health authorities give the clearance, the campus will re-open for business. As services return to normal, accommodations for concerns that arose as part of the period of closure will be addressed.

These six levels of response (from Pre Level 1 through Recovery) provide the basis upon which the remainder of the plan is organized. The specific responsibilities for each of the major areas identified earlier in the plan will now be outlined in the attached matrix.

**MILLERSVILLE UNIVERSITY
PANDEMIC FLU MATRIX**

GLOSSARY OF ACRONYMS

ACHA - American College Health Association
CC – Counseling Center
CDC – Center for Disease Control
EPA – Environmental Protection Agency
HVAC – Heating and Air Conditioning
IT – Information Technology
LCEMA – Lancaster County Emergency Management Agency
LHD – Lancaster Health Department
MAEPG – Millersville Area Emergency Planning Group
PASSHE – Pennsylvania State System of Higher Education
PDH – Pennsylvania Department of Health
POD – Point of Dispensing
PPE – Personal Protective Equipment
SSHE – State System of Higher Education
TCC – Temporary Campus Closure
VPN - Virtual Private Network
WHO - World Health Organization

PANDEMIC FLU PREPAREDNESS

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WORLD HEALTH ORGANIZATION PANDEMIC RESPONSE PHASES

PHASES	PUBLIC HEALTH GOALS
Interpandemic 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.	Strengthen influenza pandemic preparedness at the global, regional, national and subnational levels.
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.	Minimize the risk of transmission to humans; detect and report such transmission rapidly if it occurs.
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.	Ensure rapid characterization of the new virus subtype and early detection, notification and response to additional cases.
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.	Contain the new virus within limited foci or delay spread to gain time to implement preparedness measures, including vaccine development.
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.	Maximize efforts to contain or delay spread, to possibly avert a pandemic, and to gain time to implement pandemic response measures.
Pandemic period	
Phase 6. Pandemic; increased and sustained transmission in general population	Minimize the impact of the pandemic

MEMORANDUM

To: Employee

From: Dale C. McCloud
Associate Vice President
Human Resources

Date: May 17, 2007

Subject: Essential Employee Designation

Please be advised that Millersville University may, at its discretion, designate certain positions as essential and vital to the operation(s) of the University. The presence of an employee serving in a designated essential position is required regardless of the existence of an emergency condition to provide services to insure the safety and well being of the campus population and/or physical plant.

Please be advised that due to the duties and responsibilities of your position, the University has determined that you are a designated essential employee. Consequently, you will be required to report for duty in designated emergency conditions and/or at any other time that essential employees are required to work. Moreover, your failure to respond as required of an essential employee could subject you to disciplinary sanctions appropriate to the offense.

Please contact my office at your earliest convenience should there remain any additional question regarding this matter. Thank you.

Received and Acknowledged:

Employee Signature

Appendix: PANDEMIC CLOSURE ANNOUNCEMENT

MU Voice Mail System

All scenarios for callers will begin with the following:

VOICE MAIL SCRIPT FOR MU's SWITCHBOARD

Upon occasion, usually involving some urgency, Millersville University must communicate important messages to students, faculty, staff and the general public. These messages may include weather-related delays or closings, campus emergencies, or event cancellations. University messages are relayed in three ways: to the media for broadcast dissemination; on the University home page; and as a recording at the University switchboard and the StormLine.

The decision to change the University work schedule is made by the president in consultation with senior management. Communicating these decisions is the responsibility of the Office of University Communications & Marketing. In general, the president or a member of the President's Executive Cabinet will contact the assistant vice president for university advancement to authorize change and to discuss the message details. The AVP contacts the director of communications to begin the swift dissemination of the news.

1. Media Dissemination

Every fall the Office of University Communications & Marketing will prepare a list of radio and television stations to call in the event of winter closings. This list includes confidential passwords and is shared only with campus staff who have the authority to delay or cancel classes and with the University Communications & Marketing office staff, who communicate the decisions.

Access to the list is by permission from the president's office.

Responsibility: Director of communications

2. University Home Page

The bullets on the first screen of the University home page [www.millersville.edu] displays an announcement called "Information on Cancellations/Delays," which links to a text screen. UC&M staff can directly access the page and update the information from campus or home.

Responsibility: Asst vice president for university advancement

For help: Diane Duell, Information Technology, at ext. 5863, or home 872-4834
Mike Dulay, Information Technology, at ext. 5687, or home 397-6750

3. Switchboard Recording

On occasion, the number of callers to the University switchboard increases, usually in response to changing weather conditions which may affect class and office hours or campus closings. The Campus Information Desk in Dilworth Hall may initiate the use of a pre-recorded message which details current campus operations.

In case of a weather emergency, cancellation or delay of classes, or other urgent message, University Communications & Marketing staff will record a new message and alert the Campus Information Desk staff when to begin using the alternate message.

To initiate use of an alternate message:

- a. Call the Campus Information Desk at 872-3024 and ask the operator to forward line 3011 or 3010 to voice mail. NOTE: if the 3024 number is busy, contact the dispatcher by dialing the direct Bell Atlantic number, which is installed at the Campus Information Desk and is not associated with the MU telephone system. This number is 871-2614; if calling from campus, you must dial 9-871-2614.
- b. Then call one of the forwarded lines to change the message. Dial 872-3011 and 872-3010 (or, from on campus, ext. 3011 and ext. 3010).
- c. As soon as the current message begins, press the following: #98741#
- d. You will be directed to enter the phrase sequence number. Press "1" followed by "#"
- e. You will be offered two options: to hear the current phrase, press "1"; to record a new phrase, press "2." Press "2" to record a new phrase using Script B; then press "#"
- f. Follow the various prompts to hear the new message, re-record, etc., and the instructions to back out of the system.

Responsibility: Asst vice president for university advancement

4. Other Recorded Messages

- MU StormLine [872-3101] is used to inform students, faculty and staff about weather-related delays of class schedules or other emergencies. The number is printed in the course schedule booklets and disseminated on campus.

To record a message, dial 872-3926 and follow the instructions for recording a greeting. Once the weather/emergency is done, go back and re-record a generic message.

Responsibility: Asst vice president for university advancement

PANDEMIC SCENARIOS

Pandemic Scenario #1 (Canceling Classes):

Voice-Mail Script:

Due to the avian flu emergency, the University is closed from _____ (time) _____ (day of the week), _____ (date) until further notice. All classes and events are cancelled. Essential personnel (identify specific team or teams if necessary) should report to campus.

Radio Script:

Due to the avian flu emergency, Millersville University will be closed until further notice. All classes and events are cancelled.

Pandemic Scenario #2 (Continued Closing):

Voice-Mail Script:

Due to the avian flu emergency, the University will remain closed until further notice. All classes and events are cancelled, and residence halls are closed. Essential personnel should report to work as scheduled.

Radio Script:

Due to the avian flu emergency, Millersville University will remain closed until further notice. Classes and events are cancelled, and campus residence halls are closed.

Pandemic Scenario #3 (Continued Closing/Opening Announcement):

Voice-Mail Script:

The University reopen at 6 a.m. on _____ (day of the week), _____ (date). All classes and events are cancelled until that time. Students will be allowed to return to residence halls beginning at _____ (time, day, date).

Radio Script:

Millersville University will reopen at 6 am, _____ (day, date). Classes and events are cancelled until that time. Students will be allowed to return to residence halls beginning at _____ (time, day, date).

Call List for Closing/Emergencies:

With appropriate Pandemic Scenario script, first call:

WGTY 107.7 WGET 1320	717-334-3101
WROZ-FM 101.3	717-653-0800 800-222-1013
WDAC-FM 94.5	717-284-4123
WPMT Fox 43	717-393-0043 x 285 888-369-9768 or 800-976-8369
WHTM-TV ABC 27	717-214-3986 (If situation does not fit one of the codes in “Special Instructions”) call 717-236-1444 or 800-366-9486.
WITF TV 33 WITF FM 89.5 & 99.7	717-221-2620 @ 4 a.m.
Susquehanna Broadcasting WSBA 910 WARM 103 Oldies 96.1	717-764-1155
Citadel Broadcasting WCAT FM 102.3 WQXA-FM 105.7 WMHX FM 106.7 WIOV I 105	800-932-0505 x 152 Fax – 717-367-0239
WIXQ FM 91.7	(717) 872-3518 or (717) 872-3519
WLCH FM 91.3	Office 717-295-7996
WJTL FM 90.3	717-392-3690
WEEU AM 830	610-376-7335 during bus. hrs. 610-372-1698 after/before

	bus.hrs.
WGAL TV 8	1-800-289-5116 1-868-302-3456 717-393-5851
Clear Channel (Reading) WRAW AM 1340 WRFY-FM 102.5	610-376-6671 if you receive a phone message enter mailbox 400 (Winter Watch Voicemail)
Clear Channel WHP 580 WRVV 97.3 Bob 94.9 WHP-CBS 21 WLYH 15 KISS 99.3	800-537-8477 717-234-6397
WLAN FM97 WLAN AM 1390	717-295-9700 #506

Responsibility: Director of Communications

Appendix D

Academic Instruction and Research Emergency Management Plan*

***This plan is adapted from the Pandemic Influenza Plan of Frostburg State University, MD**

The following plan is intended to guide the actions of students, faculty, and staff in the event that the University is forced to close due to pandemic influenza. The plan takes into consideration the timing and duration of the closure.

Academic Instruction

Preparedness Planning

During the start of each semester, the deans will ask each faculty member to discuss with their students class activities/actions to be implemented in case the campus is closed due to a pandemic influenza outbreak. Faculty will also be requested to include a standard paragraph in their syllabi that addresses the continuation of instruction in case of an emergency. Faculty members are highly encouraged to update their plans to continue instruction in the case of an emergency on a regular basis during the semester.

Faculty will also be asked to consider how the University's Blackboard course management system can be used in their courses. Information Technology will provide faculty information and training on how to move appropriate segments of classes online and how to use online technologies in case of emergency so that their courses can continue or completed. The university goal is to establish a Blackboard site for every course that is taught by the University.

The Continuation of Instruction

In the event the University must close for an extended period of time due to pandemic influenza (Level 4), every attempt will be made to provide for the continuation of instruction. The University's contingency plan is presented in Table 1.

**Table 1: Pandemic Flu
Level Four – University Closure
Contingency Chart for the Continuation of Instruction**

		← Length of time closed →		
		1-14 calendar days	15 or more calendar days	Notes
↑ Initiation of closing ↓	First eleven calendar weeks of semester	<p>Missed academic work could be completed once the University reopens within the calendar/structure of the current semester.</p> <p>Preparations to continue instruction, if necessary, through online instruction and student independent study are finalized by faculty and staff. New class assignments are sent to students by faculty.</p>	<p>If classes are cancelled for more than 15 days, students (where possible) will continue course work through online instruction and student independent study directed by faculty. If the campus does not reopen for the semester, students will complete course work through online instruction and independent study directed by faculty.</p> <p>Alternative methods for completing courses will be developed in those cases where student work cannot be finished through independent study.</p>	<p>The University rule that prohibits regularly offered courses from being taught through independent study will be waived.</p> <p>If students are unable to resume or finish coursework due to the impact of the avian flu, they will be allowed to withdraw from a course at any point in the semester without grade penalty.</p> <p>Regardless of the number of days closed, the University may consider extending the fall term through the end of December or the spring term through the end of May.</p>
	Last five calendar weeks of semester	<p>Missed academic work could be completed on site and online if the University is able to reopen with at least two weeks remaining in the semester.</p> <p>Preparations to conclude courses, if necessary, through online instruction and student independent study are finalized by faculty and staff. New class assignments are sent to students by faculty.</p>	<p>If classes are cancelled for more than 15 days and the University is unable to reopen with at least two calendar weeks remaining in the semester, students (where possible) will complete course work through online instruction and independent study directed by faculty.</p> <p>Alternative methods for completing courses will be developed in those cases where student work cannot be finished through independent study.</p>	<p>The University rule that prohibits regularly offered courses from being taught through independent study will be waived.</p> <p>If students are unable to resume or finish coursework due to the impact of the avian flu, they will be allowed to withdraw from a course at any point in the semester without grade penalty.</p> <p>Regardless of the number of days closed, the University may consider extending the fall term through the end of December or the spring term through the end of May.</p> <p>If the University closes during the last two weeks of the term, it may consider awarding grades based on work completed. The University may need to petition PASSHE, based on the severity of the emergency, to make an exception to the student contact hour requirement.</p>

Procedures for the Temporary Closure of Laboratories Serving the Natural Sciences

Research activities that depend upon campus facilities will be temporarily suspended in the event of an emergency closing of the Millersville University campus. Any request for exception to this arrangement must be submitted in writing through the department chair to the Dean of the School of Science and Mathematics for forwarding to the Provost and the President of the University.

Procedures to follow in closing laboratory facilities are as follows:

- Make sure that all laboratory staff has each other's contact information for emergencies.
- Return all biological materials to appropriate storage location. Cultures in incubation chambers must be removed and terminated/stored as appropriate for the organism and its properties.
- Return all chemical reagents to appropriate storage locations (e.g., flammable liquid storage cabinets, desiccators, etc.). If containers or caps are not intact, transfer contents to compatible container, write chemical(s) identification on container and include appropriate warnings from old label, and properly dispose of old container.
- Autoclave all biological waste and place in dumpster outside building.
- Decontaminate biological safety cabinet work surface, close sash and turn off fan.
- Return radioisotopes, select agents, and controlled substances to properly-secured storage locations.
- Place all chemical materials, stock solutions or samples that will remain on benches, fume hoods, tables, etc., in intact, closed containers, and label containers with contents.
- Terminate all on-going chemical processes and reactions (distillations, reflux, etc.) and transfer chemicals to intact, closed containers. Label containers with contents and store in appropriate storage locations.
- Shut off all heat-producing equipment (ovens, hotplates, incubators, etc.) and unplug from wall (if possible).

- Shut off all faucets and water supply cutoff valves (if so equipped) to minimize possibility of leaks/flooding.
- Shut off all compressed gas systems at the cylinder and bleed pressure from the lines.
- Disconnect power from all experimental apparatus and discharge any accumulated stored energy (compressed air, mechanical, hydraulic, electric, etc.).
- Shut off utility service valves (natural gas jets, compressed air, vacuum, nitrogen, etc.).
- If temperature-sensitive chemicals, microorganisms or radioisotopes are stored in refrigerators or freezers, adjust thermostat to appropriate temperature and close/secure doors. Write **“Temperature-Sensitive (Chemicals, Microorganisms and/or Radioisotopes) are Stored in (locations)”** on 3”x5” card and affix to main lab door. More than one card may be necessary.
- Check that emergency contact information is correct for the laboratory’s warning sign. If the correct emergency names/phone numbers are not printed on the sign, write **“Emergency Contacts: (names/phone numbers)”** on 3’x5’ card and affix to wall/door adjacent to current warning sign.
- Close fume hood sashes and turn off hood blowers if controlled in lab. Close and lock all windows.
- Remove any trash from the lab that will generate odors upon decomposition.
- Turn off computers and equipment that will not be needed during the period when the lab is closed.
- Walk through all portions of laboratory and conduct a final inspection. Turn off lights and close/lock doors when exiting.

Procedures for the Care of Research Animals in an Emergency

The Guide for the Care and Use of Laboratory Animals (National Research Council, (National Academy Press, Washington, DC 1996, page 46) states that *“in the event of an emergency, institutional security personnel and fire or police officials should be able to reach people responsible for the animals. That can be enhanced by prominently posting emergency procedures and names in animal facilities or by placing them in the security department or telephone center. Emergency procedures for handling special facilities or operations should be prominently posted.”*

The following procedures shall be implemented to provide for the care of research animals in the event of an emergency closing of the Frostburg State University campus:

1. An authorized research protocol shall be on file in the Office of Research and Sponsored Programs for every research program that involves the use of animals.
2. An Animal Research Fact Sheet shall be posted prominently on the wall beside the entry door of the room in which the animals are housed. Additional copies of the fact sheet shall be placed on file with the Office of Research and Sponsored Programs and the Department chairperson.
 - a. The fact sheet shall list the name, address, phone number, and alternate phone number of the principal investigator and that of an alternate who would provide care for the animals in the event that the principal investigator is not available.
 - b. The fact sheet shall identify the species, number of specimens, any particular information relevant to the care of the specimens, and procedures for the watering, feeding, and management of the specimens.
 - c. The fact sheet shall list a brief description of the experiment and its purpose and whether there are hazardous materials present. Should hazardous materials be present, a list of precautions that should be taken by personnel entering the room shall be provided.
 - d. This sheet will be printed in large letters and formatted in a similar fashion for every vivarium.
3. The principal investigator or the designated alternate (considered essential personnel for these purposes) of a research project that includes the use of animals assumes primary responsibility for the care of the animals over the emergency period.

Appendix E

MILLERSVILLE UNIVERSITY GLOBAL EDUCATION AND PARTNERSHIPS OFFICE

Pandemic Influenza Plan* by MU Response Levels

***This plan is adapted from the Pandemic Influenza Plan of Frostburg State University, MD**

INTRODUCTION

If an outbreak abroad endangers students or faculty in study abroad programs, the Global Education and Partnerships (GEP) Office will respond to the situation and will facilitate the evacuation of students, should it become necessary. The Director of the GEP, will contact faculty, on-site directors, and students affected abroad and will implement the Center's **Study Abroad Emergency Action Plan (EAP)**. The Director will also facilitate any necessary evacuation or quarantine actions taken in conjunction with F or J visa students currently studying on the Millersville University (MU) campus.

Pre-Level I

The GEP Office will monitor student travelers entering from effected regions. The GEP will provide information regarding the potential pandemic in pre-departure orientation programs and distribute emergency cards to departing study abroad students. The GEP will also assess risks to areas where students will be traveling (see the GEP Study Abroad Emergency Action Plan). The GEP will also inform all F and J visa students currently enrolled at MU of any institutional emergency response plans or guidelines.

Level I

The GEP will contact study abroad participants (including faculty and on-site directors) and international students by email with information concerning institutional policies and preparedness steps. The GEP will provide a link to the GEP website and to other MU online sources for further information. The GEP will also set up a travel advisory network for international students who may wish to return home. The GEP will also assist interested on-campus international students in identifying temporary housing options if the institution is forced to close.

Level 2

The GEP will continue to provide information to both international students and study abroad participants, giving options for action in preparation for making decisions. On-site directors and MU faculty who are overseas will be notified of emergency contact information, including home numbers of GEP and Provost's Office staff. They will also be directed to the GEP website where a link will lead them to the MU Study Abroad Emergency Preparedness Plan. The GEP will also:

- Make decisions about immigration coverage.
- Implement travel advisory procedures for students who may wish to return home.
- Hold advising sessions for students who may wish to stay in the US during Levels 3 and 4.

Level 3

The GEP will keep all international students and study abroad participants informed of the institution's plan to close. The GEP Director will:

- Assist international students with decisions to stay or leave the US.
- Assist on-campus international students in locating to pre-identified temporary housing for the length of institutional closure.
- Ensure flow of immigration documents are ready for students who wish to leave the US and return at a later date.
- Notify students, on-site directors, and MU faculty who are abroad.

Level 4

The GEP will:

- Notify students, on-site directors and MU faculty who are abroad of all developments.

**Millersville University
Pandemic Influenza
Emergency Action Plan* for
MU Study Abroad Students and Faculty**

***This plan is adapted from the Pandemic Influenza Plan of Millersville University, MD**

INTRODUCTION

On March 21, 2006, the Department of State issued this statement on pandemic influenza:

“The Department of State emphasizes that, in the event of a pandemic, its ability to assist Americans traveling and residing abroad may be severely limited due to restrictions on local and international movement imposed for public health reasons. Furthermore, American citizens should take note that the Department of State cannot provide Americans traveling or living abroad with medications, including in the event of a pandemic.”

As such, the Global Education and Partnerships (GEP) Office has prepared an Emergency Action plan in order to prepare for a pandemic influenza.

The GEP Study Abroad Emergency Action Plan (EAP) is intended to be used specifically for Millersville University sponsored and co-sponsored semester and academic year programs abroad (LIST MU STUDY ABROAD AND EXCHANGE PROGRAMS). Parts of it have been amended for Millersville University short-term programs abroad. The Global Education and Partnerships (GEP) Office and any MU faculty or On-Site Directors (OSD) of each program have the joint responsibility to implement the Plan. The EAP will be kept both in the Global Education and Partnerships Office and on-site, where appropriate.

EMERGENCY ACTION PLAN

- I. Roles and Responsibilities**
- II. Step-by-Step Plan**
- III. Location of Information/Materials**
- IV. Amended Roles and Responsibilities for Short Term Programs**
- V. Amended Step-by-Step Plan for Short Term Programs**
- VI. Amended Location of Information/Materials for Short Term Programs**

ROLES AND RESPONSIBILITIES FOR SEMESTER PROGRAMS

PREPAREDNESS STAGE

Global Education and Partnerships Office	On-Site Directors (OSD) and/or MU Faculty	Students
Maintain student roster	Host on-site orientation	Purchase medical insurance and emergency evacuation insurance
Collect emergency contact information from students (including health issues and passport numbers)	Send GEP student housing information	Provide emergency contact information
Verify health insurance of students	Know local emergency numbers/contacts	Inform OSD of whereabouts
Maintain housing and itinerary information	Establish and maintain contact with US consulate	Understand emergency plan and assembly points
Register semester students with Local Embassy	Collect and update student whereabouts	Assemble an emergency/medical pack
Train OSD on emergency plans	Determine assembly points, sharing these with GEP and students	Carry emergency contact information for OSD at all times
Disseminate basic emergency information to students pre-departure	Disseminate specific information on health and safety to students (during orientation and over the course of the semester)	
Assess risk in areas		

EMERGENCY STAGE

Center for International Education	On-Site Directors	Students
Determine course of action in conjunction with OSDs and MU officials	Determine course of action in conjunction with GEP and consulate (evacuation, quarantine)	Gather at assembly point
Maintain support and contact with OSDs	Implement the EAP	Contact OSD/GEP if unable to get to assembly point
Inform and update campus officials	Inform and update campus officials	
Keep a log of actions taken	Keep a log of actions taken	

STEP-BY-STEP PLAN FOR SEMESTER PROGRAMS

A. Pre-departure Preparedness: Global Education and Partnerships Office Duties

1. Send list of accepted students to On-Site Director and/or MU faculty member
2. Collect the following from students:
 - a. Health and Insurance information (students must have insurance that includes emergency evacuation)
 - b. Emergency contact information (parents/guardians/spouses)
 - c. Passport/visa information (numbers)
3. Conduct orientation at MU that includes the following:
 - a. Health and safety information (also addressed in handbooks and online)
 - b. Specific information on Avian Flu
4. Register students with Embassies
5. Distribute emergency cards (with emergency contact information)
6. Train OSDs on emergency protocol
7. Collect itinerary and program contact information (including cell phone numbers for OSD)
8. Collect housing information (addresses, contact names)
9. Verify accuracy of local emergency contact information
10. Assess risks to area

B. Pre-departure Preparedness: On-Site Director/MU Faculty Member Duties

1. Update contact with Dept. of State Consular Overseas Duty Officer
2. Collect emergency provisions for program
3. Determine assembly points (“home base”)
4. Update specific emergency plans
5. Assess risks to area

C. On-site preparedness

1. OSD conducts on-site orientation that includes the following:
 - a. Review of specific emergency plan
 - b. Identification of assembly points
 - c. Discussion of protocol for students when off-program (i.e., students should share their travel plans with OSD)
 - d. Reminder that students must call parents/OSD in emergency
2. Throughout semester:
 - a. GEP assesses risk and determines program continuity
 - b. The OSD
 - 1) Is on call 24 hours a day (or designate)
 - 2) Collects and updates student travel information
 - 3) Informs GEP of changes in itinerary and excursions
 - c. Students organize individual emergency packs

D. In Event of an Emergency

1. GEP calls on-campus Crisis Manager
2. GEP contacts Dept. of State in DC
3. OSD contacts local consulate

4. Decision about action made jointly between GEP and OSD (to evacuate, quarantine, etc.)
5. GEP informs MU campus official and emergency contacts (Provost, Assoc. Provost, VP for Student Affairs)
6. GEP and OSD keep a daily log of decisions/actions.

**LOCATION OF INFORMATION AND MATERIALS FOR
EMERGENCY ACTION PLAN**

STUDENT INFORMATION/MATERIALS

Global Education and Partnerships Office	On-site Office
<ul style="list-style-type: none"> ✓ Roster of all students and their addresses on site ✓ Emergency contact information for all students ✓ List of passport numbers, expiration dates and location of passport for each student ✓ Names of students with special medical needs ✓ Contacts where each student is housed and for each excursion ✓ Emergency contact sheet and itineraries for all programs in one document ✓ Student Database (and backed-up version) 	<ul style="list-style-type: none"> ✓ Roster of all students and their addresses on site ✓ Emergency contact information for all students ✓ List of passport numbers, expiration dates and location of passport for each student ✓ Names of students with special medical needs ✓ Contacts where each student is housed and for each excursion ✓ Emergency contact sheet and itineraries for all programs in one document

RESIDENT DIRECTOR INFORMATION/MATERIALS

Global Education and Partnerships Office	On-site Office
<ul style="list-style-type: none"> ✓ List of food/water/emergency supplies to be kept in student homes, on-site office, assembly sites and safe havens ✓ List of essential items to include in an emergency evacuation pack ✓ OSD cell phone number 	<ul style="list-style-type: none"> ✓ Cell phone for OSD ✓ Contact information for all staff (addresses, telephone numbers, maps) ✓ Food/water/emergency supplies to be kept in office ✓ List of essential items to include in an emergency evacuation pack ✓ Complete information on assembly points, who should go where and when ✓ Medical Kit (one per program)

EVACUATION INFORMATION

Global Education and Partnerships Office	On-site Office
<ul style="list-style-type: none"> ✓ Maps, travel routes and modes of transportation from each site to assembly points and capital or evacuation point ✓ Emergency telephone numbers for local police, fire, hospital, Embassy, etc. 	<ul style="list-style-type: none"> ✓ Maps, travel routes and modes of transportation from each site to assembly points and capital or evacuation point ✓ Information about communication networks (telephone numbers, radio locations, operators, hours of operation, etc.) ✓ Emergency telephone numbers for local police, fire, hospital, Embassy, etc.

AFTER HOURS: INFORMATION TO BE KEPT AT HOME

Global Education and Partnerships Staff	On-site Office On-Site Directors
<ul style="list-style-type: none"> ✓ Emergency contact information, itinerary, OSD contact information for all programs in one document 	<ul style="list-style-type: none"> ✓ GEP emergency contact information ✓ Cell phone (or other phone)

AMENDED ROLES AND RESPONSIBILITIES FOR SHORT TERM PROGRAMS

PREPAREDNESS STAGE

Global Education and Partnerships Office	On-Site Directors/MU Faculty Members	Students
<p>Maintain student roster</p> <p>Collect emergency contact information from students (including health issues and passport numbers)</p> <p>Verify health insurance of students</p> <p>Maintain housing and itinerary information</p> <p>Register semester students with U.S. Embassy</p> <p>Train OSD on emergency plans</p>	<p>Send GEP student housing information</p> <p>Establish and maintain contact with consulate</p> <p>Know student whereabouts</p> <p>Determine assembly points, sharing these with GEP and students</p> <p>Disseminate specific information on health and safety to students</p>	<p>Purchase medical insurance and emergency evacuation insurance</p> <p>Provide emergency contact information</p> <p>Inform OSD of whereabouts</p> <p>Understand emergency plan and assembly points</p> <p>Assemble an emergency/medical pack</p> <p>Carry emergency contact card at all times</p>

Disseminate basic emergency information to students pre-departure		
Assess risk in areas		

EMERGENCY STAGE

Global Education and Partnerships Office	On-Site Directors/MU Faculty Members	Students
Determine course of action in conjunction with OSDs and MU officials	Determine course of action in conjunction with GEP and consulate (evacuation, quarantine)	Gather at assembly point
Maintain support and contact with OSDs	Implement the EAP	Contact OSD/GEP if unable to get to assembly point
Inform and update campus officials	Inform and update campus officials	
Keep a log of actions taken	Keep a log of actions taken	

AMENDED STEP-BY-STEP FOR SHORT TERM PROGRAMS

A. Pre-departure Preparedness: Global Education and Partnerships Office Duties

1. Send list of accepted students to On-Site or Faculty Director (OSD)
2. Collect the following from students:
 - a. Health and Insurance information (students must have insurance that includes emergency evacuation)
 - b. Emergency contact information (parents/guardians/spouses)
 - c. Passport/visa information (numbers)
3. Conduct orientation at MU that includes the following:
 - a. Health and safety information (also addressed in handbooks and online)
 - b. Specific information on Avian Flu
4. Distribute emergency cards (with emergency contact information)
5. Train OSDs on emergency protocol
6. Collect itinerary and program contact information (including cell phone numbers for OSDs)
7. Assess risks to area

B. Pre-departure Preparedness: On-Site/Faculty Director Duties

1. Determine assembly points (“home base”)
2. Assess risks to area

C. Pre-departure Preparedness: Student Duties

1. Register with Embassy

D. On-site Preparedness

1. OSD conducts on-site orientation that includes the following:
 - a. Review of specific emergency plan
 - b. Identification of assembly points
 - c. Discussion of protocol for students when off-program (i.e., students should share their travel plans with OSD)
 - d. Reminder that students should call parents/OSD in case of emergency

2. Throughout program:
 - a. GEP assesses risk and determines program continuity
 - b. OSD
 - 1) Is on call 24 hours a day (or designate)
 - 2) Collects and updates student travel information
 - 3) Informs GEP of changes in itinerary and excursions

E. In Event of an Emergency

1. GEP calls on-campus Crisis Manager
2. GEP contacts Dept. of State in DC
3. Decision about action made jointly between GEP and OSD (to evacuate, quarantine, etc.)
4. GEP informs MU campus official and emergency contacts (PR, Provost, and VP for Student Affairs)
5. GEP and OSD keep a daily log of decisions/actions

AMENDED LOCATION OF SHORT TERM PROGRAM INFORMATION AND MATERIALS FOR EMERGENCY ACTION PLAN

STUDENT INFORMATION/MATERIALS

Global Education and Partnerships Office	On-site with OSD or Faculty Director
<ul style="list-style-type: none"> ✓ Roster of all students ✓ Emergency contact information for all students ✓ List of passport numbers, expiration dates ✓ Names of students with special medical needs ✓ Contacts where each student is housed and for each excursion ✓ Emergency contact sheet and itineraries for all programs in one document ✓ Backup of student database 	<ul style="list-style-type: none"> ✓ Roster of all students ✓ Emergency contact information for all students ✓ List of passport numbers, expiration dates ✓ Names of students with special medical needs ✓ Contacts where each student is housed and for each excursion ✓ Emergency contact sheet and itineraries for all programs in one document

ON-SITE/FACULTY DIRECTOR INFORMATION/MATERIALS

Global Education and Partnerships Office	On-site with OSD/Faculty Director
<ul style="list-style-type: none"> ✓ Cell phone number for OSD ✓ List of essential items to include in an emergency evacuation pack 	<ul style="list-style-type: none"> ✓ Cell phone for OSD ✓ List of essential items to include in an emergency evacuation pack ✓ Complete information on assembly points ✓ Medical Kit

EVACUATION INFORMATION

Global Education and Partnerships Office	On-site for OSD/Faculty Director
<ul style="list-style-type: none"> ✓ Emergency telephone numbers for State Department Contacts 	<ul style="list-style-type: none"> ✓ Local emergency telephone numbers

AFTER HOURS: INFORMATION TO BE KEPT AT HOME

Global Education and Partnerships Staff	On-site for OSD/Faculty Directors
<ul style="list-style-type: none"> ✓ Emergency contact information, itinerary, OSD contact information for all programs in one document 	<ul style="list-style-type: none"> ✓ GEP emergency contact information ✓ Cell phone (or other phone)

MU Counseling Center Pandemic Flu Incident Crisis Response Plan

MU Counseling Center faculty currently provide emergency counseling and support to MU students when classes are in session via contacts by MU Health Services, MU Police, and or MU Housing and Residential Programs. They provide individual support as well as group support (resident halls, teams, social groups) after traumatic events such as student (s) deaths. In addition, the MU Emergency Counseling Team may be activated as needed for an event resulting in multiple deaths or for a natural catastrophe (weather event, fire). The Counseling Center Director is notified and determines which counseling and support resources are needed for the situation.

In a Pandemic Flu Incident Level 1

Counseling Center will initiate staggered appointment times to follow social distancing guidelines. Counselors will initiate telephone and email support and counseling where feasible. Emergency Counseling Team will make arrangements to assist Counseling Center faculty with increased counseling demands in similar manner.

In a Pandemic Flu Incident Level 2

Counseling Center faculty will be accessible to students through their home phones, cell phones, and home email. These means of access will be noted on our website and via Health Services and University Police. Emergency support phone calls and emails will be rotated among Counseling Center faculty working in pairs. Emergency Counseling Team will be utilized in similar manner as feasible.

In a Pandemic Flu Incident Level 3

Counseling Center faculty will be accessible to students through their home phones, cell phones, and home email. These means of access will be noted on our website and via Health Services and University Police. Emergency support phone calls and emails will be rotated among Counseling Center faculty working in pairs. Emergency Counseling Team will be utilized in similar manner as feasible.

**Protocol for Cleaning and Disinfection of Environmental Surfaces
During an Avian Influenza Pandemic**

**Reviewed/adapted by MU Health Services and Environmental Health & Safety,
May 2007***

I. Characteristics of Influenza Transmission

Human influenza is transmitted from person-to-person primarily via virus-laden droplets (particles > 5 um in diameter) that are generated when infected persons cough, sneeze or speak. These large droplets can be directly deposited onto the mucosal surfaces of the respiratory tract of susceptible persons who are near (i.e., typically within 3 feet) of the droplet source. Transmission may also occur through direct and indirect contact with infectious respiratory secretions. Asymptomatic individuals in early stages of influenza could be infectious to others. **However, the route of transmission of Avian Influenza in humans is unknown at this time.**

II. Protocol for Cleaning and Disinfection of Environmental Surfaces

1. It is the intent of Millersville University to follow all requirements and assess all recommendations from federal, state and local agencies that are involved in pandemic and Avian Influenza planning.
2. The Avian Influenza virus is very sensitive to detergents. Cleaning thoroughly with detergent cleaners and water is adequate for most non-healthcare locations.
3. Cleaning and disinfection cannot be relied on as the primary means to control the spread of influenza virus. Infection control practices must include hand hygiene (hand washing), respiratory etiquette, proper disposal of tissues and maintaining distance from sick individuals (at least three feet).

A. Ambulatory care settings (e.g., Health Center) including alternative healthcare settings if / established.

1. Follow normal facility procedures for cleaning of environmental surfaces using an EPA-registered hospital grade detergent-disinfectant with label claims as an avian influenza disinfectant to clean clinic rooms. Give special attention to frequently touched surfaces (e.g., telephones, lavatory surfaces, doorknobs) and visibly soiled surfaces. Floors and other horizontal surfaces should be cleaned regularly. No special treatment is necessary for window curtains, ceilings and walls unless there is evidence of visible soiling.

2. Follow facility procedures for regular cleaning of non-patient locations.
3. Clean and disinfect spills of blood and body fluids in accordance with Standard Precautions and the Bloodborne Pathogens Standard.
4. Follow manufacturer's recommendations for use-dilution, contact time and precautions for handling of cleaning product.
5. Do not spray disinfectants. This is a potentially dangerous practice that has no proven disease control benefit.
6. Medical and non-medical solid waste must be contained and disposed of in accordance with standard facility procedures and state and federal regulations. Gloves should be worn when handling waste or waste containers. Wash hands after removing gloves.
7. Gloves and gown should be worn when directly handling soiled linen and uniforms. Do not shake or otherwise handle soiled uniforms that might create an opportunity for disease transmission. Wash hands after removing gloves.
8. Follow standard facility practices for cleaning, disinfecting and sterilizing patient-care equipment and medical devices.

B. Residence Halls, Offices, Service Areas, Classrooms, Public Areas or Other Locations That Are Not Used as Alternative Healthcare Settings

1. Transmission of influenza from contaminated hard surfaces is unlikely but cannot be ruled out. Hand hygiene is the most important method to prevent the transmission of the influenza virus.
2. Normal facility cleaning procedures for environmental surfaces should be followed using standard cleaning products. During a local outbreak, surfaces that are frequently touched with hands such as sinks, doorknobs, railings and counters may be added to cleaning schedule in place of floor care. Use of disinfectants in non-healthcare workplaces is not considered to be necessary.
3. Individual employees and students may want to consider regular cleaning of their phones and keyboards particularly if they are shared with others or used by the public.
4. There is no evidence to support the efficacy of widespread disinfection of the environment or air. Widespread application or spraying of disinfectants is an unsafe practice and must be avoided.
5. Gloves should be worn when handling waste or waste containers.

C. Vehicles Used for Medical Transport (e.g., police cars, other state vehicles)

1. Follow normal cleaning procedures. Pay special attention to visibly soiled surfaces.
2. During a local outbreak, clean surfaces that are frequently touched with the hands using an EPA-registered hospital grade disinfectant with label claims as an Avian Influenza disinfectant.
3. Clean and disinfect spills of blood and body fluids in accordance with Standard Precautions and the Bloodborne Pathogens Standard.

4. Allow time for the vehicle to air out following disinfection to prevent concentrated exposure to driver or patients.

D. Vehicles Not Used for Medical Transport

Follow normal cleaning products and procedures for vehicles.

IV. Conditions for Use of Disinfectants

1. If a disinfectant is used, it should be an EPA-registered product with label claims as an avian influenza disinfectant. The EPA list is available at http://www.epa.gov/pesticides/factsheets/avian_flu_products.htm. Healthcare settings should select an EPA-registered hospital grade detergent-disinfectant.
2. Routine use of bleach should be avoided as it is corrosive to metals, damaging to environmental surfaces, is inactivated by organic matter, has no detergent (cleaning) benefit and is toxic.
3. Personal protective equipment should be worn when applying cleaning products. This includes gloves as well as goggles if splashing or spraying is possible. In patient-occupied rooms, a surgical or procedure mask may be worn.
4. Material Safety Data Sheet must be available for all products used.

V. Table 1. Summary of environmental disinfection by building category and Avian Flu phases.

	All academic and residential buildings, except University Health Center and alternative hospital settings.	University Health Center (and alternative hospital settings, if established.)	Vehicles designated for emergency medical transport.
Environmental cleaning and disinfection	Level 1 – Procure, store, and provide sufficient and accessible soap, alcohol-based hand hygiene products ^(Note 1) , tissues and receptacles for their disposal. No special cleaning procedures or products. Level 2 – Same as Level 1. Level 3 – Same as Level 2. Level 4 – Same as Level 3.	Level 1 – No additional cleaning procedures or products needed above those used at Level 0. Level 2 – Same as Level 1. Level 3 – Same as Level 2. Level 4 - Follow facility procedures and include regular cleaning of patient-occupied rooms. Use any EPA-registered hospital detergent-disinfectant. Give special attention to frequently touched surfaces (e.g., telephones, lavatory surfaces doorknobs, commodes,) in addition to floors and other horizontal surfaces.	Level 1 – Not applicable Level 2 – Not applicable Level 3 & 4 – Use any EPA-registered hospital detergent-disinfectant to clean frequently-touched non-porous surfaces. Blood and certain other body fluid spills must be handled in accordance with Bloodborne Pathogens procedures.

Note:

- 1.** Hand hygiene products: Use only hand sanitizers that contain alcohol (~60%), such as Purell, Nexcare (3M), Germ-X, Avant, Bacdown, Decon-Hand, Alcare foamed alcohol.

VI. Reference Sources:

Occupational Safety and Health Administration (OSHA)

Department of Health and Human Services, Centers for Disease Control & Prevention (CDC)

Food and Drug Administration (FDA)

World Health Organization (WHO)

Implementation Plan for the National Strategy for Pandemic Influenza

*Reference - Prepared by the Department of Environmental Safety (DES), UMCP

Staffing Policies and Procedures

- A. Applicable Staff Policies
1. Policy on Administrative Leave (Commonwealth of PA Personnel Rules and Applicable Collective Bargaining Agreements)
 2. Policy on Annual Leave (Commonwealth of PA Personnel Rules and Applicable Collective Bargaining Agreements)
 3. Policy on Emergency Conditions (MU Policy Statement 235.02, Amendment 2, University Closing)
 4. Policy on Family and Medical Leave (Commonwealth of PA Personnel Rules and Applicable Collective Bargaining Agreements)
 5. Policy on Leave of Absence Without Pay (Commonwealth of PA Personnel Rules and Applicable Collective Bargaining Agreements)
 6. Policy on Personal Leave (Commonwealth of PA Personnel Rules and Applicable Collective Bargaining Agreements)
 7. Policy on Sick Leave (Commonwealth of PA Personnel Rules and Applicable Collective Bargaining Agreements)
- B. Applicable Collective Bargaining Agreements
1. AFSCME (American Federation of State, County, and Municipal Employees)
 2. APSCUF (Association of PA State College and University Faculties)
 3. SCUPA (State College and University Professional Association)
 4. OPEIU (OPEIU Health Care Pennsylvania)
 5. SPFPA (Security Police and Fire Professionals of America)
 6. PDA (Pennsylvania Doctors Alliance)
 7. APSCUF for the Non-Faculty Athletics Coaches
- C. Definition of Essential Operations
- University non-instructional functions or services needed to maintain necessary provisions for students, faculty, and/or staff despite or because of prevailing hazardous environmental conditions. The services of the following departments or units or considered essential for the functions noted depending on the nature of the hazardous conditions and designated employees in the departments listed are expected to report for work as scheduled.
1. Grounds, Maintenance, Trades, and Housekeeping
 2. University Police
 3. Health Services
 4. University Dining
 5. Residents Hall Directors
 6. Information Desk
- D. Flu Phases
- Pre-Level 1: Prior to efficient human-to-human transmission.
- Level 1: First cases of efficient human-to-human transmission internationally – campus open, business as usual, enhanced planning
- What this means for staff:
All existing staff leave policies and procedures remain in full force and effect.

Level 2: First verified case in North America AND one or more other triggering events, such as local public health recommendations, rising student and employee absenteeism, and other factors identified in the introductory section of the Avian Flu Pandemic Plan – Implement social distancing measures; cancel classes and other scheduled activities; prepare for closing; begin liberal leave for non-essential employees, healthy essential employees report

What this means for staff:

- a. Essential employees, (except as directed by the responsible supervisor or departmental representative), shall report to work and shall be compensated according to the policy.
 - (1) Departments have the authority and responsibility for designating staff members who are “Essential”. This determination is made on the basis of the essential duties of the job; essential employees are notified in writing of this designation.
 - (1) Departments should review their positions to ensure that the appropriate staff are designated as essential in order to ensure that critical services will be delivered in the event of a flu pandemic.
 - (2) Essential employees are subject to discipline for not reporting to work, subject to a review of the circumstances by the Associate VP of Human Resources or designee¹.
- b. Non-essential employees may take annual, personal, or compensatory leave to the extent earned, or sick leave consistent with the provisions of applicable policies and/or CBAs.

¹ Leave under the FMLA, or other existing policies may qualify as an excused absence for Essential employees, depending upon the circumstances of the absence; in most cases, medical documentation will be required. [See Policies on FMLA, Sick Leave, Personal Leave, Leave of Absence Without Pay.]

- (1) Advanced and/or extended sick leave may be available to employees consistent with the provisions of applicable policies and/or CBAs.
- (2) Non-essential employees with no available paid leave shall be granted excused unpaid leave.

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.

What this means for staff:

- a. Essential employees, (except as directed by the responsible supervisor or departmental representative), shall report to work and shall be compensated according to the policy.
 - (1) Departments have the authority and responsibility for designating staff members who are “Essential”. This determination is made on the basis of the essential duties of the job; essential employees are notified in writing of this designation.
 - (2) Departments should review their positions to ensure that the appropriate staff is designated as essential in order to ensure that critical services will be delivered in the event of a flu pandemic.
 - (3) Essential employees are subject to discipline for not reporting to work, subject to a review of the circumstances by the Associate VP of Human Resources or designee (see also footnote 1).
- b. Non-essential employees shall receive paid administrative leave consistent with the provisions of applicable policies and/or CBAs.

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

What this means for staff:

- a. Essential employees, (except as directed by the responsible supervisor or departmental representative), shall report to work and shall be compensated according to the policy.
 - (1) Departments have the authority and responsibility for designating staff members who are “Essential”. This determination is made on the basis of the essential duties of the job; essential employees are notified in writing of this designation.

- (2) Departments should review their positions to ensure that the appropriate staff are designated as essential in order to ensure that critical services will be delivered in the event of a flu pandemic.
 - (3) Essential employees are subject to discipline for not reporting to work, subject to a review of the circumstances by the Associate VP of University Human Resources or designee (see also footnote 1).
- b. Non-essential regular employees shall receive paid administrative leave, consistent with the provisions of applicable policies and/or CBAs

E. Additional Questions Pertaining to Staffing:

1. **Who gets defined as essential staff?** See “Essential Staff” definition in Section C. above.
2. **How will “Essential” employees be identified by the institution?** HR will develop a method for identifying essential employees in SAP. Employees will be identified as “essential” for “weather or other operational”, or “Pandemic”.
3. **How should departments manage a call-in process for exempt and/or non-exempt staff that are designated as essential employees and may need to participate in the delivery of department- or division-level services during the period of Temporary Campus Closure (TCC)?** Departments should thoroughly evaluate their operations to determine the essential services that will continue to be delivered in the event of a TCC, and which of their employees will be responsible for delivering these services as essential employees, both primary and back-up.

As part of this analysis, departments should employ the following methodology for notifying essential employees of their daily work obligations under a TCC:

- a. Identify one telephone number in the department which will be updated each morning for essential employees. Essential employees would be required to call the number at an appointed time each day to ascertain whether or not they are required to report to the campus that day, and to receive any special instructions. Each employee calling in would be required to leave voicemail on the number so that the supervisor is able to confirm that the message was received (the call will be date/time stamped by the voicemail system). With this option, the burden is on the employee to call regarding work status.
4. **How will services be delivered if/when significant absenteeism occurs?** Departments need to ensure that they have sufficiently evaluated who should be designated as essential at each level defined in the master flu plan, and staff are to be notified in writing accordingly. Departments also have the ability to request staff to voluntarily accept reassignment on a temporary basis to fill service needs.
5. **Do departments have the ability to reassign staff to essential functions?** See D. Level 4, above.
6. **How will departments address absenteeism of their own staff?** Departments are required to develop and submit to their respective Vice President plans

specific to their departmental missions to ensure that essential services are delivered. Departmental plans should address staffing requirements at each potential level outlined in the master flu plan.

7. **When/how should training of reassigned staff occur?** As part of departmental flu planning, departments should plan to request volunteers for re-assignment, as necessary, to address service needs at each level of the master flu plan. This planning effort should include training for staff that are re-assigned within departments.
8. **What will the outcome be if the campus is open, and people refuse to come to work?** The existing policies with the bargaining units provide the framework for addressing this matter.
 - a. Essential employees are required to report to work, except as directed by the responsible supervisor or departmental representative, and are subject to discipline for not reporting (except as provided in footnote 1).
 - b. If the Cabinet designates a Liberal Leave status for employees, non-essential staff will be permitted to take excused paid leave to the extent available, or excused unpaid leave, without the requirement of a prior approval or prior notification.
9. **What if staff refuse to come to work and exhaust all of their leave?**

If the campus is on a Liberal Leave status,

 - a. Essential employees, (except as directed by the responsible supervisor or departmental representative), are required to report to work and are subject to discipline for not reporting (except as provided in footnote 1).
 - b. Non-essential staff who exhaust available paid leave and fall under the provisions of applicable policies and/or CBAs.
 - c. Once paid leave has been exhausted, the staff member will be placed in an excused unpaid leave status.
11. **What will happen when employees are sick and exhaust all of their leave?**

The answer provided in Question #10, above, applies in its entirety.
12. **How does the situation differ for non-exempt and exempt staff/bargaining unit and non-bargaining unit staff?** Non-bargaining unit members will be treated in accordance with University policies and procedures. Bargaining unit members will follow existing policies and procedures as well, except to the extent that policies have been superseded by the applicable policies and/or CBAs.
13. **What will be the situation for staff if classes are taught online and faculty are expected to teach from home?** It depends on the status of the campus. If the campus is placed on a Liberal Leave status, non-essential employees may take excused paid or unpaid leave. Essential employees are required to report to work (except as provided in footnote 1).
14. **What if public schools in the area close and staff must be absent to care for children?** Non-essential employees may utilize leave pursuant to existing leave policies. Essential employees, (except as directed by the responsible supervisor or departmental representative), are required to report to work and are subject to discipline for not reporting (except as provided in footnote 1).

15. **What issues will there be if people become infected while on the job/because of their job responsibilities?** The Worker's Compensation Commission has not issued guidance on this issue, but the University will request information on the matter. HR will monitor the situation.
16. **What protections/supplies can be offered for working staff (safety equipment, onsite accommodations, etc.)?** The University will provide all personal protective clothing and equipment for employees working in certain jobs as required by applicable laws and regulations pursuant to the "Personal Protective Clothing and Equipment" provisions of the applicable policies or CBAs.
17. **How will paychecks be distributed in the event of a TCC?**
In a Level 3 TCC, the University will be closed and accordingly, the on-campus distribution of paychecks will be suspended. Paycheck distribution via direct deposit will continue and will be the only mechanism available for the distribution of employee pay. A draft memo has been developed that advises employees that paychecks will not be available for pick-up if the campus closes (i.e., Level 3 TCC). The memo strongly encourages employees to enroll in direct deposit immediately as it takes 4-6 weeks to process the initial enrollment. This memo is included in Appendix O.

Task Responsibilities – Departments

- Define essential employees (if applicable) within each department, and within each level defined in the master flu plan. Some employees may be defined as essential at one level, but not at another. Employees are to be notified in writing of this designation.
- Establish call-in procedures for essential employees. It is recommended that essential employees call in by a certain time each day to determine if they are required to report on a Level 2, 3, or 4 day.
- Consider how services will be delivered if above-average or even total absenteeism occurs. Consider the reassignment of staff within the department to meet temporary service needs. (Note: according to the planning assumptions contained in the Federal government's website PandemicFlu.gov, "in a severe pandemic, absenteeism attributable to illness, the need to care for ill family members, and fear of infection may reach 40% during the peak weeks of a community outbreak, with lower rates of absenteeism during the weeks before and after the peak"). Also, "certain public health measures (closing schools, quarantining household contacts of infected individuals, 'snow days') are likely to increase the rate of absenteeism."
- Establish cross-training for staff who volunteer to be temporarily re-assigned to meet temporary service needs that may arise from staffing shortages.
- Develop communications mechanisms within the department so that employees may be reached in the event an emergency is declared. Supervisors should have home telephone numbers, cell phone numbers, and e-mail addresses for their employees and be able to reach their staff to discuss essential status, work assignments, etc. In the event the University's status changes, employees should be encouraged to check the University's website, and to listen to local media outlets.
- **Encourage all employees to sign up for direct deposit.**

Task Responsibilities – University Human Resources

- Update the HR website with a link to the Millersville Universities “Flu Preparedness” website.
- Develop summary information about applicable leave policies. Link to HR website, and distribute to Deans, Directors and Department Heads.
- Provide information to employees on communicable diseases pursuant to applicable policies or CBAs. Link to HR website.
- Re-visit existing workplace flexibility options (as appropriate), to provide advice and guidance to departments (i.e., teleworking, staggered hours of operation, etc.). Link to HR website.
- Share appropriate information with unions.

**Protocol for Personal Protective Equipment Use by Employees for
Protection from Avian Influenza (AI)
Reviewed/adapted by MU Health Services and Environmental Health & Safety,
May 2007***

(Recommendations are subject to change as more information becomes available)

I. Characteristics of Influenza Transmission

Human influenza is transmitted from person-to-person primarily via virus-laden droplets (particles > 5 um in diameter) that are generated when infected persons cough, sneeze or speak. These large droplets can be directly deposited onto the mucosal surfaces of the respiratory tract of susceptible persons who are near (i.e., typically within 3 feet) the droplet source. Transmission may also occur through direct and indirect contact with infectious respiratory secretions. Asymptomatic individuals in early stages of influenza could be infectious to others. **However, the route of transmission of Avian Influenza in humans is unknown at this time.**

II. Definitions

Respirator: OSHA considers a respirator to be “a protective facepiece, hood or helmet that is designed to protect the wearer against a variety of harmful airborne agents.” Respirators must be selected based on the hazards that the wearer may be exposed to. Surgical/medical procedure masks are not considered to be respirators. OSHA requires that employers select respirators that are certified through NIOSH testing criteria.

Filtering facepiece: a negative pressure particulate respirator with a filter as an integral part of the facepiece or with the entire facepiece composed of filtering material (e.g., N95, N99 or N100). These types of respirators are tested and approved based on ability to filter particle size. **They may help reduce exposures to airborne biological contaminants such as influenza virus, however they will not eliminate the risk of exposure, infection or illness.**

Surgical masks: designed to prevent biological particles from being expelled by the wearer into the environment. Some surgical masks are fluid resistant to splash and splatter of blood and other infectious materials; however they are not necessarily designed to seal tightly to the face and may allow air leakage around the edges.

III. Criteria for the Use of Respirators for Protection from Avian Influenza (AI)

Millersville University intends to follow OSHA standards and will assess recommendations from other federal, state and local agencies that are involved in pandemic and Avian Influenza planning.

A. Respirator use for protection from Avian Influenza is recommended by OSHA (Personal Protective Equipment).

1. Medical personnel who have direct contact through transport or treatment of patients diagnosed with or under evaluation for Avian Influenza (H5N1) need to utilize N95 or above protection. **Millersville University employees who would need to be medically certified, trained, and equipped to meet the recommendation for respirator use would include the health center staff providing direct patient care and staff transporting suspect cases.**

Conditions for use:

1. Only NIOSH-approved particulate (or higher protection) respirators may be used. Particulate respirators are categorized as N95, N99 or N100. Respirators used by health care workers must be FDA-approved.
2. Employees who wear respirators must participate in the Respiratory Protection Program through the HR Safety Office.

Requirements of this program include:

- a) Medical clearance must be obtained. Health Center and all other staff will be evaluated by medical physicians at the Health Center, Worknet, or Lancaster General Hospital Occupational Medicine.
- b) Individuals must be trained and successfully fit tested before the respirator may be used. Facial hair that compromises the seal between the face and the respirator is not permitted. The HR Safety Office will oversee training and fit testing of all employees requiring respirator use.
- c) Respirators are to be used for the specified conditions only.
- d) Respirators must be used, stored and repaired in accordance with the manufacturer's recommendations and the Respiratory Protection Program.
- e) Respirators cannot be shared and disposable respirators must be discarded after use or if contaminated or damaged.
- f) The purchase and replacement of respirators is the responsibility of the employee's department.

IV. Criteria for use of other equipment

1. Gloves:
 - a) In healthcare settings, clean, non-sterile gloves must be used by medical workers when touching blood, body fluids, secretions, excretions, and contaminated items including linens. Gloves must be discarded after use, when contaminated or damaged.

- b) In non-healthcare settings, gloves should be worn when using cleaning products and disinfectants and when handling waste or waste containers.
 - c) Hand hygiene, which includes washing with soap and water or use of alcohol-based hand rubs, is critical to prevent transmission. If gloves are worn, hand hygiene must be conducted immediately after gloves are removed and between contact with patients in healthcare settings.
2. Eye protection / face shield:
- a) In healthcare settings, eye protection must be worn by medical workers when there is a risk of contamination of the eyes from splashes/sprays of blood, body fluids, secretions, excretions during patient care (e.g., working within three feet of suspected or confirmed AI-infected patients). Face shields provide an additional barrier but must always be worn with eye protection.
 - b) In non-healthcare settings, eye protection may be needed when there is a risk of exposure to the eyes from splashing or spraying of cleaning or disinfecting products. (Note: Widespread spraying of cleaning products and disinfectants should be avoided as it poses hazards to the applicator and the building occupants.)
3. Gown:
- a) In healthcare settings, a clean, non-sterile gown may be needed by medical workers to protect skin and prevent soiling of clothing during procedures and patient-care activities that are likely to generate splashes or sprays of blood, body fluids, secretions or excretions. Soiled gowns must be removed as promptly as possible and hands must be washed to avoid transfer of influenza virus to others or to the environment.
4. Surgical mask:
- a) It is recommended that suspect or confirmed AI patients wear surgical masks in public or during transport.
 - b) In healthcare settings, surgical masks may be worn by medical workers when working within three feet of any patient with respiratory symptoms, or when particulate respirators are not available for protection from AI due to supply shortages.
 - c) There is no evidence that the wearing of surgical masks in non-healthcare settings will protect other workers or the general public from avian influenza. Surgical masks cannot be used in place of respirators for exposure to chemical contaminants.
 - d) Surgical masks must be disposed of if they become moist. Individuals should wash their hands after touching or discarding a used mask.

V. Table 1. Summary of selection of PPE by employee category and Avian Flu phases.

	All staff except medical personnel and emergency medical transport personnel.	Medical personnel ^(Note 1)	Non-medical personnel ^(Note 2)	Personnel who operate vehicles designated for emergency medical transport
PPE	<p>Level 1 – No additional PPE needed above that in use at Level 0.</p> <p>Level 2 – No additional PPE needed above that in use at Level 1.</p> <p>Level 3 – No additional PPE needed above that in use Level 2. Surgical masks are provided for symptomatic adults, and may be offered to employees who request them. Custodial staff should wear gloves when collecting trash.</p> <p>Level 4 – No additional PPE needed above that in use at Level 3</p>	<p>Level 1 – No additional PPE needed above that in use at Level 0.</p> <p>Level 2 - Standard Precautions and Droplet Precautions (surgical mask for close contact) with symptomatic patients. In aerosol-generating procedures, minimum of N95 respirator should be worn.</p> <p>Level 3 & 4 – For close contact with suspect/confirmed AI patients, follow airborne precautions including fit-tested respirator (minimum NIOSH-approved N95).</p>	<p>Level 1 – Not applicable</p> <p>Level 2 – Not applicable</p> <p>Level 3 & 4 – Gloves and surgical mask when entering patient-occupied rooms.</p>	<p>Level 1 – Not applicable</p> <p>Level 2 – Not applicable</p> <p>Level 3 & 4 – Personnel with close contact should wear N95 respirator while transporting ill students. Personnel who clean these vehicles wear gloves and may be offered surgical mask.</p>

Notes:

1. Medical personnel provide direct care or transport symptomatic individuals.
2. Non-medical personnel (e.g., housekeepers) work in the Health Center may enter rooms or common areas where sick and symptomatic individuals are cared for.

VI. Reference Sources:

- Occupational Safety and Health Administration (OSHA)
- Department of Health and Human Services, Centers for Disease Control & Prevention (CDC)
- Food and Drug Administration (FDA)
- World Health Organization (WHO)
- U. S. Implementation Plan for the National Strategy for Pandemic Influenza
- * Reference - Department of Environmental Safety (DES), UMCP Avian Influenza Plan

Departmental Closing Plan

(Tasked to Deans, Directors, and Department Heads [3D's])

1. 3D's will receive a draft Departmental Closing Checklist to assist in the planning required to shut down once directed by the President.
2. Divisional orientation and planning meetings will be held to explain the checklist and review shutdown procedures.
3. 3D's are to identify any mandatory and essential function(s) or operation(s) to remain partially or fully-functional (as required), once the campus has closed.
 - a. Each function or operation is to be briefly described, as well as every location to which approved individuals will be granted access must be listed (both in terms of buildings and room numbers).
 - i. Individual research projects should be listed by title, reason for its continuance, building name(s) and room numbers.
 - b. The names of the individuals (i.e., service providers) that will be tasked with assuring each function/operation will be provided. (This begins to serve as the list of approved individuals to be granted access by Public Safety to the campus once entrances are closed and checkpoints are set up.)
 - i. Associate specific employees with critical/essential function.
 - ii. The names of "back up" individuals must be provided to support each function/operation in the event of extended or permanent absence of any primary service provider.
 - iii. When certain operations, functions, or services can be provided by multiple individuals without the need for a primary service provider (e.g., any number of maintenance mechanics can be called in for emergency maintenance service calls), provide a list of all eligible employees who may be called upon to provide services during the TCC.
 - c. Provide a list of each instance when a service company has been contracted to provide mandatory or essential services during the TCC (e.g., elevator maintenance contractor, chilled water treatment contractor, etc.), and anticipated days on which these services are scheduled.

- i. Provide a list of names of any non-MU contracted employees (i.e., off-campus service providers, affiliates) who are to be granted access during the TCC.
4. 3D's are to submit their departmental shutdown plans and list of mandatory/essential operations to each Vice President or designee after divisional orientation meetings.
5. Each Vice President will forward an approved list of mandatory/essential functions/operations and lists of approved employee, contractor, and affiliate names to the Department of Public Safety after receiving all departmental plans.

Department Pre-Closing – Considerations

Pre-Closing Action Tasks

1. Identify any or all mandatory or essential operations, functions, or services to be staffed and maintained by members of your department, by off-campus service providers, and/or by affiliates that must remain partially or fully in operation during the temporary closure of the campus (TCC) period.
2. Identify the essential staff members who are responsible for each task, as well as back-ups. Essential staff should be notified in writing of their status, and should be advised of the communications protocol in a TCC (i.e., daily call-in procedure). Essential staff should be told that they are not to report to work if they are sick and must call in when they are recovered. Essential staff should be offered influenza vaccinations and/or anti-viral medication if available to encourage compliance with this policy.
3. Identify which, if any, work assignments can be completed from home by essential employees during a TCC.
4. Ensure departmental communication plan is in place and all employees have been notified of the protocol.

Business and Administrative Operations

5. Continue to encourage employees to enroll in direct deposit as on-campus paycheck distribution will be suspended in a TCC.
6. Ensure that any cash and check receipts on-hand are properly deposited through the Bursar's office prior to closure. For cash handling operations such as Dining Services, some small level of cash reserves should be kept on-hand in the Vault at the Bursar's office to resume operations upon opening. Departments requiring cash reserves at the time of re-opening should contact the Bursar's office to arrange for Vault storage.
7. Identify how payroll staff will continue to process payrolls – means, timelines and communication. Ensure that departments identify sufficient back-up approvers in the event of extended or prolonged incapacitation of employees. May require that timesheets be approved and submitted to Payroll prior to closing.

8. Identify which and how staff will continue to review/approve P-Card and T-Card (Visa and Travel card purchases) for 1-2 months for those departments that completely suspend all activities, or for every month that essential departments continue to make P-Card purchases. Ensure that all P-Card and T-Card transaction reviews and reallocations are made timely prior to closure.
9. Ensure that all necessary transactions are reviewed and approved prior to closing.
10. Identify any service contracts that include terms for services on- or off-campus that must be curtailed once the TCC is announced. Prior to the renewal of the service contract, work with Procurement and Supply to revise terms of the contract to allow for suspension of services with the TCC.
11. Departments that maintain network servers containing essential business databases and other files should determine the best means to continue these IT services to their staff (if essential access to department files remains necessary during the TCC) or to back up all data files and shut down its servers (if no essential services remain during the TCC).

Recruitment and Selection Processes

12. HR will temporarily suspend all open faculty and staff searches and notify applicants that searches will continue once the campus re-opens.
13. Beginning September 1, 2007, Search and Selection plans for faculty and exempt positions should include a statement to the effect, "in the event of a Temporary Closure of Campus (TCC), open searches will be temporarily suspended, but will continue once the campus re-opens."

Contracts for Space Reservations, Service Delivery, and Recurring Deliveries of Supplies

14. Identify any service contracts that include terms for services on- or off-campus that must be curtailed once the TCC is announced.
15. Prior to the renewal of any annual service contract, departments will work with Procurement to revise the terms of the contract to allow for a suspension of services in the event of a TCC.

Departmental Closing Action Tasks

(To Be Implemented upon Declaration of a Temporary Closure of Campus [TCC])

Closing of Offices, Work Rooms, Shops, and Lab Areas

1. Change messages on all active voicemail – both departmental numbers, and individual employee numbers.
 - a. For departments expected to fully suspend on-campus operations, consider use of the following voicemail message:

“Please listen to this important message: Beginning on xxxxx, xx, 200X, the Office/Department of _____ at Millersville University will be closed until further notice. Should you have an emergency, please call 911, or contact the University Police at (717) 872-3433. Messages left on this voicemail (will/will not) be checked periodically.”

- b. For departments anticipating partial delivery of mandatory/essential services, consider use of the following voicemail message: Sample text for this scenario will be developed during the Fall 2007 semester.
2. Secure departmental assets: credit cards, keys, office equipment, building entry access cards, and other high value assets.
3. Ensure that any cash and check receipts on-hand are properly deposited through the Bursar’s office prior to closure.
4. Submit and approve timesheets.
5. Set thermostats to 65 degrees in the winter and 78 degrees in the summer.
6. Inspect, close and lock all ground floor accessible windows.
7. Remove all food and other items from office refrigerators. Unplug each unit and leave doors open.
8. Remove live plants by allowing employees to care for them at home.

Employee Health and Safety

9. Distribute appropriate Personal Protective Equipment (PPE) and instructional materials to appropriate staff (i.e., service providers and other remaining on campus during the Closing activities) in accordance with Appendices H and J of this document.
10. On the day the campus closes, collect unused PPE and deliver to the Department of Public Safety for possible re-distribution to essential service departments.

Departments with Mandatory/Essential Functions, Operations, and Services

12. Receive and distribute PPE supplies and instructional materials. Distribute to appropriate staff (i.e., service providers and other remaining on-campus during the closing activities) in accordance with Appendices H and J of this document.

DRAFT

Memo

Date: June 1, 2007

To: Faculty and Staff Employees

From: Payroll Services

RE: **Important Information Pertaining to the Distribution of Pay in
the Event of a Campus Closure due to Avian Flu**

As you may be aware, during the past several months the University has been actively working on its Pandemic Flu Preparedness Planning efforts. One critical service identified is the distribution of the University's bi-weekly payroll. **Please be advised that in the event the campus has to be closed in response to an Avian Flu outbreak, it will be necessary that the on-campus distribution of paychecks be suspended. However, distribution of paychecks by direct deposit will continue uninterrupted.**

Therefore, it is our strong recommendation that you consider enrolling in the Payroll Direct Deposit program at this time. It may take up to four weeks to start your direct deposit so this is a good time to initiate the process. A copy of the Direct Deposit Authorization form is attached for your convenience.

If the campus closes due to a Pandemic Flu outbreak you will be unable to get your paycheck for an indeterminate period of time. Enrolling in direct deposit will ensure your paycheck funds are available on payday.

Should you have any questions pertaining to direct deposit, please contact Payroll Services at Ext. 3018.

Transportation of Ill Students to Local Hospital

Students should be evacuated from campus before transportation to hospital becomes necessary. However, in the unlikely event that a student reports to the Witmer Health Center and it is determined that he/she should be sent to a hospital for possible avian influenza, the following transportation protocol should be followed, in the order listed:

1. Call an ambulance.
2. If an ambulance is not available, have an employee (wearing an N-95 respirator) transport student. Several essential employees will have been fit tested and issued an N-95 respirator. Ill student will also wear a surgical mask.
3. At the time determination is made that student needs to be transferred to hospital, parent/guardian will be notified by student.