Pandemic Preparedness Planning Committee Meeting  
University of Virginia  

June 13, 2006

James C. Turner, MD  
Department of Student Health

Charge from Mr. Sandridge:

1. Appointing a pandemic coordinator and response team and incorporate into existing emergency planning infrastructure for the University and community.

2. Incorporate into the pandemic plan scenarios that address university functioning based upon having various levels of illness in students and employees and different types of community containment interventions. Issues that need to be considered include:

- cancellation of classes, sporting events and other public events;
- closure of campus student housing and or public transportation;
- assessment of the suitability of student housing for quarantine of exposed or ill students;
- contingency plans for students who depend on student housing and food services;
- contingency plans for maintaining research laboratories, particularly those using animals;
- stockpiling non-perishable food and equipment that may be needed in the case of an influenza pandemic.

3. Address issues of mental health and social services to meet the needs of the college community during and after a pandemic. In addition, the potential for providing ambulatory care services during a pandemic needs to be studied. Satellite sites for ambulatory clinics need to be identified, evaluated, and plans for necessary equipment and supplies established.

4. Explore recommendations to the academic enterprise regarding the development of alternative procedures to assure continuity of instruction using web-based distance instruction, telephone trees, mailed or e-mailed lessons and assignments, instructions via local radio or television.
5. Develop a continuity of operations plan for maintaining essential operations including payroll; ongoing communication with employees, students and families; security; maintenance; as well as housekeeping and foodservice for student housing. Contractual arrangements with athletic conferences, concerts, and events might need to be revised to include provisions for cancellation due to public health threats.

6. Study and implement infection control policies and procedures that help limit the spread of influenza on campus.

7. Establish communication plans University Relations and ITC.

Committee structure and reporting:

University of Virginia Health System Emerging Infection Committee: Co-chairs Marge Sidebottom and Dr. Tom Bleck.

Pandemic Preparedness Planning Committee-Chair Dr. Jim Turner

Proposed subcommittees:

• Academic Affairs: Chair Anda Webb

  Departments represented:

  Provost’s office (domestic instruction and research)
  International Programs
  Public health faculty
  Travel clinic faculty and/or nurses
  Student Health
  Environmental Health and Safety

Charge:

• Closure and cancellation policies (Social distancing measures need to be used early if they are going to be affective. Failure to act early may result in hundreds or thousands of students becoming ill while on campus. This would overwhelm University and local medical resources. Social distancing measures may last from 10 to 100 days).
• Procedures for deciding on closure. Define closure (levels or gradations of closure should be defined: eg. classes, research, administrative buildings). Will need to coordinate these decisions with local authorities and school systems. University administrators in charge of decision and input about decision needs to be clearly defined (e.g. JTC, LWS, Provost Block, Emerging Disease Committee, Emergency Command Center, Pandemic Planning Committee).
Pandemic Committee Structure

- Once pandemic flu has entered the community, social distancing measures will be phased out or discontinued or limited. Plans should be developed for the following contingencies:
  - Continuity of instruction and research for students in quarantine or ill if classes continue.
  - Procedures for dealing with students absent from class due to illness or quarantine.
  - Develop and disseminate alternative procedures for completing coursework (i.e. web-based instruction, lessons and assignments delivered via mail).
  - Determine campus buildings that may remain open for research.
  - Plan for security of laboratory spaces.
  - Plan for care of laboratory animals if research ceases due to safety or high absenteeism.

- International programs and travel guidelines for faculty and staff should address vaccination, antivirals, post-travel screening, repatriation, travel insurance, travel restrictions.
  - Develop a plan for communicating with students who are studying abroad or plan to study abroad.
  - Develop a plan for communicating with international students and their families regarding travel restrictions and reentry.
  - Develop guidelines for temporary closure of study abroad programs.
  - Communicate with study abroad program leaders about planning procedures for shelter in place, closure decisions, and resources for assisting students who cannot get home.

- Develop a plan for reviewing admission applications despite limited ability to visit campus during a pandemic.
- Discuss contingency plans for issues dealing with financial aid, withdrawal from school due to illness, and other factors related to tuition and registration.

**Student Support Services**

Departments represented: Chair Penny Rue

- Housing
- Food Services
- Parking and Transportation
- Student Affairs
- Student Health

Charge:

- Policy and procedures for sending residential students home for closure.
- Policy and procedures for closure and evacuation of campus residence halls and for notification and relocation of students.
Pandemic Committee Structure

- Procedures for supporting housing, food service, and medical needs for both ill and quarantined students who cannot leave community.
- Identify housing facilities for quarantine of well students and isolation of ill students.
- Develop plans for continuation of housekeeping services and stockpiling items such as cleaning and disinfecting supplies.
- Compile a list of nonperishable foodstuffs and drinks in quantities that can support both students and staff who need to remain on campus during a pandemic for a five to eight week period.
- Develop procedures for delivery of food supplies to residential areas.
- Ensure that housekeeping personnel receive training regarding personal protection and proper cleaning procedures.
- Develop plans for care of ill students housed in residence halls.
- Develop information for parent and student orientations.
- Develop a plan for temporary parking for critical support staff during the pandemic period.
- Plan for transport of students and staff.

- **Faculty and Staff:** Chair Dave Ripley

  Departments represented:

  Human resources  
  Benefits Office  
  Payroll  
  Provost’s office  

  Charge:

  - Coordinate the identification of all essential personnel and ensure that departments are “depth charted” (e.g. substitutes for essential services).
  - Encourage all departments to update emergency contact information.
  - Prepare and review vacation and sick leave guidelines for applicability in a pandemic event.
    - Employees who have been exposed or are suspected of having the illness should not come to work. Therefore, liberal, non-punitive policies should be established in order to ensure compliance with public health recommendations.
    - Establish return to work guidelines consistent with public health policy.
    - Prepare communications for supervisors and the campus workforce on addressing guidelines related to reporting absenteeism, business travel procedures, information to persons returning from affected areas, and how to access mental health and other health resources upon return.
  - Prepare work-at-home guidelines that address telecommuting options.
Pandemic Committee Structure

- Consider recruitment of a volunteer workforce or identification of other staff that can be cross-trained to fill critical roles.
- Develop a plan for ensuring the continuation of payroll and accounting operations in the face of high employee absenteeism.
- Review the University’s health and workers compensation insurance policies to assure appropriate coverage for faculty and staff exposed to pandemic flu.

• **Communication**: Chair Carol Wood

  Department

  University and community relations
  ITC

  Charge:

  - Coordinate communication strategies by including departments on campus in charge of communication functions including both public, media and government relations and communication infrastructure (telephone and Internet).
  - Establish and maintain communication links between the University’s Incident Command System and local public health authorities and emergency preparedness groups.
    - Identify key contacts within each system and revise as needed.
    - Participate in community drills and planning exercises.
  - Establish internal university communication systems that assure accurate and timely dissemination of information:
    - Centralized public health database (e.g. prevalence of illness on campus, absenteeism rates, number of persons in isolation and quarantined, and the number of lab confirmed the cases).
    - Calling and/or email chains or website for notification or alerts to essential personnel.
    - University groups including students, staff, faculty, parents, and outside constituents such as vendors, community business owners, and recruiters.
    - Status of disease on campus, travel advice, self-care, personal preparedness planning, proper hand washing techniques and cough hygiene, federal, state, and local public health resources; and how and when to access services in case of illness.
    - Coordinate internal communications with local public health authorities.

• **Legal**: Chair Beth Hodson

  Departments represented:
Pandemic Committee Structure

General Counsels Office
Attorney General’s office
LWS office

Charge:

- Clarify legal authority for declaring closures of schools and cancellation of public events.
- Assure University pandemic leave and telecommuting policies are consistent with state personnel guidelines.
- Work with Human Resources to assure workers have access to appropriate health, disability, and worker compensation insurance plans.
- Modify University housing contracts to reflect potential for temporary relocation due to pandemic.
- Review and modify as necessary University contracts for concerts and athletic events to assure contingencies for a public health crisis permit cancellation without penalty.

- **Administrative Operations:** Chair Susan Harris

  Departments represented:

  Office of EVP and CEO
  University police
  Procurement
  Athletics
  Facilities
  Parking and Transportation

  Charge:

  - Identify critical business functions and key individuals in charge of those functions to support the University operation during a pandemic.
  - Consider the potential financial impact of a pandemic on the University. Estimate and identify emergency funding to cover purchases and business continuation. Collect information from departments related to cost for stockpiling, certain supplies.
  - Develop procedures for rapid procurement and payment for supplies, equipment and services.
  - Develop procedures for discontinuing public mass transportation and utilizing University assets to transport supplies, staff and students.
  - Develop plans for maintaining university facilities and property in the event of high absenteeism.
  - Discuss contingency plans in case of fuel, water and energy shortages including the availability of emergency generators.
Pandemic Committee Structure

- Identify building ventilation systems especially in those areas considered for quarantine, isolation and healthcare delivery.
- Plans and criteria for canceling all public events such as concerts, lectures, athletic events.
- Identify facilities that could be used for community wide mass vaccination and antiviral clinics.
- Develop procedures for securing, building, protecting stored supplies and restricting access to campus.
  - Assure plan is in place for communication with local police, fire and emergency response personnel in order to coordinate efforts for managing safety issues.
  - Develop triage protocols for responding to students and other community members in distress due to illness.
  - Establish communication plans with Student Health and Counseling and Psychological Services, Residence Life and Student Affairs for reporting calls and transports.
  - Assure training of critical personnel and appropriate personal protective equipment for all response personnel.
  - Develop strategy for transporting University staff and students in the event that local emergency transport is overwhelmed.

- **Health Care/Infection Control**: Chair Marge Sidebottom

  Departments represented:

  - Emerging Disease Committee Medical Center
  - Employee Health/Work Med/Hospital Epidemiology
  - Environmental Health and Safety
  - School of Nursing
  - School of Medicine
  - Student Health: General medicine, counseling and psychological services, learning needs and evaluation, administration.
  - Public Health Department

  Charge:

  - Work with the Emerging Diseases Committee and with the Public Health Department, to assure that a plan is developed for provision of ambulatory care services to the University and the community.
    - Include appropriate training and drills for all involved staff.
    - Identify resources for lodging and support staff who must stay on campus to care for ill patients.
    - Compile a list of supplies needed to provide ambulatory care services.
Pandemic Committee Structure

- Work with the Emerging Diseases Committee and with the Public Health Department to assure that a plan is developed for provision of antivirals and mass vaccination to the University and to the community.
- Develop a plan through Student Health Services to provide care to ill university students who cannot return home during a pandemic.
- Develop infection control procedures for the University.
  - Cough and hand hygiene for the entire University population.
  - Infection control procedures for housekeeping staff.
  - Establish standard procedures for soap, disinfectant, towel dispensers and waste receptacles in all University bathroom facilities.
  - Develop vaccination policies for health-care workers, faculty, and staff consistent with CDC guidelines. Include a plan for encouraging seasonal influenza vaccination among all University members.
- Develop a plan for providing counseling services for students, staff, faculty and community members. Coordinate efforts with local mental health providers and the Public Health Department.
- Identify roles for him and him medical and nursing student volunteers. Coordinate volunteer efforts with the Public Health Department and the Medical Reserve Corps.