

APPENDIX D: COMMUNICABLE DISEASES

1. Contact the Director of Health Services, Ms. Mary Cureton, R.N., at 757.455.3108 (VWC), 757.431.0253 (home), or 757.439.3240 (cell).
2. Additional communication may be appropriate with the following agencies and hospitals:

Virginia Department of Health	
Betty S. Rouse, Regional Epidemiologist	757.683.2847 (voice)
Betty.Rouse@vdh.virginia.gov	757.624.4167 (pager)
	757.683.2494 (fax)
The Virginia Beach Department of Health,	
Office of Epidemiology	757.518.2669
NDC Urgent Care	757.466.5999
Sentara Bayside Emergency Room	757.363.6137
Sentara Leigh Emergency Room	757.466.6800
Hampton Roads Emergency Management Center	
Norfolk - Ron Keyes	757.441.5000
Virginia Beach - Mark Marchbank	757.427.4228
3. The campus community will be informed via e-mail, flyers, and/or information sessions about all aspects of the communicable disease.
4. When it becomes necessary to implement aggressive infection control measures due to the potential of high rates of infection within our campus community, the following steps may be taken by the College:
 - The cancellation of classes.
 - The cancellation of sporting events.
 - The cancellation of other public events on campus.
 - The assessment of suitability of student housing for quarantine of exposed and/or ill students.
5. In the event on an **influenza pandemic** (confirmed cases of human-to-human transmission of the avian flu in the United States), the campus will close.
 - The Emergency Response Team, ERT, will meet to assess the situation and report to the President and Administrative Council.
 - No visitors will be allowed on campus.
 - All students will be advised to return home. International students and other students who are unable to return home will be hosted in the larger community.
 - Each division within the College will activate its pandemic readiness plans.
 - Selected staff for a limited number of departments will maintain the essential operations of the College.
6. Should the College remain closed for an extended period of time, information will be disseminated on the College's Web site, www.vwc.edu, to all constituents. The information communicated will include, but not limited to, the following:
 - Information to students and faculty regarding the continuation of the academic semester and possible alternative procedures of instruction.
 - Information to all employees regarding the continuity of maintaining essential operations of the College.
 - Information to all employees and students advising them where to find up-to-date reliable pandemic information from federal, state, and local public health sources.

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7. The College will reopen when a proper review and assessment has been made working with federal, state, and local health authorities.
8. For the latest information and guidelines regarding communicable diseases, please refer to the following Web sites:
 - Virginia pandemic flu Web site, www.vdh.virginia.gov/pandemicflu/.
 - The Centers for Disease Control and Prevention (CDC) pandemic flu Web site, www.cdc.gov/flu/pandemic/.
 - World Health Organization (WHO) avian influenza Web site, www.who.int/csr/disease/avian_influenza/en/index.html.
 - CSHEMA Web site, www.cshema.org.
 - URMIA Web site, www.urmia.org/docs/URMIAPandemicResponse.pdf.

The pandemic readiness plans for the divisional units of the College follow in alphabetical order.

9. Academic Division (**under construction**)

Adult Studies

Faculty

OIP (Foreign Exchange and Study Abroad)

Registrar

Vice-President for Academic Affairs

10. Admissions/Financial Aid Division (**under construction**)

11. Advancement Division (**under construction**)

12. Business Operations Division

Bookstore

- Manager will cross train employees to establish a backup system in which employees can take over certain responsibilities for people who are absent and assign duties to available employees and essential functions.
- Manager will establish reporting schedules that stagger start and stop times to minimize exposures of employees and in case of absences, will reduce store hours.
- Manager will assign work areas that isolate them from other employees and will assemble required Personal Protective Equipment (PPE) and disseminate to employees.
- Manager will insure that areas are secure from vandalism and inform customers and vendors in case the College is closed.
- In the event that the College is closing, manager will notify all vendors of the closing through an established distribution list.
- Assistant Manager will work with the Manager to assign duties based on available employees.

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- In the absence of the Manager, the Assistant Manager will assume complete responsibility for the store and will follow the PPE guidelines.
- Cashiers will work with the Manager and Assistant Manager to guide in assigning duties based on available employees.
- In the event of the absence of the Manager and the Assistant Manager, the Cashiers will assume responsibility for the store and will follow PPE guidelines.

Computer Services

- All departments will be asked to supply a list of essential products needed to assure availability.
- The Datatel software is available via Virtual Public Network (VPN) from a designated computer services employee's home computer. From home, purchase orders can be entered and vendors called. A rolodex with vendor's phone numbers and addresses has been created for home use.
- Notify suppliers of school closure and coordinate deliveries. To limit face-to-face contact, will notify Security about the best time to come on campus to print, receive, and dispense materials to departments in need.
- Via VPN from home of designee, they will have remote access to the telephone system. All software changes can be made to the telephone system and voicemail.
- The College's main number (757.455.3200) will be forwarded to Security for all incoming calls.
- Home telephone number of designee will be available to the entire campus. Cell phone will be charged and ready to receive and send calls when away from home.
- A clerk in the Business Office, who has been cross-trained, will assume the responsibility for purchasing, creating, and receiving merchandise. The clerk will also be knowledgeable on the Switchboard.
- Will be the backup for Accounts Payable and will work with the Accounts Payable Bookkeeper as required.

Dining Services

- In the event of a confirmed avian flu case, Sodexho will receive an immediate notice of any products recalled from either the Food Track electronic bulletins, covering both USDA and FDA recalls, or from our suppliers/distributors directly. If a product is recalled, our supplier will notify our distributors, who will in turn notify our accounts. Sodexho verifies all recalls and notifies our accounts and regional purchasing liaisons directly, ensuring that the recalled products are not served to our customer and removed from further distribution.
- In the event of an outbreak, Sodexho's crisis management program is in place to protect guests, customers, clients, employees, limit property loss, communicate honestly with the public and restore normal operations as quickly and safely as possible. Sodexho's crisis management team is on call 365 days a year and is responsible for coordinating and directing effective responses. Once Sodexho is aware of a confirmed case, dining services will activate our corporate crisis management command center. Our team will also work closely with and take direction from local, state, and federal regulatory associations and health officials.
- Sodexho will follow the direction of the appropriate local, state, and federal regulatory agencies and public health authorities.

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- Dining Services will work closely with the Physical Plant and Security teams in securing the dining facility and the existing food supply. Refrigeration units would be set to the lowest settings in anticipation of a break in power supply, though the Physical Plant's plan includes providing a generator to keep these systems running.
- Sodexo has an extensive network of emergency food and water suppliers. A system is in place to obtain these supplies, from large quantities of bottled water, to emergency non-perishable complete meals. Taking direction from the College, these supplies would be ordered and delivered as needed. These plans were developed in the wake of disasters in Louisiana and Florida and the suppliers are experts in delivery in these extreme situations. The College may opt for ordering these supplies in advance, depending on how the pandemic develops. A method of safe delivery of food and water to those on campus will be determined by the severity of the pandemic outbreak.
- All of our purchasing, payroll, and accounting tools are Internet accessible and available to our office administrator and all three manager from campus. All of these systems have a hard copy backup system, should the Internet not be available. Copies of these forms will be stored at the general manager's and office administrator's residence. All payroll and financial records are stored electronically, offsite, in our headquarters in Buffalo, NY.
- All of the contact numbers are listed in the College Emergency Plan would be valid for this type of emergency. Globalstar satellite telephones are available to Sodexo should the need arise.

Human Resources

- In the event of a pandemic, VWC departments will maintain their established attendance policies which usually require a call from the employee advising his/her supervisor of the need for an unplanned absence and providing status reports on a regular basis during the absence. If an employee wishes to stay home to avoid possible exposure, the employee must have this time off pre-approved by the supervisor, again following established departmental and campus policy. If an employee is unable to comply with the departmental policy regarding attendance, the supervisor, with assistance from the Human Resources Director, if needed, will evaluate each situation on a case-by-case basis.
- If a supervisor determines that an employee is ill (by following the guidelines from the Centers for Disease Control (CDC) and/or the Campus Health Services), that employee may be sent home from work. However, since the confidentiality of medically related information is protected by the federal Health Insurance Portability and Accountability Act (HIPAA), it is unlawful for supervisors to ask their employees for their health information. In addition, should an employee voluntarily share his/her health information, it is unlawful for a supervisor to use or share this information. With this in mind, if a supervisor observes that an employee is ill, that employee may be sent home.
- In the event of a health emergency, Administration has the right to schedule work and assign duties to employees, while balancing the operational needs of the College with the employee's job description where possible. Supervisors have the discretion to reassign an employee's job duties as deemed necessary, and may explore alternate arrangements in order to ensure the continuation of essential operations.
- Supervisors may consider allowing alternate work arrangements, including working from home. Human Resources encourages supervisors to work with their employees to find ways to enable the employees to perform their job functions while away from their work location. In the case of employees working from home (telecommuting), with regards to Workers' Compensation, the at-home work is considered an extension of the employee's

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workspace. Injuries occurring in the at-home workspace during work hours will, therefore, be considered under the College's Workers' Compensation Insurance. The employee who is working from home should be instructed to notify his/her supervisor, or supervisor designee, immediately of such an injury. The supervisor (or designee) is then responsible for ensuring appropriate forms, such as the First Report of Accident, are completed and forwarded to the appropriate person in the Business Office.

- During a pandemic, supervisors may need to reach certain employees who are responsible for performing certain tasks and are unable to come into work. Therefore, supervisors should request emergency contact information (such as up-to-date personal telephone numbers, cell phone numbers, personal email addresses, family member phone numbers, etc.) from each of their employees. Since we cannot legally require the employee to share this personal information, this should be in the form of a request, and it should be clearly explained to the employee the restrictive context in which this information might be used (i.e., this information will be kept confidential, will not be distributed, and will only be used in the event of an emergency).
- In the event of a total closure of the College, procedural directions regarding pay and the use of PAL will come from the President and/or Administrative Council.
- The HR Department will, as it does regularly, make every effort to assist VWC employees in working through any claims issues that might arise. The department will also attempt to keep employees informed of an insurance updates, especially concerning coverage matters relating to coverage during the emergency. Insurance notices will be sent through the established means of College emergency communication. During such an emergency, VWC will continue to comply with Federal laws such as the Family Medical Leave Act (FMLA) and the Americans With Disability Act (ADA). In addition, Short-Term Disability (STD) requests will continue to follow current policy, which requires medical documentation of the need for leave and allows each case to be determined on a case-by-case basis. In the event of absence of more than one-half of the short-term disability committee, short-term disability may be granted retroactively—after members of the committee have returned to work.
- A plan for continuation of payroll processing is being considered by the Business Office.
- Currently, the Business Office Secretary is responsible for ensuring timely and accurate payment of all benefit invoices including all employee insurances (medical, dental, life, long-term disability) as well as long-term care, retirement, and extended (voluntary) life. Currently, a plan is in place for one back up for this task and a second back up plan will be considered in case of the absence of the first two. In addition, these are tasks that could be completed in a location other than the office (at home).

Physical Plant

- Director will notify all utilities that the College is in evacuation mode.
- Director will order oil and gasoline to top of tanks and will bring in emergency generators for the pump station and for the cafeteria.
- Director will assign duties based on available employees and essential functions.
- Director, Assistant Director for Housekeeping and Grounds, and Assistant Director for Conferences and Special Events will establish reporting schedules for required employees that staggers start and stop times, thus minimizing exposures of employees.

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- Director, Assistant Director for Housekeeping and Grounds, and Assistant Director for Conferences and Special Events will assign specific areas for employees to work that will isolate them from other employees and will assemble required PPE and disseminate to employees.
- Director will insure that all areas are secured from vandalism as well as possible, paying particular attention to store rooms and mechanical spaces.
- Assistant Director for Housekeeping and Grounds will work with the Director to assign duties based on available employees.
- Assistant Director for Housekeeping and Grounds will stock up on all cleaning and disinfecting products and work with Residence Life, to establish a schedule for bathroom cleaning that staggers cleaning between occupied times.
- Assistant Director for Conferences and Special Events will work with Director to assign duties based on available employees.
- Assistant Director for Conferences and Special Events will notify facilities users of closure and that reopening information will be available from our emergency website.

13. Finance Division

Accounts Payable

- The Business Office currently has a three person backup for processing accounts payable transactions for the college. As with the Cash Receipts function we feel we have excellent backup coverage for this area. We must deal with the same issues regarding the remote processing of Accounts Payable transactions, as we need to do for Cash Receipts. The Business Office will work with the Computer Services Department to develop remote procedures for processing accounts payable transactions. This process will be developed by the end of this fiscal year. The Business Office will purchase a small personal computer based software program for recording the accounts payable transactions in case the Datatel administrative software system is unavailable. This will serve as a place to record these transactions until our Datatel system becomes available.

Cash Receipts

- In the wake of a disaster that would close the college we need to be able to deposit our funds in our bank to allow us to pay our obligations such as payroll and accounts payable bills from vendors. A first step in being able to process cash receipts is to assure that you have multiple staff trained to perform the task. A flu outbreak may disable the key person responsible for this task, the Business Office Cashier. The office currently has four individuals that are trained to handle cash receipts for the college. We feel we have excellent coverage in this area. The next area of concern is where we would process this information in case the office was not available due to damage to the building, lack of utility power, or if we could not allow staff to enter the building due to a pandemic flu outbreak. We would need to establish a remote location most likely in another office on campus that may be available, another office in the area or in a staff member's home. We have established manual cash receipt logs that will allow us to post these cash receipt transactions in case our Datatel system is not available but the Business Office will purchase a small personal computer based software program for recording the cash receipt transactions in case the Datatel administrative software system is unavailable. This will serve as a place to record these transactions until our Datatel system becomes available. The Business Office will work with the Computer Services Department to develop remote

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procedures for processing cash receipts. This process will be developed by the end of this fiscal year 2006-2007. A staff member of the Business Office will be responsible for transporting the funds to the bank for deposit.

- We can connect our credit card processing machine to other computer ports on campus to allow us to take credit card payments for student payments or gifts to the college if the port in the Business Office is unavailable. The Business Office will explore the possibility of establishing a computer port in the homes of a staff member to allow remote access of credit card transactions.

Payroll

- The Business Office processes our Human Resources /Payroll with Ceridian Employer Services. This gives us an advantage in a disaster situation as the location that processes our payroll, as well as the computers and personnel that process the payroll for Ceridian Employer Services are located off-site (specifically in Richmond, Va.) and will not be susceptible to damaged facilities on our campus. Ceridian Employer Services also has multiple sites throughout the nation in which the payroll can be processed assuming their Richmond location becomes incapacitated. We also have the ability to process our payroll at any off-site location that has internet access which would allow us to process our payroll from a staff member's home. In the event that there is no internet access available to transmit our payroll we could relocate our payroll person to a location that can allow us to process our payroll or even go to Ceridian's Richmond location to process payroll. The Vice President for Finance has asked Ceridian to present it's disaster preparedness plan to the college for our review (Spring Semester 2007). The Business Office will work with the Computer Services Department to develop remote procedures for processing our payroll. This process will be developed by the end of this fiscal year 2006-2007.
- We currently have two staff members that can process payroll for the college. These staff members are the Payroll Manager and the Vice President for Finance. The Business Office is currently in the process of training the Business Office Human Resources Assistant to serve as the primary backup to the Payroll Manager
- All Human Resources transactions are processed by the Human Resources Assistant with the Payroll Manager serving as the backup for this function. The Director of Human Resources is also a backup for the Human Resources function on the Ceridian system. This is an important link to paying our employees as the Human Resources system stores all employee specific data, as well as all employee deductions.
- The Business Office will conduct test runs of our service over the course of the summer of 2007 to assure that our processes are functioning in regards to being able to pay our faculty and staff in an emergency situation.

14. Student Affairs Division

Athletics

- Educate athletic staff and urge them to make personal/family plans.
- Collaborate and follow directions for all faculty/staff and students as provided by the Emergency Response Team.
- Administer notification and cancellation of competitions and events.
- In cooperation with the Old Dominion Athletic Conference (ODAC) and NCAA official, and depending on length of closure, cancel sport schedules and related contracts (i.e. officials, transportation).

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Campus Security

- Maintain daily operations.
- Monitor information regarding global disease activity.
- Keep students and faculty informed as needed.
- In the event that Security personnel are sick, we may have to go to (12) hour shift watches in order to maintain a high level of security throughout the campus.
- All buildings not in use will be on lockdown and secured.
- All Security officers will be stationed at key areas around the campus to prevent the general public from entering the campus grounds.
- Security will help with transporting students to the bus and train stations, and to the airport as directed.
- Once the campus has been deemed closed, no visitors will be allowed on campus.

Health and Counseling Services (**under construction**)

Residence Life/Commuter Services

- Pre-Planning: Send letters to students and their parents who live more than 500 miles away, asking them to provide information for friends or family members who live closer to the college, and will be able to “take in” the student if the student is not able to get transportation home in the event that the college needs to close. Perhaps this information could be added to MARSIS for tracking purposes. Solicit volunteers from the campus community who would be willing to “take in” students who may not be able to immediately go home in the event of a closing.
- Once classes are cancelled, the residence halls will close. Students will be given 2-4 days to make arrangements to leave campus.
- Every student will need to leave campus.
- Campus security and staff will provide assistance to students who need to make travel arrangements and who need transportation to local bus and train stations, or to the airport.
- As students leave, we will ask them to sign out with their RA indicating when they are leaving, where they are going, and the best way to contact them while they are away (cell and home phone number, email, etc.).
- Students will be expected to:
 - ▶ Remove all food from their room, including food in their refrigerators.
 - ▶ Unplug all electrical equipment.
 - ▶ Remove all trash from their rooms.
 - ▶ Close all windows, and turn off heating/air conditioning unit.
 - ▶ Take all valuables and items that they will need during the closing. Once they leave, students will not be permitted to return to their rooms until the campus reopens.
- Students who do not have transportation to their own homes should do one of the following:
 - ▶ Go home with a friend.
 - ▶ “Carpool” with a student who lives near them (Staff members can help match students who live near one another).
 - ▶ Make arrangements to go to the home of a friend or family member who lives closer to the college. (This is especially for those students who identified alternate housing arrangements ahead of time, in response to our letter home.)

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- ▶ Stay with a campus community member until transportation home can be arranged.
- Residence Life Staff members will assist students in making travel arrangements, and will ensure that rooms are left in proper condition. Staff members will need items such as masks and gloves in order to minimize their risk of exposure to illness while making closing arrangements.

Vice-President for Student Affairs and Dean of Students Office

- Inform parents/families that students living on campus may be dismissed during a pandemic and encouraged to return to their permanent residence. A letter will be sent home at the beginning of the academic year.
- When the Center for Disease Control (CDC) notifies or announces a suspected or confirmed case (s) in North America, the College will begin the process of closing the College and sending students home.
- Recommend that faculty, staff, students, and families seek further information about the pandemic through resources, including key Federal, State and local public health that provide regular updates on the status of the pandemic. For reliable, accurate, and timely information about pandemic flu, see www.pandemicflu.gov.
- Provide faculty, staff, students, and families the locations where they may find updated information concerning the closing (the College's phone system and website).
- Begin evacuating the residence halls. Students will be given 2-4 days to make arrangements to leave campus.
- Every student will need to leave campus.
- Campus security and staff will provide assistance to students who need to make travel arrangements and who need transportation to local bus and train stations, or to the airport.
- As students leave, we will ask them to sign out with their RA indicating when they are leaving, where they are going, and the best way to contact them while they are away (cell and/or home phone number, email, etc).
- Maintain daily operations in Campus Security by staggering shifts so that security officers will not make physical contact with each other, but will stay in touch by radio communication.
- In the event that security personnel become sick, shifts will change to 12 hour watches in order to maintain a high level of security throughout the campus.
- All buildings not in use will be locked down and secured.
- Once campus is closed, only essential personnel will be permitted on campus. These individuals will include members of Campus Security, Physical Plant employees, and other personnel so designated by the College's Vice Presidents in consultation with President Greer.