

VITERBO UNIVERSITY

INFECTIOUS DISEASE PREPAREDNESS PLAN (IDPP)

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A. VITERBO UNIVERSITY INFECTIOUS DISEASE PREPAREDNESS POLICY

Avian flu, H1N1 influenza, measles, mumps, SARS, and other infectious diseases may pose a threat to the university community as they do to communities across the nation and world. In the event of an infectious disease outbreak, university officials will monitor progress and work with local, state and national authorities to determine the best course of action regarding institutional operations. Information related to any widespread infectious disease outbreak will be available on Viterbo's Web site and Viterbo Health Services Web site (<http://www.viterbo.edu/HealthServices.aspx>). In addition, the Center for Disease Control (CDC) Web site has extensive information on health threats (<http://www.cdc.gov>). If you have specific questions about your personal health, please contact your medical provider or Health Services.

B. LINKING VITERBO IDPP WITH AUTHORITY OF LOCAL HEALTH OFFICERS

As shown in Wisconsin statute chapter 252 and Wisconsin Administrative code chapter HFS 145, the authority of local health officers is extremely broad. Wisconsin Statute 252.03 states: "(1) The local health officer shall promptly take all measures necessary to prevent, suppress and control, communicable diseases and the measures used against them....(2) Local health officers may do what is reasonable and necessary for the prevention and suppression of disease; may forbid public gatherings when deemed necessary to control outbreaks or epidemics and shall advise the department of measures taken....The diagnostic report of the physician, the notification or confirmatory report of a parent or caretaker of the patient, or a reasonable belief in the existence of a communicable disease shall require the local health officer immediately to quarantine, isolate, require restrictions or take other communicable disease control measures."

Wisconsin Statute 252.06 (6) provides: "(a) When the local health officer deems it necessary that a person be quarantined or otherwise restricted in a separate place, the officer shall remove the person, if it can be done without danger to the person's health, to this place." HFS 145.06 permits the State's Chief Medical Officer to take action against any infectious disease posing a threat to citizens of the state and describes the procedure for failure to comply with a directive of a local health officer. Procedures outlined in HFS 145.06 include these requirements: "(f) Reside part-time or full-time in an isolated or segregated setting which decreases the danger of transmission of the communicable disease" and "(g) Be placed in appropriate institutional treatment facility until the person has become non-infectious."

C. LINKING VITERBO IDPP WITH WISCONSIN PANDEMIC INFLUENZA OPERATIONS PLAN

The Wisconsin Pandemic Influenza Operations Plan outlines the following as assumptions for educational institutions:

- In a pandemic, closing schools has been shown to be an effective means of reducing disease spread.
- Closing schools early in a pandemic is more effective than waiting until more than 10 percent of students or teachers have been infected.
- Planning ahead of a pandemic is needed to assure that students of all ages may be safe and receive the services (such as meals) that are normally received through the school system.
- Communication about school closings with school administrators and staff, teachers, students, and the community at large before a pandemic may ease the communication needed at the time of the pandemic and associated school closings.
- Two-way communication (from the schools to the public and vice versa) is necessary before, during, and after a pandemic.
- Since a pandemic may last for many months, some educational services should be provided to students at all levels of education.
- The Internet may not be available for provision of educational services. Hence, alternative methods for providing instruction must be planned.

Regarding legal authority, the plan states that: "In Wisconsin, both the Department of Health and Family Services and local health officers share broad powers to do what is reasonable to prevent, suppress, and control communicable diseases. This includes the power to restrict public gatherings, close schools, and order isolation and quarantine when needed to control an outbreak or epidemic..." Both the Governor and the State Health Officer have the authority to close both public and private schools statewide; local health officers have authority to close schools in their districts.

A community disease prevention plan includes social distancing measures including school closures as a method for reducing the rate of transmission of pandemic influenza. Epidemiological factors used to determine whether to close schools include: (a) the virulence of the spreading

novel flu virus, (b) the rapidity of viral circulation in the community, (c) evidence that school-age children are major sources of transmission, (d) the number of people ill in a particular community, (e) rates of absenteeism, and (f) evidence from other areas that school closures may ease community transmission.

The Wisconsin Department of Public Health participates in a communication systems coordinated by Wisconsin Emergency Management to provide information through the state Emergency Operations Center and the Joint Public Information Center. Information and notifications of school closures will be disseminated through this central system to local school districts via media outlet (*Wisconsin Pandemic Influenza Operations Plan, 2007*).

D. LINKING VITERBO IDPP WITH VITERBO EMERGENCY RESPONSE PLAN

The infectious disease preparedness policy shown in the first section of this document is included in the VU Emergency Plan. If an infectious disease outbreak is declared a critical incident (i.e., one that requires immediate action to ensure a safe environment, and to ensure the maintenance or restoration of university operations), these procedures will be employed.

1. The declaration of a critical incident will specify the location of the Command Center for the particular incident.
2. The Vice President for Finance and Administration will notify the President’s Cabinet members that a Critical Incident has been declared.
3. The President’s Cabinet members will be asked to meet to take whatever actions are deemed appropriate.
4. The Vice President for Communications and Marketing will send out a notification of the Critical Incident by email, Web, telephone, or other appropriate method.
5. The Vice President for Communications and Marketing will contact the Critical Incident Response Team, or their designees, to manage the response.
6. The Critical Incident Response Team is comprised of the Vice President of Finance and Administration, the Vice President of Communications and Marketing, the Director of Campus Safety, and the Director of Physical Plant.
7. To augment the Critical Incident Response Team and to handle the specific occurrence effectively, the Vice President of Finance and Administration may contact additional personnel.

E. PLANNING CONTEXT AND ASSUMPTIONS UNDERLYING THE PLAN

1. Factors to be considered as decisions are made related to infectious disease outbreaks may include the following:
 - A. Proximity of declared disease cases to La Crosse
 - B. Severity of disease (mortality rates)
 - C. Number/percentage of students and employees who are ill or absent
 - D. Ability to sustain operations
 - E. Directives from the Governor, the state health department and/or the local health department, state and/or local emergency management
 - F. Current pandemic phase

PANDEMIC PHASES

Interpandemic Period Phase 1	Low Risk of Human Case
Interpandemic Period Phase 2	Higher Risk of Human Case
Pandemic Alert Period Phase 3	No or Very Limited Human to Human Transmission
Pandemic Alert Period Phase 4	Evidence of Increased Human to Human Transmission
Pandemic Alert Period Phase 5	Evidence of Significant Human to Human Transmission
Pandemic Period Phase 6	Efficient and Sustained Human to Human Transmission
Post Pandemic	Deceleration or Recovery

2. The U.S. Department of Health and Human Services asks that universities plan for “different types of community containment interventions” and “different outbreak scenarios including variations in the severity of illness, mode of transmission and rates of infection in the community.” These factors should be accounted for in plans.
3. The virus may spread quickly because of the high level of global travel.
 - A. Medical facilities may be overwhelmed.
 - B. Vaccines, antiviral agents and antibiotics to treat secondary infections may be in short supply and may be unequally distributed.
 - C. It may take several months before a vaccine becomes available.
 - D. Widespread illness may result in abrupt shortages of personnel essential to community services
 - E. The effects on communities may last longer when compared with other natural disasters as outbreaks may likely reoccur.

4. Any combination of these methods of communication may be used for notification in the event of an infectious disease emergency.
 - A. Email communication
 - B. Employee Phone Tree - supervisors call employees, etc.
 - C. Media alerts (radio, newspaper, television, etc.)
 - D. Off-site hosted notification (*City Watch*)
 - E. Posters, flyers, signs, etc.
 - F. Public Address System in library and/or residence halls
 - G. Viterbo University Web site
 - H. WKBT *News Channel 8 to Go* Alerts (Voluntary Sign Up)
5. Infectious disease preparedness and the initial stages of an outbreak may be managed by the Emergency Response Task Force. The task force may meet monthly, weekly, daily, or more frequently as issues related to the disease unfold. Email and/or conference call meetings may be established when large group meetings are no longer advisable or possible.
6. If an infectious disease outbreak warrants critical incident activation, these procedures from the university emergency response plan may be employed: The University President may determine whether an occurrence may be declared a Critical Incident. (In the absence of the university President, the Vice President for Finance and Administration [VPFA] may make the determination.) A critical incident is one that requires immediate action to ensure a safe environment, and to ensure the maintenance or restoration of university operations.
 - A. The declaration of a critical incident may specify the location of the Command Center for the particular incident.
 - B. The Vice President for Finance and Administration may notify the President's Cabinet members that a Critical Incident has been declared.
 - C. The President's Cabinet members may be asked to meet to take whatever actions are deemed appropriate.
 - D. The Vice President for Communications and Marketing may send out a notification of the Critical Incident by email, Web, telephone or other appropriate method.
 - E. The Vice President for Communications and Marketing may contact the Critical Incident Response Team, or their designees, to manage the response.
 - F. The Critical Incident Response Team is comprised of the Vice President of Finance and Administration, the Vice President of Communications and Marketing, the Director of Campus Safety and the Director of Physical Plant. (To augment the Critical Incident Response Team and to handle the specific occurrence effectively, the Vice President of Finance and Administration may contact additional personnel.)
7. The university may implement social distancing measures and evacuate many of its students and employees. Some continued infirmity operations, minimal student housing and selected research activities may also be necessary.
8. Many students may want to be with their families and families may want them home.
9. Essential employees may need to function from either remote or campus locations to maintain services. Options for limiting exposure of essential employees to the virus may be beneficial. Staff may be requested to work multiple shifts and critical staff may need to be on campus to service critical campus systems.
10. Some loss of essential employees to illness or care for family members may require back up options for essential functions. Absenteeism may reach 40 percent or more due to illness, caring for others, fear of infection, closing of schools, quarantines and other measures taken in the community.
11. Campuses are particularly susceptible to the effects of a pandemic because of the frequency of travel among university community members and the proximity within which we live and work.
12. Those affiliated with the university, even though they are not employed or enrolled, may require information on the university's plans and implementation during the crisis. The health department, local emergency management and law enforcement, parents and families, the surrounding community, the Board of Trustees and elected officials may all require periodic updates.
13. At all times, the health and safety of the campus community may be of paramount importance. Protocols for health and safety have been developed and included in this document.

F. PRE-OUTBREAK AND OUTBREAK RESPONSIBILITIES BY OPERATION

1. **ALL OPERATIONS PRE-OUTBREAK RESPONSIBILITIES** – These activities are to be completed prior to a local outbreak of an infectious disease.
 - A. Faculty members, Academic Deans, Cabinet members, the Director of Residence Life, Residence Life Community Coordinators, the Director of Counseling Services and the Coordinator of Health Services are authorized to send ill students home as necessary.
 - B. All units must send lists of replacements/substitutes to Marsha Momoi-Piehl.
2. **ALL OPERATIONS OUTBREAK RESPONSIBILITIES** – These activities are to be employed in the event of an infectious disease outbreak.
 - A. Provide human resources with a list of substitute/replacement employees for positions within unit operation or department.
 - B. Encourage employees to provide human resources with the name and phone number of an emergency contact.
3. **ACADEMIC VP PRE-OUTBREAK RESPONSIBILITIES** – These activities are to be completed prior to a local outbreak of an infectious disease:
 - A. Faculty members are responsible for posting syllabi each semester complete with assignments on a Blackboard site.
 - B. Faculty members are responsible for enrolling each student on a Blackboard course roster. The appropriate chair or assistant dean, and the dean in the course may also be listed on the roster.
 - 1) Faculty members are responsible for notifying students about the Blackboard site on the syllabus and encouraging them to visit the site.
 - 2) Faculty members are encouraged to include this statement in class syllabus and/or explain it in class: *In the event of an infectious disease outbreak, university officials may monitor progress and work with local, state, and national authorities to determine the best course of action regarding institutional operations. Information related to any widespread infectious disease outbreak may be available on Viterbo's Web site and Viterbo Health Services Web site (<http://www.viterbo.edu/HealthServices.aspx>). In addition, the Center for Disease Control (CDC) Web site has extensive information on health threats (<http://www.cdc.gov>). If you have specific questions about your personal health, please contact your medical provider or Health Services.*
 - 3) Faculty may also include in the syllabus information outlining how their courses may be continued/complete in the event of an emergency. *Samples are shown in Appendix A.*
 - C. Prepare faculty members for a possible lapse in classes.
 - 1) Faculty members are responsible for personal Internet access, extending course instruction and accommodating students who may be ill or may lack Internet access in the event of university closure.
 - 2) Provide training and incentives to move appropriate segment of classes online or to Blackboard.
 - 3) Identify essential research and make plans for possible interruptions in research schedules.
 - 4) Develop unit emergency plans including dealing with classes held outside of La Crosse.
 - D. Viterbo University Animal Care Continuity Plan
 - 1) Faculty members conducting research with animals are responsible to provide care every day, including weekends and holidays, both to safeguard their well-being and to satisfy research requirements. Such faculty will make emergency veterinary available after work hours, on weekends, and on holidays.
 - 2) 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, names, or telephone numbers 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. A disaster plan that takes into account both personnel and animals should be prepared as part of the overall safety plan for the animal facility. The colony manager or veterinarian, responsible for the animals should be a member of the appropriate safety committee at the institution. He or she should be an "official responder" within the institution and should participate in the response to a disaster (Casper 1991).
 - E. Faculty conducting research with animals will:
 - a. Update contact information and post this information in all animal facilities.
 - i. All locations housing nonhuman vertebrate animals (hereafter referred to as vertebrate animals) on Viterbo University's campus must have prominent placement of emergency contact information.
 - ii. Forms are provided at the Institutional Animal Care and Use Committee Web site and must include name, title, office room, office and home/cell phone, and secondary contact (name with home/cell phone).
 - iii. Forms must be updated whenever there are changes in animals housed in the facility and/or personnel responsible for care. These policies may be extended to any living organisms that may require attention in the case of an emergency (e.g., insects, cell cultures, plants) that should also have updated contact information for care in emergencies.
 - b. Place Contact Information and Locations of Animals on File with Campus Security and Emergency Response Team/Personnel.

- i. Names of primary personnel, and their contact information, and the locations of vertebrate animals and all living organisms deemed necessary for teaching or research should be kept on file with campus security and emergency response committee (or equivalent).
- ii. Expect that faculty members conducting research with animals may have access to campus for care of animals.
- iii. Faculty members conducting research with animals should be allowed access to animal care facilities if deemed safe by proper authorities and necessary by primary caregiver of animals.
- iv. In the case of a temporary shut-down of campus, all faculty members conducting research with animals may be contacted and informed of the extent, reasons, and timing of the shut-down. For example, a closure due to health concerns would suggest that heating and cooling systems as well as electric are still operational. This type of closure may not require immediate attention from animal care personnel however depending on how long campus is shut down, care may be required at some point in time. However, if the electricity is likely to be off for an extended period of time due to a natural disaster or facility mishap, a different type of attention may be required.
- v. Ideally, all necessary equipment to support living organisms should be backed up on emergency power generators.
- vi. Contacting all primary caregivers and informing them of the situation may reduce the number of personnel required to care for organisms. The following potential care requirements and personnel are listed as an example below:

Likely care requirements (if campus is closed but electric and climate controls are working)

SPECIES	ATTEND AFTER X DAYS	LOCATION	CONTACT PERSON
=*Fish	3	RC 227 & 207	Michael Alfieri
Insects	7	RC 227	Michael Alfieri
Insects	7	RC 027	Jennifer Sadowski
Insects	3		David Bauer
Cell cultures	not required		Ward Jones
*+Rodents			Ellis Jensen

Likely care requirements (if campus is closed and electric and climate controls are NOT working):

SPECIES	ATTEND AFTER X DAYS	LOCATION	CONTACT PERSON
*Fish	ASAP	RC 227 & 207	Michael Alfieri
Insects	4	RC 021	David Bauer
Insects	4	RC 227	Michael Alfieri
Insects	4	RC 027	Jennifer Sadowski
Cell cultures	not required	RC 307	Ward Jones
Insects	ASAP		David Bauer
*+Rodents	ASAP		Ellis Jensen

4. **ACADEMIC VP OUTBREAK RESPONSIBILITIES** – These activities are to be employed in the event of an infectious disease outbreak:
 - A. Work to ensure that all students complete the semester. In the event of a shutdown, tuition may not be reimbursed.
 - B. Request as necessary that faculty members who are not ill, but are not coming to campus, use alternative course delivery methods.
 - C. Approve faculty to offer courses from off-site as appropriate.
 - D. Consider these alternatives in the event of university closure:
 - a. If closure occurs prior to semester start, reformat calendar with one or two compressed semesters and the possibility of no summer term.
 - b. If closure occurs during fall semester, possibly start the spring semester later and eliminate summer classes.
 - c. If closure occurs in mid-semester in the spring, extend the semester.
 - d. Making up an entire academic year may require extending into two subsequent academic years.

5. **VP ADMINISTRATION AND FINANCE PRE-OUTBREAK RESPONSIBILITIES** – These activities are to be completed prior to a local outbreak of an infectious disease:
 - A. Obtain workable plans from all unit operations indicating how they may function and/or provide services with fewer staff.
 - B. Each office or department may be asked to designate an emergency point person.
 - C. Emergency contact information will be collected from each employee.
 - D. Identify staff members at all levels that may be required to have close contact with sick persons.
 - E. Establish voluntary reporting structure for students, staff, faculty, and family members who have probable and confirmed cases of infectious disease.
 - F. Obtain workable social distancing communication plans from all unit operations (e.g., email, conference calls, online courses, etc.)
 - G. Establish procedures for tracking expenditures related to infectious disease preparedness and outbreak.

6. **ADMINISTRATION AND FINANCE OUTBREAK RESPONSIBILITIES** – These activities are to be implemented as necessary in the event of a local outbreak of a serious infectious disease:
- A. Assist the La Crosse community as appropriate (e.g., housing, meals, Mathy Center as shelter area, etc.)
 - B. Work-at-Home/Telecommuting Guidelines
 - 1) The university may make every attempt to provide temporary work tasks tailored to the abilities of the employee who has been exposed to, or suspected of contracting, an infectious disease. These temporary work tasks may be structured to meet the capacities of the affected employee, and may include work-at-home, or telecommuting. Such assignments are temporary in nature, until the affected employee may return to regularly assigned work duties on the campus.
 - 2) Offering the opportunity to work at home is an option made available at the discretion of university administration and an employees' supervisor, and is not a universal employee benefit. Some positions have job responsibilities or functions that do not lend themselves to telecommuting; therefore, telecommuting is not an option for all employees.
 - 3) Definitions
 - a. Alternate Work Location – a worksite other than the central workplace, such as an employee's home.
 - b. Central Workplace – an employee's assigned place of work or duty station owned or operated by the university. Typically a central workstation is a duty station from which employers along with employees in the same work unit perform the functions of their job.
 - c. Telecommuting – a flexible work arrangement in which the university administration and supervisors direct or permit employees to perform their job duties away from their central workplace, in accordance with their same performance expectations and other approved or agreed-upon terms. It does not include work performed at a temporary worksite for limited duration.
 - d. Telecommuter – an employee engaged in telecommuting.
 - e. Telecommuting Agreement – a written agreement that details the terms and conditions by which an employee is allowed to engage in telecommuting.
 - f. Work Schedule – The employee's hours of work in the central workplace and/or alternate work locations.
 - 4) Viterbo University may designate an employee to work at an alternate work location if the arrangement is mutually beneficial. The university and the employee shall mutually agree upon telecommuting arrangements; however, if business necessity dictates or in the case of an infectious disease which does not permit the employee to work at the central workplace, the university may require an employee to telecommute (when an employee has agreed to the arrangement) or not to telecommute. Once the university and employee supervisor determines that a telecommuting arrangement would be beneficial in improving general work efficiencies, a written statement including the responsibilities of both the university and employee may be prepared.
 - 5) A telecommuting assignment must comply with the policy provisions below:
 - a. Compensation and Benefits – An employee's compensation and benefits may not change when he/she telecommutes.
 - b. Materials and Equipment – Based on the type of work to be performed, the University may provide computer hardware and software, phone lines, email, voice mail, connectivity to host applications, Internet connectivity and other applicable equipment as deemed necessary by the employee's supervisor. Viterbo University assumes no responsibility for the employee's personal property.
 - c. Restricted-access Materials – The employee's supervisor must grant permission for telecommuters to work on restricted-access materials at alternate work locations. Restricted access materials must not be compromised in any way and the Telecommuter must take all precautions necessary to secure these materials.
 - d. Work Hours – The total number of hours that the employee is expected to work may not change, whether they are worked at the central workplace or the alternate work location. This does not, however, restrict the use of alternative work schedules. During their designated work hours, Telecommuters may apply themselves to their work and not engage in activities that are not work-related.
 - e. Conditions of Employment – The policies and procedures that normally apply to the central workplace may remain the same for telecommuting employees. This shall include, but not be limited to, performance management. Telecommuting assignments do not change the conditions of employment or required compliance with policies and rules.
 - f. Violation of the university's regulations, policies, and procedures may result in termination of the Telecommuting agreement and telecommuting privilege and may also result in disciplinary action, up to and including dismissal. The university may terminate the telecommuting agreement at its discretion.
 - 6) Telecommuting Procedures
 - a. Employee Supervisor evaluates the position and the candidate for telecommuting assignment suitability, prepares a Telecommuter proposal and submits the request to the Supervisor's VP. The proposal must include an assessment of the employee's ability to efficiently and effectively perform regularly assigned duties from an alternate work location, and should include the cost of providing the technology necessary to accommodate the telecommuting work.

- b. The Supervisor's VP and the VP of Finance and Administration evaluate the proposal. If approved, the proposal is signed and the original is filed in the employee's personnel file and a copy is returned to the Employee Supervisor.
- c. The Supervisor prepares a Telecommuting Assignment Agreement and reviews it with the employee. If the employee accepts the terms and conditions, the employee, the Supervisor and the VP sign the form. The original is forwarded to human resources to be placed in the employee's personnel file.
- d. The Telecommuting Assignment may begin after the alternate work site is approved, and after necessary technology is implemented.
- e. The Supervisor must periodically review the telecommuting arrangement to ensure it continues to be beneficial for the university. The employee's Performance Management Review is part of this evaluation process.

7) Telecommuting Assignment Agreement

- a. Telecommuting, or working from a location such as a home, is an assignment that Viterbo University may choose to make available to some employees when the arrangement is mutually beneficial. Telecommuting is not an employee benefit, and is completely at the discretion of university administration. Employees do not have a "right" to telecommute. Viterbo University may, with or without cause, terminate a telecommuting agreement upon written notice.
- b. The employee agrees to follow Viterbo University regulations, policies and procedures while working at the alternate work location. Violation of the university's regulations, policies, or procedures may result in termination of this agreement and the telecommuting privilege and may also result in disciplinary action, up to and including dismissal.
 - i. Employee Name _____
 - ii. Position Title _____
 - iii. Department _____
- c. The employee agrees to work at the following designated alternate work location:
 _____ Physical address, type of work site (i.e., home, satellite office, etc.)
- d. The employee may telecommute _____ days, or _____ hours per week.
- e. The employee's hours may be: _____.
- f. Anticipated duration of the telecommuting assignment may be from _____ to _____.
- g. Management retains the right to modify the agreement on a temporary or permanent basis as a result of business necessity (for example, the employee may be required to come to campus on a particular day), or as a result of an employee request supported by the supervisor.
- h. The employee agrees to be available during the assigned business hours while telecommuting for communication through such methods as telephone, voice mail, modem, fax, beeper, etc. Employee initiated schedule changes must be with advance approval by the supervisor.
- i. Phone number for the employee during designated hours: _____.
- j. Summary of the work assignments to be performed by the telecommuting employee, including expected delivery dates:
- k. Viterbo University may provide the employee with the necessary equipment and software to be used by the employee at the designated alternate work location, including installation of such provisions at the alternate location and removal upon termination of this Agreement and/or termination of employment.
 - i. The university may provide the following equipment and software:
 - ii. The employee may provide the following furniture, equipment, and software:
- l. The telecommuter agrees to maintain a secure location for university-owned equipment and material. All equipment, records and materials provided by the university shall remain University property. The telecommuter agrees to allow the university reasonable access to its equipment and materials.
- m. The employee agrees to obtain all general office supplies needed for telecommuting from their Viterbo University office. Reimbursement for out-of-pocket expenses for any supplies may need prior supervisory approval.
- n. Reimbursements (if any) for phone/network installation/connectivity are to be handled as follows:
- o. Additional conditions agreed upon by the supervisor and the employee, including precautions necessary to safeguard restricted materials the employee accesses/maintains at the remote work site, if applicable:
- p. *The above conditions have been reviewed, discussed, and agreed upon. I understand and agree that the terms and conditions of this assignment are subject to change at the discretion of Viterbo University.*
- q. Employee Signature _____ Date _____
- r. Department Head Signature _____ Date _____

C. Policies for Employees Exposed To or Suspected of Contracting Identified Infectious Disease.

- 1) If an employee becomes ill, the university's Sick Leave policy shall apply. The provisions of the Family and Medical Leave Policy may also apply. Should an employee have insufficient sick leave available, the employee may use available vacation

leave. The university may, at its discretion, work with the employee to make arrangements for the employee to make up the time, if the university determines that the work situation may allow it.

- 2) If the university Administration believes that an employee has symptoms associated with an infectious disease, the university may also require the employee not to report to work and to use sick leave or vacation leave.
- 3) In the event of an infectious disease incident, the university may close. Although all efforts may be made to allow non-mandatory employees to work from an alternative location, it may not always be possible. When the university is closed or when the university determines that only mandatory employees are required to report to work, non-mandatory employees who are not required to work shall, at the discretion of the President, be granted paid administrative leave for up to 30 calendar days. The President must review the compensation and leave provisions every 30 calendar days and, as appropriate, renew the compensation and leave provision for another 30 days. The compensation and leave provision may terminate when the infectious disease emergency ends. Any change in the compensation and leave provision must be communicated to employees in a timely manner. Pending a renewal or revision, employees may be allowed to take vacation leave until a decision is made. The employee's pay shall continue at the same rate the employee would have received had the employee been working.

D. Return-to-Work Guidelines

- 1) Following an employee illness, or for an employee who has been exposed to, or suspected of contracting, an infectious disease, the university may require certification of fitness to return to work from a Public Health official or licensed health care provider.
- 2) If quarantined for any infectious disease, it may be the employee's responsibility to provide to the university a written verification of his/her release to return to work from a Public Health official or licensed health care provider prior to returning to work.

E. Mandatory Personnel and Substitutes for Essential Personnel

1) Mandatory Personnel

- a. President
- b. Cabinet
- c. Deans
- d. Director Campus Safety
- e. Contracted Security
- f. Assistant VP Finance
- g. All Physical Plant Staff (Supervisors/Maintenance/Custodial)
- h. All IIT Staff
- i. All Payroll Staff
- j. HR Director
- k. Telecommunications Manager
- l. All Residence Life Staff
- m. All Food Service Staff
- n. Bookstore Manager
- o. Student Nurse
- p. Director of Counseling
- q. All Building Managers (e.g., Mathy Center, Fine Arts Center, Varsity Athletics Center)

2) Substitutes for mandatory personnel are as defined by office/department heads.

3) Determine the criteria for resuming campus services and activities as needed.

4) Develop the sequence and timeline for restoration of operations and essential services/activities as needed.

7. **BOOKSTORE PRE-OUTBREAK RESPONSIBILITIES** – These activities are to be completed prior to a local outbreak of an infectious disease:
 - A. Increase inventories in anticipation of a rush on supplies.
 - B. Increase security of supplies; monitor delivery of supplies.
8. **CAMPUS MINISTRY OUTBREAK RESPONSIBILITIES** – These activities are to be implemented as necessary in the event of a local outbreak of a serious infectious disease:
 - A. Make visits to those who are ill and/or grieving and have requested visits.
 - B. Create opportunities/gatherings for the community to grieve collectively any losses and to reinforce optimistic, forward-looking messages.
9. **CAMPUS SAFETY PRE-OUTBREAK RESPONSIBILITIES** – These activities are to be completed prior to a local outbreak of an infectious disease:
 - A. Serve as primary contact with La Crosse Emergency Management and with local, state, and federal law enforcement agencies. (The Director of Campus Safety may be the primary contact with the La Crosse Health Department during the months of June and July.)
 - B. Work with Health Services and Physical Plant to manage the distribution of information and consult on regulatory issues regarding the use of Personal Protective Equipment, instructions for employees who request voluntary use of a respirator and the protocol for cleaning and disinfection of surfaces.

- C. Maintain a list of employees to assist with driving to assist if emergency vehicles are not available or if students must be transported to bus/train depot or airport in the event of an evacuation.
- D. Work with Health Services and Physical Plant to determine safe handling measures to be utilized in the event of a death(s).

10. **CAMPUS SAFETY OUTBREAK RESPONSIBILITIES** – These activities are to be implemented as necessary in the event of a local outbreak of a serious infectious disease:

- A. Add security as situation dictates.
- B. Utilize security officers to restrict access to campus as necessary.
- C. Post informational signage and barricades at entrances as needed.
- D. Notify the La Crosse Police Department and La Crosse County Emergency Management as the need arises.
- E. Control access to facilities as directed (using electronic door access system and a manual master lock system).
- F. Facilitate and enforce protective sequestration (which attempts to protect a healthy population from infection by isolating the community from the outside world) by:
 - 1) Restricting entry of outsiders who have traveled in areas where pandemic influenza is present, or who in other ways have been exposed to the infectious disease.
- G. Restrict campus access to some designated faculty, staff, students, and visitors.
- H. Record and report key activities, events, and decisions made during the crisis, and a method for evaluating the effectiveness of the crisis response.

11. **COMMUNICATIONS AND MARKETING PRE-OUTBREAK RESPONSIBILITIES** – These activities are to be completed prior to a local outbreak of an infectious disease:

- A. Prepare emergency messages to send out broadly through broadcast media for community-oriented notices as well student and staff email notices, and broadcast telephone messages in a crisis.
- B. Assist with educational campaigns and marketing Emergency Preparedness, Health Services and Campus Safety Web sites.
- C. Assist Health Services with distribution of information on hand hygiene, cough/sneeze etiquette, guidelines for staying home when ill, etc.
- D. Media Contacts

AGENCY AND WEB SITE	PHONE	ADDRESS
La Crosse Tribune news@lacrossetribune.com klang@lacrossetribune.com	791-8226	401 3 rd St. N La Crosse, WI 54601
WKBT news8@wkbt.com	784-7897	141 S 6 th St. La Crosse, WI 54601
WXOW wxowae@wxow.com sdwyer@wxow.com	507-895-1919	3705 County Hwy. 25 La Crescent, MN 55947
WIZM scott@1410wizm.com	782-0650	201 State St. La Crosse, WI 54601
WLXR news@wlxr.com	782-8335	1407 2 nd Ave. N Onalaska, WI 54650
WPR (Wisconsin Public Radio) davis@wpr.org	785-8380	1725 State St. La Crosse, WI 54601
Holmen, West Salem and Onalaska newspapers randy.erickson@lee.net	786-1950	103 S. Leonard St. West Salem, WI 54669

12. **COMMUNICATIONS AND MARKETING OUTBREAK RESPONSIBILITIES** – These activities are to be implemented as necessary in the event of a local outbreak of a serious infectious disease:

- A. Mobilize communication including email communication, the university Web site, the Health Services Web site, the Campus Safety Web site, *VU Today*, *Connections*, the public address system in Bonaventure and Marian Halls, emergency notification, signs, flyers, local television and radio stations, etc., as necessary.
- B. Provide regular updates to students, employees, families, trustees, donors and the public.
- C. Inform employees, students, and other constituencies in the event of resumption of business.
- D. Coordinate a plan to debrief faculty, staff, and students post-pandemic, and offer information on resources for those in need of psychological, emotional, financial, and social support.

13. **COUNSELING SERVICES PRE-OUTBREAK RESPONSIBILITIES** – These activities are to be completed prior to a local outbreak of an infectious disease:

- A. Provide informational materials to help alleviate panic reactions, irrational behaviors, debilitating anxiety, clinical depression, rumor mongering, denial, and post traumatic stress.
- B. Encourage use of this Web site from the American Psychological Association: [Managing Your Anxiety about Swine Flu](#)

14. **COUNSELING SERVICES OUTBREAK RESPONSIBILITIES** – These activities are to be implemented as necessary in the event of a local outbreak of a serious infectious disease:
- A. In the event of temporary closure, students and employees may be referred to Great Rivers 2-1-1 or 800-362-8255 for free, confidential community information, referrals, and crisis line services 24 hours a day.
15. **DINING SERVICES PRE-OUTBREAK RESPONSIBILITIES** – These activities are to be completed prior to a local outbreak of an infectious disease:
- A. Make every effort to provide food and water during an emergency. Still, service interruptions may occur due to staffing and food supply issues.
 - B. Increase supplies needed for possible change to carry-out only (i.e., carry-out containers, disposable utensils, individual beverages, gloves for food handlers, portable card reader, etc.)
 - C. Increase Crossroads and Franny’s convenience shop inventories in anticipation of a rush on food, water, and supplies.
 - D. Increase security of supplies; monitor delivery of supplies.
 - E. Train staff members in the risks and responses to flu exposure.
 - F. Work with Aramark and Health Services to educate students, faculty, and staff on the need to keep a three-day supply of food, water, and other essentials.
 - G. Stockpile food sufficient to feed 100 students and staff for one month, along with the appropriate amount of pre-packaged utensils. Ensure that the expiration dates for the stockpiled items have not expired.
16. **DINING SERVICES OUTBREAK RESPONSIBILITIES** – These activities are to be implemented as necessary in the event of a local outbreak of a serious infectious disease:
- A. Place signs at eateries noting declared emergency, hours of operation and referral to Web site for updates.
 - B. Post signs announcing closing of appropriate eateries.
 - C. Earmark food supplies for students and employees who are forced to remain on campus after the university has closed (as supply chains may be disrupted, and food items may become limited).
 - D. Request that faculty and staff bring food and water from home to sustain them during the work shift to facilitate social distancing.
 - E. Assure the ongoing provision of food services in the event of a reduction in the work force.
 - F. Procure water purification tablets and hand sanitizers through Aramark. (Check with Health Services to avoid duplication.)
 - G. Minimize or prevent the spread of flu from self-serving operations and food service personnel (e.g., replacing open utensil bins with pre-packaged plastic utensils, etc.).
 - H. Dining Services may provide food on a limited schedule. Service may be unpredictable due to staffing and food availability.
 - 1) If the campus closes, the only eatery open may be the Marion Hall Dining Room.
 - 2) Service hours may be limited to an hour for brunch and an hour for dinner.
 - 3) Provide carry out service with disposable utensils only as needed.
 - 4) Provide carry-out containers labeled with their contents and no choice of foods as necessary.
 - 5) Require persons to swipe own cards for meals (using a portable card reader) as necessary.
 - 6) Restrict portions and number of servings during each meal time. Due to limited staff and supplies, it may not be possible to accommodate unlimited portions per person.
 - 7) Inform campus constituents that availability of food items may determine the menu.
 - a. Vendors may not be available to provide products.
 - b. Items prepared and served may be limited by utilities available.
 - c. The most perishable foods may be used first with consideration given to staff available for prep.
 - d. Food may be cooked onsite as needed.
17. **FINE ARTS CENTER OUTBREAK RESPONSIBILITIES** – These activities are to be implemented as necessary in the event of a local outbreak of a serious infectious disease:
- A. If the campus is shut down, follow these procedures:
 - 1) Regular status updates may be posted on the Fine Arts Center Web site (www.viterbo.edu/fac). This may announce cancellations, postponements or whether a performance may go on as scheduled.
 - 2) All phone greetings may be changed to reflect updated information on performances and events.
 - 3) Email responses may note the most current information on events and performances.
 - 4) Video monitors may reflect the most current information.
 - 5) Marquees on Viterbo Drive and Jackson Street may reflect event status to the point possible.
 - 6) Ticket purchasers may be contacted via phone or email in the case of a postponement or cancellation.
 - 7) FAC staff may work with Communications and Marketing to ensure that the media is aware of postponements or cancellations.
18. **HEALTH SERVICES PRE-OUTBREAK RESPONSIBILITIES** – These activities are to be completed prior to a local outbreak of an infectious disease:
- A. Serve as primary contact with the La Crosse Health Department from August 1 to May 31 annually.
 - B. Educate the campus community emphasizing the need for hygiene, healthy lifestyles and highly sanitized buildings.

- 1) Monitor CDC, WHO and tri-state health department for progress of disease and provide regular updates on Health Services Web site.
 - 2) An educational campaign for students and employees regarding disease, symptoms, disease prevention when to stay home, quarantine period, hand washing, etc.
- C. Ensure that all students, faculty and staff have had opportunity to receive the seasonal influenza vaccine.
- D. Purchase and store bulk quantities of surgical masks, N95 respirators, plastic gloves and alcohol-based hygiene products to be used in the event of an outbreak.
- E. Provide informational materials, articles and presentations that stress infection control (e.g., hand hygiene, cough/sneeze etiquette, guidelines for staying home when ill, etc.) and care and safety of families including preparing home emergency kits and supplies.
- F. Increase Health Services supply of PPEs, medications, medical goods and food supplies available.
- G. Work with Campus Safety and Physical Plant to manage the distribution of information and consult on regulatory issues regarding the use of Personal Protective Equipment, instructions for employees who request voluntary use of a respirator and the protocol for cleaning and disinfection of surfaces.
- H. Work with Campus Safety and Physical Plant to determine safe handling measures to be utilized in the event of a death(s).
- I. Assist local health department in effort including vaccine, medical supply distribution, etc., as necessary.
- J. Educate the campus community emphasizing the need for hygiene, healthy lifestyles and highly sanitized buildings.
- 1) Update Web site to keep the campus community abreast of outbreaks and of planning procedures.
 - 2) Convey information to parents regarding our pandemic planning process, beginning with new student orientation.
 - 3) Coordinate an educational campaign relative to proper hygiene on Web site, in lavatories, in residential rooms, etc.
 - 4) Work with Counseling Services to address issues related to anxiety about disease and outbreak.
- K. Implement triage and treatment for infectious disease outbreak:
- 1) Screen those with symptoms of Influenza Like Illness (ILI):
 - a. Ask these Influenza Like Illness (ILI) Screening Assessment Questions:
 - i. Do you have acute onset of fever and respiratory symptoms (cough, runny nose, sore throat, and general body aches?) AND one or more of the following:
 - a) Have you travelled to an affected area within 78 days of onset of symptoms? If yes, record the places.
 - b) Have you recently been in contact with a returned traveler who has influenza symptoms?
 1. If no to the questions above, then proceed to see the nurse.
 2. If yes, then student/staff should be instructed to:
 - a. Clean hands with hand sanitizer
 - b. Put on surgical mask
 - c. Be seated at least six feet from others, or placed in a separate room (i.e., living room area of SDC)
 - 2) Implement ambulatory care precautions:
 - a. Use a secondary space to see patients with ILI symptoms if possible.
 - b. Wash hands with soap and water before and after any contact with patient, after touching contaminated articles and after removing gloves. An alcohol hand product may be substituted. Put on gloves when entering patient space and remove before leaving.
 - c. Use respiratory protection/eye protection to be used if within six feet of patient (i.e., surgical mask or N95).
 - d. Wear a disposable apron if contamination or soiling is likely.
 - e. Wash and disinfect equipment between patients.
 - f. Encourage patient to wear surgical mask if coughing and/or sneezing.
 - g. Increase frequency of cleaning surfaces on doorknobs and in reception, waiting, and restroom areas.
 - h. Teach patients to perform hand hygiene and respiratory hygiene practices.
 - 3) Implement telephone triage for persons with suspected Influenza Like Illness (ILI)
 - a. Encourage students to contact Health Service by phone first.
 - b. Ask ILI Screening Assessment Questions when contacted by phone.
 - c. Encourage students/staff to limit the number of people who accompany them.
 - d. Arrange for transportation to local medical facility for seriously ill students.
 - 4) Reception/Waiting Area
 - a. Encourage students to check in with receptionist upon arrival.
 - b. Instruct receptionist to have client's complete paperwork and offer a mask as needed.
 - c. Make masks, tissues, and hand sanitizer available.
 - d. Place no-touch trash containers in appropriate areas.
 - 5) HEALTH SERVICES CONTACT LIST

AGENCY	CONTACT AND/OR PHONE	ADDRESS
La Crosse County Health Department http://www.co.la-crosse.wi.us/Health/index.htm	Non-Emergency 608-785-9634 Public Health Nursing Manager	300 4 th St. N La Crosse, WI 54601

	608-785-9723 Call 911 after hours to get in touch with Public Health Administrators	
La Crosse County Emergency Management http://www.co.la-crosse.wi.us/emergencyservices/emergencymanagement/index.htm	Director 608-789-4811 After hours call 608-386-5911	Law Enforcement Center - Room 800 333 Vine St. La Crosse, WI 54601
Franciscan Skemp Healthcare http://www.mayohealthsystem.org/mhs/live/page.cfm?pp=locations/locationhome.cfm&nav=Hom&OrgID=FSH	608-785-0940	700 West Ave. La Crosse, WI 54601
Gundersen Lutheran Medical Center http://www.gundluth.org/?sid=1	608-782-7300	1900 South Ave. La Crosse, WI 54601
Tri-State Ambulance http://www.tristateambulance.org/	608-784-8827 Administration # 784-4997	221 Buchner Place La Crosse, WI 54603
La Crosse Fire Department (Fire Station #1) http://www.cityoflacrosse.org/index.asp?NID=12	608-789-7260	726 Fifth Ave. S La Crosse, WI 4601
La Crosse Police Department http://www.cityoflacrosse.org/index.asp?nid=18	608-785-5962 Administration # 608-789-7201. After hours call 608-789-7238	400 La Crosse St. La Crosse, WI 54601
La Crosse County Sheriff's Department http://www.co.la-crosse.wi.us/sheriff/	608-785-9629	333 Vine St. La Crosse, WI 54601
American Red Cross http://www.arcscenicbluffs.org/	608-788-1000	2927 Losey Blvd. S La Crosse, WI 54601
Centers for Disease Control and Prevention (CDC) http://www.cdc.gov/	800-CDC-INFO (800-232-4636)	1600 Clifton Rd. Atlanta, GA 30333
World Health Organization (WHO) http://www.who.int/en/	Telephone: + 41 22 791 21 11	Avenue Appia 20 1211 Geneva 27 Switzerland
National Weather Service http://www.crh.noaa.gov/arx/	608-784-7294	N2788 County Rd. FA La Crosse, WI 54601
Western Regional Office Division of Public Health http://dhs.wisconsin.gov/R_Counties/RegionalStaffListings/WR_DPH_staff.htm	Office Director 715-836-2871 Educator/Immunizations 715-836-2499	610 Gibson St., Suite 3 Eau Claire, WI 54701-3687 715-836-5362
Wisconsin Department of Health Services http://dhs.wisconsin.gov/	608-266-1865	1 West Wilson St. Madison WI 53702 608-266-1865

L. Schedule seasonal immunization clinics. Procedure follows:

- 1) Promote seasonal immunization clinics.
- 2) Review patient health history related to receiving flu vaccine.
- 3) Administer the vaccine according to the manufacturer's recommendations.
- 4) Updated records appropriately.
- 5) Store vaccine according to manufacturer recommendations.
- 6) Move vaccine to another refrigerator in the event of a sustained power outage.

19. **HEALTH SERVICES OUTBREAK RESPONSIBILITIES** – These activities are to be implemented as necessary in the event of a local outbreak of a serious infectious disease:

A. Implement these Center for Disease Control (CDC) recommendations:

- 1) Students and employees with flu-like illness should stay home from school/work for at least 24 hours after a fever (**100° F [37.8° C] or greater**) or signs of a fever.
- 2) Students and employees who are using fever-reducing medicine (i.e., Tylenol, ibuprofen) to alleviate a fever should stay home 24 hours after the fever has subsided without use of any medication.

- 3) Students and staff who appear to have influenza-like illness at arrival or become ill during the day should be promptly separated from others and sent home.
 - 4) Sick individuals should avoid contact with others.
 - 5) When people who have had influenza-like illness return, they should continue to practice good respiratory etiquette and hand hygiene. They should also avoid close contact with people known to be at increased risk of influenza-related complications.
- B. Notify Physical Plant and local health facility in the event of transporting patient to facility.
 - C. If worker shortages occur across campus, Health Services may not be immune. Given limited staffing, sick care for those students who remain on campus may have to be prioritized. The health care professional on staff may make such decisions.
 - D. Nursing faculty may be able to assist with patient care duties.
 - E. Protocols for the deceased may be made in compliance with directives established by local hospitals and public health officials.
20. **HUMAN RESOURCES PRE-OUTBREAK RESPONSIBILITIES** – These activities are to be completed prior to a local outbreak of an infectious disease:
- A. Compile complete list of employee substitution plans from university offices and departments.
 - B. Place telecommuting application on Web site.
21. **HUMAN RESOURCES OUTBREAK RESPONSIBILITIES** – These activities are to be implemented as necessary in the event of a local outbreak of a serious infectious disease:
- A. Process telecommuting applications.
22. **INSTITUTIONAL ADVANCEMENT OUTBREAK RESPONSIBILITIES** – These activities are to be implemented as necessary in the event of a local outbreak of a serious infectious disease:
- A. Continue gift receiving; passwords may need to be reset by IIT.
23. **INTERNATIONAL EDUCATION PRE-OUTBREAK RESPONSIBILITIES** – These activities are to be completed prior to a local outbreak of an infectious disease:
- A. Identify students whose home addresses are in affected areas; offer support as appropriate.
 - B. Identify Study Abroad students in affected areas; monitor disease progress.
 - C. Maintain emergency contact information on Study Abroad students including parent cell phone and email address.
 - D. Communicate with Study Abroad sites. Prepare to accommodate any students returning from Study Abroad.
 - E. Find alternative methods for course completion as needed.
24. **INTERNATIONAL EDUCATION OUTBREAK RESPONSIBILITIES** – These activities are to be implemented as necessary in the event of a local outbreak of a serious infectious disease:
- A. If there is an outbreak in a country of destination, a trip or course may be delayed to the following semester if appropriate.
 - B. Arrangements with a faculty member or student who is coming from a country that has experienced pandemic influenza may be postponed or cancelled. If there has been an outbreak in a destination country, the trip may be cancelled.
 - C. Faculty associated with cancelled or postponed exchange programs may need an alternative assignment. Students associated with cancelled or postponed exchange programs may need an opportunity to register for classes on campus late with accommodations for enrollment ceilings.
 - D. Viterbo may postpone events with visitors from infected areas until it is judged safe and then reschedule.
25. **PHYSICAL PLANT PRE-OUTBREAK RESPONSIBILITIES** – These activities are to be completed prior to a local outbreak of an infectious disease:
- A. Procure, store, and provide sufficient and accessible soap, alcohol-based hand hygiene products, tissues and receptacles for disposal.
 - B. Inventory cleaning supplies; purchase as necessary.
 - C. Work with Campus Safety and Health Services to manage the distribution of information and consult on regulatory issues regarding the use of Personal Protective Equipment, instructions for employees who request voluntary use of a respirator and the protocol for cleaning and disinfection of surfaces.
 - D. Position equipment necessary for emergency service operations.
 - E. Keep fuel in fleet vehicles to minimize problems associated with refueling and with supply.
 - F. Work with Campus Safety and Health Services to determine safe handling measures to be utilized in the event of a death(s).
 - G. Plan for cleaning and waste removal with minimum human contact.
 - 1) Cross-train maintenance staff in cleaning and waste removal to serve in the event that the custodial staff cannot meet the needs of the university.
 - 2) Require custodial and maintenance staff to use personal protective equipment (i.e., respirators, gloves, etc.).
 - 3) Employ additional staff as necessary.
 - 4) Coordinate central refuse drop-off with the sanitation provider. (This location may be the dumpster pad located north of McDonald Terrace.)

- H. Areas for isolation, quarantine, and health service delivery.
 - 1) Rectify any concerns related to ventilation, heating, closing of areas, etc.
 - 2) Designate Rose Terrace as the building for students who are not able to leave campus in the event of university closure.
 - 3) Designate 712 Theme house as a quarantine facility for ill students.
 - 4) Relocate Health Services if need exceeds the current space capacity or if generator supported electricity is needed.
Consider Reinhart Center or Rose Terrace basement.
- I. Equip cars with personal protective equipment (i.e., disinfectants, surgical masks for persons being transported, gloves, and hazard bags).
- J. Follow standard procedure for emergency transportation:
 - 1) Wash hands before and after transportation.
 - 2) Wear mask throughout transportation process (both patient and driver).
 - 3) Wear protective gloves throughout the transportation process.
 - 4) Clean vehicle carefully upon return to campus.
 - 5) Transport patient to local La Crosse health care facility.

26. **PHYSICAL PLANT OUTBREAK RESPONSIBILITIES** – These activities are to be implemented as necessary in the event of a local outbreak of a serious infectious disease:

- A. Stockpile emergency supplies for the Physical Plant staff. Distribute as necessary.
- B. Maintain close contact with these agencies to ensure continuation of services (e.g., determine time frames of outages or shortages).
 - 1) Electrical: Xcel Energy – 800-895-1999
 - 2) Natural Gas: Xcel Energy – 800-895-2999
 - 3) Steam: Franciscan Sisters of Perpetual Adoration – 608-791-5271
 - 4) Water: City of La Crosse Public Works – 608-789-7536
- C. Review this information in the event of loss of utility. Use information to employ appropriate measures. (Information is based on worst case scenario.)
 - 1) Natural Gas
 - a. If natural gas service is not available from Xcel Energy for a period lasting longer than four hours it is recommended that classes be suspended until the service can be restored.
 - b. The restroom showers in McDonald Terrace may be affected if there is a natural gas outage. The Mathy Center may serve as an alternate shower site.
 - 2) Steam Heat
 - a. The majority of the campus buildings are heated by steam provided by the Franciscan Sisters of Perpetual Adoration. If steam is limited it may be directed to the residence halls as much as possible.
 - b. If steam heat is not available for a period of time lasting longer than four hours it is recommended that classes be suspended until the service is restored.
 - c. If steam heat is not available to the residence halls for a period of time lasting longer than eight hours alternate housing may need to be made available for students.
 - d. The Varsity Athletics Center can be used as a temporary staging area for students. Mattresses from the residence halls may be relocated to the VAC during this time.
 - 3) Gasoline
 - a. If the availability of gasoline is limited or not available Physical Plant may discontinue the use of the fleet vehicles for non-emergency circumstances.
 - b. The Director of Physical Plant or Assistant Director of Physical Plant may prioritize the use of the fleet vehicles for emergency situations only.
 - c. If there is advanced notice of a gasoline shortage the Physical Plant staff may fill all fleet vehicles and storage containers to capacity. Carpooling may be strongly encouraged during this time.
 - d. If the gasoline shortage becomes severe non-essential personnel may be asked to remain home.
 - 4) Water
 - a. If water service from the City of La Crosse is unavailable for a period of time lasting longer than eight hours it is recommended that the university close until the service is restored.
 - b. Water is needed for the heating and cooling systems throughout campus. Physical Plant may contract with a bottled water vendor to provide emergency drinking water in the event of a prolonged outage.
 - 5) Electricity
 - a. If electrical service from Xcel Energy is unavailable for a period of time lasting longer than two hours it is recommended that the university suspend classes until the service is restored.
 - b. If electrical service is unavailable for longer than eight hours or indefinitely it is recommended that the university be closed. Alternate housing for students living on campus may need to be made available.
 - c. We presently have three natural gas generators that serve Brophy Nursing Center, the Reinhart Center, and Fine Arts Center.
 - d. The emergency generators mainly provide emergency power to life safety building components such as lights.

- e. Emergency medical supplies can be refrigerated in Reinhart Center through generator supported electricity.
 - D. Train staff to clean and disinfect telephones, keyboards, handles, railings, sinks and counters, campus restrooms and locker room changing spaces as influenza virus may live up to two days on surfaces.
 - E. Stockpile disinfectant products and hand sanitizers.
 - F. Recruit volunteers to perform certain custodial functions in the event of significant absenteeism (i.e., persons from on-campus, Gold Leaf, the Rotary, and other volunteer organizations).
27. **RESIDENCE LIFE PRE-OUTBREAK RESPONSIBILITIES** – These activities are to be completed prior to a local outbreak of an infectious disease:
- A. Educate resident students on what items to keep in their rooms for health precautions and inform them that all housing may be shut down and all residents may be expected to evacuate campus if classes are cancelled due to infectious disease outbreak. Conduct informational meetings as appropriate.
 - B. Encourage students to plan for evacuation.
 - C. Purchase supplies for live-in staff (Community Coordinators and spouses, Resident Assistants).
 - D. Finalize storage locations for medical supplies, bottled water, and non-perishable foods.
28. **RESIDENCE LIFE OUTBREAK RESPONSIBILITIES** – These activities are to be implemented as necessary in the event of a local outbreak of a serious infectious disease:
- A. Following a shutdown, we may be focused on those students who are unable to return home either because of distance or an interruption in travel (public transportation shutdown or border closings).
 - B. Resident assistants may be trained prior to the beginning of classes in infection control procedures. The RA's may be called upon to monitor the overall student health on each floor on a daily basis in the case of an alert.
 - C. In the event of the university closing, on-campus housing has been identified for use as isolation units for students who may not be able to be isolated off-campus or at home. Should we require an area for quarantine, the separation and restriction of movement of those who are not ill but believed to have been exposed, another facility may be used, if the campus is closed. Students who reside there normally may be required to remove all of their belongings in order that rooms may be utilized by other students, essential personnel, and/or the community. Storage of students' belongings may be accommodated on a first-come, first-served basis in other halls.
 - D. Areas for isolation, quarantine, and health service delivery. Rectify any concerns related to ventilation, heating, closing of areas, etc.
 - 1) Rose Terrace may serve as the building for students who are not able to leave campus if campus is closed.
 - 2) 712 Theme house may serve as a quarantine facility if campus is not closed but there are students who need to be housed.
 - 3) Health Services may be relocated to Reinhart Center if the university is closed and the need exceeds the space capacity of the Student Development Center or if generator supported electricity is needed. Beds from Brophy Nursing Center may be relocated to Reinhart Center during this time.
 - 4) Health Services may be relocated to Rose Terrace basement if the university remains open but the need exceeds the space capacity of the Student Development Center.
 - E. Students who believe they have been exposed to a pandemic influenza or exhibit flu-like symptoms may be asked to contact the Student Health Center for assistance.
29. **STUDENT DEVELOPMENT PRE-OUTBREAK RESPONSIBILITIES** – These activities are to be completed prior to a local outbreak of an infectious disease:
- A. Educate students on preparedness measures including self-care, evacuation planning, contacts with family and friends and financial matters.
 - B. Prepare for travel and evacuation associated with university closure.
30. **STUDENT DEVELOPMENT OUTBREAK RESPONSIBILITIES** – These activities are to be implemented as necessary in the event of a local outbreak of a serious infectious disease:
- A. Coordinate communication to students and parents.
 - B. Coordinate implementation of isolation and quarantine.
 - C. Assist Campus Safety, Counseling Services, Dining Services, Health Services and Residence Life as necessary.
 - D. Assist with family concerns.
 - E. Assist with evacuation and travel associated with university closure.

APPENDIX A: SAMPLE CLASS PLAN FOR FLU OUTBREAK

Plan for Flu Outbreak

The Department of Nutrition and Dietetics holds your welfare and the completion of your semester studies as a high priority. For that reason we have created the following plan for this course.

What Students Should Do to Be Prepared

1. Be aware of influenza-like illness symptoms:

- Fever
- Body aches
- Cough
- Sore throat
- Nausea
- Runny or stuffy nose
- Vomiting
- Diarrhea

2. If you have any of these symptoms, **DO NOT COME TO CLASS**. You will not be penalized for missing class, even if it happens that you do not have the H1N1 flu.

3. Check your Viterbo email for updates from the Student Health Service.

4. Make sure that the Dietetics office and your current instructors have your current telephone number, email address, and home phone number (if you plan to go home if there is a flu outbreak).

5. If you provide your own food, increase your stores of food so that you have enough to eat for two weeks without going to the store.

Plan for Completing This Course

Assignment/Test/ Project	Alternate Plan for Completion	Comments
Two exams	Will be posted on Blackboard or may be emailed or snail mailed to you. They will be open book tests.	
Serve Safe Exam	This is a proctored exam. The test will be delayed until after the flu outbreak.	
Cycle Menu	Email to ___ when completed. Negotiate a new due date if necessary.	
Menu Extension	Email to ___ when completed. Negotiate a new due date if necessary.	
Equipment Report	Email to ___ when completed. Negotiate a new due date if necessary.	
Standardized Recipe	Email written documents. Taste-testing will be completed when conditions allow.	
Environmental Concern Report	Prepare PowerPoint presentation and email to ___, who will post it on Blackboard. Review the PowerPoint. ___ will create a discussion on Blackboard to discuss the issues.	
Comprehensive final exam	Will be posted on Blackboard or will be emailed or snail mailed to you.	
Class sessions	Will be replaced with weekly discussion posted on Blackboard that will be based on the textbook reading assignments and documents emailed to you.	
If Instructor is sick and you are well	Read the textbook and complete one set of "Test Your Knowledge Questions" at the end of the chapters assigned for the days that I am gone.	

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2. If you have any of these symptoms, DO NOT COME TO CLASS. You will not be penalized for missing class, even if it happens that you do not have the H1N1 flu.

3. Check your Viterbo email for updates from the Student Health Service.

4. Make sure that the Dietetics office and your current instructors have your current telephone number, email address, and home phone number (if you plan to go home if there is a flu outbreak).

5. If you provide your own food, increase your stores of food so that you have enough to eat for two weeks without going to the store.

Plan for Completing this Course

Assignment/Test/ Project	Alternate Plan for Completion	Comments
PowerPoint Presentation	Post PowerPoint on Blackboard. View other students' presentations and send them comments via email.	
Evaluation meeting between you, ____, and preceptor.	____ will arrange for telephone conference call. If that's not possible evaluation forms and comments will be sent by email or snail mail.	
Meet with Human Resources Director.	Arrange to conduct meeting over the phone.	
Prepare a file of resources.	Compile a file of digital resources gleaned from the Internet. Submit them digitally to ____.	
Lead an in-service for employees.	Prepare an individually-paced module in booklet format or using PowerPoint slides with an accompanying audio tape.	Remember to have a lesson plan with objectives and an assessment method.
Prepare a report showing trends in financial data over time.	Ask your preceptor to send data by snail mail.	I doubt that your preceptors will share information over email.
Major, independent project	Try to alter the project to a research project that can be researched and written from home.	
Attend/lead meetings.	Do the best you can. Your facility may not be holding many meetings.	
QI Study	Try to complete this project early in the semester, before the flu season starts.	
Equipment Proposal	Complete the rationale and determine the capacity needed early in the semester. The remainder of the report can be completed using Internet resources.	www.nfsmi.org has good information about equipment.