

Mountain State University™

H1N1 PLAN

Purpose

The following Plan outlines the steps MSU will take to reduce the risk to the health and safety of its faculty, staff, and students to meet its education and health care responsibilities during an H1N1 pandemic. This Plan is subject to change in accordance with updated government directives and information on H1N1.

Responsibilities during an H1N1 Pandemic

The President has overall responsibility for MSU's response to the H1N1 pandemic.

- a) The President has delegated to the MSU Critical Incident Response Team (CIRT) authority to manage MSU's response to the H1N1 pandemic.
- b) The CIRT will establish a subcommittee of medical experts to provide guidance to the CIRT on MSU's response.
- c) Each School and administrative unit is responsible for implementing a Continuity of Operations Plan.
- d) The Online and Individualized Learning Department is responsible for implementing online instructional continuity plans.

Communication

MSU will communicate with the campus community on a timely basis during an H1N1 pandemic.

- a) The CIRT will inform the campus community where up-to-date information on an H1N1 pandemic can be found and how it will be communicated during a pandemic.
- b) The Office of Media and Public Relations is responsible for communicating official directives and information from MSU to the media.

The Communication plans include:

- a) A campus website as an official source of information on the MSU's response to an H1N1 pandemic. The information for this site will be provided by the Dean of Students and the Senior Officer of Human Resources.
- b) Periodic e-mails to staff and students on MSU's response to an H1N1 pandemic.

- c) As appropriate, use of social networking systems to communicate information during an H1N1 pandemic.
- d) Communicate with external groups (such as parents, physicians, etc.) during an H1N1 pandemic.
- e) The Dean of Students and the Senior Officer of Human Resources Health or their designee(s) will be the primary contacts with local, State and Federal health agencies.
- f) The Director of Security and Campus Operations will be the primary contact with local, State, and Federal Law Enforcement.

Continuity of Operations

The President or his/her designee will determine whether to reduce the level of campus operations, cancel classes, cancel public events, or close MSU. The following factors will be considered when making that decision:

- 1. Directives from the Government
- 2. Actions by other institutions and organizations that affect MSU operations
- 3. Transportation system or public school closures
- 4. Other factors related to an H1N1 pandemic

Academic Continuity

- 1. Each School will determine how to ensure the continuity of its academic programs. In the event of disruption in classes, each School will determine the appropriate changes to make to its academic calendar. The President or designee must approve changes to the academic calendar.
 - a) Any MSU School must get permission from the President's Office before the cancellation of classes or events prior to an official closing or cancellation. The HR Department must be immediately notified of such actions.
- 2. The Dean of Online and Individualized Learning will develop plans for online instructional continuity during an H1N1 pandemic. The Dean must immediately notify the HR Department of such plans.
- 3. Refunds for tuition and fees during an H1N1 pandemic will be in accordance with existing University refund policies, unless otherwise directed by MSU.

Vaccination Plan

- 1. The H1N1 vaccine will be provided to staff and students by the local health department in accordance with government distributions guidelines.

Infection Control and Prevention

1. MSU will follow CDC (Center for Disease Control) recommendations regarding infection control and prevention practices during an H1N1 pandemic. MSU will provide faculty, staff and students information on infection control practices.
2. Current CDC recommendations on infection control and prevention strategies can be found at: <http://www.cdc.gov/h1n1flu/guidance/workplace.htm>
3. MSU will post information on disease prevention methods at various locations on the MSU Campus and on the MSU website.

Supervisor's Ability to Send Employees Home

In accordance with CDC recommendations, supervisors may send employees home if the employees exhibit symptoms of the disease causing the H1N1 pandemic. The supervisors must immediately notify the HR Department of all actions. CDC currently recommends workers not come to work as follows:

- a) For non-health care settings, CDC recommends that people with influenza-like illness stay home until at least 24 hours after they are free of fever (100° F [37.8°C]), or signs of a fever without the use of fever-reducing medications.
- b) For health care settings, CDC recommends that people stay home for seven (7) days from symptom onset or until the resolution of symptoms, whichever is longer.
- c) Leave for employees during a campus closure will be in accordance with existing leave policies, unless directed otherwise by MSU. The President or designee may temporarily authorize advanced sick leave for employees without leave balances to cover their absence when sent home by their supervisor.

Infection Prevention Supplies

The CIRT will be responsible for procuring and storing adequate infection prevention supplies for an H1N1 pandemic.

Affected Groups

1. Students

- a) MSU will inform students of its response to an H1N1 pandemic.
- b) Schools will inform students of changes in their educational requirements, changes to the

academic calendar, and other items related to their education resulting from an H1N1 pandemic.

2. Essential Employees

- a) The President may designate certain employees as “Essential” to the operations of the University. These “Essential Employees” will be required to report to work during a campus closure. Upon adoption of this Plan, Schools and departments should verify essential personnel and that non-exempt personnel have received written notice of their designations as essential.
- b) Exempt employees will not be additionally compensated for time worked during a campus closure.
- c) Non-exempt essential employees will be compensated in overtime payment or additional time off for time worked during a closure.
- d) The President reserves the right to designate additional employees as essential during an H1N1 pandemic. The President also reserves the right to designate a limited number of employees as Remote Access Eligible.

3. Faculty and Staff

- a) MSU will attempt to deliver pay checks on a timely basis during an H1N1 pandemic. Employees are encouraged to change to direct deposit to reduce risk of delay in receiving pay checks as a result of the payee’s illness, campus closure, or other factors.
- b) The use of sick leave shall still be managed in accordance with the University’s policy on sick leave.