

California State University, Stanislaus
 Pandemic Response Plan By Organization and Alert Period
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Appendix V A: Pandemic Flu Business Continuity Response Plan

Pre-pandemic Period	Pandemic Alert Period	Pandemic Period	Post Pandemic Period
Virus not yet capable of human-to-human transmission	Rare human cases. Virus transmits between humans with difficulty. No local cases	Virus capable of efficient human-to-human transmission. Known local cases	Pandemic ended as established by Public Health authorities
All Colleges, Departments and Support Services			
1. Plan for organizational resilience and personnel succession within the organization with <ul style="list-style-type: none"> - Succession lists at least two/three deep - Cross training of personnel; at least two employees trained to cover every position plus managerial back up. - Preparation of records and organizational/office procedures (such as access to files and passwords) for ease of use if key personnel are absent 2. Determine critical faculty/staff needs and prepare plans to work with partial faculty or staff 3. Prepare and periodically review personal contact information and emergency call lists 4. Prepare work-at-home plans for some or all personnel 5. Communicate any good ideas with other departments 6. Decide how departments, etc. will convene "meetings" if pandemic is declared, and how critical decisions will be made in the absence of a physical "quorum." 7. Prepare unit or departmental shut-down plans 8. Procure and prepare to use supplies to clean and sterilize working areas to prevent transmission of disease 9. Prepare protocols for essential operations if 'social distancing' policies are instituted.	1. Review accuracy of staff contact information 2. Configure offices and other work areas to provide maximum distance (minimum five feet) between individuals 3. Finalize preparations for "meeting" if a pandemic is declared 4. Recheck supplies of tissues, gloves, cleaning and sterilizing agents, etc. 5. Prepare department resources as outlined in action plans for immediate implementation	1. Review symptoms of flu and colds, ensuring that every employee has table of comparative symptoms. 2. Implement personal hygiene and cleaning and sanitizing regimens in offices 3. Be alert to possible cases of flu among all employees. If employee presents symptoms of flu, send him/her home. 4. Ensure that individual and common work areas are frequently cleaned and disinfected 5. Ensure individuals are not forced to work closely together. Separate by location or time. 6. Ensure essential individuals are equipped with tissues, respirator/mask, latex or nitrile gloves as needed 7. Encourage all individuals to practice hand and cough hygiene 8. In case of closure, implement department plan to shut down operations 9. Immediately report serious illness or death of campus	1. Continue to monitor all members of organization for flu symptoms, remembering that a flu pandemic moves through an area in "waves" often six to eight weeks apart, and that variant strains of pandemic virus could move through the human population. 2. Using lessons learned from waves of pandemic, prepare for additional waves of flu, or additional individuals infected

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		personnel (whether occurring on campus or elsewhere) to Pandemic Committee 10. Revise protocols as experience and learning indicates	
Offices Serving the University Public			
1. Consider protective barriers or wearing PPE to protect from exposure to flu virus.	1. Implement protective barriers and/or procure PPE for workers in contact with the University public		
All Individuals must realize that they are responsible for their own safety, and that their actions will greatly influence whether they become ill, and whether others in their own families/homes and the campus community will become ill.			
1. Study available materials on avian or pandemic flu and remain current in status of the situation 2. Purchase Personal Protective Equipment (PPE) in advance of need. PPE should include supply of latex or nitrile gloves fitted to correct size, alcohol-based hand sanitizer, N-95 or better respirator (mask), tissues, and surface cleaner/disinfectant. 3. Purchase other supplies and food to provision against possible temporary shortages.	1. Review personal and home preparations	1. Discipline self to - keep hands clean - sanitize surfaces touched by others before touching them - keep hands away from face - practice cough and sneeze control - avoid sharing food with others - wear respirator/mask in specific situations - remain current re: local illnesses and flu situation - practice individual and group hygiene 24 hours/day	
Business Continuity Planning Team			

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<ol style="list-style-type: none"> 1. Appoint Influenza managers 2. Oversee development and dissemination of plan 3. Set target dates for progress, completion of plan, and implementation 4. Designate department to host pandemic website 5. Propose new standards of student and faculty/staff attendance and work-from-home attendance to Academic Affairs 6. Develop criteria for suspension of classes; propose criteria to Academic Affairs 7. Draft plan for closure of campus, including plan for reopening the campus 8. Advise Study Abroad/Global Affairs how to deal with students going to or returning from countries affected by pandemic 9. Monitor status of preparations; report status to President and Executive Cabinet 10. Decide how to "meet" as a committee if pandemic is declared 	<ol style="list-style-type: none"> 1. Monitor situation daily, using official sources of information 2. Advise campus units of potential activation of response plan. 3. Open official communication channel with County Health 4. Ensure that all campus units have and are prepared to use "Notification Investigation Report: Suspected Influenza Case at Work" 5. Evaluate need to restrict individuals traveling from affected countries from entering campus 	<ol style="list-style-type: none"> 1. Actively monitor health of campus community, ensuring heads of organizations understand procedures to identify and deal with suspect illnesses 2. Activate Pandemic Response Plan 3. Advise President to activate EOC if required (Note: carefully consider the possible consequences of meeting together anywhere, including the EOC.) 4. Review effectiveness of ongoing response actions and modify program accordingly 5. Mandate that all departments report incidents of flu or of flu within family/household 	<ol style="list-style-type: none"> 1. Continue to monitor cases or suspect cases with County Health 2. Advise President's Cabinet of potential timeline of return to normal operations 3. Communicate status of pandemic to campus community 4. Review effectiveness of campus response and incorporate experience into future planning
Business Continuity Planning (BCP) Team Membership			
<ol style="list-style-type: none"> 1. Business Continuity Leader: VP of Business & Finance 2. Influenza Manager: AD, Environmental Health, Safety & Emergency Management 3. Finance/Legal/Risk Mgt: Risk Manager 4. Human Resources <ul style="list-style-type: none"> - Director, Human Resources - Manager, Workers' Compensation 5. Student Health Center: Physician 6. Resident Students: Director, Residential Life 7. Academic Affairs & Instruction <ul style="list-style-type: none"> - AVP Faculty Affairs - AVP Enrollment Manager - Director of Stockton Campus 	<ol style="list-style-type: none"> 8. Facilities Services: Director Facilities Maintenance 9. Public Safety: Chief 10. University Advancement/Public Affairs: AVP Communications 11. Information Technology: AVP, CIO 12. Student Affairs/Retention Services: <ul style="list-style-type: none"> - AVP, Dean of Students - Director of Disability Services 13. Others as directed by the University President 		

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Influenza Management			
<ol style="list-style-type: none"> 1. Approve personal and campus hygiene standards for inclusion into Pandemic Business Continuity Plan 2. Review and approve protocols for triage of illness (flu v. common cold) and denial of access to campus 3. Train faculty and staff in personal and community hygiene and telephone triage of illness 4. Establish parameters and protocols for social distancing to mitigate spread of disease. Include consideration of student computer use areas and computer labs. 5. With Housing and Residential Life, establish parameters and protocols for isolation of students ill with flu 6. Monitor official sources of avian/pandemic flu information and inform campus community as status changes 7. Direct ordering of campus supplies for public area disinfection and personal hygiene 	<ol style="list-style-type: none"> 1. Closely monitor community and world health situation via official websites (WHO, USDHHS, CDC, California DHS, and SCDHHS) 2. Assist with campus organizational preparations 		
President's Office, Executive Cabinet			
<ol style="list-style-type: none"> 1. Receive updates from BCP Team quarterly or as vital information is received 2. Approve initial pandemic response plan 3. Delegate approval of Response Plan Revisions to Pandemic Committee 4. Review and approve content of internal and external information bulletins and announcements 5. Provide Pandemic Committee with executive oversight and direction as needed 6. Maintain awareness of avian or pandemic flu issues as they impact campus organizations and activities 7. Determine criteria to be used re: shutting down the campus 	<ol style="list-style-type: none"> 1. Receive updates from Pandemic Committee regarding possible activation of the Pandemic Response Plan 2. Review travel recommendations with the Global Education office regarding U.S. State Department and other guidelines for travel to affected countries 	<ol style="list-style-type: none"> 1. As indicated by SCDHHS and Pandemic Committee, declare pandemic status on campus 2. Develop messages with Public Affairs as dictated by situation 3. Consider all options to mitigate spread of flu, including restricting movement on and off campus, and limiting classes and other assemblies 4. If cases of flu are on campus, consider more restrictive measures <ul style="list-style-type: none"> - Require weekly attendance or 	<ol style="list-style-type: none"> 1. Approve return to routine operations 2. Review effectiveness of response plan with Pandemic Committee 3. Communicate with on- and off-campus interests re: status of campus

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		absence reports for faculty, students and staff - Consider suspension of campus extra-curricular activities - Prepare for possible campus closure if instructed by President, Chancellor's office, or public health authority.	
University Counsel			
1. Consult with CSU General Counsel. Review relevant laws and procedures for closing schools; quarantine laws and how they apply in a public health emergency; legal liability issues of implementing "working" quarantine for essential service personnel, legal liability of housing pandemic influenza patients in isolation with non-exposed residents subject to infection control precautions; liability/immunity for volunteers providing assistance or services to persons in isolation/quarantine. 2. Advise BCP Team regarding implications of this plan.			
Academic Affairs			
Office of the Vice President			
1. Disseminate information to all organizations for their understanding and action 2. Integrate Avian and Pandemic flu response information into organizational policies and practices	1. Receive updates from Pandemic Committee regarding possible activation of the Pandemic Response Plan	1.	
Provost and Faculty Senate			
1. Review policies and standards regarding student excused absences from class when ill, caring for members of household or if campus is closed. 2. Review policies and standards regarding faculty absences; recommend changes to H.R. 3. Develop plans for students to make up missed	1. Receive updates from Pandemic Committee regarding possible activation of the Pandemic Response Plan 2. Facilitate dissemination	1. Monitor levels of faculty and student absences and report to Pandemic Committee 2. Facilitate dissemination of instructions to faculty 3. Communicate with faculty	

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<p>classes if pandemic is declared</p> <p>4. Approve criteria for suspension of classes if pandemic is declared</p> <p>5. Develop reporting measures to gage impact on faculty and students</p>	<p>of appropriate information to faculty re: status and University response</p> <p>3. Furnish faculty with information to assist in their response to students' concerns</p>	<p>regarding status of University response</p>	
Faculty Affairs			
<p>1. Evaluate capabilities of large numbers of faculty and staff having to work from home, and prepare plans and cost estimates to enable that functionality</p>	<p>1. Proceed with preparations for greater work-from-home capabilities</p>	<p>1. Support increased work-from-home capability</p>	
Enrollment Management			
<p>1. Participate in overall pandemic business continuity planning.</p> <p>3. Develop plan for serving students by alternate methods (phone, internet, etc.)</p> <p>4. Along with all academic units and faculty, plan possible alternatives to in-class instruction (blackboard, email, distance learning, CODEC etc.)</p> <p>5. Cross train staff to access critical databases, record systems, and the master course schedule.</p> <p>6. Ensure UEE staff and instructors are aware of pandemic planning issues.</p> <p>7. Consider scenarios of semester interruption and tuition credits, refunds etc.</p>	<p>1. Review understanding of Pandemic Flu plan with all staff</p> <p>2. Ensure students are aware of personal and group hygiene in classrooms</p> <p>3. Work with University Communications to notify campus of alternatives to in-class instruction.</p> <p>4. Remind financial aid recipients of their responsibilities regarding drops, withdrawals, possible repayments, and satisfactory academic progress.</p> <p>5. Prospective student data is maintained on an off-campus server. Internet communications to this student group can be</p>	<p>1. Maintain processing of financial aid applications and awarding of eligible students.</p> <p>2. Maintain disbursement of financial aid funds to eligible students.</p> <p>3. Maintain communication with financial aid students and applicants via telephone and internet.</p> <p>4. Prospective student data is maintained on an off-campus server. Internet communications to this student group can be facilitated through this source. Email notification can be pre-designed for distribution as needed.</p>	<p>1. Based on federal and state guidelines, evaluate changes in enrollment by financial aid recipients, then perform recoup of funds or request repayments as required.</p> <p>2. Prospective student data is maintained on an off-campus server. Internet communications to this student group can be facilitated through this source. Email notification can be pre-designed for distribution as needed.</p>

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	facilitated through this source. Email notification can be pre-designed for distribution as needed.		
Academic Units, including Library			
<ol style="list-style-type: none"> 1. Ensure faculty and staff members have copy of and have read the Pandemic Flu Business Continuity Plan 2. Develop flu pandemic awareness training for faculty, staff and students based on this plan 3. Develop plan for care and monitoring of students in practicum, internships and community service learning 4. Consider possible alternatives to in-class instruction 	<ol style="list-style-type: none"> 1. Review understanding of Pandemic Flu plan with all faculty and staff 2. Ensure students are aware of personal and group hygiene in classrooms 3. Prepare alternatives to in-class instruction if possible 	<ol style="list-style-type: none"> 1. Ensure students are aware of and practice personal and group hygiene in classrooms 2. Faculty oversee and practice good group hygiene in classrooms 3. Consider withdrawal of students from service learning assignments 4. In case of closure, implement college and/or department plan to shut down operations 	
Office of Information Technology			
<ol style="list-style-type: none"> 1. Consider possible alternatives for providing increased telephone or web based tech. support 2. Plan support for increased employee work-from-home technical needs 3. Identify essential staff that may need hygiene and protective equipment training applicable to other phases of pandemic 4. Assist BCP Team with network, internet, and server access plans for off-site work 5. Assist BCP Team with in-class instruction alternative plans requiring technical support (blackboard, email, CODEC, distance learning labs etc.). 6. Plan to assist and/or train faculty on the use of Blackboard to provide class materials to students who cannot come to class, with online assignments, quizzes, etc. This will also give faculty, who cannot come to campus, an alternate way of teaching their students and communicate with them. 	<ol style="list-style-type: none"> 1. Proceed with preparations for greater work-from-home technical capabilities 2. Implement protective equipment plans for essential network, internet, and server technicians. 3. Schedule training sessions for faculty on the use of Blackboard and assign staff to create courses and populate them with student names. 	<ol style="list-style-type: none"> 1. Disseminate messages from University Communications as directed via broadcast voice mail and e-mail. 2. Activate 800# telephone lines. 3. Keep pandemic web page current 4. Provide support to faculty and students who are using Blackboard for course delivery. 	

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Global Affairs			
<ol style="list-style-type: none"> 1. Review policies and procedures for students studying abroad and for foreign students studying at California State University, Stanislaus in light of possible pandemic 2. Review policies and procedures for foreign students returning from overseas visits and without other homes in this country. 3. Disseminate information to study abroad students and to foreign students about avian and pandemic flu 4. Establish methods of accounting for health status of students studying abroad 5. Establishing a method of accounting for health of foreign students living on and off campus 	<ol style="list-style-type: none"> 1. Evaluate need to restrict individuals traveling from affected countries from entering campus 2. Prepare action plans for immediate implementation. 	<ol style="list-style-type: none"> 1. Monitor health status of foreign and foreign study students, assisting as necessary 2. Coordinate with students abroad to provide up to date university information and facilitate return home. 	
Services to Students with Disabilities			
<ol style="list-style-type: none"> 1. Disseminate information to students with disabilities 2. Assist disabled students to fully employ personal hygiene and other techniques to remain healthy in a viral environment 			
Student Affairs			
Office of the Vice President			
<ol style="list-style-type: none"> 1. Disseminate information to all organizations for their understanding and action 2. Integrate avian and pandemic flu response information into new students' and parents' information packets 			
Student Health Center			
<ol style="list-style-type: none"> 1. Director of SHC serves as co-Influenza Manager with AD of Environmental Health and Safety 2. Monitor WHO, CDC, U.S. DHHS and SCDHHS websites for status of avian/pandemic flu and other infectious diseases 3. Communicate with SCDHHS regarding planning and surveillance capabilities and reporting 	<ol style="list-style-type: none"> 1. Ensure educational materials are posted on pandemic webpage 2. Follow state and county protocols for patient testing and disposition 3. Establish relationship 	<ol style="list-style-type: none"> 1. Communicate with SCDHHS as official representative of the campus 2. Coordinate with public health authorities for accurate and timely diagnoses of illness, isolation requirements and tracing 	<ol style="list-style-type: none"> 1. Continue to monitor known flu cases and prepare for new cases 2. Advise BCP Team re: return to routine operations 3. Review and assess effectiveness of procedures

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<p>requirements</p> <ol style="list-style-type: none"> 4. Coordinate content and distribution of student educational and self care materials for colds, flu and upper respiratory infections 5. Take the lead (with Public Affairs) in campus educational campaign to minimize transmission of viruses, e.g. hand washing techniques, use of tissues, sharing of food and utensils, conduct in public places, and missing classes 6. Prepare SHC staff (training and PPE) for dealing with pandemic flu 7. Train essential campus personnel, especially first responders, as required for dealing with pandemic flu 8. Advise BCP Team and campus units re: ordering supplies of alcohol-based hand sanitizers, tissues, gloves, etc. as projected or needed 9. Consider policy re: transporting students, faculty and staff to area hospitals 10. Develop communications plan with SCDHHS 11. Develop clinical plans to work without laboratory and pharmacy services if necessary. 12. Establish training protocols of maintenance of medical records and backup data. 13. Cross train for EOC and emergency response roles. 14. Prepare triage protocols for infectious disease outbreak. 15. Establish emergency credentialing procedures for temporary or volunteer workers. 	<p>with local hospitals for transfer of students who cannot be returned home</p> <ol style="list-style-type: none"> 4. Identify students with higher risk factors because of pre-existing conditions 5. Stockpile PPE, hygiene, and clinical supplies. 6. Prepare fitness for duty protocol. 7. Test triage system and infectious disease protocols. 	<p>requirements</p> <ol style="list-style-type: none"> 3. Notify Housing of potential resident students who require isolation and medical care 4. Advise and/or coordinate care of students in residence halls 5. With BCP Team and EH&S, continue ongoing communications with campus community re: signs and symptoms of flu, and protocols for referral of suspect cases 6. Provide care to affected students and others if necessary 7. Identify contacts of suspected cases; report to County Health 8. Communicate with parents of suspected cases and explain procedure 9. Arrange for triage of students who have had contact with infected person. Advise others to seek screening with their medical provider if possible. 10. If available, offer antiviral medication or vaccine as per public health guidelines. 11. Provide daily updates of cases to Pandemic Committee 12. Communicate with area hospitals and Emergency Departments (ED) for admission of very ill students. Coordinate transport of seriously ill students to hospitals and EDs 13. Participate in discussions re: closure of buildings, events or entire campus 	<p>and advise changes.</p> <ol style="list-style-type: none"> 4. Implement fitness for return to work plan for SHC staff (coordinate with HR).

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		14. Contact County Coroner if necessary, and furnish information to Pandemic Committee 15. Monitor stock of critical clinical supplies.	
Counseling Services			
1. Prepare to address possible rumors, fear and distress using both person-to-person counseling and public dissemination of information 2. Developing counseling methods as an alternative to confined space individual counseling.	1. Based on situation, implement education plan and provide counseling resources for those in distress. Work with Influenza Managers to disseminate information to campus organizations.	1. Based on situation, continue to provide public information and private counseling services	1. Return to routine operations as resources allow. 2. Review effectiveness of response plan and revise procedures as needed.
Student Housing and Residential Life			
1. Develop plan for assistance and monitoring of ill students in residence halls 2. Train/educate Residence Assistants on avian and pandemic flu 3. Develop training for students in residence re: appropriate room cleaning to minimize transmission of disease 4. Develop plan for housing ill or exposed students who are unable to leave campus, including isolation, food supplies, medications 5. Develop communications plan for parents of students in housing 6. Display signage and materials for proper hand washing, general hygiene, discouraging meal and utensil sharing	1. Alert students and staff to status of flu 2. Facilities staff: see section above for Facilities Services 3. Communicate preparedness plans and status of preparations to students, parents and BCP Team	1. Report health status of students and staff periodically as directed 2. Encourage student compliance with hygiene protocols using posters, announcements, etc. 3. Arrange for isolation of suspected cases in accordance with official guidance. Arrange for - Monitoring - Medications - Medical care - Meals - Communication with families of ill students - Transportation home 4. Collaborate with SHC, public health authorities and students' physicians in the care of ill students	1. Return to routine operations 2. Continue to monitor health status of housed students and staff 3. Assist previously ill students with re-integration back into Housing
Retention Services			
1. With Public Affairs, develop information to send	1. Prepare retention plan	1. Implement communication plan	1. Activate marketing portion of

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to incoming students' and underage students' homes regarding campus preparations for a flu pandemic	for students potentially leaving before semester complete.	with enrolled students if semester interrupted.	retention plan to encourage return of students.
Disabilities Resource Services			
1. Participate in overall pandemic business continuity planning. 2. Develop plan for serving students by alternate methods (phone, internet, etc.)	1. Education and support to prepare units for assuring communication with individuals with disabilities who are in facilities on campus.		
Associated Students Inc.			
1. Prepare plans and budget funds to publicize necessity of personal and group hygiene discipline		1. Communicate necessity of good hygiene practices to students	
University Student Union			
1. Assess possible impacts of pandemic flu and prepare accordingly: Administration: Create a plan for UU staff based on this plan. All employees: Cross training; PPE and personal hygiene considerations Travel office: Pandemic conditions will cause major reduction in national and international travel Custodial: necessity of additional cleaning and sterilizing of hard surfaces HVAC: necessity of excellent ventilation in all areas Reservations: probable curtailing of events. 2. Purchase PPE, anti-viral cleaning supplies, additional HVAC filters			
Child Development			
1. Prepare to protect employees and children using PPE, cleaning and sterilizing techniques, personal and group hygiene. 2. Prepare plans for closure if directed by SCDHHS			
Business and Finance			
Office of the Vice President			

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1. Ensure organizations have trained and prepared all personnel to implement hygiene and isolation techniques to remain virus free.			
Director of Business Continuity (VPBF)			
1. Lead in drafting pandemic response plan 2. Use lessons learned in pandemic response plan in campus business continuity plan 3. Maintain and improve plan as circumstances dictate 4. Work with pandemic Committee and campus program centers to ensure management understands risks. Ensure that campus units make progress in preparing their plans and physical preparations 5. Coordinate annual (or other period) training and exercise of the plan 6. Develop testing plan 7. Establish plan review and revision periods 8. Train organizations and individuals in this plan 9. Schedule and run tests of this plan 10. Monitor official sources of avian/pandemic flu information to stay abreast of flu status	1. Revise and update plan as circumstances and information dictate, and as directed by Pandemic Committee 2. Work with campus units to assist them to develop their pandemic business continuity plans 3. Review planning with all Program Centers and review status of training and exercise of this plan		
Public Safety/University Police Services			
1. Receive training from ESHSEM on avian flu (effects on birds and animals) and pandemic flu symptoms 2. Receive respirators and training on respiratory protection from EHSEM 3. Review or create policy on transporting ill individuals 4. Review policy or process on securing and closing campus	1. Train officers and dispatch to deal with potential flu victim (care, reporting, transportation issues) 2. Prepare to enforce isolation or quarantine orders if needed. 3. Prepare communicable disease procedure related fitness for duty.	1. Implement policy on transportation of ill individuals 2. In case of emergency or closure of campus, implement process to secure and close 3. Implement communicable disease fitness for duty protocol.	1. If campus has been closed, open campus upon direction of President or designee.
Environmental Health, Safety & Emergency Management			
1. AD of Environmental Health and Safety serves	1. Assess possible	1. Health Center staff will assist	

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<p>as co-Influenza Manager, with the Director of the Student Health Center.</p> <p>2. Direct maintenance of pandemic related materials on website</p> <ul style="list-style-type: none"> - Differences between flu and common cold - Hygiene instructions, personal and common area - Notification to campus personnel with flu profile who have traveled to affected countries - Individuals with higher risk factors because of pre-existing conditions <p>3. Train campus personnel in use of N95 (or better) respirators, personal hygiene, hand washing techniques, personal hygiene, arresting spread of viral organisms and disinfecting surfaces.</p> <p>4. Assess respiratory protection plan and resources</p> <p>5. Provide respirator fit testing and training for groups as identified by Pandemic Committee or Influenza Managers</p> <p>6. Provide guidance to Facilities Department in safe handling of dead animals found on campus.</p> <p>7. Provide guidance to Custodial Services in safely cleaning and sanitizing public and classroom areas.</p> <p>8. With Custodial Services, assess cleaning products for efficacy against potential pathogens, with emphasis on viruses</p>	<p>necessity of additional medical waste pickups and make appropriate arrangements</p> <p>2. Prepare contingency plan for all types of waste management if pickups are delayed or halted.</p>	<p>Influenza Managers to triage (by telephone) suspect flu cases and disposition individuals to medical care</p> <p>2. Continue to train Custodial Services personnel in cleaning and sterilizing areas and surfaces with frequent public contact</p> <p>3. Assist in use of PPE available and review quantities available</p>	
Risk Manager			
<p>1. Apprise campus authorities of risk issues regarding preparation and execution of this plan and related issues</p>			
Financial Services			
<p>1. Review practices of cashiers working with students at customer service windows to determine how to safely accept payments. Consider protective barriers, PPE, hand sanitizer, etc.</p> <p>2. Review practices of all other live customer</p>	<p>1. Implement changes to be able to safely work with the public at cashiering stations</p> <p>2. Review and finalize</p>	<p>1. Implement safe work practices for those working with the public</p>	

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<p>service receptionists to improve their isolation from the public</p> <p>3. Consider and prepare for financial and budgetary impact(s) of reduced student populations</p> <p>4. Encourage all employees to set up direct deposit of paychecks</p> <p>5. Ensure each essential function is prepared for sudden decrease in staff. Cross train all staff in essential team responsibilities.</p>	<p>preparations for pandemic</p> <p>3. Increase cross training in deficient areas.</p>		
Procurement and Contracts			
<p>1. Procure hygiene supplies as directed by Pandemic Committee and Influenza Managers. Consider stockpiling if pricing and availability may be an issue later and if shelf life permits.</p> <p>2. Communicate University needs and concerns with key suppliers and contractors. Survey critical, sole source and contracted suppliers for existence of sound business continuity plan for pandemic flu. Consider second sourcing essential supplies and services.</p> <p>3. Plan for alternate delivery methods if transportation and supply lines are disrupted.</p>	<p>1. Review status of requisitions for pandemic-related materials (cleaning, sterilizing, gloves, alcohol-based hand sanitizer, hand sanitizer dispensers, etc.)</p>	<p>1. Assist in prompt ordering of critical supplies.</p>	
Facilities Services			
<p>1. All staff, especially Grounds and Custodial Departments: Train staff on reporting and possibly disposing of dead animals found on campus</p> <p>2. Custodial: Train staff on avian and pandemic flu, and on public area hygiene to reduce spread of flu virus</p> <p>3. Custodial: Prepare for increased cleaning schedule should it become necessary</p> <p>4. Train staff who will clean affected areas on use of specialized products, waste handling and use of respirators</p> <p>5. Engineering Services: Receive training on necessity of good ventilation to reduce virus count in public areas. Prepare to increase ventilation in</p>	<p>1. Ensure preparedness and cross training of staff</p> <p>2. Ensure adequacy of supplies, as supplies may become difficult to obtain</p> <ul style="list-style-type: none"> - gloves - respirators - hand sanitizer - cleaning/sanitizing solutions - other cleaning supplies - tissues - HVAC filters <p>3. Ensure isolation areas</p>	<p>1. Ensure that cleaning or sanitizing common hard surfaces receives highest priority (table and desk tops, door handles, etc.)</p> <p>2. If Custodial Services is unable to keep up with cleaning and sterilizing requirements, consider using other Facilities personnel to augment Custodial staff</p> <p>3. Ensure HVAC systems are moving sufficient filtered and fresh air through all buildings</p> <p>4. Ensure sufficient supplies of paper towels on hand in rest</p>	<p>1. Assist to reopen campus if applicable</p> <p>2. Clean and sanitize all indoor areas prior to opening campus</p>

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classrooms if determined to be necessary. 6. Engineering Services: Using HVAC drawings, devise potential isolation areas 7. All Facilities organizations: cross train in all essential skills to mitigate effects of temporary personnel loss 8. Prepare to provide assistance with quarantine plan. 9. Procure cleaning, disinfectant, PPE and other related supplies 10. Communicate University needs and concerns with key suppliers and contractors 11. Identify key systems which rely on periodic physical intervention by core/key personnel, to keep them functioning. 12. Apprise campus authorities of issues regarding space management and utilization	are ready or easy to put together	rooms 5. Assist to close and secure campus if directed. Prepare to clean and sterilize all common campus surfaces after campus is closed or before it reopens	
Human Resources			
1. Design reporting system to receive information on staff absences due to flu or family care needs. 2. Determine policies for flu-related, mandated absences: pay, workers compensation, sick leave, vacation, etc. 3. Determine policies for temporary reassignment of staff to work out of class to fill critical roles. 4. Disseminate information to employees re: policies and procedures in case of pandemic, e.g., attendance, reporting attendance, vacation and sick leave, pay, filling of essential rolls, etc.	1. Review accuracy of contact information	1. Implement attendance reporting system 2. Assist with relocation of faculty and staff to fill essential roles, if required 3. Periodically report attendance to President's Cabinet and Pandemic Committee	
University Advancement			
Office of the Vice President			
1. Determine possible impacts of pandemic on U.A. operations (including financial impacts from possible loss of revenue) and prepare plans and resources to mitigate impacts.	1. Communicate with alumni and community re: status of campus preparations		
University Communications			
1. Prepare communications plan for on- and off-	1. Remain current with	1. Release information re:	1. Release information to news

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campus dissemination 2. Set up a communicable diseases webpage. Input to the page from Student Health Center. 3. Work with Outreach, Admissions and Records to communicate with parents of underage students 4. Work with Residence Halls to communicate with parents of those living in campus dorms	status of avian/pandemic flu and campus preparations 2. Keep communicable diseases webpage current 3. Ensure that media messages are consistent with those of public health officials	campus status to news organizations 2. Ensure that media messages are consistent with those of public health officials	organizations regarding return of campus to routine operations
Athletics			
1. Participate in overall pandemic business continuity planning. 2. Develop plan for triggers to cancel, postpone athletic events.			
Contracts and Grants			
1. Determine possible impacts of pandemic flu on contract and grant processes and prepare plans to mitigate impacts			
KCSS Radio			
1. Integrate pandemic flu preparations into business continuity plan for maximum resilience and continuity of operations 2. Purchase PPE, anti-viral cleaning supplies, respirators, other pandemic environment supplies		1. Implement personal hygiene and cleaning and sanitizing regimens in offices	
Auxiliary and Business Services			
Executive Director			
1. Prepare avian and pandemic flu plan to add to business continuity plan 2. Survey suppliers for existence of sound business continuity plan for pandemic flu. Consider second sourcing essential supplies and services. 3. Prepare plans for possible closure of buildings and temporary cessation of operations. 4. Purchase PPE, anti-viral cleaning supplies, respirators, other pandemic environment supplies 5. Consider issues of potential revenue loss. 6. Consider trigger points for reduction of facility use			

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by off-campus groups.			
Food Services			
1. Plan to prepare and serve meals in an environment of virus transmission: ill staff, ill students, Health Department orders mandating spacing between students in line, and other circumstances not normally encountered. 2. Plan for fewer meals served if avian flu becomes human pandemic flu	1. Stockpile critical food and water supplies.	1. Implement increased hygiene measures in all food service areas 2. Post signage informing and warning students of dangers of flu and necessity of hygiene practices	
Bookstore			
1. Prepare plans to cross train employees, function on reduced staff, purchase PPE, hygienically handle new and returned merchandise, etc. 2. Prepare plans for serving students under Health Department mandates for sterile environment, no gathering, no grouping, etc. 3. Plan for additional cleaning and sterilizing of surfaces, equipment, etc.		1. Implement safe work practices for those working with the public	
Stockton Campus			
1. Meeting of STK Center Pandemic Group. Review response plan developed by CSUS and supplement with STK Center specific needs. 2. Work with Grupe Co reps on facilities, security needs. 3. Determine who are "critical" employees who would need to come to the STK Center during an actual pandemic. 4. Identify building ventilation systems. 5. Develop plan regarding need for respirators and training on respiratory protection. 6. Determine need for specialized cleaning supplies (work with Grupe Co), and the training of staff who will clean affected areas on use of specialized products, etc. 7. Determine who is responsible for purchasing	1. Ensure educational messages from University Communications are provided to all Stockton students. 2. Proceed with implementation plans for work from home alternatives. 3. Proceed with plans for alternative instruction methods.	1. Implement safe work practices for those working with the public 2. Post signage informing and warning students of dangers of flu and necessity of hygiene practices	

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specialized cleaning supplies.			