

This document's purpose is to provide guidance for units/departments to complete the Pandemic Addendum template.

[Please refer to the Pandemic Flu Resources link for further guidance.](#)

\*Please note that it does not contain all policies and procedures necessary.

\*After each duty, please indicate via title (and name) the individual responsible for performing that task. (See examples in first 2 rows of Level 0)

## 4.8 Infectious Disease Outbreak/Pandemic Outbreak

<h1>Outbreak Response</h1>	
<p><b>Definitions:</b>  <b>Infectious disease:</b> A disease caused by a biological agent such as a virus, bacterium, or parasite.  <b>Outbreak:</b> a sudden increase in the occurrence of a disease; used in epidemiology to describe a small, localized epidemic, often contained to a village or a small town.  <b>Epidemic:</b> means that the disease affects a region in a country or a group of countries.  <b>Pandemic:</b> used to describe a global epidemic.</p>	
<p><b>General Guidelines:</b>            Emergency action steps will depend upon the type of disease and whether the outbreak has occurred on or near any FAU campus. The University has developed plans to respond to such situations and has established lines of communication with appropriate civil authorities to obtain current information.</p>	
Prevention/Planning Level 0 Response	
<b>Trigger:</b> No consistent human to human transmission of disease	
Continuation of services during a pandemic outbreak	<i>Update COOP Plan/Pandemic Outbreak Plan annually. (Director, J. Smith)</i>
Policies/procedures and guidelines (include social distancing measures)	<ol style="list-style-type: none"> <li>1. Address policies and procedures for your staff.</li> <li>2. Address policies and procedures to handle your mission essential functions within the university.</li> <li>3. Address plans for university closure.</li> <li>4. Address plans for university re-opening and recovery</li> <li>5. Identify what functions you share with other departments/units and what policies will be developed to keep those systems running.</li> <li>6. Address plans to provide services via other delivery means, e.g. internet, voice mail and/or e-mail.</li> </ol> <p>For example:  <i>Create policy for dealing with potentially sick faculty, staff, and students. (Assistant Director; M. Robinson)</i>  <i>Work with appropriate University personnel (Housing/Police/Student Affairs/Food Services, etc.) to prepare for possible isolation and quarantine. (Staff; C. Walsh)</i>  <i>Develop a plan for identifying health procedures that could potentially reduce the risk of getting or spreading the disease (Staff; K. Daniel)</i>  <b>Engage other departments that you will work with.</b></p>
Personnel: staffing, training and cross-training	<ol style="list-style-type: none"> <li>1. Address how you will deal with a reduced workforce.</li> <li>2. Determine essential personnel and alternates.</li> </ol> <p>For example:  <i>Develop a manual with general procedures and directions for daily operation</i>  <i>Develop a plan where certain procedures could be attended to from home.</i>  <i>Investigate work from home capability for staff.</i>  <i>Develop procedures to cross train staff (as much as possible/appropriate) to cover major operations, if staff outages are experienced.</i></p>

	<b>Engage other departments that you will work with.</b>
Communication planning	<p>Develop procedures/protocol to communicate with individuals using your services and other interested parties.</p> <p>For example:</p> <p><i>Develop policy for communication with parents/families and/or responsible parties.</i></p> <p><i>Develop signage and voice messages that would give students directions on how to access services.</i></p> <p><b>Engage other departments that you will work with.</b></p>
Planning scenarios/drills	<p>Determine what type of planning is required for staff</p> <p><i>Engage staff in pandemic planning utilizing scenarios; provide drills/rehearse/revise as needed.</i></p> <p><i>Begin planning for recovery after an outbreak.</i></p>
Education of staff/students	<ol style="list-style-type: none"> <li>1. Identify how you will educate your staff, keep them informed.</li> <li>2. Identify how you will educate those that you serve if different from your staff as defined by your mission essential function.</li> </ol> <p>For example:</p> <p><i>In-service training for staff on flu symptoms, profile, infection control, screening and treatment.</i></p> <p><i>Identify community resources that students (if you serve students) could access.</i></p> <p><i>Keep staff informed about pandemic status from the CDC, WHO, ACHA, US State Dept. and county health departments.</i></p> <p><i>Encourage staff to make personal emergency preparedness plans with their families</i></p> <p><i>Applicable personnel receive fit test and training/re-training on respiratory protection from EH&amp;S and receive protective equipment.</i></p> <p><i>Encourage all staff to receive seasonal flu vaccine.</i></p> <p><i>Discuss with staff the psych/ emotional support needs for pandemic event</i></p> <p><b>Engage other departments that you will work with.</b></p>
Fiscal issues (supplies, equipment, funding)	<ol style="list-style-type: none"> <li>1. Identify what supplies and equipment you may need (and backup suppliers) and where funding originate.</li> <li>2. Identify programs/supplies that will be non-essential to operations.</li> </ol> <p>For example:</p> <p><i>Seek outside grant and/or other funding for supplies</i></p> <p><i>Begin purchasing N-95 respirators, cleaning agents, etc.</i></p> <p><b>Engage other departments that you will work with.</b></p>

<b>Pandemic Watch Level 1 Response</b> <b>Trigger: Consistent human to human transmission has been confirmed in the US but not Florida.</b>	
Continue duties from previous Level	All
Policies/procedures and guidelines (include social distancing measures)	<p>Start focusing on implementation of policies and procedures from Level 0</p> <p>For example:</p> <p><i>Post entry door signage to all COE buildings to notify all individuals of the influenza symptoms and present health warnings.</i></p> <p><i>Standard biohazardous precautions in place.</i></p> <p><i>Respiratory protection equipment [N95 masks] in place.</i></p> <p><i>Increase health measures and precautions by having alcohol wipes and other disinfectants, gloves, etc. where available.</i></p> <p><i>Follow CDC/State and County protocols for monitoring faculty, staff and students for disease symptoms</i></p> <p><i>Monitor health faculty, staff, and students for illness-daily.</i></p> <p><b>Engage other departments that you will work with.</b></p>
Personnel: staffing/training and cross-training	<p>Review procedures with staff, students, faculty etc.</p> <p>For example:</p>

	<p><i>Cross training of staff (as much as possible/appropriate) to cover major operations, if staff outages are experienced.</i></p> <p><b>Engage other departments that you will work with.</b></p>
Communication planning	<p>Start refining messages, signage to be posted or disseminated to those you serve.</p> <p><b>Engage other departments that you will work with.</b></p>
Planning scenarios/drills	<p>Perform pandemic exercises/drills (Give timeframe e.g. Per semester, bi-annually)</p>
Education of staff/students	<p>1. Identify how you will maintain educating your staff, keep them informed.</p> <p>2. Identify how you will maintain educating those that you serve if different from your staff as defined by your mission essential function.</p> <p>For example:</p> <p><i>Keep staff informed about pandemic status from the CDC, WHO, ACHA, US State Dept. and county health departments.</i></p> <p><i>Fit testing complete on applicable personnel and training/re-training on respiratory protection from EH&amp;S complete. All applicable personnel have received protective equipment</i></p> <p><b>Engage other departments that you will work with.</b></p>
Fiscal issues (supplies, equipment, funding)	<p>1. Identify what additional supplies and equipment you may need (and backup suppliers) and where funding originate.</p> <p>2. Ensure applicable personnel have proper access to funds.</p> <p>For example:</p> <p><i>Begin making sure that all departments have a p-card and authorization to use and with multiple levels of signing ability</i></p> <p><i>Continue to monitor supplies/equipment/staffing needs</i></p> <p><b>Engage other departments that you will work with.</b></p>

<b>Pandemic Warning Level 2 Response</b> <b>Trigger: Suspected/confirmed cases by the DOH in the State of Florida/FAU Service Areas.</b>	
Continue duties from previous Level	All
Policies/procedures and guidelines (include social distancing measures)	<p>1. Track sick staff members and provide daily updates.</p> <p>2. Provide support for other staff.</p> <p>3. Start implementing procedures from Level 0 that were not implemented in Level 1 and step up implementation of procedures in Level 1</p> <p>4. Start implementing delivery of services via internet, voice-mail and/or e-mail</p> <p>5. Recovery plans complete.</p> <p>For example:</p> <p><i>Take measures to limit close encounters (keep a six foot distance as a minimum if possible)</i></p> <p><b>Engage other departments that you will work with.</b></p>
Personnel: staffing/training and cross-training	<p>1. All training, including cross training should be completed at this stage.</p> <p>2. All other means of providing staff a means of working from home should be complete</p>
Communication planning	<p>1. Enact procedures to inform others about your plans that are in place.</p> <p>2. Address updating FAU personnel, i.e. Incident Commander about status of staff members.</p> <p><b>Engage other departments that you will work with.</b></p>

Planning scenarios/drills	Drills completed. Real time experience now. <b>Engage other departments that you will work with.</b>
Education of staff/students	On-going (see above levels). <b>Engage other departments that you will work with.</b>
Fiscal issues (supplies, equipment, funding)	1. Keep abreast of funding. 2. Programs/supplies identified as non-essential should be curtailed For example: <i>Monitor financial status, supplies/staffing/equipment levels daily and as needed.</i>

<b>Pandemic Outbreak Level 3 Response</b> <b>Trigger: Confirmed cases on any FAU campus.</b>	
Continue duties from previous Level	All
Policies/procedures and guidelines (include social distancing measures)	1. All services that can be via internet delivery, voice mail or e-mail should be implemented. 2. Prepare for university closure (Enact closure plans) For example: <i>Establish a list of known sick individuals</i> <i>Arrange for counseling education to provide counseling services</i> <b>Engage other departments that you will work with.</b>
Personnel: staffing/training and cross-training	Real time experience now. Working with healthy workforce and those who can work from home.
Communication planning	Same as Level 2 <b>Engage other departments that you will work with.</b>
Planning scenarios/drills	Same as Level 2 <b>Engage other departments that you will work with.</b>
Fiscal issues (supplies, equipment, funding)	Same as Level 2 <b>Engage other departments that you will work with.</b>

<b>Pandemic Recovery Level 4 Response</b> <b>Trigger: Pandemic has been abated, FAU reopens.</b>	
Reconstitution of services/Termination of closure	Implement recovery plans.
Policies/procedures and guidelines (include social distancing measures)	1. Address monitoring of those who have had contact with sick individuals. 2. Address post event counseling. <b>Engage other departments that you will work with.</b>
Personnel: staffing/training and cross-training	Address staff assessment to determine those who can return to work.
Communication planning	1. FAU will announce re-opening. 2. Address communications with faculty, staff, students, parents, visitors. <b>Engage other departments that you will work with.</b>
Planning scenarios/drills	1. Evaluate response to outbreak. 2. Address preparations for next wave. <b>Engage other departments that you will work with.</b>
Fiscal issues (supplies, equipment, funding)	1. Address financial status 2. Address supply/equipment inventory <b>Engage other departments that you will work with.</b>