



Pandemic/Public Health Emergency Plan

In accordance with the College’s [Emergency Preparedness Plan](#) Policy, Delgado Community College has established this college-wide Pandemic/Public Health Emergency Plan. In the event of a pandemic or public health threat, Delgado Community College is committed to protecting the health and safety of students, employees, and their families. To accomplish this, Delgado adheres to the guidelines published by the Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC). The College also works closely with state and local public health and other local authorities in addressing pandemic/public health threats to the college community.

I. Pandemic/Public Health Emergency Teams

The Chancellor of the College has designated the Vice Chancellor for Business and Administrative Affairs as the College’s Emergency Coordinator. For pandemic/public health emergencies, the Coordinator of Health Services is appointed the Pandemic/Public Health Emergency Coordinator, and in that role, serves as the lead contact with local public health authorities in the coordination of necessary public health-related tasks. During the emergency period, the Emergency Coordinator has supervisory responsibility over departments and personnel who comprise the Pandemic/Public Health Emergency *Preparedness* Team and the Pandemic/Public Health Emergency *Implementation* Team. All recommendations of both teams must be relayed by the Emergency Coordinator to the Chancellor for his approval.

Pandemic/Public Health Emergency *Preparedness* Team

The following positions comprise Delgado’s Pandemic/Public Health Emergency *Preparedness* Team, which is responsible for making recommendations during each stage of the plan.

Pandemic/Public Health Emergency <i>Preparedness</i> Team
Vice Chancellor for Business and Administrative Affairs
Executive Assistant to the Chancellor/ EAEO Officer
Vice Chancellor for Academic Affairs
Vice Chancellor for Student Affairs/ Executive Dean, City Park Campus
Vice Chancellor for Workforce Development and Technical Education
Coordinator, Health Services
Risk and Safety Manager
Director, Delgado Police

Pandemic/Public Health Emergency *Implementation* Team

The following positions comprise the Pandemic/Public Health Emergency *Implementation* Team, which is responsible for implementing specific detailed procedures for their area of responsibility. Each team member may require additional staff under his/her supervision to assist in the implementation of the Pandemic/Public Health Emergency Plan.

Pandemic/Public Health Emergency <i>Implementation</i> Team
Vice Chancellor for Business and Administrative Affairs
Executive Assistant to the Chancellor/ EAEO Officer
Vice Chancellor for Academic Affairs
Vice Chancellor for Student Affairs/ Executive Dean, City Park Campus
Vice Chancellor for Workforce Development and Technical Education
Coordinator, Health Services
Risk and Safety Manager
Director, Delgado Police
Director of Housekeeping
Assistant Vice Chancellor/Chief Information Officer
Assistant Vice Chancellor for Facilities Planning
Executive Director, Public Relations & Marketing
Director, Central Utilities
Director, Maintenance
Assistant Vice Chancellor/Controller
Assistant Vice Chancellor for Human Resources and Professional Development
Executive Dean, West Bank Campus
Executive Dean, School of Nursing
Dean, Delgado Northshore

II. Emergency Information

The Chancellor has designated the Public Relations and Marketing Office as the official source of college announcements. This office posts official information on the College's website (www.dcc.edu); makes announcements via college-wide email, the phone information line (504-671-5000), text messaging, voice mail to office phones, and any other means deemed necessary or appropriate; and communicates with local media.

III. Pandemic/Public Health Emergency Plan Stages

The Pandemic/Public Health Emergency Plan is divided into four stages. The action steps indicated in the stages may or may not be taken within the stages listed, depending on the circumstances of the pandemic/public health threat and at what point in the academic year the health threat emerges. In addition, the Emergency Coordinator may declare a change in stage at any time due to unexpected change in the level of pandemic/public health threat.

- Stage 1. Pre-Planning to Confirmed Cases of Pandemic/Public Health Threat
- Stage 2. Suspected/Confirmed Cases in New Orleans or Surrounding Areas
- Stage 3. Confirmed Cases on Campus
- Stage 4. College Recovery – Assessment, Reopening and Return

STAGE 1: Pre-Planning to Confirmed Cases of Pandemic/Public Health Threat

Pre-Planning preparation includes the following steps.

Preparedness Team Preparation:

- The Emergency Coordinator ensures Emergency Team and other designees have access to cell phones, laptops with appropriate system capabilities, wireless service cards, etc., as appropriate.
- Specified units within the College are required to submit a Pandemic/Public Health Emergency Plan for their areas. Each plan must include an arrangement for communication within the unit during all stages. All departmental plans are incorporated into the Delgado Pandemic/Public Health Emergency Plan.
- The Risk and Safety Manager ensures that the Delgado Pandemic/Public Health Emergency Plan and all departmental pandemic/public health emergency plans are reviewed on an annual basis with yearly orientations.

Faculty and Staff Education and Preparedness:

The Pandemic/Public Health Emergency Coordinator:

- Maintains ongoing communication with state and local public health agencies and other local authorities
- Ensures general preparedness information and emergency Delgado contact information are communicated to faculty, staff and students.
- Disseminates information from public health sources covering routine infection control (e.g., hand hygiene, coughing/sneezing etiquette), pandemic fundamentals (e.g., signs and symptoms of the public health threat, modes of transmission), personal and family protection and response strategies, and the at-home care of ill students or employees and their families consistent with the guidelines published by the Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC).

- Ensures college is supplied with adequate supplies for sanitizing and decontaminating facilities and protective gear, as applicable (i.e., antibacterial hand cleansers and cleaning products, protective gear, etc.)
- Coordinates staff planning to be determined by evolution of infectious organism.
- Encourages faculty and staff to receive annual vaccinations as appropriate.
- Identifies critical emergency personnel in the event of college closure.
- Identifies resources for protective gear, as applicable, for critical emergency personnel.

Clinical Preparation:

The Pandemic/Public Health Emergency Coordinator:

- Reviews established process for implementing case identification database system
- Confirms that required supplies and resources are in place to support college's agreement with local public health officials for closed point of distribution of preventative interventions, as applicable.

Communication:

The Pandemic/Public Health Emergency Coordinator:

External:

- Works with the Office of Public Relations and Marketing to provide information to campus community on status of infectious disease and travel advice via email and Delgado website with links to CDC and other public health agency resources.
- If deemed necessary by the Pandemic/Public health Emergency Coordinator, provides training for relevant groups.
- Reviews communication implementation plans for Stages 2, 3 and 4.

Internal:

- Revises calling tree protocol, as determined in respective campus/site plans.
- Ensures cell phone/contact lists are current as determined in respective campus/site plans.
- Ensures internal team reviews HIPAA and FERPA confidentiality requirements regarding suspected and confirmed cases, employee leave policies related to pandemics/public health emergencies, and student policies related to pandemic/public health emergencies such as withdrawals, continuation of classes, etc.

STAGE 2: Suspected/confirmed cases in New Orleans or surrounding area (in addition to Stage 1)

Upon notification of suspected/confirmed cases in New Orleans or surrounding areas, the following action steps are taken.

Preparation:

- The Emergency Coordinator monitors information provided by Pandemic/Public Health Emergency Coordinator.
- The Pandemic/Public Health Emergency Coordinator attends briefings sponsored by local authorities as needed.

Communication:

- In consultation with the Pandemic/Public Health Coordinator, the Emergency Coordinator provides the Executive Director of Public Relations and Marketing with information for email, website (www.dcc.edu), and phone information line (504-671-5000) distribution regarding the College's current operating status and any special instructions. Information is provided to campus community on status of infectious disease and travel advice via e-mail and post to Delgado website with links to CDC and other pertinent public health agency resources, as needed.
- Pandemic/Public Health Coordinator initiates poster campaign on self-care is implemented with directions for reporting cases and how to get medical care.

STAGE 3: Confirmed cases on campus (in addition to Stage 2)

Upon notification of confirmed cases on campus, the following action steps are taken:

College Open:

- Pandemic/Public Health Emergency Coordinator implements case identification database system to respond to suspected and/or confirmed cases.
- Pandemic/Public Health Emergency Coordinator provides weekly status report of specific on-campus cases to Pandemic/Public Health Emergency Preparedness Team.
- Pandemic/Public Health Emergency Coordinator notifies appropriate local public health officials of confirmed cases.
- In consultation with the Pandemic/Public Health Emergency Coordinator, the Emergency Coordinator provides the Executive Director of Public Relations and Marketing with information for email and website (www.dcc.edu) distribution regarding status of confirmed and suspected cases on campus.

College Closure:

- Based on public health officials' advisement and upon approval of the Chancellor, the Emergency Coordinator informs the Executive Director of Public Relations and Marketing and the Emergency Preparedness Team of the College's approved closure.
- Emergency Coordinator activates the Pandemic/Public Health Emergency Implementation Team, to perform their respective responsibilities related to the closure of the college.
- The Executive Director of Public Relations and Marketing announces the closure via the College's website (www.dcc.edu), phone information line (504-671-5000), college-wide email and text message, voice mail to office phones and any other means deemed necessary or appropriate, and also informs the local media of the closure. Information regarding employee leave policies during pandemic/public health emergencies ([link](#)) student policies related to pandemic/public health emergencies ([link](#)) is included in the communication.
- All personnel are required to leave campus immediately and are not permitted to remain in any campus building for any reason, with the exception of (1) critical emergency personnel specifically designated to maintain campus security and physical plant operations, and (2) those personnel specifically designated to implement the college's agreement with local public health officials for closed point of distribution for preventative interventions, if applicable.
- Designated police officers and/or emergency personnel check all buildings for compliance with the closure.

- If applicable, the closed point of distribution preventative intervention agreement with local public health officials is activated in accordance with established procedures.
- Length of closure is consistent with recommendations of public health officials pertaining to threat level of confirmed cases.
- All critical personnel must remain on campus until discharged by Emergency Coordinator.

STAGE 4: College Recovery – Assessment, Reopening and Return

Immediately after pandemic/public health threat no longer exists according to public health authorities, the Emergency Coordinator activates the Pandemic/Public Health Emergency *Recovery* Team. This team is made up of the following key personnel, and others as deemed necessary, and is responsible for assessing all facilities to determine which, if any, may be reopened.

Pandemic/Public Health Emergency Recovery Team

Pandemic/Public Health Emergency <i>Recovery</i> Team
Coordinator, Health Services
Risk and Safety Manager
Director, Delgado Police
Assistant Vice Chancellor for Facilities Planning
Director, Central Utilities
Director of Maintenance
Director of Housekeeping

The following action steps are taken:

Assessment:

- Essential personnel are notified by their supervisors to return to work to perform critical assignments related to environmental preparation and security of the facilities.
- After assessing that environmental safety (cleaning, sanitizing, etc.) is in accordance with Center for Disease Control (CDC) guidelines, the Pandemic/Public Health Emergency Recovery Team recommends the College’s reopening to the Emergency Coordinator.
- In consultation with the Pandemic/Public Health Emergency Coordinator, the Emergency Coordinator recommends college reopening to the Chancellor. Chancellor reopens College.

Reopening:

- The Emergency Coordinator notifies the Executive Director of Public Relations and Marketing to issue a reopen notice, which is communicated by email, information on the website, phone information line, text messaging, local news media, and any other means deemed necessary or appropriate.
- The Emergency Coordinator activates the Pandemic/Public Health Emergency Implementation Team to perform their respective responsibilities related to the reopening.

Return:

- Non-essential employees, as determined by each employee's respective departmental pandemic/public health emergency plan, are notified via the website, phone information line, college-wide email, text messaging and any other means deemed necessary or appropriate, that they must report back to work in accordance with specific instructions.
- Supervisors determine assignments for individual staff and faculty members.
- When affected departments are reopened, campuses and sites are designated for instruction and/or administrative purposes as deemed necessary.
- Upon return, the Pandemic/Public Health Emergency Implementation Team assesses effectiveness of the plan and modifies plan as needed.

Approved Safety Council 10/19/12, Title Updates 5/17/13