



SUNY Potsdam
Infectious Disease Plan

Introduction

Life on a college campus involves crowded academic and athletic environments, social events, and dormitory residences, all of which create an ideal setting for the spread of infectious diseases. Infectious outbreaks on college campuses can be alarming for students, families and the public. Therefore, prevention of infectious disease outbreaks is an essential first step in any infectious disease plan. Close attention should be paid to ensuring that all recommended vaccines have been administered prior to college attendance as well as completion of meningitis education and screening forms for tuberculosis. Students that are traveling abroad need to be educated about recommended vaccines/CDC travel warnings/illnesses in their area of travel. Upon return the students should seek health care immediately for symptoms of illness and know to educate their health care provider that they returned from travel abroad.

When prevention fails an outbreak, epidemic and pandemics can occur. This Outbreak, Epidemic, and Pandemic Response Plan is designed to address the unique requirements of the university when the campus is experiencing increased incidence of a communicable disease.

CDC Definitions:

Outbreak: the occurrence of more cases of a disease than would normally be expected in a specific place or group of people over a given period of time.

Epidemic: an epidemic is essentially an outbreak that involves a community or region and is not just confined to one institution.

Pandemic: an epidemic that is widespread and often global, usually affecting a very large number of people.

Purpose

This infectious disease plan is intended to guide the immediate response to infectious illness on campus within the framework of the Campus Emergency Response Plan and the Emergency Resources Response Group. Further guidance will be driven by the recommendations of the St. Lawrence County Department of Health, New York State Department of Health, and SUNY System Administration. See the 'Outbreak Control Guidelines for Vaccine Preventable Diseases' at the link below for Measles, Mumps, Pertussis, Rubella, Tetanus, and Varicella (see appendix).

Ethical Principles

- Protect and promote the health of the SUNY Potsdam community
- Ensure equity and distributive justice
- Respect the inherent dignity of all persons
- Use the least restrictive measures consistent with the recommendations of the local and state Department of Public Health
- Optimize the risk/benefit ratio
- Be transparent and accountable

Essential Functions

Essential functions will be required to support the well-being of the individuals who remain on campus as well as the maintenance of SUNY properties and resources. Minimally, essential functions will be identified for each of these defined areas:

- **Communications/Information Technology:** Ensure information and data necessary for the operation of the campus is protected. Develop a communications plan.

- **Facility Management:** Ensure the provision of required energy resources. Housekeeping procedures to accommodate the infectious disease.
- **Finance and Administration:** Staff designated ‘campus control centers’, providing support and direction of SUNY personnel involved in all functions identifies as essential.
- **Food Services:** Provision of food and water in such a way to minimize person to person transmission if the infectious disease.
- **Health Services:** Provide medical services under the guidance of the NYS Department of Public Health and NYS Department of Education.
- **Student Affairs:** Provide appropriate level of residence life staffing and supervision
- **University Police:** maintain order and ensure the safety of other essential personnel
- **Research:** Ensure the preservation of SUNY’s active research interests including the humane treatment of laboratory animals.
- **Emergency Management:** Implementation of the campus emergency response plan as directed by the Emergency Response Resource Group (ERRG).

Outbreak Management

The outbreak is confined to campus and has been confirmed by the Department of Public Health (DOH).

- **Communications:**
 - Disseminate information from public health sources covering routine infection control.
 - Implement planned communications to address the potential fear and anxiety of employees, students and families that may result from rumors or misinformation.
- **Health Services**
 - Provide information to campus community via the communications office on status of infectious disease via email and student health service (SHS) website, with links to CDC, in accordance with campus policies.
 - Identify essential personnel by function, job title and name. Inform them of their responsibilities (confirm contact information and means of communication).
 - Educate health care staff about appropriate infection control procedures for various communicable diseases and its complications.
 - Ensure that essential personal have access to PPE. Specific precautions and personal protective equipment required will be dependent upon the type of disease but at a minimum, universal precautions will be required.
 - Develop a plan for isolation and quarantine of infected persons.
 - Ensure that there is an adequate supply of medications, vaccine, antibiotics, gloves, etc.
 - Monitor usage of supplies and reorder prn
 - Provide triage care that separates infectious from noninfectious patient care.
 - Arrange for screening of people who have had contact and initiate prophylaxis of contacts prn.
 - Implement POD (Point of Dispensing) for antibiotics/vaccines if advised to do so by the DOH.
- **Facilities Management:**
 - POD guidelines and plans as needed by Student Health Services as advised by Public Health
 - Determine Personnel Protective Equipment with help from Health Services/Public Health and train in the use of the equipment
 - Needs assessment for housekeeping/change housekeeping procedures to accommodate biohazard refuse.
 - Food services staff will have had the appropriate training, will have available the appropriate personal protective equipment prn.

- **Student Affairs**
 - Ensure that residence life staff/student affairs staff are trained on risks and exposure.
- **University Police**
 - Essential personnel receive Personal Protective Equipment prn.
 - Education for dispatchers.
 - Secure campus POD (point of distribution) sites on campus.

Epidemic Management

The infectious disease is occurring in Potsdam and surrounding area and affecting a larger than usual number of individuals both on and off campus. The epidemic has been confirmed by the Department of Public Health. Students, faculty and staff who are symptomatic will be asked to remain at home, or in their residence room, limiting contact with other members of the university and the general public. Work, classes and placement for asymptomatic employees and students will continue as scheduled. **Exception:** Students who are in practice settings where they are working with vulnerable people may be directed not to attend such placements during an outbreak (example student teaching).

- **Academics**
 - Faculty have available options for completing course work and the options are communicated to the relevant students and the campus offices.
- **Communications**
 - Disseminate information from public health sources covering routine infection control.
 - Communicate current status of epidemic and institutional responses and update as needed.
 - Responses to e-mail, voice, and fax inquiries.
 - Implement planned communications to address the potential fear and anxiety of employees, students and families that may result from rumors or misinformation.
- **Facilities Management**
 - POD guidelines and plans as needed by public health
 - Identify available communication systems and equipment
 - Needs assessment for housekeeping/ change housekeeping procedures to accommodate biohazard refuse.
 - Determine Personnel Protective Equipment with help from Health Services/Public Health and train in the use of the equipment.
- **Finance and Administration**
 - Orchestrate purchasing of needed supplies (equipment, medical, food, bedding, etc.)
 - Develop a plan for capturing extraordinary costs for potential later reimbursement (food, shelter, supplies, etc.)
- **Health Services**
 - Provide information to campus community via communications office on status of infectious disease via email and student health service (SHS) website, with links to CDC and WHO, in accordance with campus policies.

- Identify essential personnel by function, job title and name. Inform them of their responsibilities (confirm contact information and means of communication).
 - Ensure that essential personnel have PPE
 - Develop a plan for isolation and quarantine of infected persons
 - Ensure that there is an adequate supply of medications, vaccine, antibiotics, gloves, IV fluids.
 - Monitor usage of supplies and reorder prn
 - Provide triage care that separates infectious from noninfectious patient care.
 - Screen and Identify contacts of suspected cases.
 - Implement protocol for separating, storage and disposing of solid waste (medical and non-medical that may be contaminated).
 - Implement POD for antibiotics/vaccines depending on the threat
- **Student Affairs**
 - Ensure that residence life staff/student affairs staff are trained on risks and exposure.
 - Implement plan for cancellation of all group student activities and functions (social distancing).
 - **University Police**
 - Essential personnel receive Personal Protective Equipment
 - Education for dispatchers.
 - Secure campus POD sites on campus.

Pandemic Management

A pandemic event can last up to 18 months; in 2 or more waves of 8-12 weeks duration. The second wave will follow 3-9 months after the first and likely be more serious. 20-60% of the students and employees may be affected at any one time. Full operation of the campus will not be able to be maintained throughout the pandemic period.

- **Academics**
 - Implement the contingency plan in place for campus shutdown at various semester points; determine feasibility of complete restart of semester at a later time, restarting the semester from current point, or completion of semester through on-line or other forms of work that can be done by the students/instructors at home.
 - Faculty have available options for completing course work and the options are communicated to the students and the relevant campus offices.
 - International students need plans for housing such as host families, contained residence halls, etc.
 - Determine implications of campus shut-down for students' visa status.
 - Work with partners and students, where appropriate, to arrange their return home.
 - Identify research areas unable to tolerate interruption (laboratory animals, cell cultures, etc.)
- **Communications**
 - Establish a system wide website with University, Federal and State health information and planning sites and links to all campus websites.
 - Information on SUNY's Emergency Preparedness Website: [http://www.suny.edu/\(infectious disease that is current\)](http://www.suny.edu/(infectious+disease+that+is+current))
 - Communicate current status of pandemic and institutional responses and update as needed.
 - Responses to e-mail, voice, and fax inquiries.
 - Implement planned communications to address the potential fear and anxiety of employees, students and families that may result from rumors or misinformation.
- **Facilities Management**
 - POD (point of distribution) guidelines and plans as needed by public health

- Identify available communication systems and equipment
 - Plan for operational control
 - Needs assessment for housekeeping/change housekeeping procedures to accommodate biohazard refuse.
 - Determine Personnel Protective Equipment with help from Health Services/Public Health and train in the use of the equipment.
- **Finance and Administration**
- Orchestrate purchasing of needed supplies (equipment, medical, food, bedding, etc.)
 - Develop Business Continuity Plan for the entire campus
 - Identify ad-hoc alternative worksites, which may include employees' homes or consolidated on campus worksites
 - Identify equipment for ad-hoc work sites (e.g., additional furniture, computers, water, and electrical hook-ups, etc.)
 - Plan for closure scenarios, including refunds and property security (i.e. classes no cancelled; classes cancelled but students and /or staff remain; only certain persons remain; campus housing available for 'evacuees')
 - Food Services: plan for scenarios for various populations left on campus prior to evacuation.
 - Tuition: plan for special refund policies
 - Develop a plan for capturing extraordinary costs for potential later reimbursement (food, shelter, supplies, etc.)
- **Health Services**
- Implement health care response protocols of various emergencies requiring increased access to health care services.
 - Provide information to campus community on status of infectious disease and travel advice, via email and student health service (SHS) website, with links to CDC and WHO, in accordance with campus policies.
 - Identify essential personnel by function, job title and name. Inform them of their responsibilities (confirm contact information and means of communication).
 - Ensure that essential personnel have PPE
 - Develop a plan for isolation and quarantine of infected persons
 - Ensure that there is an adequate supply of medications, vaccine, antibiotics, gloves, IV fluids.
 - Monitor usage of supplies and reorder prn
 - Provide triage care that separates infectious from noninfectious patient care.
 - Screen and Identify contacts of suspected cases.
 - Implement protocol for separating, storage and disposing of solid waste (medical and non-medical that may be contaminated).
 - Implement POD for antibiotics/vaccines depending on the threat
- **Human Resources**
- Ensure services are provided to essential personnel reporting to work.
 - Discuss with departments plans for providing substitutes for essential personnel, including cross-training and temporary staff; and ensure that emergency contact information has been updated for faculty and staff.
 - Arrange for IT resources that may need to be available for off-site use.
- **Student Affairs**
- Ensure that residence life staff/student affairs staff are trained on risks and exposure.
 - Implement plan for cancellation of all group student activities and functions (social distancing)
 - Prepare for campus closure and evacuation.

- Notify current occupants in spaces that will be needed of the potential move.
 - Assist with transportation for students without cars and/or travel funds
 - Assist with relocation of international students and other students who need to remain on campus to alternate rooms/residence halls.
 - Provide and deliver food to students who remain on campus after closure, including those in quarantine should that occur.
- **University Police**
- Essential personnel receive Personal Protective Equipment
 - Education for dispatchers.
 - Secure campus POD sites on campus.