



Methodist College
UnityPoint Health

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Section:

Policy #: A-63

Approval:

[Signature]

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Policy/Revision Submitted by: L. Moore

SUBJECT: Pandemic Management Plan for Methodist College

I. POLICY:

Methodist College (MC) will have a Pandemic Management Plan as part of the Infection Prevention Program.

II. PURPOSE:

To provide guidelines for management of pandemic diseases.

III. POLICY SCOPE:

This policy applies to Methodist College.

IV. DEFINITIONS:

Pandemic- An outbreak of disease that occurs in many different countries at the same time. Influenza is not the only pathogen that causes pandemics. Ebola is another example.

Epidemic- A sudden severe outbreak of a disease that occurs in a community or region during a given time period.

Influenza- A contagious disease caused by the influenza virus that infects the respiratory tract. Also referred to as the “flu.”

- (a) Seasonal influenza – occurs at the same time each year beginning in December and ending in March. The seasonal flu is caused by a flu virus that is already circulating in the human population. Most people have some immunity and a vaccine is available.
- (b) Pandemic influenza – can emerge any time during the year. It is caused by a new flu strain that humans have not been exposed to, so they have no immunity to it and there is no vaccine available. The disease can spread easily from person to person and cause a global outbreak pandemic. Pandemic flu is more serious than season flu as it affects large numbers of people of all ages and potentially causes serious illnesses and even death.

Bioterrorism agents- Use of biological diseases or agents for terrorist purposes.

Novel Strain of Influenza- Newly identified influenza viruses closely monitored to determine their capacity of pandemic spread. Novel strains may include Avian or animal influenza strains that can infect humans or new or re-emerging human viruses that cause rare clusters of human diseases.

If Ebola occurs, see MC guidelines, addendum A.

V. GENERAL INFORMATION:

A. Pandemic Phasing:

- 1) The World Health Organization (WHO) within its Global Influenza Preparedness Plan has developed a global phasing of pandemic influenza. Timely information can be found at their website: <http://www.who.int/en/>
- 2) The Centers for Disease Control and Epidemiology (CDC) has developed the US stages of a pandemic, to be used for any pandemic. Timely information can be found at their website: <http://www.cdc.gov>

VI. PROCEDURES:

A. Initial Response to Potential Pandemic:

- 1) If multiple students/employees arrive at MC with the same or similar symptoms, the following personnel are to be notified immediately:
 - a. President of the College
 - b. COO, Director of Human Resources
 - c. Methodist Infection Prevention (IP)

- 2) The IP will notify personnel to assist once the symptoms have been identified or appear to be caused by other incidents.
- 3) Infection Prevention will monitor local, regional and pandemic levels for specific diseases through the CDC, WHO, and city and county health departments.
- 4) If the outbreak cannot be identified, a Plan Eagle may be implemented. If an outbreak is confirmed as a bioterrorism incident, Code Orange may be implemented through Methodist.

B. Implementation of Pandemic Plan

- 1) At the time of pandemic identification and notification, the following steps/tasks will be completed by the Incident Command Center.
 - a. Convene and discuss the situation and assign operational tasks.
 - b. Determine and begin process for ongoing surveillance and monitoring of the pandemic threat.
 - c. Share information supplied by the Incident Command Center with all staff and students, as appropriate. Frequency of update reports to staff will be determined by the Incident Command Center.
 - d. Implement methodology of documenting practices, decisions and outcomes.
 - e. Review supply levels and increase to a minimum of 96 hours of supplies, if MC is to remain open and/or depended upon available supplies.
 - f. Identify additional supplies needed. If supplies are not available through purchasing, contact the Incident Command Center.
 - g. Determine work availability of staff. Implement monitoring of staff availability and worked time.

C. Communication and Education during Pandemic Event

- 1) Depending on the emergency plan implemented, the responsibility for external communication will be determined by the Public Information Officer in the Incident Command Center.
- 2) Infection Prevention will be responsible for reporting these conditions to the Peoria City/County Health Department.
- 3) Infection Prevention will inform the Methodist Executive Team and Leadership on a daily basis of progress and updates.
- 4) Staff will receive in-services/presentations, “cellular” “all calls”, written communication, communication through team meetings, emails, and/or posted materials by Public Information Officer.
- 5) Parent and students will receive information regarding pandemic status and interventions by:
 - a. Education provided by the Public Information Officer
 - b. Community provided information through radio, TV, newspaper, and Methodist College.

D. Facility access and security:

If the facility needs to be secured and locked down, it will be through MC Security, Director of Facilities, or MC’s maintenance.

E. Employee Health

- 1) Employees will refer to the Methodist Employee Illness Policy for guidelines regarding illness and other information by the event.
- 2) Vaccine and prophylaxis will be determined by the event.
 - a. Vaccines will be provided to employees following the recommendations from the governing body related to the Pandemic situation/event.
 - b. Employees with potential or confirmed exposure are to contact Employee Health Services for the appropriate follow up process. EHS under the direction of the Medical Director and/or IWIRC will indicate if the physician on site may order the recommended treatment to the event.

Ebola procedures are available on the I-Drive for easy access and attached as addendum A.

ADDENDUM A

EBOLA PROTOCOL – MC 11/19/2014

Scenario 1:

Student/visitor walks to the college front door and sees the travel sign and calls from the outside yellow phone the phone number provided on the travel sign. The student/visitor states over the phone they have visited West Africa but in US over 21 days and have no symptoms. They do not have Ebola and may continue doing what they are doing.

Scenario 2:

Student/visitor sees the travel sign on the door and they have traveled from West Africa within the last 21 days. They call the phone number on the sign. If they have a fever or compatible Ebola (EVD) symptoms (headache, weakness, muscle pain, vomiting, diarrhea, abdominal pain, or unexplained bleeding or bruising), the employee will inform them that they are calling 911 to transport them to the ED. The employee will inform 911 that this is a potential Ebola patient. They will inform them of the student/visitor travel history and symptoms. They are NOT to touch the college doors or enter the building. The door and phone box and other items they may have touched will need to go through EVS disinfection process.

Scenario 3:

Student/visitor walks into the college campus and informs someone that he has traveled from West Africa in the last 21 days.

- 1) Student and others with them go immediately to Dean of Enrollment Management office #619.
- 2) DO NOT TOUCH STUDENT. Try to keep at least 3 feet distance from them and others. Person they spoke to must pick up box of masks that are kept on the shelf in #619, remove one mask for themselves, one for student and each person with them and place the masks on the shelf-DO not hand to them.
- 3) Instruct student and anyone that came in with them that they should remain standing and that all must apply a mask (it must remain on till told OK to remove) and they should watch employee apply their mask so they do it correctly (be sure to spread out mask, pinch around nose and pull under chin-see attached handout). After they student/visitor applies mask ask them to please place hands in their pockets or keep hands next to sides of their body (to keep them from unintentionally touching surfaces).

- 4) Immediately contact person to take temperature and assess the situation:

*In area of the main hospital – Monday-Friday, 7:00 a.m. – 3:00 call
Infection Prevention Nurse Methodist – Deb Steele 672-5641 office, 397-8566 cell
All other days/times or if you cannot reach Deb, contact the ED as they will send someone.

- 5) Instruct student/other person that someone is on their way to take their temperature and that they must remain waiting where they are—Do not let them sit down unless they physically cannot remain standing. They may NOT leave that office and must leave mask on.
- 6) If student/other person is found to be symptomatic, staff will do full ED PPE (knee high shoe covers, ear loop surgical mask, surgical hood, surgical bonnet, non-latex gloves, surgical gown, face shield, nitrile gloves) and the student/other person will be taken immediately to the ED for further evaluation. 911 will be contacted for transport to ED. Employee will call ED and tell them it is a potential Ebola patient and student travel history and symptoms.
- 7) Dean of EM/SS will then call EVS (Methodist Housekeeping) and inform them there's been a possible Ebola patient (this will mean that EVS must do PPE as described below while cleaning/disinfecting) and that an immediate disinfection is needed for all surfaces as well as anything else the student/other persons may have touched.

- 8) If student/other person did sit in a cloth chair the following must be followed by employees/EVS.
 - a. The cloth chair must be thoroughly sprayed with disinfectant and wipe down any smooth surfaces of the chair. Cover/drape with red bag, (found in our lab-B5), remove from area and place in designated area. Notify Rob Folck (672-4558) in EVS to have it removed.
- 9) If student/other person is found to be asymptomatic they can remove their mask and employee will follow normal procedures.

***If the student/other person is nauseous and begins to vomit immediately provide them with an emesis basin, if one isn't available a trash can is also fine—just want it contained. Again do not touch the student when handing them anything.**

***If you had to use a red trash bag this can be given to either person taking temperature or EVS if they are called to disinfect the area.**

REMEMBER: Ebola is only spread by direct contact with body fluids-blood, sweat, tears, urine, feces, vomit, semen and saliva. It is not airborne. The masks are to cover your nose and mouth in the case that the student/other person may cough/sneeze.

Supplied needed: gloves, masks, blue isolation gown, disinfectant, emesis basin, hand sanitizer, red trash bag.

Administrator on call at Methodist is to be contacted. Provide a phone # for call back. They are responsible to decide if they need to send Ebola SWAT team to site based on risk.

ALL PPE MUST BE PLACED IN RED BAG WASTE