

## **HCC Emergency Response Procedures: Influenza Pandemic Outbreak**

In an event of a worldwide outbreak of influenza, multiple areas of the United States and other countries will be affected at the same time. A pandemic outbreak may last for an extended time or it may occur in multiple waves of outbreaks lasting from six to eight weeks. The waves of outbreak may occur over a year or longer. During a pandemic, the College will likely to experience disruption of activities due to a high proportion of employee absenteeism and interrupted supply/delivery.

According to the Occupational Safety & Health Administration (OSHA), the College's personnel are in the "Medium Exposure Risk" group, since their jobs require frequent and close contact (within six feet) to known or suspected sources of pandemic influenza virus. These "known" or "suspected" individuals include coworkers, the general public, and students.

Upon being notified of the outbreak by an authority, the following steps shall be taken:

- 1) The College shall implement social distancing measures to the greatest extent possible without disrupting essential services. These measures will help minimizing exposure risks to students, employees, and visitors. The Chancellor may authorize the following actions:
  - Suspension of classes
  - Modification of working schedule
  - Allowing non-essential personnel to work from home
  - Cancellation of meetings and other public gathering events on campus
  - Limiting students' and visitors' access to only certain areas on campus
  - Advising foreign students that their returns to homeland may be restricted if the State of Hawai'i is quarantined
  - Any action that reduces face-to-face contact among employees, students, and visitors.
- 2) Employees who have been potentially exposed to pandemic influenza, are suspected of being ill, or become ill shall leave the campus immediately and not return until receiving documented clearance from a healthcare provider. The employees' workstations should be disinfected with a 10% bleach solution or with other approved disinfectants.
- 3) Travel to any affected geographical area should be prohibited or limited.
- 4) The College shall provide adequate infection control supplies such as soap, tissue, hand sanitizer, cleaning agents and appropriate personal protective equipment for personnel remained on campus.
- 5) The College shall provide training, education and informational materials on the pandemic influenza risks, proper hygiene practices, social distancing techniques, the use of personal protective equipment, and medical care.
- 6) The College shall ensure timely and accurate communication to employees and students throughout the pandemic duration.