

**Bon Secours St. Mary's Hospital
School of Medical Imaging
Pandemic Influenza Plan**

The purpose of this plan is to prepare a response in response to a pandemic flu outbreak. Given the rapidly changing nature of the H1N1 virus, the Centers for Disease Control continually update the actions that should be taken to prevent and mitigate the events of a widespread influenza outbreak. Although this plan outlines the School's general response, this plan may be revised to meet the current recommendations of the CDC as guided by the Bon Secours Richmond Employee Wellness program.

This plan was designed to correlate with the Bon Secours Memorial School of Nursing plan, which was created by a team of individuals representing faculty, School Administration, Financial Aid, Employee Wellness, and disaster preparedness individuals. Additional guidance was provided by the CDC, the Virginia Department of Health, the Chesterfield County Health Department, and the following documents:

Cornell University (2008). Pandemic influenza: Preparation and response plan.

Mary Baldwin College (2007). Pandemic influenza preparedness pan.

Pre-Pandemic Event

The School will promote prevention of the spread of infection through the education and hand washing and other infection control measures. The School discourages students and employees from coming on campus for instruction or work if showing signs of illness (see CDC guidelines at http://www.cdc.gov/h1n1flu/guidelines_infection_control.htm). Normal policies related to student and employee attendance will be followed.

Preventative Education:

Students will be encouraged to wash hands, cover mouth, and use tissues and hand sanitizer. Tissues will be placed in key student areas and classrooms. Hand sanitizer dispensers are mounted on walls throughout school. Posters instructing prevention will be placed around the school.

Student Services will create Flu Prevention sites to include education materials, CDC recommendations and regular communications by Employee Wellness.

Student Vaccinations:

Seasonal flu vaccinations will be available to employees and students in the next few weeks. Students will be encouraged to take seasonal flu vaccinations. The usual method of delivery via Employee Wellness will be used. Employee Wellness will notify the School when H1N1 vaccinations are available. Focus will be to give to high risk groups. Exposures will be treated the same as employee exposures in clinical setting by Employee Wellness.

Triggers for Suspension of Instruction

Based upon advice from the Chesterfield H.D. and current CDC guidelines, the trigger for school closure would be the inability to function because of either the loss of critical faculty and staff to provide instruction and services and/or hospital lockdown in that clinical sites were no longer available. Suspension of instruction will be decided by the Director of the School and Employee Wellness.

Monitoring of ill students:

Students would be monitored for flu-like symptoms through self reporting and faculty observation for flu-like symptoms. Symptoms may include fever > 100 °F or cough, sore throat malaise, headache, and body aches. The individual should be referred to their primary care physician. Pregnant women and persons with small children are strongly advised to see their personal physicians. Students will be given a procedure mask and sent home.

Students will be advised to follow current CDC guidelines and not return to school until seven days after first symptoms AND 24 hours afebrile. A spreadsheet to monitor the total of daily absences will be developed as well as a process for obtaining from faculty the number of class absences. Students are required to adhere to the School clinical and classroom attendance policies. Student's total number of absences will be reported weekly to Employee Wellness.

Students who have been in close contact with a suspected or confirmed case of H1N1 patient in a clinical rotation and did not wear the appropriate personal protective equipment will be treated like an employee for exposures and must notify Employee Wellness or call the on-call nurse after hours (804-515-9753) for prophylaxis treatment. Pregnant students should also contact their obstetric physician prior to starting prophylaxis treatment.

Suspension of Instruction

Following the School's decision to suspend instruction, there will be no general support or effort by the School to continue instruction through distance learning or similar means.

For non-clinical courses, individual faculty members may continue instruction through alternative methods (eg. case studies, Blackboard discussion, and supervised readings). Faculty is encouraged to make such efforts. However, no student who is unable to participate because of illness or lack of access to necessary technology, or any other reason will be disadvantaged. If some students are able to complete a class through such means, course instructors are responsible to provide an equivalent opportunity for non-participating students to complete the necessary coursework following the pandemic event.

Because of the nature of the learning outcomes for clinical courses, the School believes, that for clinical courses, theory and practice are so closely tied together that there is no other alternative to deliver this education other than through clinical interaction.

Semester Calendar Information

Any suspension of classes will create numerous and significant issues, including how to handle course credits, grades, course pre-requisites, and requirements for graduation. There might be some overall School mandates or decisions regarding such matters, but such actions will

generally need to be determined at the time in light of the specific nature and timing of the pandemic event.

Communication Plan

The following procedure will be used to communicate with students and School employees if the School suspends instruction due to a pandemic event. Students and employees will be notified of the suspension of instruction through:

- Blackboard
- College of Nursing main desk voice message (627-5300)
- Text Message Alerts
- Local news broadcasts via Channel 12, Channel 8, and Channel 6

Tuition

In the event that courses need to be repeated due to a lockdown of the School or clinical facility, or lack of instructors to teach the course, tuition/financial aid will be re-evaluated for refunds/extensions.

Human Resources

In the event of a pandemic and suspension of instruction, the School will follow instructions from Bon Secours Richmond Health System regarding work flexibility including work from remote locations, use of paid time off and alternative work schedules and assignments. The welfare of the Bon Secours community and sustenance of its mission will depend on the willingness and flexibility of the faculty and staff to pitch in to assume new roles under unique circumstances. Employees may be assigned outside of their normal scope of responsibilities to the extent that they are qualified and can safely perform work.

The School will employ a variety of strategies to protect its members during a pandemic event, ranging from changes in operating status (eg. decision to suspend classes) to “social distancing” though altered work practices as well as the issuance of personal protective devices to employees whose assignments put them at risk to exposure to illness.

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