

# JOB CORPS PANDEMIC INFLUENZA PLANNING CHECKLIST

In the event of an influenza pandemic, Job Corps will play an integral role in protecting the health and safety of students, employees and their families. The Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist as a framework to assist colleges and universities to develop and/or improve plans to prepare for and respond to an influenza pandemic. **This checklist has been revised for Job Corps.** Further information on pandemic influenza can be found at <http://www.pandemicflu.gov>.

## 1. Planning and Coordination:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify a pandemic coordinator and response team (including campus health services and mental health staff, student housing personnel, security and safety staff, communications staff, physical plant staff, food services director, academic staff and student representatives) with defined roles and responsibilities for preparedness, response, and recovery planning.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delineate accountability and responsibility as well as resources for those engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Incorporate into the pandemic plan scenarios that address Job Corps functioning based upon having various levels of illness in students and employees and different types of community containment interventions. Plan for different outbreak scenarios including variations in severity of illness, mode of transmission, and rates of infection in the community. Issues to consider include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> cancellation of classes, sporting events and/or other public events;</li> <li><input type="checkbox"/> closure of the center;</li> <li><input type="checkbox"/> assessment of a suitable area for quarantine of exposed and/or ill students (See <a href="http://www.hhs.gov/pandemicflu/plan/sup8.html">www.hhs.gov/pandemicflu/plan/sup8.html</a>);</li> <li><input type="checkbox"/> stockpiling non-perishable food and equipment that may be needed in the case of an influenza pandemic.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with state and local public health and other local authorities to identify legal authority, decision makers, trigger points, and thresholds to institute community containment measures and reporting information about ill students and employees, isolation, movement restriction, and provision of healthcare on center.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure that pandemic influenza planning is consistent with any center emergency operations plan, and is coordinated with the pandemic plan of the community.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to discuss an operational plan for surge capacity for healthcare and other mental health and social services to meet the needs of Job Corps during and after a pandemic.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish a pandemic emergency communication plan and revise regularly. This plan should identify key contacts with local and state public health officials and the chain of communications, including alternate mechanisms.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test the linkages between the center and the local and/or state health department.

**1. Planning and Coordination (continued):**

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implement an exercise/drill to test your plan, and revise it regularly.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Participate in exercises of the community's pandemic plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Share what you have learned from developing your preparedness and response plan with other centers.

**2. Continuity of Student Learning and Operations:**

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop an operations plan for maintaining the essential operations including payroll; ongoing communication with employees, students and families; security; maintenance; and food service.

**3. Infection Control Policies and Procedures:**

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implement infection control policies and procedures that help limit the spread of influenza on campus (e.g. promotion of hand hygiene, cough/sneeze etiquette). (See Infection Control <a href="http://www.cdc.gov/flu/pandemic/healthprofessional.htm">www.cdc.gov/flu/pandemic/healthprofessional.htm</a> ). Make good hygiene a habit now in order to help protect employees and students from many infectious diseases such as influenza. Encourage students and staff to get annual influenza vaccine ( <a href="http://www.cdc.gov/flu/protect/preventing.htm">www.cdc.gov/flu/protect/preventing.htm</a> ).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Procure, store and provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based hand hygiene products, tissues and receptacles for their disposal).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies for sick leave unique to pandemic influenza.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies for employees and students suspected to be ill or who become ill on center. Employees and students with known or suspected pandemic influenza should not remain on center and should return only after their symptoms resolve and they are physically ready to return to work.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish a pandemic plan for center health and wellness facilities that addresses issues unique to healthcare settings (See <a href="http://www.cdc.gov/flu/pandemic/healthprofessional.htm">www.cdc.gov/flu/pandemic/healthprofessional.htm</a> ). Ensure health services have identified critical supplies needed to support a surge in demand and take steps to have those supplies on hand.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adopt CDC travel recommendations ( <a href="http://www.cdc.gov/travel/">http://www.cdc.gov/travel/</a> ) during an influenza pandemic and be able to support voluntary and mandatory movement restrictions. Recommendations may include restricting travel to and from affected domestic and international areas, recalling nonessential employees working in or near an affected area when an outbreak begins, and distributing health information to persons who are returning from affected areas.

#### 4. Communications Planning:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assess readiness to meet communications needs in preparation for an influenza pandemic, including regular review, testing, and updating of communications plans that link with public health authorities and other key stakeholders (See <a href="http://www.hhs.gov/pandemicflu/plan/sup10.html">www.hhs.gov/pandemicflu/plan/sup10.html</a> ).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a dissemination plan for communication with employees, students, and families, including lead spokespersons and links to other communication networks. Ensure language, culture and reading level appropriateness in communications.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, local radio or television) for communicating center response and actions to employees, students, and families.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advise employees and students where to find up-to-date and reliable pandemic information from federal, state and local public health sources.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information about the center's pandemic preparedness and response plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, coughing /sneezing etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission), personal and family protection and response strategies (including the HHS Pandemic Influenza Planning Guide for Individuals and Families at <a href="http://www.pandemicflu.gov/plan/tab3.html">www.pandemicflu.gov/plan/tab3.html</a> ), and the at-home care of ill students or employees and their family members.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anticipate and plan communications to address the potential fear and anxiety of employees, students and families that may result from rumors or misinformation.