# Infectious Disease and Medical Emergency Plan Template

***Instructions for Template Use***

Pursuant to Job Corps’ Policy and Requirements Handbook (PRH) 5.1, R18, all centers are required to develop an Emergency Action Plan (EAP). This template serves as a guide to address necessary steps in response to infectious diseases and medical emergencies per PRH 5.1, R18.a.1(d).

The sections included in this template represent the minimum required components. Other components should be added as needed. Center staff drafting this plan should consider lessons learned during the COVID-19 pandemic and focus on capturing lessons learned if called to respond to a pandemic again.

When drafting this plan, centers may determine that the best option for center sections is to refer to Centers for Disease Control and Prevention (CDC), state, federal, or Department of Labor guidelines. If that is the case, the center should then include details about frequency and procedures to monitor that guidance and ensure compliance.

***Overview***

**Introduction and Purpose**

[Summarize the purpose of this plan (e.g., provides a template to address infectious diseases and medical emergencies on Job Corps centers).]

**Roles and Responsibilities**

The following staff members are responsible for implementing this plan:

|  |  |
| --- | --- |
| Task | Job Title of Staff Member(s) Responsible |
| Communications  |
| Communicating with National and Regional Offices and Health Support Contract |  |
| Communicating with health department and local authorities |  |
| Communicating with staff and students |  |
| Communicating with other community partners |  |
| Posting respiratory etiquette/general health communications materials throughout the center |  |
| Supply Inventory  |
| Inventory and order Health and Wellness personal protective equipment (PPE) |  |
| Inventory and order general center emergency planning PPE |  |
| Inventory and order cleaning and disinfecting supplies |  |
| Inventory and order emergency supplies, track expiration dates, test equipment as needed |  |
| Documenting and Reporting Notifiable Diseases and Incidents |
| Notifying the health department, as required  |  |
| Filing a Significant Incident Report, as needed  |  |
| Monitoring Infectious Diseases |
| Monitoring community infectious disease burden |  |
| Monitoring the center’s infectious disease burden |  |
| Monitoring infection control procedures (e.g., mask-wearing, and social distancing) |  |
| Infectious Disease Response Team  |
| Serve on team (suggested members/departments: Center Director, maintenance, food services, residential, security, health and wellness) |  |
| Convening the Infectious Disease Response Team as needed |  |
| Miscellaneous |
| Tracking staff training needs and requirements (e.g., CPR, first aid, contact tracing) |  |
| Maintaining, updating, and the general implementation of this plan |  |

**Communication Plan**

[Describe:

* Methods of communication used for various entities (e.g., Job Corps National and Regional Office, health department)
* Frequency of communication updates]

***Infectious Diseases (e.g., Flu, COVID-19, measles)***

**Infectious Disease Tracking**

[Describe:

* Center’s strategy to track, monitor, and review infectious disease data on center
* Plan for staying up to date on trends in current infectious diseases (local and national)]

**Infection** **Control**

***Masking***

The Office of Job Corps may provide guidance on mandatory masking during infectious disease outbreaks for some infectious diseases (e.g., COVID-19).

[Describe:

* The strategy for communicating masking requirements to staff and students
* The procedures for mask enforcement (i.e., how will the center manage adherence to masking policy)]

***Social******Distancing***

[Describe:

* The process for accommodating student and staff requests for social distancing
* The plan for implementing social distancing if an infectious disease outbreak requires distancing as a mitigating approach]

**Respiratory Etiquette Promotion**

[Describe communication materials to promote respiratory etiquette (e.g., cover your cough, wear a mask, and come to the Health and Wellness Center if you are sick)]

**Vaccination**

[Describe:

* The strategy to promote annual or newly recommended vaccination to influenza and COVID-19
* Community resources to support vaccination (e.g., health department, pharmacy, mobile units)]

**Cleaning and Ventilation**

[Describe:

* Measures to ensure adequate ventilation in an enclosed space
* A general cleaning plan for high-touch surfaces
* The disinfecting plan for sanitizing an area after a sick person leaves the area]

**Personal Protective Equipment and Medical/Hygiene Supply Inventory**

[Describe the plan for inventorying and ordering PPE supplies for all areas of the center.

Complete the following table.]

|  |  |
| --- | --- |
| Type of PPE | Minimum Inventory of PPE  |
| N-95 respirator masks |  |
| Surgical masks |  |
| Gloves |  |
| Face shields |  |
| Gowns |  |

**Isolation Procedures**

Some infectious diseases require an isolation period to reduce the risk of transmission to others (e.g., COVID-19, active tuberculosis, measles). Centers must follow CDC guidance regarding isolation when it is recommended and have a plan for isolation space.

***Isolation Space***

[Describe:

* The number and location of isolation rooms set aside
* The overflow plan for isolation space]

***Activities of Daily Living:***

[Describe:

* The process for food delivery for students in isolation
* The plan for academic or vocational education training during isolation
* Leisure activities for a student in isolation
* Hygiene tasks (e.g., bathing, grooming, etc.)]

***Health Services During Isolation***

[Describe:

* How medical care will be provided to students during isolation
* Infection control procedures employed when caring for sick students]

**Responding to Outbreaks, Contact Tracing, and Reporting**

[Describe:

* The procedure for contact tracing
* The response plan for an outbreak (e.g., engage the infectious disease committee, determine mitigation measures, essential and nonessential staff)
* Procedures for reporting notifiable diseases per state and local guidelines]

***Emergency Medical Response***

**Introduction**

Medical emergencies encompass several categories: accidents and injuries, serious medical incidents, and drug overdoses.

**Response**

[Describe:

* The plan for responding to serious accidents and injuries, serious medical incidents, and drug overdoses when the Health and Wellness Center is open
* The plan for responding to serious accidents and injuries, serious medical incidents, and drug overdoses outside of Health Wellness Center operating hours
* Any other specific response plans]

**Training**

[Describe:

* The training and monitoring process to ensure staff members maintain CPR and first aid training
* The training and monitoring process to ensure staff members maintain substance use-related training (e.g., Narcan administration)
* The plan for medical-emergency safety reminders, drills, and communication (i.e., location of emergency supplies, use of equipment specific to center)]

**Emergency Supplies**

[Complete the following table]

|  |  |  |
| --- | --- | --- |
| Supply | Location(s) | Inspection procedures (e.g., expiration date monitoring, equipment testing) |
| Automatic External Defibrillator (AED) |  |  |
| Narcan |  |  |
| First Aid Emergency Grab-and-Go Response Kits |  |  |

***Other Resources and Local Collaborations***

[List all local resources and collaborations]