

Longwood University Pandemic Flu Response Plan – Incident Level Responsibilities

<b>Task</b>	<b>Who</b>	<b>Status</b>
Pandemic Flu Assessment Team (PFAT)	President, HR(Human Resources), Housing (RCL), Custodial Services & Dining(ARAMARK), Public Safety(PS), Student Health &Wellness Center (SHWC)	Completed
Pandemic Flu Webpage on website(s)	Public Relations, PS, EHS ( <i>Environmental Health and Safety</i> )	Completed
Review of Supplies: Personal Protective Equipment/Food	Facilities, EHS, PS, SHWC,ARAMARK	In Process
Update of EHS' Emergency Operations Plan-Public Health procedure	PS, EHS, SHWC ( <i>Student Health and Wellness Center</i> )	In Process
“Pandemic Flu Social Distancing Measures and Business Continuation at LU” discussion document	Team sends to President (to Exec. Council, Cabinet)	Completed
Draft LU social distancing guidelines for students and public activities	EMT will customize health guidelines PFAT will consult to draft tiers	Completed
Detailed Incident Command Center___: Procedures: location, layout, staffing, operation	PS, EHS, V.P. Facilities, Piedmont Health District (PHD)	In Process
Identify___ essential personnel	EHS, PS, HR...	In Process
Review emergency and essential personnel and applicable policies	HR	In Process
PF Essential Personnel: 1. Define “curtailed LU operations during flu pandemic”	HR and contracted services	In Process
PF Essential Personnel: 2a. List essential functions, departments, and units	HR and contracted services	In Process
PF Essential Personnel: 2b. Identify essential personnel	HR and contracted services	In Process
PF Essential Personnel: 3. Consider “PF Essential Personnel Policy” (or incorporate into existing	HR and contracted services	In Process
PF Essential Personnel: 4. Consider “Policy for Curtailing LU Operations During Flu Pandemic” (social distancing guidelines for employees). This could also be incorporated into the existing policies.	HR and contracted services	In Process
Review Telecommuting Policy for implementation during flu pandemic (6 months)	EHS, IT, HR (DHRM- <i>Department of Human Resources Management</i> )	In Process
? “Return to LU Policy” for students and employees who have had the flu?	HR & SHWC per public health guidelines	In Process
Revise Policy Concerning Study, Travel, and Research in Countries Under Travel Warnings	VP Academic, International Affairs etc, Atty. Counsel per public health guidelines	Completed