

Incident Action Plan: Illness outbreak

Incident Type:

Illness outbreak (viral, bacterial)

Location:

Entire campus

Manifestation:

A spike in illnesses is reported to the Health Center and confirmed to be something highly contagious.

Focus:

Minimize health hazard to those who are currently healthy while maintaining access to as many of our services as is reasonable.

Implementation Directive - This plan will be implemented under the direction of the first responders named herein until it is deemed necessary to escalate the incident to the LITS Incident Management Team.

Responsible Team(s)

Help Desk; Desktop Integration Services

Supporting Team(s)

Research and Instructional Design; Audiovisual Services

Action Plan:

Once the illness outbreak has been confirmed by the Hamilton College Health Center and/or Oneida County Department of Health and we are notified by an authorized person (e.g. Incident Commander of the HERT or the campus Health Center manager) then LITS IMT will gather.

1. If sanitizing wipes are provided through Facilities Management, initially we need to get enough of them to handle all LITS and Faculty offices (1st floor and 3rd). If gloves are required, we need to have at least small/medium/large for both floors.
 - a. If a wet-wipe is used, determine if it is safe for electronics like keyboards, mice, and monitors.
 - b. As soon as possible, also provide patrons with wipes so they can voluntarily keep work surfaces sanitized.

- c. If it has not been provided, ask for information regarding the toxicity of the cleaning agent in use.
 - d. Create signage for LITS employees explaining how to use the cleaning materials.
 - e. Create signage for restrooms and the break room reminding people to wash hands frequently (and any other pertinent details).
 - f. If the wipes are contraindicated for monitors and other electronics, inform HERT of our concerns and/or communicate proper procedures to campus.
2. Develop a cleaning plan for Library computers, LITS-managed lab computers(outside of the Library), and podium computers.
3. Recruit student employees to assist with the cleaning (if they are on campus).
 - a. If necessary, provide students/employees with a video illustrating the proper way to clean equipment.
4. Print out the cleaning checklist at the end of this document and give it to employees at all of our service points.
5. Provide a hand sanitizer station at the entrance of the Library.
6. Identify how we will cover services if we have staff out sick or staff taking time off to avoid transmitting the disease to vulnerable people in their home (typically very young children or elderly parents).
7. If the library must close for a special cleaning, send a message to the campus indicating when and how long we will be closed. If applicable, include links to commonly used resources.
8. Confirm that building coordinators will continue to monitor supplies and keep them stocked.
 - a. Provide smaller containers for patrons to use on surfaces where they are studying.
9. If food will be dispensed during the infectious period (e.g. 24 hour period), move the food to the All Night Reading room and make certain items are individually wrapped. Include signage reminding people to wash their hands frequently.
 - a. Limit the number of “activities” normally available during the 24 hour period to things that can be cleaned or disposed of. At a minimum, post a sign indicating that materials should be used by patrons at their own risk.
10. Continue these steps until the all-clear is issued by the HERT.

Cleaning checklist follows on next page.

