

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

Influenza Pandemic Response Plan

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Related policies: Attendance Policy; Attendance section of SCALE Program Policies.

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Appendix A: Factors Balanced to Determine Alert Level

A. **Overview**

Influenza continues to pose a significant threat to global health and remains the most likely pathogen to cause the next pandemic. Influenza viruses circulate year-round, leading to seasonal epidemics. To safeguard the health and well-being of all members of the Southwestern Law School community, the law school has established this **Influenza Pandemic Response Plan**.

The purpose of this plan is to provide guidance on preparing for, identifying, and responding to pandemic influenza affecting Southwestern. The objectives are to limit the spread of the virus, minimize serious illness, hospitalizations, and deaths, sustain critical infrastructure, and reduce social disruption within the Southwestern community. This plan provides a general framework for pandemic influenza preparedness and response activities and serves as a foundation for further planning.

Southwestern will implement an Alert Level Response to the emergence of a pandemic disease, guided by the virus's prevalence and the severity of the illness it causes. In the event of a pandemic, Southwestern's Health and Safety Team will coordinate actions with local, county, state, and federal health authorities.

B. **Influenza**

H1N1 is a subtype of the influenza virus, commonly known as the flu, which infects the respiratory tract, including the nose, throat, and lungs. Symptoms of the novel H1N1 flu virus include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, and fatigue. Some individuals have also reported diarrhea and vomiting. Illness caused by the new H1N1 virus can range from mild to severe.

Pandemic influenza occurs when a novel influenza virus appears that causes readily transmissible human illness against which most people lack immunity.

C. **Health and Safety Team**

The purpose of the Health and Safety Team is to enhance campus-wide emergency planning through collaboration, coordination, and the development of specific emergency procedures and processes. The team is responsible for identifying areas within the campus's emergency operations that need improvement or lack coordination.

D. Health and Safety Team Members

- President and Dean (“Dean”)
- Vice Deans
- Chief Operating Officer
- General Counsel
- Associate Dean for SCALE
- Associate Dean, Student Services
- Associate Dean, Student Affairs
- Associate Dean, Admissions
- Director of Administrative Services
- Director of Campus Safety and Security
- Director of Facilities
- Health and Safety Manager

E. Dean’s Office and Department Call Trees

The Dean will issue all directives related to reducing campus operations, transitioning to remote modalities, and ensuring business continuity.

The Dean will also monitor emergency changes to accreditation standards.

The Dean may delegate responsibilities and authority under this policy to other administrators as needed.

Department Heads must develop call trees for their respective departments.

F. Surveillance, Investigation, Protective Health Measures

The Health and Safety Manager will monitor the latest developments and updates from federal, state, and local governments and established national and world health organizations. The Health and Safety manager will provide regular updates to the Health and Safety Team and, when appropriate, to the community on avian influenza, including treatment protocols, infection control procedures, and the status of antiviral and vaccine development.

Staff and students will be encouraged to stay up to date with seasonal influenza vaccinations as they become available.

Students, employees, and vendor representatives who work on campus (e.g., Security, Bookstore, Printshop, Spotted Hen) should report any influenza illness to health@swlaw.edu and contact their medical provider.

Students and employees are encouraged to develop and practice personal emergency preparedness plans with their families.

G. Levels of Alert and Appropriate Responses

(Public Health Orders will supersede any planned internal responses)

The campus alert levels, as shown in [Appendix A: Factors Balanced to Determine Alert Level](#), define the magnitude of a campus incident, which allows for an assessment of the impact on the campus facility, its services, and its impact on students, faculty, and staff.

1. Alert Level 1: Alert Period

No current hazard. Alert Level 1 describes localized campus incidents that can typically be resolved quickly with internal resources. The incident may affect only a single, localized area of the campus, with minimal disruption to most normal campus operations.

2. Alert Level 2: Elevated Risk

The campus remains operational. Alert Level 2 indicates a situation that presents a greater potential threat than Level 1 but poses no immediate threat to life or property. The Influenza Pandemic Response Plan is activated, and the Health and Safety Team will discuss implementation measures, which may include transitioning phases of the [Indoor Masking Policy](#). Operations continue with heightened infection control efforts.

3. Alert Level 3: High Risk

On-campus class continuation will be evaluated daily, with a high likelihood of shifting to online. Southwestern-sponsored or hosted off-campus events and activities will be curtailed. Once classes are shifted online, administrative, academic, and support operations will be scaled back to pre-determined essential functions only. The facilities will be secured for access by essential personnel only.

Essential personnel remaining on campus will receive instructions on infection control methods. Ventilation systems, food, and supply deliveries, as well as the use of common bathroom and kitchen areas, will be monitored to minimize exposure. The Health and Safety Team will coordinate with external agencies as needed.

4. Alert Level 4: Campus Closure

Most on-campus operations will be suspended and shifted online, where possible. Only critical functions and essential personnel will remain on-site.

H. Protocols by Alert Levels of Influenza Pandemic Response Plan

The Health and Safety Team will oversee the implementation of the following protocols, which are aligned with alert levels, while the Influenza Pandemic Response Plan is in effect.

1. Prevention/mitigation

- a.** Update and maintain the Influenza Pandemic Response Plan.
- b.** Promote seasonal flu vaccinations.
- c.** Promote protective measures during flu season, such as hand hygiene, social distancing, improving airflow, masking guidance, and staying home when sick.

2. Preparedness

- a.** Educate students and employees about ongoing personal protection.
- b.** Utilize pandemic influenza surveillance and testing through the CDC's [Weekly U.S. Influenza Surveillance Report](#) or another reliable resource.
- c.** Advise individuals experiencing flu-like symptoms to stay home and consult their medical provider.
- d.** Educate the community on symptom recognition and mitigation measures.
- e.** Establish and maintain a communication system throughout a pandemic influenza response.
- f.** Review attendance policies and procedures.

3. Response

- a.** The Dean's Office will convene the Health and Safety Team as needed and will serve as the overall response coordinator. The Dean should be kept informed of all response activities.
- b.** The Health and Safety Team will continue to enhance communication and surveillance activities and educate the community about personal protective strategies and mitigation measures.

- c. The Health and Safety Manager will continue to monitor indoor air quality at Southwestern and, in collaboration with the Health and Safety Team and Facilities, adjust the air exchange rate as needed. This process may involve actions such as setting HEPA scrubbers to their highest setting, opening doors to ventilate rooms, increasing wipe-down and disinfecting practices, and reducing room occupancy until CO2 levels or virus risk return to safe levels.
- d. Reduce on-campus operations by shifting online.
- e. Coordinate with local law enforcement entities to assist in pandemic influenza control measures and maintenance of social order.

The Health and Safety Team will meet more frequently to coordinate the next steps for planning and response activities and develop recommendations for the pandemic influenza emergency.

I. Students in The Residences @ 7th

In addition to following the protocols in Section H above, students who live in The Residences may be instructed to take specific safety precautions, especially if they have a roommate. The Health & Safety Manager will work with residents on these safety precautions.

J. Suspended Campus Operations

All decisions should be guided by federal, state, and local recommendations and mandates and best practices from other institutions. These decisions may include issuing travel advisories, suspending in-person mass gatherings (including classes), suspending normal campus operations, transitioning to remote operations, and determining when to resume on-campus activities.

The following decision points are a guide to the decision-making process and may not be the only considerations. As the pandemic unfolds, new information may provide alternative choices.

- Transmissibility
- Morbidity
- Mortality
- Geographic spread
- Proximity of confirmed cases
- Los Angeles Public Health Department, California Department of Public Health, and the CDC's recommendations
- Closing of K-12 public schools
- Closing of Los Angeles area colleges, universities, and post-grad schools
- Rising absenteeism of Staff, Students, and Faculty

If on-campus operations are suspended, the Health and Safety Team will assist in preparing facilities and equipment as necessary, close down non-essential areas, and provide a list of on-campus facilities that will remain accessible. The Health and Safety Team will also ensure that Southwestern has procured and provided sufficient infection-prevention supplies and established protocols to prevent the exposure and spread of disease, including intensifying sanitation efforts as needed.

K. Police and Security

The Director of Campus Safety and Security will serve as the primary liaison with local, regional, and federal law enforcement agencies and will have authority over matters of public safety, including facility security, parking and vehicle management, and coordinating with external law enforcement officials. When appropriate, the Director of Campus Safety and Security will coordinate with the Dean's Office on evacuation measures.

L. Media Inquiries

All media inquiries should be directed to the Chief Communications & Marketing Officer or the Dean's Office. If the situation escalates and a holding statement for Southwestern is required, the Chief Communications & Marketing Officer and Dean will collaborate with Southwestern's Crisis Communication Consultant. The Dean or the Chief Communications & Marketing Officer will be Southwestern's designated spokespersons.

The Communications & Marketing Office will actively monitor media coverage and track developments in real time.

M. Prevention Measures

Southwestern will implement the following prevention measures to ensure the safety and well-being of the campus community.

1. Staying at home if experiencing flu-like symptoms

Southwestern may use various communication methods, such as email, posters, flyers, SW-Alerts, and media coverage, to discourage individuals with flu-like symptoms from visiting the campus until they have been fever-free for at least 24 hours.

Individuals experiencing the flu or other contagious illnesses should stay home and avoid accessing campus, even if wearing a high-quality mask or using personal air purifiers. They should only return after being fever-free

without using fever-reducing medications for at least 24 hours and their symptoms have improved.

If symptoms worsen, the individual should remain home and contact their healthcare provider.

2. HEPA filters

The Director of Facilities will set HEPA filters to their maximum setting throughout the day.

3. Frequently wipe down commonly touched surfaces

The Director of Facilities will ensure that the following areas and items are cleaned frequently:

- Including doorknobs, handrails, elevator buttons, desks, tables, chairs, sofas, counters and surfaces in cafeterias, meeting rooms, and offices.
- Keyboards, telephone receivers, and touchtone pads in common areas.

Regular schedules for frequent cleaning of high-touch surfaces will be established (e.g., bathrooms, doorknobs, elevator buttons, and tables).

Disposable wipes will be made available.

4. Review sick leave and attendance policies

The Health and Safety Team may evaluate and revise sick leave and attendance policies to help keep the Southwestern community safe.

5. Encourage hand hygiene and respiratory etiquette

The fundamental flu prevention practices will be emphasized: stay home when you are sick, wash your hands frequently with soap and water whenever possible, and cover your nose and mouth with a tissue when coughing or sneezing.

6. Postponing large events

Postpone mass gatherings and similar events or shift them online.

N. Resuming Normal Operations and Reopening Campus

Resuming normal operations should be based on the recommendations of federal, state, and local health authorities. Additional factors to consider for reopening the campus include:

- A decreased morbidity or mortality rate

- A reduced rate or speed of disease spread.
- The reopening of transportation systems and an increase in interstate travel.
- The availability of sufficient faculty and staff to support the resumption of classes and on-campus operations.

O. Recovery

During the recovery phase of the Influenza Pandemic Response Plan, Southwestern's Health and Safety Team will coordinate to complete the following:

- Obtain all written orders issued by the L.A. Public Health Officer pertaining to Pandemic Influenza.
- Prepare and submit documentation for any requests for emergency and disaster assistance to local jurisdiction, state, FEMA, or other appropriate entities.
- Develop an After-Action Report to evaluate responses and outcomes to initial waves of the pandemic to determine best practices.
- Prepare a follow-up Health and Safety Team meeting to determine strengths and areas of improvement related to planning, response, and recovery.
- Prepare for additional pandemic waves.

P. Questions

For questions not addressed in this plan, please contact Southwestern's Health and Safety Manager at health@swlaw.edu

Q. Plan Revisions

Southwestern expressly reserves the right to change or modify any aspect of this plan at any time, with or without prior notice.

Appendix A: Factors Balanced to Determine Alert Level

Alert Level	Factors
1: Alert Period	No current hazard. The incident may impact a small, localized area with minimal disruption to campus operations.
2: Elevated Risk	The campus remains operational. The Influenza Pandemic Response Plan is activated, and the Health and Safety Team will consider measures, such as adjusting the Indoor Masking Policy phases. Operations proceed with enhanced infection control efforts
3: High Risk	On-campus class continuation will be evaluated daily, with a strong likelihood of transitioning online. External operations will be reduced, and once classes move online, only essential administrative, academic, and support functions will continue.
4: Campus Closure	Most on-campus operations will shift online, with only critical functions and essential personnel remaining on-site.