

Z3: RESIDENTIAL & STUDENTS

Draft May, 2007

**University of California, Berkeley
Pandemic Influenza Emergency Operations Plan
Additional Unit Information**

The UC Berkeley Influenza Pandemic Emergency Operations Plan (EOP) includes information describing the guiding principles for response to a pandemic event on campus, the authorities, critical functions, special considerations for campus-wide issues, the campus communications plan, triggers for taking action, activation and coordination, and general responsibilities of the nine individual Department Operations Centers. This document contains additional information to prepare each UC Berkeley DOC for a response to a pandemic influenza event:

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I. EXECUTIVE SUMMARY

During a pandemic flu emergency, RSSP will, unless instructed otherwise by Campus authorities, provide the following services:

- **SHELTER:** continue to provide care and shelter for students and families who reside in its housing facilities;
- **DINING SERVICES:** continue to provide meal service for resident students in its facilities, Early Childhood Education sites, contract boarders and others who may be designated by Campus authorities;
- **EARLY CHILDHOOD EDUCATION PROGRAM:** continue to provide childcare for currently enrolled families in its childcare programs and for other non-enrolled children as designated by Campus authorities. These other children must meet medical clearance requirements (immunizations, physical exam, TB test) and may not be included if the total enrollment violates state mandated student teacher ratios. However, during a pandemic, it is very likely that these services would be discontinued early in the pandemic scenario, as a form of social distancing. Children are a particularly effective means of disease transmission, so group childcare is of high potential risk for spreading illness;
- **MONITOR STATUS:** monitor and report census counts of its target populations; The PeopleLocator system may be a tool that RSSP clients can utilize in the census process
- **ISOLATION/QUARANTINE:** provide and support, upon request by Campus authorities, residential facilities for isolation/quarantine of UC students, families and others

It is anticipated that, even if Campus authorities were to declare a temporary cessation of instruction, many students and families would continue to reside on-campus and require services. Because of the high density occupancy in student housing, and because meals are provided in cafeteria and food court style dining commons, implementing social distancing strategies for disease prevention would be nearly impossible if the housing system were at full occupancy. For this reason, isolation/quarantine space within the RSSP housing stock would only become available after a portion of the spaces are vacated. The cessation of instruction would likely trigger an exodus of students from campus housing groups, and thereby provide new logistical resources for aiding in the creation of auxiliary bed space for those requiring isolation or quarantine.

It is likely that portions of the RSSP community may not be able to readily leave campus during a pandemic-related cessation of instruction. These could include family housing and international students. Therefore, RSSP would expect to continue services to a portion of its normal client base, but would achieve new capacity after a general campus closure.

Policy level direction would be required to determine whether isolation/quarantine space would be provided to students, faculty or staff who do not have housing contracts, and how financial support would be rendered. Because the capacity for isolation/quarantine would be substantially lower than that of normal occupancy, RSSP would likely have to decant between 2 and 4 residents to create a single space that meets quarantine requirements, i.e. a single occupancy room with dedicated bathroom facilities.

While ill students could be co-located, it is unacceptable that isolation or quarantine beds would co-exist within a building that has either quarantine beds or general occupancy.

II. Unit Response Checklist

UC Berkeley Phase	GENERAL UNIT ACTIONS	SPECIFIC UNIT ACTIONS
<p>1 – Pre-Event Planning</p> <p><i>New virus in animals, no human cases</i></p>	<ul style="list-style-type: none"> • Develop comprehensive unit plans • Develop and test unit communication plans • Conduct operations test during staff or safety meetings <ol style="list-style-type: none"> 1. Check the http://www.uhs.berkeley.edu/pandemicflu/ website regularly for updates and new information 2. Communicate developments with staff/faculty/students 3. Refer general questions from staff/faculty/students to http://www.uhs.berkeley.edu/pandemicflu/. <ul style="list-style-type: none"> • Encourage adoption of hygiene etiquette behavior <ol style="list-style-type: none"> 4. Encourage personal preparedness plans for staff/faculty/students 	<ul style="list-style-type: none"> • Plan all necessary elements for managing an infectious disease outbreak. • Explore adding language to Residence Halls Contract giving RSSP the right to displace students and their property in the event of a Chancellor Declared emergency.
<p>2 – Animal Outbreak of Highly Pathogenic Avian Influenza in North America</p>	<ol style="list-style-type: none"> 5. Check the http://www.uhs.berkeley.edu/pandemicflu/ website regularly for updates and new information 6. Communicate developments with staff/faculty/students 7. Refer general questions from staff/faculty/students to http://www.uhs.berkeley.edu/pandemicflu/. 8. Encourage adoption of hygiene etiquette behavior 9. Encourage personal preparedness plans for staff/faculty/students 	<ul style="list-style-type: none"> • Educate all appropriate parties about the details of RSSP pandemic planning.

UC Berkeley Phase	GENERAL UNIT ACTIONS	SPECIFIC UNIT ACTIONS
<p>3 – Confirmed Human to Human Outbreak Overseas</p> <p><i>Evidence of Sustained Human-to-Human Transmission</i></p>	<p>10. Check the http://www.uhs.berkeley.edu/pandemicflu/ website regularly for updates and new information</p> <p>11. Communicate developments with staff/faculty/students</p> <p>12. Refer general questions from staff/faculty/students to http://www.uhs.berkeley.edu/pandemicflu/</p> <p>13. Encourage adoption of hygiene etiquette behavior</p> <p>14. Gather unit decision makers for preplanning; review list of critical and non-critical functions for unit</p> <p>15. Contact staff/faculty/students on travel – refer to website for additional travel information specific to UC Berkeley</p> <p>16. Begin monitoring daily absenteeism of staff/faculty/students</p>	<ul style="list-style-type: none"> • Begin daily census count of resident students. • Train staff & students in hygiene & PPE. • Initiate frequent communication & education efforts toward students & parents. • Check and prepare orders for stockpiling food stocks. Place orders and schedule deliveries after the Chancellors Policy Group authorizes the EOC. • Check and prepare orders for stockpiling custodial supplies. Place orders and schedule deliveries. • Prepare statements advising residents to inform staff when they leave campus (go home) and how to use the PeopleLocator web tool.
<p>4 – Confirmed Human to Human Outbreak in North America</p>	<p>17. Check the http://www.uhs.berkeley.edu/pandemicflu/ website regularly for updates and new information</p> <p>18. Communicate developments with staff/faculty/students</p> <p>19. Refer general questions from staff/faculty/students to http://www.uhs.berkeley.edu/pandemicflu/</p> <p>20. Encourage adoption of hygiene etiquette behavior</p> <p>21. Hold regular meetings with decision makers</p> <p>22. Report to campus EOC:</p> <p>23. Daily absenteeism reports of staff/faculty/students</p> <p>24. At direction of EOC, prepare to activate plans to continue critical functions and implement alternate plans for non-critical functions</p>	<ul style="list-style-type: none"> • Initiate use of PeopleLocator web tool for status reporting by students who leave campus (go home). • Report daily census of students and staff to DOC and EOC. • Make detailed preparations to implement building consolidation, isolation/quarantine and child care closure in the event any of these become necessary.

UC Berkeley Phase	GENERAL UNIT ACTIONS	SPECIFIC UNIT ACTIONS
<p>5 – Widespread Pandemic Overseas and North America</p> <p><i>Sustained Transmission = Pandemic*</i></p>	<p>25. Check the http://www.uhs.berkeley.edu/pandemicflu/ website regularly for updates and new information</p> <p>26. Communicate developments with staff/faculty/students</p> <p>27. Refer questions from staff/faculty/students to http://www.uhs.berkeley.edu/pandemicflu/</p> <p>28. Encourage adoption of hygiene etiquette behavior</p> <p>29. Hold regular meetings with decision makers</p> <p>30. Report to campus EOC:</p> <p>31. Daily absenteeism reports of staff/faculty/students</p> <p>32. Status of critical functions</p> <p>33. Other information as directed by the EOC</p>	<ul style="list-style-type: none"> • Close/consolidate housing buildings according to Plan. • Isolate/quarantine as specified by UHS. • Monitor student & staff census daily. • Close child care facilities or restrict child care population on advice of UHS.
<p>6 – Recovery</p>	<p>34. Damage Assessment</p> <p>35. Resumption of instruction, research, business activities</p> <p>36. EOC moves into Recovery mode</p> <p>37. Surveillance for subsequent waves of infection</p> <p>38. Prepare to deactivate the EOC</p> <p>39. Debriefing and After-Action Reports</p>	<ul style="list-style-type: none"> • Continue monitoring of student population. • Maintain small number of isolation/quarantine rooms in anticipation of subsequent need.

III. CRITICAL FUNCTIONS

The critical functions of RSSP are

1. Care and Shelter (Housing/Early Childhood/OSD)
2. Food and Water (Cal Dining)
3. Information Technologies/Communication (RSSB DOC).

Plans for continuation of these critical functions through times of crisis can be found in the RSSP Business Resumption Plan. Additional planning for response to emergencies is contained in the RSSP DOC Plan, on the flash drives held for emergency operations, and in the emergency boxes located in all residential facilities.

The following action steps will be taken in the event of an influenza pandemic:

Monitoring daily census counts in all on-campus residential facilities:

Following a WHO declaration of Pandemic Alert Level Phase 4 or 5 (based upon specific recommendations from the EOC), RSSP will monitor the daily census in each on-campus residential facility through the combination of a self-reporting mechanism and a staff monitoring mechanism. Students will be instructed to sign-in each day by 10:00 a.m. via a web-based People Locator system. RSSP residents without computers would use the kiosks and SCM desk computers to log in. Students do not have access to a computer (an estimated 2-5%), a monthly calendar will be posted on their room door and they will be instructed to sign their name on each date on the calendar, and to report any illness/symptoms they may have to their RA. The residential life staff will check calendars on a daily basis and if a student fails to sign-in, the staff will check on the welfare of the student. If students fail to sign-in on the web-based system, the residential life staff will check on the welfare of these students. Residential life staff will not make any face to face contact with students who report symptoms without appropriate personal protective equipment (PPE).

Cal Dining will analyze daily meal counts as an additional source of census information. RSSP DOC will report daily census counts to EOC as directed. Daily census counts will begin on the date advised by the EOC or on the date that the RSSP staff observes students exiting the campus in unusually high numbers. If RSSP observes large numbers of students leaving campus prior to the cancellation of classes, RSSP will promptly inform the EOC/DOC.

When instructed, or when observed that students are exiting campus in numbers greater than typically experienced, the RSSP DOC staff will immediately distribute a prepared communication to residents to instruct them of the procedures they need to follow for the daily census and if they are leaving the University for a short or extended time. All communications sent to residential students will also be posted on the RSSP website, and will be sent to the Cal Parent's Program Office for posting on the Cal Parent's Program website/newsletter. The communication will be sent via e-mail, through paper communication placed in resident mailboxes, and posted on hallway bulletin boards, in bathrooms, dining centers and other common areas within each residential facility.

Monitoring staff absenteeism in RSSP (HOME, Cal Dining, etc):

All supervisory staff will be required to report daily absenteeism to the DOC (if activated) by 9:00 a.m. daily for the morning shift and by 2:00 p.m. for the second shift. RSSP will maintain basic custodial and maintenance services (trash removal, cleaning of bathrooms, re-supplies critical repairs) in residential facilities through the reassignment of staff to various facilities, if necessary, and through the closing of various public and private bathrooms. It is estimated that a minimum of two (2) FTE will be necessary to perform basic custodial/maintenance service in each residential facility that remains open. Should absenteeism of staff occur at such levels that basic services can not be accomplished by non-student staff, other non-student staff and student staff will be assigned to maintain basic custodial services (cleaning of bathrooms and trash removal). If necessary, cleaning supplies will be made available to residents and they will be asked to assist with the cleaning of shared bathrooms; additional restroom supplies such as paper towels and waterless hand sanitizer will be provided. Custodial staff will not be expected to clean

bathrooms in areas in which residents are in isolation or quarantine. In this instance, students will be asked to clean their own bathroom area. (A companion plan for infectious disease containment strategies has been developed by EHS/UHS, including Universal Precautions training.)

In the event that absenteeism among live-in residential life staff occurs and they are unable to perform their live-in staff responsibilities, other RSSP staff from the OSD Office will be assigned to perform daily work duties and other live-in staff and/or OSD and housing staff will assume on-call duties between the hours of 4:30 p.m. – 8:00 a.m. daily.

If necessary, office hours and services (information desk and business office services) in all facilities will be reduced or eliminated and all calls/inquiries will be directed to the DOC.

Monitoring overall student health in each on-campus residential facility:

University Health Services will provide information and education to all residential students informing them of precautions they should take, and symptoms to monitor on a daily basis through a variety of methods. Students who develop symptoms/become ill will be instructed to report their daily health status via the daily census web-site, or by calling their RA or the RSSP DOC, which will actively monitor this self-report information. UHS will implement a public health nursing model of one-on-one phone calls or visits to students reporting symptoms. Students who require isolation and quarantine will be actively monitored according to standards set by UHS. EHS will have responsibility to secure appropriate transport of ill students requiring inpatient care.

RSSP has also identified a location in each residential facility (a lounge or similar) for medical staff to establish an on-site medical examination facility for utilization if necessary. RSSP staff will be trained on using safety precautions to take while at work and issued appropriate PPE. All staff will also be informed of potential symptoms and will be asked to closely monitor their own health.

Thresholds for closing or consolidating residential facilities (including residential dining facilities):

All residential facilities will remain open and operational unless the occupancy of a facility approaches 40% of the designated standard occupancy. Should occupancy fall below 50%, students in the facility will be moved, with logistical support from the EOC, to another residential facility for safety/security reasons and for service/operational efficiencies.

If employee absenteeism exceeds 30% in any dining facility on campus, service hours and menus will be reduced prior to consolidating or closing facilities. If employee absenteeism increases to 50%, dining facilities may be closed and/or consolidated.

Cal Dining will attempt to keep one residential dining operation on the South Side, Crossroads or Café 3 and Foothill Area campus operational as long as possible. If unable to maintain all residential operations, Cal Dining will close those operations of least utility to meeting the needs of the remaining residents. It's estimated that Cal Dining has a 4-day supply of food available on campus. Additional supplies of food can be obtained from the University's food suppliers/vendors, provided that the distributor continues shipments. Emergency food

supplies/paper products will be ordered and stored on campus based upon specific recommendations from the EOC or advance directive from the Assoc. Vice Chancellor, RSSP during Phase 3-4 Period as above..

Cal Dining Services will take the necessary steps to ensure that appropriate precautions are taken with food production/preparation and distribution. If social distancing strategies are recommended, students in residential facilities will be asked to use the take out containers and eat meals in their rooms to avoid congregating in the dining facilities.

Should the University of California cancel classes, RSSP will inform residential students that they will be expected to leave, return home and may need to remove their personal property from their rooms/apartments. It's reasonable to expect that 1000-2000 students may be unable to leave the University if classes are cancelled (international students, family housing and students that live more than a 8 hour drive from the Bay Area). If this situation occurs, students will be moved/consolidated into fewer facilities, dependant on pandemic-related isolation/quarantine/distancing directives is provided by the EOC.

The following housing facilities will be prioritized for operation based on a configuration of the space that allows more containment and isolation:

Table I: Single Student Residences:

Building Name	#	S	D	T	Q	SM	DM	TM	SS	DS	TS	QS	AS	AD	AT	Staff	Spaces
RESIDENCE HALLS																	
Unit I																	
Unit II																	
Unit III																	
Unit IV																	
Unit V																	



Legend: S-Single, D-Double, T-Triple, Q-Quad, SM-Single Mini-suite, DM-Double Mini-suite, TM-Triple Mini-suite, SS-Single Room in Suite, DS-Double Room in Suite, TS-Triple Room in Suite, QS-Quad Room in Suite, AS-single room in apt, AD-double room in apt, AT-Triple room in apt

Should the University of California cancel classes or close during the summer, all summer school residents, apartment residents with 12-month contracts, and summer camp/conference guests will be informed that they need to leave the University as soon as possible. If students/guests are unable to leave they will be housed using the criteria for consolidation as outlined above

Contracted students who live in Family Housing (Albany Village, Smyth Fernwald) will be allowed to stay in their apartments if the University cancels classes or closes. However, the Childcare Centers at both sites will be closed as a precautionary measure. Faculty Housing (Clark Kerr Apartments) will remain open. RSSP will send a communication to residents informing them of precautions they should take, and symptoms to monitor on a daily basis. If students or family members become ill, if UHS is unable to provide services, the student will be provided with the phone number of an identified medical professional for consultation.

Housing Options for isolation and quarantine (facilities that meet the UHS guidelines)

If the University remains open (classes are being held) and residential facilities are occupied at 50% or more, the areas listed below will be utilized as isolation and quarantine areas. Double occupancy suites, mini-suites and apartments will be converted to single occupancy rooms and the semi-private bathrooms will become private bathrooms. Three bedroom suites and apartments may be reduced to single person occupancy if necessary. In addition to private bathrooms in the apartments, many units have cooking facilities and some have laundry facilities within the individual apartment unit. The occupancy levels outlined below reflect the number of single occupancy rooms/spaces with private bathrooms that can be converted and will be available throughout the system:

Under quarantine conditions reasonable occupancy levels are as follows: (These locations are in priority order)

<u>Name of bldg</u>	<u># rooms, apartments or suites with private bath</u>
1. Channing-Bowditch Apartments	
2. Jackson House	
3. Clark Kerr (CKC) 2	
4. CKC 3	
5. CKC 4	
6. CKC 7	
7. CKC 8	
8. CKC 9	
9. CKC 11	
10. CKC 16	
11. CKC 17	

During Isolation conditions space is assigned at one bathroom per room. If recommended by medical/health officials, isolation areas and quarantine areas within each residential facility may be established by floor/wing according to direction from the EOC/DOC (official authorization by the Chancellors Policy Group). Students who are living in these areas will be required to move to different rooms, with logistical support from the EOC, so these spaces could be utilized if necessary for isolation/quarantine.

If the University cancels classes and isolation and quarantine areas are needed for remaining residential students, students who live off-campus, students who live in Greek housing or other members of the University community may be placed in vacated single rooms Cal Dining will prepare meals for delivery to students in isolation/quarantine. Meals will be delivered, with logistical support from the EOC, according to applicable procedure for disease containment to ensure that appropriate precautions are observed.

<u>Dining Unit</u>	<u>Capacity</u>	<u>Priority for closure (1= last to close)</u>
Crossroads		
Foothill		
Café 3		
Clark Kerr		

IV. UNIT COMMUNICATIONS PLAN

The essential pandemic-related communications by RSSP are with

- resident students
- parents of residents
- parents of children in Early Childhood Education, and
- non-resident meal plan guests
- RSSP employees

Communication resources are discussed in the RSSP Business Resumption Plan. During a pandemic flu emergency, communication to all these groups should be “early and often.” RSSP can expect a significant increase in volume of phone calls and emails, especially from parents, and should reassign staff as needed to handle this increased volume. Provision of adequate-capacity phone lines will be crucial to communication with parents.

In addition, the RSSP DOC Liaison shall maintain close and frequent communication with the University Health Services DOC.

The RSSP DOC Manager should expect to communicate directly with the UHS DOC Manager as needed to coordinate operations and logistical support.

V. SAFE WORK PRACTICES

Training in safe work practices is especially important for food handlers, custodial, maintenance and other workers with direct student contact. Training that is normally provided by supervisors will be augmented, as appropriate, by EH&S and by University Health Services. This augmented training, including Universal Precautions, will be carried out as soon as possible, and refresher training will be done by EH&S/UHS during the UC Berkeley Phase 3 response period (as above).

If necessary, cleaning supplies will be made available to residents and they will be asked to assist with the cleaning of shared bathrooms. Custodial staff will not be expected to clean bathrooms in areas in which patients are in isolation or quarantine. In this instance, students will be asked to clean their own bathroom area. (see companion plan for infectious disease containment strategies – not yet adopted.)

VI. LOGISTICS: EQUIPMENT, VEHICLES, BUILDINGS, SUPPLIES

We can expect supply-chain failure during a nationwide pandemic. Strategies for procuring/maintaining adequate supplies are detailed in the RSSP Pandemic Plan (as above). These strategies typically use a combination of inventory (stockpiling) and alternate vendors. Because there will be periods when certain items will be unavailable or delayed, strategic stockpiling is an important strategy for weathering a pandemic.

RSSP may convert from communal dining (cafeteria style) either to a boxed meal system or to a staggered cafeteria schedule that minimizes occupancy in dining commons to an acceptable level meeting the needs of social distancing. Because meals on currently provided cafeteria style, new inventories of disposable serving containers and utensils should be acquired and stockpiled in advance of a pandemic.

VII. ACTION ITEMS

1. Identify a location in each facility for medical evaluation of residents, if necessary.
2. Develop a detailed list of food stuffs and supplies needed and appropriate storage space.
3. Establish a plan for provision of food, custodial, and other essential supplies in the event that usual suppliers are unable to perform.