

## **Western New Mexico University H1N1 Response Plan**

### **Students**

- Employ appropriate hygiene.
- Do not attend class if they are ill.
- Notify their instructors by email or phone if they are ill.

### **All Employees**

- Follow established policies/procedures for sick leave and to notify appropriate supervisor, fellow employees, and HR of absences due to H1N1/seasonal flu.

### **Faculty/Adjuncts**

- Create and implement a policy for dealing with class absences of students who contract H1N1.
- Create ways for students to make up work missed (web enhanced assignments, use of Mustang Express, videotaped lectures, etc.)
- Ensure that common surfaces in the rooms they teach in get wiped down before and after each class (computer keyboards and table surfaces especially). They might ask students to wipe down the computers they use. Also ask them to refrain from touching the computer monitors.
- Create mechanisms to communicate with students, the Chair/Dean, and others if they are unable to teach courses, hold office hours, attend meetings due to H1N1 or seasonal flu.

### **Individual Departments and Department Chairs, Directors, Supervisors**

- Create and implement contingency operation plans for illnesses of personnel/work studies.
- Encourage cross-training of employees to ensure coverage/operations during times of illness
- Create and implement procedures to notify appropriate supervisory unit (VP/President's Office) and Campus Police of need to close due to illness (very important for 1-2 person offices/departments).
- Encourage staff/faculty/students/visitors to refrain from coming to work if ill or infected.
- Ensure that common surfaces in the office (desks, chairs, computer terminals, mouse (mice), keyboards) are wiped down several times per day.

- Post Student Health Services signs about H1N1 clinical symptoms and what people should do if they exhibit these symptoms.

### **Student Affairs—Health Services**

- Create and distribute a handout for students, faculty, and staff that lists clinical symptoms and what people should do if they exhibit these symptoms.
- Create Care Kits for use in the residence halls.
- Create and distribute a memo for faculty, staff, and non-residential students describing items that would constitute a care kit for their use at home.
- Establish and communicate to students the key places to go if they have questions, feel ill, need masks, or need sanitizers.

### **Student Affairs—Residential Life**

- Distribute care kits to residents.
- Create isolation housing for students with H1N1.
- Create and manage a meal program for student in isolation housing.
- Work with parents who might choose to pick up their student to recuperate at home.
- Arrange for residence halls to be cleaned and disinfected on a regular and frequent basis.
- Sodexo needs to establish and implement a protocol for cleaning and sanitizing surfaces in the cafeteria.

### **Student Affairs—Dual Credit**

- Contact partner high schools in regard to their H1N1 plan and communicate the WNMU plan to them.

### **Student Affairs –VPSA and AVPSA**

- Put signs up everywhere.

### **Business Affairs—Maintenance**

- Put out disinfecting wipes and hand sanitizers in prominent places in every campus building, monitor the supplies, and replace as needed.
- Establish and implement a protocol for cleaning and sanitizing surfaces in common areas and high use areas (bathrooms, door handles, table surfaces, public computers, counter tops in

Miller Library, WNMU Museum, McCray Gallery, Business Office, Financial Aid, Registrars, Housing, SMB, etc.).

### **Student Government**

- Create and put up posters urging students to wash their hands, disinfect their surroundings, and stay home if they are ill.
- Staff tables in every building to give out handouts to students/staff/faculty/ and campus visitors.

### **Extended University**

- Ensure that learning centers have policies and procedures that mirror those of the Silver City campus.
- Ensure that the Virtual Campus instructors have policies for students who are ill with H1N1.

### **Public Information**

- Communicate the WNMU plan to appropriate audiences.
- Notify stakeholders if University is closed or public events cancelled.

### **President and Vice Presidents**

- Find money to purchase hand sanitizers and wipes.
- Decide if and when to suspend school.
- Decide if and when to suspend public events.

Approved by President Counts on 9-9-09