

# Infectious Disease Preparedness & Response Plan

Annex to the Del Mar College  
**CRISIS MANAGEMENT PLAN**

Developed by the  
*CRISIS MANAGEMENT TEAM*  
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## **1.0 INTRODUCTION**

These procedures are intended to acquaint personnel with the College's response to an infectious disease occurrence whether it is an isolated occurrence or a community-wide occurrence; to indicate the action required to overcome or minimize the infectious disease occurrence and; to delineate responsibility in carrying out the procedures outlined in this Annex of Del Mar College's **CRISIS MANAGEMENT PLAN**. Please familiarize yourself with these procedures and responsibilities.

## **2.0 DEL MAR COLLEGE OVERVIEW**

Del Mar College owns and operates property which is located within Corpus Christi city limits in Nueces County. Del Mar College is comprised of the East Campus, the West Campus and the Center for Economic Development. Del Mar College owns and operates the Center for Early Learning which is a childhood development facility. Del Mar College does not own or operate resident facilities.

## **3.0 COMMUNITY INFORMATION SOURCES**

Faculty and staff should call the DMC Employee Emergency Hot line or view the DMC webpage for information about returning back to work if the campus has been closed due to a communicable disease occurrence.

- DMC Employee Emergency Hot Line: (361) 698-1500
- DMC Webpage: [www.delmar.edu](http://www.delmar.edu)
- Corpus Christi-Nueces County Health Department: <http://www.cctexas.com/health/>  
Phone: (361) 826-7205
- Texas Department State Health Services (DSHS): Phone: (888)777-5320
  - [www.tdshe.state.tx.us](http://www.tdshe.state.tx.us)
  - [www.TexasFlu.org](http://www.TexasFlu.org)
  - [www.ImmunizeTexas.com](http://www.ImmunizeTexas.com)
- Center for Disease Control and Prevention Webpage: <http://www.cdc.gov>

## **4.0 REPORTING REQUIREMENTS FOR AN INFECTIOUS DISEASE OCCURRENCE**

In accordance with Texas Administrative Code (TAC) Title 25 Part 1 Chapter 97 Subchapter A, Rule § 97.2., Del Mar College is required to provide information to the Corpus Christi/Nueces County Health Department on reportable diseases. The section of the Rule pertaining to Del Mar College is as follows:

“...School authorities, including a superintendent, principal, teacher, school health official, or counselor of a public or private school and the administrator or health official of a public or private institution of higher learning should report as required by these sections those students attending school who are suspected of having a notifiable condition. School administrators who are not medical directors meeting the criteria described in §97.132 of this title (relating to Who Shall Report Sexually Transmitted Diseases) are exempt from reporting sexually transmitted diseases.”

Cases or suspected cases of illnesses considered being public health emergencies, outbreaks, exotic diseases, and unusual group expressions (mass absenteeism) of disease must be reported to the local health department or DSHS immediately. Other diseases for which there must be a quick public health response must be reported within one working day. All other conditions must be reported to the local health department or DSHS within one week.

Due to the stringent requirements of notifying the Corpus Christi/Nueces County Health Department of an infectious disease occurrence, any faculty or staff member having knowledge of a suspected notifiable condition (as identified in Appendix A of this Plan, i.e., meningitis, H1N1 influenza) whether it is with a student or other employee must notify the Environmental Health, Safety & Risk Management (EHS&RM) Office (phone # 361/698-1641). The Infectious Disease Reporting Form in Appendix B of this Plan should be completed as much as possible and submitted to the EHS & Risk Management Office. The Environmental Health, Safety & Risk Management Office will provide information to the Corpus Christi/Nueces County Health Department so that health officials can investigate the condition.

Failure to report a notifiable condition is a Class B misdemeanor under the Texas Health and Safety Code, §81.049 and may result in disciplinary action by the College.

## **5.0 RESPONSIBILITIES FOR AN INFECTIOUS DISEASE OCCURRENCE**

The President, and the **CRISIS MANAGEMENT TEAM**, shall meet as frequently as needed to assess the infectious disease occurrence and to activate the College's infectious disease preparedness and response procedures.

### **5.1 College President**

The President or in the event of his or her absence, his or her designee shall:

- Consult with the **CRISIS MANAGEMENT TEAM** as to the status of the infectious disease occurrence.
- Communicate status of infectious disease occurrence and the College's operational status as appropriate to the College community via the communications network set up for that purpose.
- Authorize campus closure orders, or other appropriate measures, based on the information provided by the **CRISIS MANAGEMENT TEAM**.

### **5.2 Vice President of Administration and Finance**

The Vice President of Administration and Finance or in the event of his or her absence, his or her designee shall:

- Communicate campus closure decisions, or other appropriate measures to all Directors and department heads within his or her division.

- Initiate the activation of the Department Crisis Management & Continuity Plans within his or her division.

### **5.3 Vice President of Instruction**

The Vice President of Instruction or in the event of his or her absence, his or her designee shall:

- Coordinate with the Registrar to identify how classes could be modified to mitigate the occurrence (i.e., via E-mail, conduct on-line courses, etc.).
- Communicate class requirements and any special activities which may be occurring on the DMC campuses to the **CRISIS MANAGEMENT TEAM**.
- Communicate campus closure decisions or other appropriate measures to all Deans, Directors, and department heads within his or her division.
- Initiate the activation of the Department Crisis Management & Continuity Plans within his or her division.

### **5.4 Vice President of Student Services**

The Vice President of Student Services or in the event of his or her absence, his or her designee shall:

- Serve as a member of the **CRISIS MANAGEMENT TEAM**.
- Assist the EHS & Risk Management Office with obtaining the required information on any student who may be affected by the infectious disease occurrence.
- Communicate campus closure decisions, or other appropriate measures to all Directors and department heads within his or her division.
- Initiate the activation of the Department Crisis Management & Continuity Plans within his or her division.

### **5.5 Director of Admissions/Registrar**

The Director of Admissions/Registrar or in the event of his or her absence, his or her designee shall:

- Provide to the EHS & Risk Management Office the required information on any student who may be affected by the infectious disease occurrence.
- Coordinate with Vice President of Instruction to identify how classes could be modified to mitigate the occurrence (i.e., via E-mail, conduct on-line courses, etc.).

### **5.6 Director of Environmental Health, Safety & Risk Management**

The Director of Environmental Health, Safety & Risk Management or in the event of his or her absence, his or her designee shall:

- Serve as a member of the **CRISIS MANAGEMENT TEAM**.
- Serve as the College's Infectious Disease Coordinator.

- Serve as community liaison by attending emergency planning meetings with city, state and federal officials.
  - Communicate with the Director of Admissions/Registrar if the occurrence involves a student or the Director of Human Resources if the occurrence involves an employee to obtain the required information on the individual with the suspected notifiable condition.
  - Provide to the Corpus Christi/Nueces County Health Department the required information on any student or employee who may be affected by the infectious disease occurrence.
  - Communicate with College administrators and other key personnel the status of the suspected notifiable condition.
  - Coordinate the activities of the **CRISIS MANAGEMENT TEAM** based on the recommendations of the health officials having authority.
  - Provide up-to-date training regarding this plan to the campus communities.
  - Coordinate any necessary quarantine procedures as appropriate.
  - Coordinate any necessary cleaning/sterilization and recovery procedures as appropriate.
- Communicate campus closure decisions, or other appropriate measures to all employees within his or her department.
  - Ensure that all campuses are secure after the campus closure announcement.
  - Implement the Department Crisis Management & Continuity Plan.

### **5.7 Director of Physical Facilities**

The Director of Physical Facilities or in the event of his or her absence, his or her designee shall:

- Serve as a member of the **CRISIS MANAGEMENT TEAM**.
- Procure, store, and maintain supplies and equipment necessary to respond accordingly to the infectious disease conditions.
- Coordinate the Physical Facilities cleaning/sterilization and recovery procedures as appropriate.
- Communicate campus closure decisions, or other appropriate measures to all employees within his or her department.
- Implement the Department Crisis Management & Continuity Plan.

### **5.8 Chief Information Technology Officer**

The Chief Information Technology Officer or in the event of his or her absence, his or her designee shall:

- Serve as a member of the **CRISIS MANAGEMENT TEAM**.
- In the event of a College-wide closure, coordinate with the Office of Vice President for Instruction, the Office of the Registrar, and appropriate Deans to provide on-line

instruction for academic departments.

- Direct department personnel to staff off-site computer facilities.
- Ensures that the DMCAAlert System database is up-to-date with the contact information for students, staff and faculty.
- Communicate campus closure decisions, or other appropriate measures to all employees within his or her department.
- Implement the Department Crisis Management & Continuity Plan.

### **5.9 Assistant to the President for Community Relations**

The Assistant to the President for Community Relations or in the event of his or her absence, his or her designee shall:

- Serve as a member of the **CRISIS MANAGEMENT TEAM**.
- Maintain communication with the College President or designated Vice President throughout the infectious disease occurrence for the purpose of staying informed as to the current operational status of the College.
- Release public information to the media regarding the status of the infectious disease occurrence, the steps that are being taken by the College and the operational status of the College as directed by the President or his or her designee.
- Maintain current information on the College's telephone information hotlines (Faculty/Staff—698-1500; Students— 698-1600), and website.
- Initiate messages via the DMCAAlert System to students, faculty and staff.
- Communicate campus closure decisions, or other appropriate measures to all employees within his or her department.
- Utilize other steps as outlined in Crisis Communication Plan as appropriate.
- Implement the Department Crisis Management & Continuity Plan.

### **5.10 Director of Human Resources**

The Director of Human Resources or in the event of his or her absence, his or her designee shall:

- Coordinate with all Divisions, Departments or Units within the College to obtain the required information on any College employee who may be affected by the infectious disease occurrence.
- Provide to the EHS & Risk Management Office the required information on any employee within his or her department who may be affected by the infectious disease occurrence.
- Communicate campus closure decisions, or other appropriate measures to all employees within his or her department.
- Implement the Department Crisis Management & Continuity Plan.

**5.11 Deans, Chairs and Directors**

Deans, Chairs and Directors or in the event of his or her absence, his or her designee shall:

- Provide to the Environmental Health, Safety & Risk Management Office the required information on any student or employee within his or her department who may be affected by the infectious disease occurrence.
- Communicate to the employees within his or her division/department the appropriate actions to be taken as provided by the **CRISIS MANAGEMENT TEAM**.
- Communicate campus closure decisions, or other appropriate measures to all employees within his or her department.
- Implement the Department Crisis Management & Continuity Plan.

**5.12 All College Departments**

As pertaining to an infectious disease occurrence, all College Departments shall:

- Develop a written Department Crisis Management & Continuity Plan which identifies the procedures that must be taken in order for the department to continue to meet the College's Mission Statement to the best of the Department's ability even when the campuses are closed due to a wide-spread infectious disease occurrence.
- Maintain current information in the Department Crisis Management & Continuity Plan.
- For those departments hosting activities, the sponsor of the activity shall curtail or even cancel the activity in the event of an infectious disease occurrence. The sponsor of the activity shall coordinate with the **CRISIS MANAGEMENT TEAM** to develop appropriate measures.
- Communicate campus closure decisions, or other appropriate measures to all employees within his or her department.
- Implement the Department Crisis Management & Continuity Plan.

**5.13 All Faculty, Staff and Students**

As pertaining to an infectious disease occurrence, all College faculty, staff and students:

- Register and/or update the appropriate contact information in the DMCAAlert System in order to receive current information on the infectious disease occurrence as pertaining to the status of the College. You can access your account through MYDMC at [www.delmar.edu](http://www.delmar.edu). Contact the Help Desk at 698-2330 if you need assistance.
- Stay informed of the College's current operational status through the DMC email system, the web site ([www.delmar.edu](http://www.delmar.edu)), and Faculty/Staff—698-1500; Students—698-1600 telephone system.
- Follow the preventive and protective measures as established by the health authorities having jurisdiction.
- If you are not able to report to class or to work due to you being affected by the infectious disease occurrence, contact your class instructor or supervisor and inform him or her of your health status. If you are ill, DO NOT come to work or attend class.



## **6.0 POINT OF DISTRIBUTION (POD) SITE**

In the event of an area-wide emergency, city, county or state officials will establish and manage strategically located distribution areas called POD sites. A POD site is a pre-determined centralized location where the public picks up life sustaining commodities following a disaster or emergency. The sustaining commodities may include food, water and supplies or medications and immunizations, depending on the emergency.

Del Mar College has partnered with city and county officials through a Memorandum of Understanding (MOU) to designate Del Mar College West Campus as a POD site. If this location is needed to be a POD site during an emergency, the President of Del Mar College will activate the MOU and the **CRISIS MANAGEMENT TEAM** will follow the direction and instructions of local officials who will be managing the POD site. The **CRISIS MANAGEMENT TEAM** will communicate further instructions to the Del Mar College community if the West Campus POD site is activated.

## **7.0 NOTIFIABLE DISEASES**

The following table identifies notifiable conditions in Texas. In addition to these conditions, any **outbreaks, exotic diseases, and unusual group expressions of disease** must be reported. All diseases shall be reported by name, age, sex, race/ethnicity, DOB, address, telephone number, disease, date of onset, method of diagnosis, and name, address, and telephone number of physician.

The Reportable Conditions List indicates when to report each condition. Cases or suspected cases of illnesses considered being public health emergencies, outbreaks, exotic diseases, and unusual group expressions of disease must be reported to the local health department or DSHS immediately. Other diseases for which there must be a quick public health response must be reported within one working day. All other conditions must be reported to the local health department or DSHS within one week.

Therefore it is crucial that upon having knowledge of a possible infectious disease occurrence affecting a student or an employee, the department administrator must contact the Director of the EHS & Risk Management Office at extension 1641 (361/ 698-1641).

**APPENDIX - A  
Notifiable Conditions**

<b>A - G</b>	<b>When to Report</b>	<b>H - R</b>	<b>When to Report</b>
Acquired immune deficiency syndrome (AIDS) <sup>1,2</sup>	Within 1 week	<b>Haemophilus influenzae type b infections, invasive<sup>3</sup></b>	<b>Call immediately</b>
Amebiasis <sup>3</sup>	Within 1 week	Hansen's disease (leprosy) <sup>3</sup>	Within 1 week
<b>Anthrax<sup>3,4</sup></b>	<b>Call immediately</b>	Hantavirus infection <sup>3</sup>	Within 1 week
Arbovirus infection <sup>3,5</sup>	Within 1 week	Hemolytic Uremic Syndrome (HUS) <sup>3</sup>	Within 1 week
Asbestosis <sup>6</sup>	Within 1 week	<b>Hepatitis A (acute)<sup>3</sup></b>	<b>Within 1 work day</b>
<b>Botulism, foodborne<sup>3,4</sup></b>	<b>Call immediately</b>	Hepatitis B, C, D, E, and unspecified (acute) <sup>3</sup>	Within 1 week
Botulism, infant, wound, and other <sup>3,4</sup>	Within 1 week	Hepatitis B identified prenatally or at delivery (acute & chronic) <sup>3</sup>	Within 1 week
<b>Brucellosis<sup>3,4</sup></b>	<b>Within 1 work day</b>	<b>Hepatitis B, preinatal (HBsAg+&lt;24 months old)<sup>3</sup></b>	<b>Within 1 work day</b>
Campylobacteriosis <sup>3</sup>	Within 1 week	Human immunodeficiency Syndrome (HIV)infection <sup>1,2</sup>	Within 1 week
Cancer <sup>7</sup>	See rules <sup>7</sup>	<b>Influenza-related pediatric mortality<sup>3</sup></b>	Within 1 work day
Chancroid <sup>1</sup>	Within 1 week	<b>Lead, child blood, any level &amp; adult blood, any level<sup>6</sup></b>	<b>Call immediately</b>
Chickenpox (varicella) <sup>8</sup>	Within 1 week	Legionellosis <sup>3</sup>	Within 1 week
<i>Chlamydia trachomatis</i> infection <sup>1</sup>	Within 1 week	Leishmaniasis <sup>3</sup>	Within 1 week
Contaminated sharps injury <sup>9</sup>	Within 1 month	Listeriosis <sup>3,4</sup>	Within 1 week
<b>Controlled substance overdose<sup>10</sup></b>	<b>Call immediately<sup>10</sup></b>	Lyme disease <sup>3</sup>	Within 1 week
Creutzfeldt-Jakob disease (CJD) <sup>3</sup>	Within 1 week	<b>Measles (rubeola)<sup>3</sup></b>	<b>Call Immediately</b>
Cryptosporidiosis <sup>3</sup>	Within 1 week	Meningitis (specify type) <sup>3</sup>	Within 1 week
Cyclosporiasis <sup>3</sup>	Within 1 week	<b>Meningococcal infections, invasive<sup>3,4</sup></b>	<b>Call Immediately</b>
Cysticercosis <sup>3</sup>	Within 1 week	Mumps <sup>3</sup>	Within 1 week
Dengue <sup>3</sup>	Within 1 week	<b>Pertussis<sup>3</sup></b>	<b>Within 1 work day</b>
<b>Diphtheria<sup>3</sup></b>	<b>Call immediately</b>	Pesticide poisoning, acute occupational <sup>6</sup>	Within 1 week
Drowning/near drowning <sup>11</sup>	Within 10 work days	<b>Plague (<i>Yersinia pestis</i>)<sup>3,4</sup></b>	<b>Call immediately</b>
Ehrlichiosis <sup>3</sup>	Within 1 week	<b>Poliomyelitis, acute paralytic<sup>3</sup></b>	<b>Call immediately</b>
Encephalitis (specify etiology) <sup>3</sup>	Within 1 week	<b>Q fever<sup>3</sup></b>	<b>Within 1 work day</b>
Escherichia coli, enterohemorrhagic <sup>3,4</sup>	Within 1 week	<b>Rabies, human<sup>3</sup></b>	<b>Call immediately</b>
Gonorrhea <sup>1</sup>	Within 1 week	<b>Relapsing fever<sup>3</sup></b>	<b>Within 1 week</b>

**APPENDIX – A (continued)  
Notifiable Conditions**

R - S	When to Report	T - Y	When to Report
<b>Rubella (including congenital)</b> <sup>3</sup>	<b>Within 1 work day</b>	<i>Taenia solium</i> and undifferentiated <i>Taenia</i> infection <sup>3</sup>	Within 1 week
Salmonellosis, including typhoid fever <sup>3</sup>	Within 1 week	Tetanus <sup>3</sup>	Within 1 week
<b>Severe Acute Respiratory Syndrome (SARS)</b> <sup>3</sup>	<b>Call immediately</b>	Traumatic brain injury <sup>11</sup>	Within 10 work days
Shigellosis <sup>3</sup>	Within 1 week	Trichinosis	Within 1 week
Silicosis <sup>6</sup>	Within 1 week	<b>Tuberculosis (includes all M. tuberculosis complex)</b> <sup>4,12</sup>	<b>Within 1 work day</b>
<b>Smallpox</b> <sup>3</sup>	<b>Call immediately</b>	<b>Tularemia</b> <sup>3,4</sup>	<b>Call immediately</b>
Spinal cord injury <sup>11</sup>	Within 10 work days	Typhus <sup>3</sup>	Within 1 week
Spotted fever group rickettsioses <sup>3</sup>	Within 1 week	<b>Vibrio infection, including cholera</b> <sup>3,4</sup>	<b>Within 1 work day</b>
<b>Staph. aureus, vancomycin-resistant (VISA and VRSA)</b> <sup>3,4</sup>	<b>Call immediately</b>	<b>Viral hemorrhagic fever, including Ebola</b> <sup>3</sup>	<b>Call immediately</b>
Streptococcal disease (group A, B, S. pneumo), invasive <sup>3</sup>	Within 1 week	West Nile Fever <sup>3</sup>	Within 1 week
Syphilis <sup>1</sup>	Within 1 week	<b>Yellow Fever</b> <sup>3</sup>	<b>Call immediately</b>
		Yersiniosis <sup>3</sup>	Within 1 week
In addition to specified reportable conditions, <b>any outbreak, exotic disease, or unusual group expression of disease that may be of public health concern should be reported by the most expeditious means available.</b>			

<sup>1</sup> Please refer to specific rules and regulations for reporting and who to report to at: <http://www.dshs.state.tx.us/hivstd/healthcare/reporting.shtm>  
<sup>2</sup> Labs conducting confirmatory HIV testing are requested to send remaining specimen to a CDC-designated laboratory. Please call 512-533-3041 for details.  
<sup>3</sup> Reporting forms are available at <http://www.dshs.state.tx.us/idcu/investigation/forms/>. Investigation forms at <http://www.dshs.state.tx.us/idcu/investigation/>  
Call as indicated for immediately reportable conditions.  
<sup>4</sup> Lab isolate must be sent to DSHS lab. Call 512-458-7598 for specimen submission information.  
<sup>5</sup> Reportable Arbovirus infections include neuroinvasive and non-neuroinvasive California serogroup, Eastern Equine (EEE), Dengue, Powassan, St. Louis Encephalitis (SLE), West Nile, and Western Equine (WEE)  
<sup>6</sup> Please refer to specific rules and regulations for environmental and toxicology reporting and who to report to at <http://www.dshs.state.tx.us/epitox/default.shtm>  
<sup>7</sup> Please refer to specific rules and regulations for cancer reporting and who to report to at <http://www.dshs.state.tx.us/tcr/lawrules.shtm>  
<sup>8</sup> Varicella reporting form is at [http://www.dshs.state.tx.us/idcu/health/vaccine\\_preventable\\_diseases/forms/f11\\_11046.pdf](http://www.dshs.state.tx.us/idcu/health/vaccine_preventable_diseases/forms/f11_11046.pdf). Call local health dept for copy with their fax number.  
<sup>9</sup> Not applicable to private facilities. Initial reporting forms for Contaminated Sharps at [http://www.dshs.state.tx.us/idcu/health/bloodborne\\_pathogens/reporting/](http://www.dshs.state.tx.us/idcu/health/bloodborne_pathogens/reporting/)  
<sup>10</sup> Contact local poison center at 1-800-222-1222. For instructions, forms, and fax numbers see <http://www.dshs.state.tx.us/epidemiology/epipoison.shtm#rcso>  
<sup>11</sup> Please refer to specific rules and regulations for reporting and who to report to at <http://www.dshs.state.tx.us/injury/default.shtm>  
<sup>12</sup> MTB complex includes *M. tuberculosis*, *M. bovis*, and *M. africanum*. Please refer to reporting rules and regulations at <http://www.dshs.state.tx.us/idcu/disease/tb/>

**Call Immediately 24/7 Phone Number 1-800-705-8868**  
Contact information for your local or regional health department can be found at:  
<http://www.dshs.state.tx.us/idcu/investigation/conditions/contacts/>  
Texas Department of State Health Services  
Business Hours 1-800-252-8239 / After Hours 512-458-7111

**APPENDIX - B  
Infectious Disease Reporting Form**

This form must be used to **report suspected cases and cases of notifiable conditions** at Del Mar College. In addition to specified reportable conditions, **any outbreak, exotic disease, or unusual group expression of disease that may be of public health concern should be reported by the most expeditious means available.** A health department epidemiologist may contact you to further investigate this Infectious Disease Report.

NAME OF STUDENT OR EMPLOYEE	AGE	DATE OF BIRTH	SEX	RACE/ETHNICITY	ADDRESS	PHONE NUMBER

NAME OF DOCTOR OR HOSPITAL IF KNOWN	DOCTOR OR HOSPITAL PHONE NUMBER	POSSIBLE DISEASE	DATE OF ONSET

<b>REPORT COMPLETED BY:</b>	<b>NAME</b>	<b>PHONE</b>	<b>DEPARTMENT:</b>	<b>DATE</b>
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***This form must be completed by the department of the affected student or employee; signed by the department administration and; returned to the EHS & Risk Management Office (Phone Ext: 1641 FAX: 2019).***

**APPENDIX - C  
Notifiable Conditions for Child-Care Facilities**

The owner or operator of a child-care facility, or the school administrator, shall exclude from attendance any child having or suspected of having a communicable condition. Exclusion shall continue until the readmission criteria for the conditions are met. The conditions and readmission criteria are as follows:

<b>amebiasis</b> --exclude until treatment is initiated	<b>influenza</b> --exclude until fever subsides;
<b>campylobacteriosis</b> --exclude until after diarrhea and fever subside;	<b>measles</b> (rubeola)--exclude until four days after rash onset or in the case of an outbreak, unimmunized children should also be excluded for at least two weeks after last rash onset occurs;
<b>chickenpox</b> --exclude until the lesions become dry;	<b>meningitis, bacterial</b> --exclude until written permission and/or permit is issued by a physician or local health authority;
<b>common cold</b> --exclude until fever subsides;	<b>meningitis, viral</b> --exclude until fever subsides
<b>conjunctivitis</b> , bacterial and/or viral--exclude until written permission and/or permit is issued by a physician or local health authority;	<b>mumps</b> --exclude until nine days after the onset of swelling
<b>fever</b> --exclude until fever subsides without use of fever suppressing medications;	<b>pertussis</b> (whooping cough)--exclude until completion of five days of antibiotic therapy
<b>fifth disease</b> (erythema infectiosum)--exclude until fever subsides;	<b>ringworm</b> --exclude until treatment has begun
<b>gastroenteritis</b> --exclude until diarrhea subsides without the use of diarrhea suppressing medications;	<b>rubella</b> (German measles)--exclude until seven days after rash onset or in the case of an outbreak, unimmunized children should be excluded for at least three weeks after last rash onset occurs
<b>giardiasis</b> --exclude until diarrhea subsides;	<b>salmonellosis</b> --exclude until diarrhea and fever subside;
<b>head lice</b> (pediculosis)--exclude until one medicated shampoo or lotion treatment has been given;	<b>scabies</b> --exclude until treatment has begun;
<b>hepatitis A</b> --exclude until one week after onset of illness;	<b>shigellosis</b> --exclude until diarrhea and fever subside
<b>impetigo</b> --exclude until treatment has begun;	<b>streptococcal sore throat and scarlet fever</b> --exclude until 24 hours from time antibiotic treatment was begun and fever subsided; and
<b>infectious mononucleosis</b> --exclude until physician decides or fever subsides;	<b>tuberculosis, pulmonary</b> --exclude until antibiotic treatment has begun and a physician's certificate or health permit obtained.

The owner or operator of a child-care facility, or the school administrator, shall exclude from attendance any child having or suspected of having a communicable disease designated by the Commissioner of Health (commissioner) as cause for exclusion until one of the criteria listed below is fulfilled.

Any child excluded for reason of communicable disease may be readmitted, as determined by the health authority, by:

1. submitting a certificate of the attending physician, advanced practice nurse, or physician assistant attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease's non-communicability in a child-care or school setting;
2. submitting a permit for readmission issued by a local health authority; or
3. meeting readmission criteria as established by the commissioner.

## **APPENDIX - D**

### **Control of Pandemic Flu Virus on Environmental Surfaces in Homes and Public Places**

*The following information was obtained from the U.S. Department of Health and Human Services ([www.flu.gov](http://www.flu.gov)).*

#### **1.0 Use good hygiene practices**

- Cover your mouth and nose with a tissue when you cough or sneeze; put the used tissue in a waste basket and clean your hands.
- Cover your mouth and nose with your upper sleeve (not your hands) if you do not have a tissue and need to cough or sneeze.
- Clean your hands as soon as possible after coughing, sneezing, or blowing your nose.
  - Use soap and water and wash your hands for 15 - 20 seconds; or
  - Use alcohol-based hand wipes or alcohol-based (60-95% alcohol) gel hand sanitizers; rub these on the hands until the liquid or gel dries.
- Clean your hands often when you or others are sick, especially if you touch your mouth, nose, and eyes.
- Always clean your hands before eating.
- Carry alcohol-based hand wipes or alcohol-based (60-95% alcohol) hand-sanitizing gels with you to clean your hands when you are out in public.
- Teach your children to use these hygiene practices because germs are often spread at school.

#### **2.0 Clean and disinfect hard surfaces and items in homes and schools**

- Follow label instructions carefully when using disinfectants and cleaners.
  - Pay attention to any hazard warnings and instructions on the labels for using personal protective items (such as household gloves).
  - Do not mix disinfectants and cleaners unless the labels indicate it is safe to do so. Combining certain products (such as chlorine bleach and ammonia cleaners) can be harmful, resulting in serious injury or death.
- Keep hard surfaces like kitchen countertops, tabletops, desktops, and bathroom surfaces clean and disinfected.
  - Clean the surface with a commercial product that is both a detergent (cleans) and a disinfectant (kills germs). These products can be used when surfaces are not visibly dirty.

- Another way to do this is to wash the surface with a general household cleaner (soap or detergent), rinse with water, and follow with a disinfectant. This method should be used for visibly dirty surfaces.
- Use disinfectants on surfaces that are touched often. Clean the surface as explained above before using disinfectants.
- If disinfectants are not available, use a chlorine bleach solution made by adding 1 tablespoon of bleach to a quart (4 cups) of water; use a cloth to apply this to surfaces and let stand for 3 – 5 minutes before rinsing with clean water. (For a larger supply of disinfectant, add ¼ cup of bleach to a gallon [16 cups] of water.)
- Wear gloves to protect your hands when working with strong bleach solutions.
- Keep surfaces touched by more than one person clean and disinfected. Examples of these surfaces include doorknobs, refrigerator door handles, and microwaves.
  - Clean with a combination detergent and disinfectant product. Or use a cleaner first, rinse the surface thoroughly, and then follow with a disinfectant.
  - Use sanitizer cloths to wipe electronic items that are touched often, such as phones, computers, remote controls, and hand-held games.
  - Use sanitizer cloths to wipe car door handles, the steering wheel, and the gear shift.

### **3.0 Use recommended laundry practices**

- Gently gather soiled clothing, bedding, and linens without creating a lot of motion or fluffing; for example, do not shake sheets when removing them from the bed.
- Clean your hands after handling soiled laundry items.
- Use washing machine cycles, detergents, and laundry additives (like softener) as you normally do; follow label instructions for detergents and additives.
- Dry the cleaned laundry items as you normally do, selecting the dryer temperature for the types of fabrics in the load. Line- or air-drying can be used to dry items when machine drying is not indicated.
- Clean your hands before removing clean laundry from the washer or dryer, especially if you have coughed or sneezed on your hands.

### **4.0 Use recommended waste disposal practices**

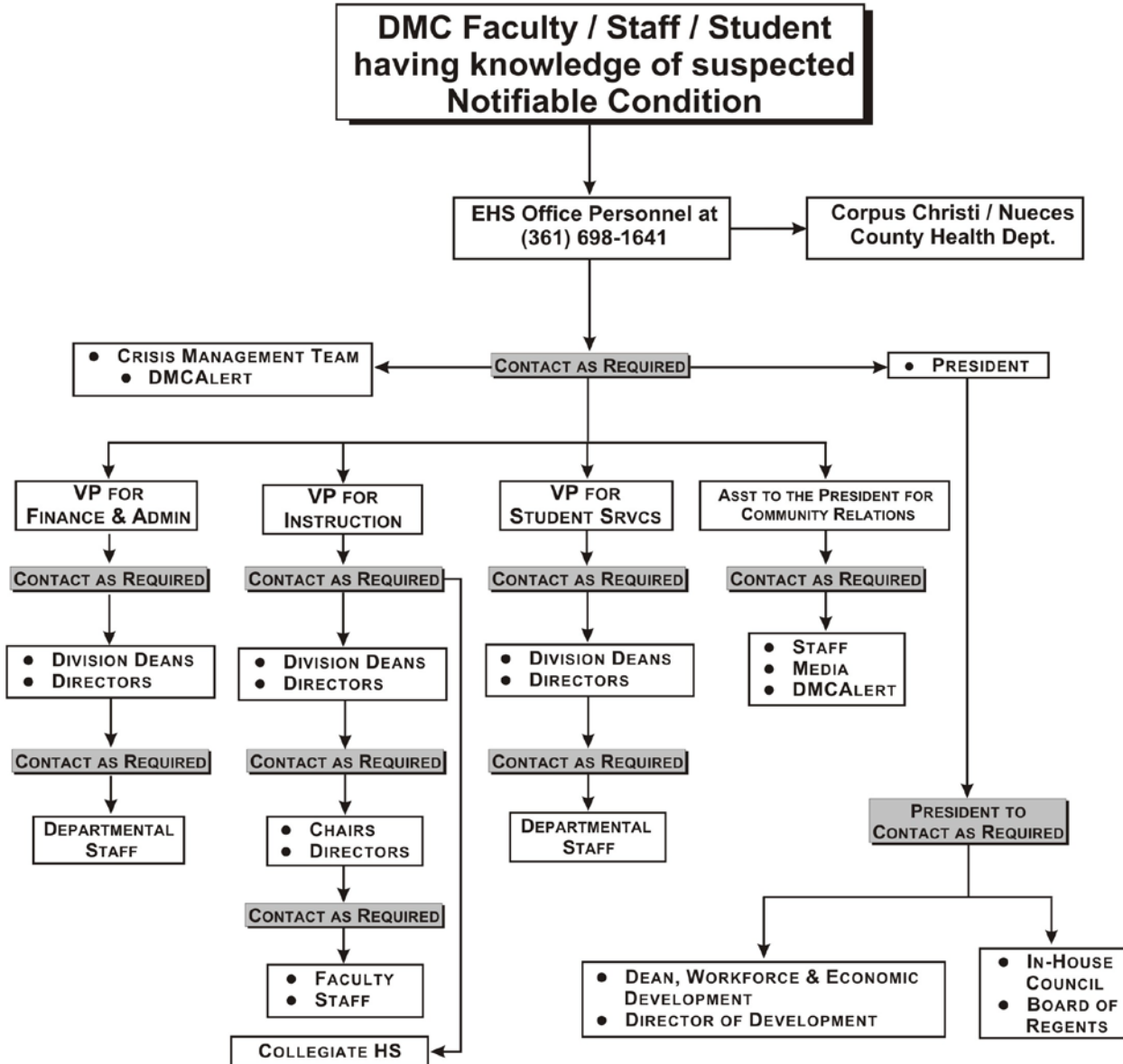
- Toss tissues into waste baskets after they have been used for coughs, sneezes, and blowing your nose.
- Place waste baskets where they are easy to use.
- Avoid touching used tissues and other waste when emptying waste baskets.
- Clean your hands after emptying waste baskets.

**Additional Information**

Disinfectant products (sanitizer cloths and liquid disinfectants) available from grocery stores, hardware stores, and commercial cleaning product suppliers have been registered with the U.S. Environmental Protection Agency (EPA). Always follow label instructions carefully when using these products. For more information about EPA-registered disinfectants, visit [www.epa.gov/oppad001/chemregindex.htm](http://www.epa.gov/oppad001/chemregindex.htm). For more information about cleaning and disinfection of surfaces to protect against pandemic influenza virus, consult "[Interim Guidance on Environmental Management of Pandemic Influenza Virus](#)." To learn more about pandemic influenza, visit [www.flu.gov](http://www.flu.gov).



**CRISISCOM NETWORK**  
**INFECTIOUS DISEASE REPORTING**



**NOTICE**

- The CRISISCOM NETWORK is a chart displaying how information should be communicated within the College during an Infectious Disease situation. Depending on the occurrence, it may be necessary for communications to deviate from this chart.
- Administrators are responsible for determining the need to communicate with their next level of the CRISISCOM NETWORK as appropriate to the Infectious Disease situation.
- In the event an individual listed on the CRISISCOM NETWORK cannot be contacted, administrators should make contact with the next level as appropriate.

## Personal Preparation Checklist for H1N1 Influenza

- Practice proper infection control measures
  - Proper hand-washing – Soap and water for at least 20 seconds; use hand sanitizer when soap and water is not available;
  - Cough etiquette – Cough into a tissue or your elbow and sleeve;
  - Social distancing – Stay away from crowds as much as possible during an infectious disease occurrence.
- Get seasonal flu vaccination as soon as possible for all members of your family (consult your health care provider for guidance).
- If you are in a targeted group for H1N1 vaccine, get the vaccine as soon as it is available.
- Get a pneumonia shot if recommended for your age and health conditions (consult your health care provider for guidance).
- If you or a family member is sick STAY HOME and consult your health care provider.
- If you have symptoms of the H1N1 flu, inform your supervisor of your symptoms.
- If you have knowledge of a possible or a confirmed case of H1N1 Flu affecting an employee or student, please contact the Environmental Health, Safety & Risk Management (EHS/RM) Office at extension 1641. With your assistance, the EHS/RM Office will complete the reporting forms which are required by state and local health officials.

The Infectious Disease Reporting Form is located on the main page of Del Mar College's web site under forms in the Environmental Health Safety & Risk Management Department. (<http://www.delmar.edu/forms/EHS006.pdf>)

- Create a family plan for emergencies; ([www.texasprepares.org](http://www.texasprepares.org))
- FOR MORE INFORMATION, PLEASE VISIT THE FOLLOWING WEB SITES:
  - [www.TexasFlu.org](http://www.TexasFlu.org)
  - [www.cdc.gov/h1n1flu](http://www.cdc.gov/h1n1flu)
  - [www.immunizetexas.com](http://www.immunizetexas.com)
  - [www.flu.gov](http://www.flu.gov)