

Tiffin University Plan to Respond to the H1N1 Influenza

In response to an outbreak of the H1N1 influenza among Tiffin University students and/or employees, the University, in consultation with the Seneca County Health Department, will implement the following plan to ensure the safety of TU students and employees and the continuing functioning of the University. In addition to the responses described in this plan, additional measures will be implemented to prevent the disease from spreading and encourage students and employees to take good care of their health and follow preventive guidelines.

- Students and employees who have symptoms of the flu should isolate themselves from others as much as possible. Those who have confirmed cases of the H1N1 flu will be required to go home and not return to the Tiffin campus or TU's academic centers until they are no longer contagious (at least 24 hours after the symptoms have ended).
- Faculty members will make reasonable efforts to allow students who are sick to make up any coursework that may be missed so that the students can complete the semester.
- International students and any other Tiffin campus students with confirmed cases of the H1N1 flu who live in University housing and whose home is far away from Ohio will be quarantined in one or more of the University housing facilities that have been designated for this purpose.
- Employees who are sick or must be at home to care for family members and who are able to work from home may do so by notifying their supervisor.

Cancellation of Seated Classes and Closure of Residential and Housing Facilities

- In case of a significant outbreak of the H1N1 virus among TU students and/or employees, the President may close University housing and dining facilities on the Tiffin campus and cancel all seated classes on the Tiffin campus and/or at TU's academic centers.
- Online classes will continue and faculty members who teach seated classes will deliver those classes electronically to allow students to complete the semester.
- Special housing arrangements may be made for international students until Tiffin campus facilities are re-opened.
- University offices will remain open and employees will be asked to interact with others by telephone and e-mail (rather than in-person) as much as possible.
- Students and employees will be notified when seated classes resume and housing and dining facilities re-open.

Closure of University Offices

- If the H1N1 flu outbreak becomes so severe that University offices must be closed, the President will make this decision and notify all employees and other appropriate groups.
- If so, faculty members will be expected to continue teaching their courses electronically so that students can complete the semester and staff members who are able to work from home will be expected to do so to the extent possible.

GUIDELINES FOR H1N1 VIRUS

The following preventative and procedural guidelines should be considered by all TU employees:

At Work

Employees: In the event that you should need to stay at home for an extended amount of time:

- Determine whether you can work from home, if necessary, and identify computer connection needs, if any, required for home access.
- Plan for the possible reduction or loss of income if you are unable to work.
- Understand Tiffin University's leave policies and know your current leave balances.

Managers: To prepare properly in case your employees are ill and unable to work on location:

- Think about what information the people in your workplace will need, including information about insurance, leave policies, working from home, possible loss of income, and when not to come to work if sick. (A Business Pandemic Influenza Planning Checklist is available online at pandemicflu.gov/plan/business/businesschecklist.html.)
- Meet with your colleagues and make lists of what actions can be taken at various stages if more than a few employees are ill or taking care of their families.
- Identify other information resources in your community, such as mental health hotlines, public health hotlines, or electronic bulletin boards.
- Find support systems—people who are thinking about the same issues you are thinking about. Share ideas.

Outside of Work

Social Disruption May Be Widespread

- Be aware that community services (schools, hospitals and health care facilities, banks, stores, restaurants, government offices, utilities, mail, trash, etc.) may be disrupted.
- Talk with family members and loved ones about how they would be cared for if they got sick, or what will be needed to care for them in your home.
- Consider how to care for people with special needs in case the services they rely on are not available (options may include preparing your home or the home of a relative for some level of home care by equipping with medical devices, maintaining a supply of current medications and having, on file, prescriptions for medications/equipment in the event of care in the home).
- Consider childcare needs (options may include working from home, coordinating with other families for rotating in-home childcare, using to other family or community resources to provide in-home childcare).

Food

- When considering what foods to store, consider foods that are nonperishable (will keep for a long time) and don't require refrigeration; are easy to prepare in case you are unable to cook; and require little or no water, so you can conserve water for drinking. Examples include ready-to-eat canned meats, fish, fruits, vegetables, beans, and soups; protein or fruit bars; dry cereal or granola; peanut butter or nuts; dried fruit; crackers; canned juices; bottled water; canned or jarred baby food and formula; pet food and other non-perishables.

Medical, Health, and Emergency Supplies

- Prescription drugs
- Soap and water, or alcohol-based (60-95%) hand wash
- Medicines for fever and pain
- Cough and cold remedies

- Thermometer
- Vitamins
- Fluids with electrolytes
- Manual can opener
- Flashlight and battery operated radio
- Batteries
- Garbage bags

Stay Healthy

- Get a flu shot – it won't protect against pandemic influenza, but will help you stay healthy generally.
- Get a pneumonia shot to prevent secondary infection if you are over the age of 65 or have a chronic illness such as diabetes or asthma.
- Make sure that your family's immunizations are up-to-date.
- Eat a balanced diet. Be sure to eat a variety of foods, including plenty of vegetables, fruits, and whole grain products. Also include low-fat dairy products, lean meats, poultry, fish, and beans. Drink lots of water and go easy on salt, sugar, alcohol, and saturated fat.
- Exercise on a regular basis and get plenty of rest.
- Limit the spread of germs and prevent infection by washing hands frequently with soap and water; covering your mouth and nose with a tissue or your sleeve when you cough or sneeze; cleaning your hands after coughing or sneezing using soap and water or an alcohol-based hand cleaner; and staying at home from work or school if you are sick.

Additional Resources:

- U.S. Government Avian and Pandemic Flu Web site
- Ohio Pandemic Flu Web site
- Centers for Disease Control and Prevention (CDC) Hotline, 800-232-4636

Information compiled using **pandemicflu.com**

COMPLETING CLASSES DURING POTENTIAL H1N1 EPIDEMIC

Background:

Based on predictions from the CDC, it is possible that Tiffin University may need to shut down the main campus for an unspecified period of time during the 2009/2010 academic year. In addition, there is an even stronger possibility that Faculty and/or students may miss extended periods of class either seated or online due to the virus. While the situation may be more manageable for online, academic centers and overseas classes, it is still prudent that all possible contingencies are covered. The goal of any contingency planning for academic affairs is to ensure that all classes begun during the academic year are completed in the most expeditious way possible.

While it is impossible to cover all contingencies and scenarios, this document is designed as a roadmap that will provide Faculty, students, and administrators guidance should disruption occur during the academic year. If there is one idea that should drive our thinking about how to react to the potential disruption cause by the H1N1 flu, it is flexibility on the part of Faculty, staff, and administrators as the flu season plays itself out. This should be the thinking whether the campus is actually closed down or not, because it is almost certain that the H1N1 flu will impact attendance in our classes.

With these basic assumptions in mind, the following guidelines have been developed to respond to disruptions to our campus classes, our academic center classes, our online classes, and classes that are scheduled to be taught overseas in Europe and Asia.

A. Seated Main Campus Classes (graduate, undergraduate, and classes taught by Lourdes Faculty on the Tiffin Campus):

1. Working with ITS and the Registrar's office, school deans and administrative assistants will identify all fall semester seated courses being taught on the main campus, then notify ITS so they can create eCompanion shells for each course. The shells should include student rosters for each

course. This should be accomplished by October 1, 2009 for the fall semester and January 1st 2010 for all spring classes.

2. Those Faculty members using eCompanion will incorporate those items that will be required to ensure that all seated classes can continue during a campus shutdown. The items should include a copy of the syllabus, any assignments such as papers or readings, and threaded discussion topics for students to contribute to each week. School Deans, program chairs, the Coordinator of Online Instruction, and administrative assistants may assist Faculty as necessary to ensure that all the required items are populated in the eCompanion shells. Shells should be available for use as needed by October 15th.
3. Faculty will immediately begin using eCompanion shells to teach their courses should a campus shutdown be declared. They will continue to teach classes using eCompanion courses until conditions allow the university to resume seated classroom instruction.
4. It is imperative that once we have created the eCompanion shells, that Faculty let students know exactly how the classes will be conducted using eCompanion courses. There will undoubtedly be many questions including how to log on, passwords and IDs, etc. Discuss it in class. If there are any questions regarding computers or technology, please contact ITS. If students do not own a computer, you will probably need to make alternate arrangements for them. Once you have populated the eCompanion shell, it is suggested that you require students to logon, as a dry run. You might even want to conduct one class session using eCompanion while students are still on campus. The sooner you accomplish that, the better prepared you and your class will be. If you are conducting classes through email or other means, make sure you have all the student information to maintain contact with them while the campus is closed.
5. Once conditions have been met to allow students to return to campus, seated classes will resume at the same times and in the same classrooms that existed prior to the shutdown.

6. One issue that will have to be resolved is the issue of Tiffin University students who take courses at Heidelberg. If Tiffin is closed but Heidelberg stays open, we must be able to assure students that they will not be held responsible for classes taken on the Heidelberg campus.

B. Seated Classes at Academic Centers:

1. If several students in any given cohort become simultaneously incapacitated by illness which results in the cancellation of classes or adversely affects the attendance in the class **for one week**, the instructor, in collaboration with the appropriate Program Chair and Dean will decide whether to make the class date up or make up the assignment in lieu of a makeup class.
2. If several students in any given cohort become simultaneously incapacitated by illness which results in the cancellation of classes or adversely affects attendance for **more than one week**, the instructor in collaboration with the appropriate Program Chair and Dean will decide on whether to make up the class dates, make up the assignments in lieu of makeup classes, create an eCompanions shell to complete the courses, complete the course by putting students into an existing eCollege course (if one is currently running), or grant an “incomplete” grade.
3. The decision to cancel or postpone classes caused by the H1N1 flu virus, will reside with the Dean in collaboration with the program chair, the instructor and the VPAA. In addition, the Center Director will be part of the discussion. Each instance will be treated on an individual basis.
4. Academic Center Directors should establish a contact list for all current center students and instructors. Directors should also create a call sheet/log in the event classes are postponed or cancelled.
5. Academic Center Directors or designee must remain in constant contact with instructors during the potential H1N1 breakout timeframe in order to expeditiously address any sudden illness or outbreak.

6. If an outbreak does occur, the Academic Center Director must immediately notify the Dean and/or Program Chair.
7. If classes are going to be postponed or cancelled, the Academic Center Directors, Dean, or Program Chair will make the notifications and document this with the use of the call sheet.
8. In collaboration, the Dean, Program Chair, and Academic Center Directors or designee will coordinate efforts to restore classes as soon as possible.

C. Online Classes:

1. The nature of online education makes it highly unlikely that a large number of our students will be simultaneously incapacitated by illness. Should an individual become ill, he or she should still be able to participate in the course. If the illness is so severe the student is not able to participate, the instructor already has the discretion to issue make-up work or, in extreme cases, issue an “incomplete” grade. Program chairs should communicate with instructors to insure that instructors are clear about the criteria and procedures for issuing “incomplete” grades.
2. If the instructor falls ill for a week or less, classes may continue, but instructors should notify students of their status. If the instructor is ill enough to be incapacitated for more than a week, the Program Chair or a colleague may step in to facilitate the course until the instructor is able to continue.
3. If the instructor’s illness occurs at the time for calculating final grades, the instructor should notify the students that their grades will be delayed. If possible, instructors should consider giving the students an Incomplete until grades can be submitted to the registrar’s office.

Overseas classes in Europe and Taiwan:

1. The Assistant Dean for Overseas Programs should be in constant communication with overseas sites to ensure that should full-time Faculty be unable to travel overseas for a scheduled series of

classes, local instructors can be called upon to fill in or the courses are offered as fully online courses using the eCollege platform.

2. Conversely, should overseas sites be closed, students should be offered the option of taking any scheduled courses using the eCollege platform.

If questions arise concerning how to handle any situation, please contact the appropriate Program Chair, Dean, or the VPAA.