

## Elmira College Flu Protocol Activation

The **Pandemic Response Plan** was activated on April 30, 2009. As a continuation of this effort, the Elmira College Emergency Pandemic Influenza Committee, ([EPIC](#)) has been working closely with the Chemung County Public Health Department (CCPHD), the Center of Disease Control (CDC), and the American College Health Association (ACHA) by actively monitoring the surveillance of wide spread H1N1 Flu. At this time there are no students who meet the criteria for Influenza-Like Illness, (ILI). However, due to the increase in reported ILI cases in Chemung County and no further testing being done for confirmation of H1N1Flu unless a person is hospitalized, EPIC is initiating the Flu Protocol. The information below provides specific guidelines concerning how Elmira College will respond to the H1N1 Flu on our Campus. Included is a list of expectations of students, parents and employees.

### **Preparation**

Stock up on items necessary to remain in dorm room or at home for five to seven days. Items may include: thermometer, temperature relief medication such as Tylenol or Motrin, viral trap tissues, batteries, disposable plates and plastic ware, water and other beverages and comfort foods such as applesauce, soup and crackers.

Keep your cell phones charged and have [Important Contacts](#) programmed in your phones such as your doctor, RLC, the Office of Campus Security, and the Clarke Health Center.

Find a Flu Buddy or two from your dorm to help pick-up items and leave them outside of your room or to run errands if you should fall ill.

Stay on top of class work and assigned projects.

Become familiar with how to print copies of papers at the Gannett Tripp Library (GTL) so your Flu Buddy may pick them up and hand them in to your professor.

Read through the EC **Flu Protocol** for Students and become familiar with the expectations of students, parents and guests.

For more information on preparing for the H1N1 Flu go to [www.nyhealth.gov](http://www.nyhealth.gov) and [www.flu.gov](http://www.flu.gov)

Reminder: We are asking students not to release ANY information about fellow students or employees to the media or any “well wisher”. Any questions from the media or any “well wisher” are to be directed to Mike Rogers, the Director of Public Relations and the Assistant to the President, at Ext. 1891.

### **Prevention**

#### **The EC BIG 4**

- 1) **WASH YOUR HANDS** for 15-30 seconds and use Hand Sanitizer frequently when a sink is not available.
- 2) **COVER YOUR MOUTH** using the bend of your elbow.
- 3) **SELF ISOLATE** (if you have: a Temperature greater than 100 degrees, sore throat, cough, chills, body aches, nasal congestion or vomiting and diarrhea) until you are **FEVER FREE** without the use of Tylenol or Motrin-like products.
- 4) **GET VACCINATED**: Look for the upcoming Flu Clinic announcements on Student Link, Angel, the EC Web and posters.

#### **Other Prevention Measures:**

- Keep hands away from face and mouth
- Disinfect frequently touched surfaces
- Use anti-viral tissues
- Dispose of tissues properly and immediately
- Wash or sanitize hands immediately after coughing or sneezing

- Try to stay 6 feet away from people who are sick
- Get plenty of sleep
- Maintain healthy nutrition
- Keep anxiety in check

**Know the Symptoms of Influenza-Like Illness (ILI):**

- Temperature 100 Degrees or Higher
- Chills and Body Aches
- Sore Throat
- Frequent Cough
- Nasal Congestion
- Nausea, Vomiting and Diarrhea (In some cases)

Be aware of the very rare symptoms of the H1N1Flu that would require immediate attention. (Difficulty breathing, shortness of breath, pain or pressure in the chest or abdomen, sudden dizziness, confusion, severe or persistent vomiting or a worsening of symptoms after you already started to feel better). Please seek immediate medical attention at the Arnot Ogden Medical Center (607) 737-4194 or St Joseph's Hospital (607) 733-6541.

If you have a suppressed immune system or are pregnant and develop ILI, you may be a candidate for the antiviral medication called Tamiflu. If you have not already discussed specific guidelines to follow from your physician, please do so. Contact your physician immediately if you experience ILI. Or, call the Arnot Ogden Medical Center at: (607) 737-4194 or St Joseph's Hospital at (607) 733-6541 for further direction.

Lori Phillips BSN, RN, the CHC Clinical Coordinator, is available for health education at Ext.1750 or via email at [lphillips@elmira.edu](mailto:lphillips@elmira.edu) for any student who is considered at high risk for contracting the H1N1 Flu as determined by the CDC. They include: suppressed immune system, chronic medical condition, or pregnancy. For more information, please review the [High Risk Student Policy](#).

**The CDC recommends all people who are not allergic to eggs or have not endured an adverse reaction from the vaccine be vaccinated for the Seasonal Flu as soon as it becomes available.**

The H1N1 Flu vaccine will be distributed in different phases of priority as predetermined by the CDC allocation guidelines. For more information on the predetermined phases and guidelines of allocation please see [The CDC H1N1 Vaccination Allocation and Guidelines](#). Students who are High Risk for complications with the H1N1 Flu need to contact [mhitchcock@elmira.edu](mailto:mhitchcock@elmira.edu). **Please do not assume that we know who you are!** If you are planning on receiving your H1N1 Vaccine at your physician's office, we need to know that also. The CHC already provided the total number of students at Elmira College to the Chemung County Public Health Department. Please note that there is no guarantee that the CDC will distribute the H1N1 vaccine to Elmira College.

### **Elmira College Flu Protocol for Students**

These policies were developed from the H1N1 Flu response guidelines provided by the CDC and the ACHA. As new information becomes available, the EC Community will be updated. Please continue to read your Student Link and email for updates.

### **Self Isolation Policy:**

The symptoms related to the H1N1 Flu are usually mild and may be relieved with over the counter remedies, fluid and rest. Students do not need to seek medical attention if they come down with ILI symptoms unless

they have a suppressed immune system or are pregnant. However, due to the contagious nature of the H1N1 Flu virus, all students who develop ILI need to self-isolate until their temperature returns to normal and they are symptom free for 24 hours without the use of Tylenol or Motrin-like products.

### **Procedure for Students with Influenza Like Illness (ILI) Symptoms**

- 1) Once you recognize that you are experiencing ILI, you need to contact the CHC via email @ [mhitchcock@elmira.edu](mailto:mhitchcock@elmira.edu) or ext 1750. The CHC staff needs to know your exact temperature and symptoms.
- 2) Nurses will be available for healthcare questions via phone or email. Do not go to the CHC if you are experiencing ILI. Instead stay in your room (or home) and contact the CHC at ext 1750 or [mhitchcock@elmira.edu](mailto:mhitchcock@elmira.edu).
- 3) If the CHC is closed, contact your RLC or the Office of Campus Security at **Ext. 1777** for the necessary supplies.
- 4) Students need to contact the CHC **EVERY DAY** while on self-isolation. This will help students get the supplies needed to take care of the expected symptoms. **This will also keep your name on the self-isolation confirmation (SIC) list to verify your self-isolation to professors.**
- 5) Any student who shows up to class with ILI, or not cleared through the CHC, will be immediately sent back to their dorm rooms or home and the incident will be documented.
- 6) The names of students will be removed from the SIC list after a report of normal temperature for 24 hours without the use of medication is reported to the CHC.
- 7) Professors are not to count students on self-isolation as unexcused. Self-isolation is a community safety and a public health measure to combat the contagious nature of the H1N1 Flu.
- 8) Any student abusing the self-isolation policy will be documented and reported to the Vice President and Dean of Faculty and the Vice President and Dean of Student Life. Excused absence will be converted to unexcused absence.
- 9) Students deemed noncompliant to the Self-Isolation Policy will be asked to leave campus.
- 10) Parents and guest with ILI are asked not to come to campus. Any parent or guest with ILI found on campus will be asked to leave campus immediately.
- 11) The CHC will be open during the operation hours of 8:00 a.m. - 6:00 p.m. Monday through Friday for students who are NOT experiencing ILI.

### **Campus Resident Self-Isolation Procedure**

- 1) Students are to stay in their dorm room except for using the restroom or seeking emergency medical treatment. When students leave their room, a face mask needs to be worn over their nose and mouth. Masks along with other items are provided in the Flu Kit.
- 2) **Communication During Self-Isolation**  
All notifications to Flu Buddies, professors, coaches, club leaders, commanders, work study supervisors, Dining Service staff and the CHC staff need to be done via email or phone. **Do not show up to class or to offices to report your illness or to ask questions.**
- 3) **Flu Kits**

Flu kits are available at the CHC, Dining Services, RLC offices and the Office of Campus Security for easy distribution. Please contact your Flu Buddy to pick one up. They contain: 2 surgical masks, disposable thermometers, hand sanitizer, Tylenol, Ibuprofen, cough drops, lozenges, the self-isolation [Flu Kit Instructions](#) with guidelines on how to take care of yourself and other information to help navigate the self-isolation process. If your Flu Buddy or RLC is not available, please contact the Office of Campus Security at ext.1777.

#### 4) Sick Packs

Sick packs which contain food and drinks are available in Dining Services, RLC offices, the Office of Campus Security and the CHC, for easy distribution. Please contact your Flu Buddy to pick one up. They contain: soup, crackers, peanut butter, ginger ale, applesauce, herbal tea, Jell-O and a bottle of Gatorade-like drink. If your Flu Buddy or RLC is not available, please contact the Office of Campus Security at ext.1777. The Sick Packs will generate a charge on to a meal card.

#### 5) Flu Buddy Guidance

It is best to obtain a couple of Flu Buddies from your dorm just in case you become ill. Flu Buddies will pick up food and supplies for students while they are on self isolation.

##### Key points for Flu Buddies include:

- **Sick Packs and Flu Packs** may be picked up at: Dining Services, the RLC offices, the CHC and on the weekend or when offices are closed, please call the Office of Campus Security ext. 1777.
- Do not go in the room of the sick student.
- Leave the food and supplies outside of their room.
- **Food Pick-up**  
**Flu Buddies** may use their meal card and have their items **charged separately** than the sick students.
  - ✓ Obtain a receipt and keep them in an envelope.
  - ✓ When the student is off self-isolation, they may get the charges transferred back to their account.
  - ✓ Please contact Jim Siconolfi at 1879 with any questions or concerns.
- **If you ANY concerns about a student who is sick, please call the CHC at 1750 or, the RLC of the building or the Office of Campus Security at ext. 1777.**

If you would be willing to volunteer as a Campus Flu Buddy for a day, evening or weekend, please email [flubuddy@elmira.edu](mailto:flubuddy@elmira.edu) with the date and time of your availability, your cell phone number and your dorm. They will provide the RLC offices, the Office of Campus Security, Dining Services and the CHC staff with your availability. Your help is greatly appreciated!

#### 6) Food Vouchers

Food Vouchers will be located in the RLC offices, the Office of Campus Security and the CHC and may be used to order a student a Sick Pack, food items or supplies from Dining Services. They are to be filled out by the RLC, the Security Officer or the CHC staff then sent to Dining Services by the Flu Buddy, RLC or the security officer on duty. **THEY ARE NOT TO BE GIVEN TO THE STUDENT ON SELF-ISOLATION. They may be used instead of the Flu Buddy charging the food to their meal card.**

#### 7) Counseling Services

Students on self-isolation who are already receiving counseling and have an appointment may continue the session over the phone. The counselor will already have your cell phone number. If you need to make an appointment, call the CHC at ext 1750. You will need to provide your cell phone number and to keep your cell phone charged. If you are enduring emotional stress which requires immediate psychological intervention, **CALL ext 1777** and the Office of Campus Security will contact the Counselor on Call. The counselor on call will then call your cell phone.

#### 8) Catching up on Class Work

When you start to feel better, assignments may be handed in via Angel or email depending on your professor's instructions. If hard copies are mandated, students may print at the Gannett Tripp Library from their room and have a Flu Buddy pick it up with their ID and hand it in to your professor. Directions:

- 1) Log on to [ANGEL](#) and click [Computer Skills - Res Comp](#) under [Courses](#)
- 2) Click the [Computer Skills Tab](#)
- 3) Follow the instructions "[Printing Mandated Hard Copies](#)".
- 4) Please note this is only for students in self-isolation

#### 9) Temporary Housing

Roommates of an ill student with ILI may contact Residence Life at (607) 735-1806 or may contact their RLC to see if the temporary rooms set aside for students without ILI are still available. Please note, that this accommodation is not a mandate by the CDC or the CCPHD. Residence Life felt it was worth the extra effort to provide this accommodation for their residence. This will be on a first come, first serve basis. Only the necessities are to be moved. Again, please remember, you may have already been exposed at this time and **frequent hand washing and wiping frequently touched surfaces with a disinfectant is the better move.**

#### 10) When a Student Decides to Go Home

If a student decides to recuperate at home, the parent needs to pick up the student. The student will need to wear the mask over the nose and mouth when leaving their room. The student needs to go directly to their parent's vehicle and immediately leave campus. The student is not permitted to make any stops on campus. The parents cannot make any stops on campus with the student in the vehicle. Due to safety reasons, the student with ILI will not be allowed to drive home. Parents, friends or family members with ILI are not to come to campus to pick up their students. The CDC requests that people with ILI not utilize public mass transportation. The student also needs to contact their RLC with their decision to go home.

#### 11) The Student Who Recuperates at Home

The student needs to contact the CHC on a daily bases with their status and exact temperature via email to [mhitchcock@elmira.edu](mailto:mhitchcock@elmira.edu) or call 1750 with questions. They also need to contact their RLC when they are coming back to campus. The Flu Protocol is still in effect and students with ILI are required to follow Elmira College Flu Protocol by not returning to campus until they are fever free for 24 hours without the use of medication and cleared by the CHC via daily report of symptoms and temperature reading.

#### 12) Confidentiality

Specific information of symptoms will be kept confidential unless your presence or behavior on campus is a risk to your health or others. At that time the CHC will contact Dean Julie Baumann '75 or Ben Curtis '99. A message will be conveyed that a student is not a candidate to be on campus. The specific health information will not be shared unless the student elects to do so. Our mission is to make sure we do all that we can to assure your health and safety and the health and safety of the College Community. For more information review the [Elmira College Notice of Privacy Practice](#).

#### 13) Transportation

In the event that a student needs emergency medical or psychological treatment at an area hospital, the Office of Campus Security or Erway Ambulance will transport the student.

#### 14) Closings and Cancellations

Due to the decrease in severity of the H1N1 Flu symptoms as once believed in April of 2009, there are not any plans to close the College at this time. EPIC will continue to monitor the information and status of the H1N1 virus with the assistance of the CDC, ACHA, and the CCPHD. There may be a need to cancel certain activities such as athletic matches or activities that produce crowds if there is wide spread outbreak of H1N1 virus on campus. Classes may change to a temporary online or Angel format if the need arises. **Please stay informed by [checking your email and Student Link daily](#).**

## Flu Protocol Links

### EPIC Members

#### Cabinet Members

Dr. Meier  
Julie Baumann'75  
Joe Koczan  
Mike Rogers  
Pat Thompson'75  
Sherry Trocino  
Peter Viscusi

#### Safety Committee

John Fratarcangelo  
Don Brimmer  
Ben Curtis '99  
Margie Hitchcock  
Michele Johnson  
Marcia Metcalf  
Gary Miller  
Jim Siconolfi  
Liz Wavle

### Important Contacts

<b>Office of Campus Security:</b> (24 hours a day 7 days a week)	(607) 735- <u>1777</u>
<b>Clarke Health Center</b> (Open 8a.m. to 6 p.m. Monday - Friday) Marjorie Hitchcock MS Ed, BSN, RN Susan McCabe'01 BSN, RN, CRRN Lori Phillips BSN, RN	(607) 735-1750 <a href="mailto:mhitchcock@elmira.edu">mhitchcock@elmira.edu</a> <a href="mailto:smccabe@elmira.edu">smccabe@elmira.edu</a> , <a href="mailto:lphillips@elmira.edu">lphillips@elmira.edu</a>
<b>Counseling Services</b> (Open 8 a.m. to 6 p.m. Monday - Friday)	(607) 735-1830 or after hours: 735- <u>1777</u>
<b>IT Help Desk</b>	(607) 735-1915
<b>Residence Life Office</b> Ben Curtis '99, Director of Campus Life Megan Catalano, '08 RLC Alumni Hall Sheila Comerford '07, RLC Anderson Hall Amber Wing '09, RLC Columbia Hall Shawn Karney, RLC Meier Hall Caitlin Kofol'08, RLC Tompkins and Perry Hall Lindsey Hext '08, RLC Twin Towers RLC Tim Moran '00, RLC Twin Towers RLC	(607) 735-1806 (607) 735-1821 or <a href="mailto:bcurtis@elmira.edu">bcurtis@elmira.edu</a> (607) 735-1833 or <a href="mailto:mcatalano@elmira.edu">mcatalano@elmira.edu</a> (607) 735-1835 or <a href="mailto:scomerford@elmira.edu">scomerford@elmira.edu</a> (607) 735-1836 or <a href="mailto:awing@elmira.edu">awing@elmira.edu</a> (607) 735-1705 or <a href="mailto:skarney@elmira.edu">skarney@elmira.edu</a> (607) 735-1838 or <a href="mailto:ckofol@elmira.edu">ckofol@elmira.edu</a> (607) 735-1834 or <a href="mailto:lhex@elmira.edu">lhex@elmira.edu</a> (607) 735-1972 or <a href="mailto:tmoran@elmira.edu">tmoran@elmira.edu</a>
<b>Dining Services</b> Monday through Friday 7:00 a.m. - 8:00 p.m. Saturday 8:00 a.m. - 7:30 p.m. Sunday 9:00 a.m. - 7:30 p. m	(607) 735-1875
<b>Sports Medicine</b>	(607) 735 - 1752
<b>Area Hospitals</b> Arnot Ogden Medical Center St. Joseph's Hospital	(607) 737-4100 (607) 733-6541
<b>Area Pharmacies</b> Gerould's Pharmacy (free delivery Monday - Friday) Rite Aid Walgreens	(607) 733-6696 (607) 733-5202 (607) 271 - 9480

### High Risk Student Policy

One of the main objectives of the Elmira College Pandemic Response Plan is the maintenance of the health and safety of students and employees. According to the Center of Disease Control (CDC), any person who is pregnant or who has a suppressed immune system is considered to be at a higher risk of contracting the H1N1 Flu virus as well as developing complications from the H1N1 Flu virus.

As part of the Pandemic Response Plan, to keep students safe, the CHC will monitor the surveillance and locations of H1N1 Flu cases. Students who have the conditions listed by the CDC to be at a higher risk of complication if the H1N1 Flu is widespread on campus will be accommodated on a case by case basis.

We are asking that all students that meet the high risk criteria to contact Lori Phillips BSN, RN, the CHC Clinical Coordinator at [lphillips@elmira.edu](mailto:lphillips@elmira.edu) for an appointment for free and confidential health counseling and health education. We are also asking the students who meet these criteria to contact each of their professors for arrangements in the event that the H1N1 Flu is widespread on campus to discuss their options. Taking classes in a distance learning format may be possible for some classes.

This information will be kept confidential unless your presence on campus is a risk to your health and safety or the health and safety of others. At that time we will contact Dean Julie Baumann '75 or Ben Curtis '99. We will convey the message that you are not a candidate to be on campus. Your specific health condition will not be shared unless you elect to do so. Our mission is to make sure we do all that we can to assure your health and safety and the health and safety of the College Community.

As always, in order to assure your health and safety, please contact your physician for further guidance.

### The CDC H1N1 Vaccination Allocation and Guidelines

#### **Phase I**

- Pregnant women
- Household contacts and caregivers of infants younger than 6 months of age
- Health care personnel and emergency responders
- Children, adolescents, and young adults 6 months through 24 years of age
- Adults 25 through 64 years of age with a medical condition that makes them high risk for complications of influenza

If there is a shortage in the initial supply of vaccine, to cover the group above, then the following groups will be recommended to receive the vaccine:

- Pregnant women
- Household contacts and caregivers of infants younger than 6 months of age
- Health care personnel and emergency responders
- Children 6 months through 4 years of age
- Children and adolescents 5 through 18 years of age with a medical condition that makes them at high risk for complications of influenza

#### **Phase II**

All adults from 25 through 64 years of age

#### **Phase III**

All adults 65 years of age

### Flu Kit Instructions

## Elmira College Notice of Privacy Practice

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

We have established the minimum need to know privacy standards and limit staff member's access to your health information according to their primary job functions. Everyone on our staff is required to sign a confidentiality statement. We will keep your health information confidential and use it only for the following purposes:

**Healthcare Operations:** We may use health information about you for treatment (such as sending your medical records information to a specialist as part of a referral), to obtain payment for treatment (such as sending billing information to a health insurance plan), for administrative purposes, and to evaluate the quality of care that you receive (such as comparing patient data to improve treatment methods). We may also contact you about appointment reminders or treatment alternatives. We will also use our professional judgment in your best interest by allowing someone to pick up filled prescriptions, x-rays, or other similar forms of health information and/or supplies unless you have advised us otherwise.

We may use and disclose your health information to seek payment for services we provide to you. This disclosure involves our business office staff and may include insurance organizations or other businesses that may become involved in the process of mailing statements or collecting unpaid bills.

We may release health information concerning your medical and psychological status, injuries, prognosis, diagnosis and treatments to an interpreter when there is a communication barrier.

We may release health information concerning your medical and psychological status, injuries, prognosis, diagnosis and treatments to ROTC commanders, nursing instructors and professors, dance instructors, education program directors, community service personnel and Term III Travel professors when professional judgment deems necessary.

We may release health information concerning your medical and psychological status, injuries, prognosis, diagnosis and treatment to physicians including the College physician and the student's primary care physician, midlevel practitioners, nutritionists, psychiatrists, counselors, athletic trainers, Residence Life staff or other professionals in order to provide a multidisciplinary approach for medical and psychological treatment.

**Athletes:** We may disclose your health information about athletes to your coaches, athletic trainers and the Director of Athletics in order to assure your safe participation and allow coaches to make informed decisions about the athletes' playing status in practice, games, and other team activities. Information given may include the diagnosis, prognosis, restriction, precaution, and treatment of such condition.

**Emergencies:** We may use or describe your health information to notify, or assist in the notification of a family member or anyone responsible for your care, in case of any emergency, your location, your general condition, or death. If at all possible we will provide you with an opportunity to object to this use or disclosure. **Under emergency conditions, a threat to your health or another person's health or safety, if you are incapacitated, or when the EC Pandemic Plan is initiated, we will use our professional judgment to disclose only that information directly relevant to your care.**

**Required by Law:** Subject to certain requirements, we may give out health information without your authorization for public health purposes, abuse or neglect reporting, auditing purposes, worker's compensation purposes and emergencies. We provide information when otherwise required by law, such as court or administrative order, subpoena, discovery request or other lawful process. We will use and disclose your health information when requested by national security intelligence, and other state and federal officials including the Public Health Department and if you are an inmate or otherwise under the custody of law enforcement.

In any other situation, we will ask for your written authorization before using or disclosing any identifiable health information about you. If you choose to sign an authorization to disclose information, you can later revoke that authorization to stop any future uses and disclosures.

**Individual Rights:** In most cases, you have the right to look at or get a copy of health information about you. If you request copies, we will charge you \$0.05 for each page. You also have the right to receive a list of instances where we

disclosed health information about you. You have the right to request that your health information be communicated to you in a confidential manner such as sending mail to an address other than your home.

You may request in writing that we not use or disclose your information for treatment, payment, or administrative purposes or to persons involved in your care except when specifically authorized by you, when required by law, or in emergency circumstances. We will consider your request but are not legally required to grant it.

We may change our policies at anytime. Before we make a significant change in our policies, we will change our notice and post the new notice in the waiting area and in each examination room. You can also request a copy of our notice at anytime.

**Complaints:** If you are concerned that we have violated your privacy rights, or you disagree with a decision we made about access to your records, you may contact the person listed below. You may also send a written complaint to the U.S. Department of Health and Human Services at 26 Federal Plaza, Suite 3313, New York, New York 10278. Under no circumstances will you be retaliated against for filing a complaint.

If you have any questions or complaints, please contact:

Marjorie Hitchcock, BSN, RN  
Clarke Health Center  
Elmira College  
One Park Place  
Elmira, New York 14901  
(607) 735-1751  
[mhitchcock@elmira.edu](mailto:mhitchcock@elmira.edu)

**Our Legal Duty:** We are required by law to protect the privacy of your information, provide this notice about our information practices, and follow the information practices that are described in this notice.