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 at this time. 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 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 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.

Arrange for automatic deposit of your paycheck. This is a benefit that many employees have already signed up for in the Payroll Office.

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

For more information on preparing for the H1N1 flu go to www.nyhealth.gov and www.flu.gov

Reminder: Employees are not to release ANY information about a student or a fellow employee 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 there is no sink is 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 for 24 hours** 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:

- Keeps 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
- 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 and realize 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 starting 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 Clinical Coordinator of the CHC, is available for health education for any student who is considered at high risk for contracting the H1N1 Flu as determined by the CDC (suppressed immune system, chronic medical condition, or if a student is pregnant) at Ext.1750 or via email at lphillips@elmira.edu. For more information, please review the High Risk Student Policy

Sue McCabe '01, BSN, RN, CRRN, the Employee Wellness Coordinator, is available for health education for any employee who is considered at high risk for contracting the H1N1 Flu as determined by the CDC (suppressed immune system, chronic medical condition or if the employee is pregnant) at Ext. 1916 or smccabe@elmira.edu. For more information, please review the High Risk Employee 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 and employees who are High Risk for complications with the H1N1 flu need to contact mhitchcock@elmira.edu or if you do not have a computer call ext.1750. **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 and employees 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. At this time, no family members will be included in the H1N1 vaccine administration.

H1N1 Flu Protocol

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 email, Student Link and Parent Link for the newest 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 and employees, who are not pregnant, do not need to seek medical attention if they come down with ILI symptoms. However, due to the contagious nature of the H1N1 flu virus, all students and employees who develop ILI need to self-isolate until their temperature returns to normal for 24 hours without the use of medication.

1) 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.

2) Students deemed noncompliant to the Elmira College Self-Isolation Policy will be asked to leave campus.

3) Employees with ILI WILL NOT BE ALLOWED ON CAMPUS FOR ANY REASON.

4) Any employee found on campus before their temperature is normal for 24 hours (without medication) and not cleared through the CHC will be considered in direct violation of the Elmira College Pandemic Response Policy. Violations will be handled by the Office of Personnel.

5) 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.

Procedure for Students or Employees with Influenza Like Illness (ILI) Symptoms
Students and employees need to immediately report ILI symptoms to the CHC via phone call or email. Exact temperature and other symptoms need to be reported by emailing mhitchcock@elmira.edu or by calling ext 1750.

1) ILI symptoms including exact temperature reading need to be reported to the CHC on a daily bases while on self-isolation.

2) Students and employees will be placed on a self isolation confirmation (SIC) list generated by the CHC. **This serves as the verification that you are in compliance with the Flu Protocol as a public health concern and community safety measure by self isolating.**

3) Names will be removed from the SIC list after a report of normal temperature for 24 hours without the use of medication has been reported to the CHC.

4) Students and employees are not to seek care at the CHC while experiencing symptoms of ILI. The symptoms can be handled with over the counter remedies, fluid and rest.

5) Healthcare guidance for students and employees on self-isolation
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.

6) If the CHC is closed, contact your RLC or the Office of Campus Security for the necessary supplies or your direct supervisor if you are an employee.

7) Professors are not to count students on self-isolation as unexcused.

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 with any questions about the self isolation policy may contact their RLC, the Office of Campus Security, or the CHC at mhitchcock@elmira.edu or ext. 1750.

10) Any employee found abusing the self-isolation policy will be reported to the Office of Personnel and may face the risk of termination. Employees with questions about the self isolation policy and the sickness policy may contact Michele Johnson at mjohnson@elmira.edu or call ext. 1762

Campus Resident Self-Isolation Procedure

Any Student with Influenza-Like Illnesses Symptoms need to self-isolate until their temperature remains normal for 24 hours without the use of Tylenol or Motrin like products.

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 along with the Flu Kit Instructions.

2) Try to stay 6 feet from other people.

3) Wash hands frequently with warm soap and water especially after coughing and sneezing.

4) Use hand sanitizer when sinks are not available.

5) Clean frequently used surfaces like door knobs with a disinfectant.

6) Reporting your influenza like illness and status
Once you recognize that you are experiencing ILI, you need to contact the CHC via email @ mhitchcock@elmira.edu or ext 1750. The CHC staff needs to know your exact temperature and symptoms **(Do not go to the CHC for ILI verification.)** This needs to be done over the phone or via the computer. The CHC will be open during the operation hours of 8:00 a.m. - 6:00 p.m. Monday through Friday for students and employees who are NOT experiencing ILI.

7) Students need to contact the CHC EVERY DAY while on self-isolation. This will help make sure that you get what you need to take care of your symptoms. **This will also keep your name on the self-isolation confirmation (SIC) list to verify your self isolation to professors.**

8) Contact your Flu Buddy after the CHC has been notified, then contact your Flu Buddy and RLC via email or phone call. On the weekend contact the RLC on duty or the Office of Campus Security at ext **1777.**

9) Communication During Self -Isolation
All notifications to professors, coaches, club leaders, commanders, Dining Service staff or the CHC staff need to be done via email or phone call. **Do not show up to class or to offices to report your illness or to ask questions.**

10) Healthcare Guidance
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 email. If the CHC is closed, contact your RLC or the Office of Campus Security for the necessary supplies.

11) Flu Kits
Flu kits are available at the CHC, Dining Services in the RLC offices and in 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, and an instruction hand-out on how to take care of yourself and other information to help students navigate the self-isolation process. If your flu Buddy or RLC is not available, please contact the Office of Campus Security at ext.**1777**.

12) Sick Packs
Sick packs are available at the CHC, Dining Services in the RLC offices and in the Office of Campus Security 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.

13) Counseling Services
If you are receiving counseling and you have an appointment you may continue your 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 as will as 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.

14) Catching up on Class Work When you start to feel better, assignments need to 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 and hand it in to your professor. Directions are below.

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 for students in self-isolation

15) Flu Buddy Guidance

It is best to obtain a couple of Flu Buddies 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:

- Do not go in the room of the sick student
- Leave food and supplies outside their room
- **Sick Packs and Flu Packs** may be picked up at: Dining Services, the RLC offices, the CHC on the weekend or when offices are closed, please call ext. **1777**
- **Food pick-up:**

Flu Buddies may use their meal card and have their items **charged separately** than their 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 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 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!

16) Food Vouchers

Food Vouchers will be located in the RLC offices, the Office of Campus Security and at 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. As a back-up to assure all students on self-isolation are listed at the CHC, any RLC or security officer needs to notify the CHC that a Flu Kit or Sick Pack was provided to a student unless the student is already on the SIC list.**

17) Confidentiality

Student and employee on Self Isolation will be posted on a Self Isolation Confirmation (SIC) List. This list is for verification of self-isolation for the professors and the appropriate administers. Students and employees get placed on the list and get removed from the list through the CHC. Specific information of your 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 if you are a student and Joe Koczan or Michele Johnson if you are an employee. We will convey the message that you are not a candidate to be on campus. Your specific health information 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 safety of the College Community. For more information review the Elmira College Notice of Privacy Practice.

18) 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 bases.

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 best move.**

19) 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 when he or she leaves 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.

20) 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 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.

21) Transportation

In the event that a student needs emergency medical or psychological treatment at an area hospital, Security or Erway Ambulance will transport the student. The Security vehicle is to be disinfected by house keeping after the transport.

22) Protective Mask Usage

The CDC no longer recommends the use of N95 protective masks for employees **except** when performing certain medical procedures.

23) Closing of Campus

Due to the decrease in severity of the H1N1 Flu symptoms as once believed in April, there are not any plans to close the College at this time. The EPIC will continue to monitor the information and status of the H1N1 virus with the assistance of the CDC, American College Health Association and the Chemung County Public Health Department. 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 daily.** Other announcements will be located on, Student Link, the Elmira.edu Web Site and the EC Web.

EPIC Members

Cabinet Members	Safety Committee
Dr. Meier	John Fratarcangelo
Julie Baumann'75	Don Brimmer
Joe Koczan	Ben Curtis '99
Mike Rogers	Margie Hitchcock
Pat Thompson'75	Michele Johnson
Sherry Trocino	Marcia Metcalf
Peter Viscusi	Gary Miller
	Jim Siconolfi
	Liz Wavle

Important Contacts

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

High Risk Employee 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 developing complications from the H1N1 Flu virus.

As part of the Pandemic Response Plan, to keep employees safe, both the CHC staff and the Personnel Department will monitor the surveillance and locations of H1N1 Flu cases. Employees 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 employees that meet the high risk criteria to contact Sue McCabe '01, the Employee Wellness Nurse at (607) 735-1916 or smccabe@elmira.edu for an appointment for free and confidential health counseling and health education. We are also asking the employees who meet these criteria to meet with Michele Johnson, the Director of Personnel at (607) 735-1762 or at mjohnson@elmira.edu for arrangements in the event that the H1N1 is widespread on campus to discuss their options.

This information will be kept confidential unless your presence on campus is a risk to your health or others. At that time we will contact Joe Koczan or Michele Johnson if you are an employee. We will convey the message that you are not a candidate to be on campus. Your 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 safety of the College Community.

As always, in order to assure your health and safety, please contact your physician with any further guidance and questions related to your condition.

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

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.

N95 Protective Masks for Employees

Elmira College is following the current CDC guidelines for the use of protective masks. The current recommendation for the use of the N95 mask includes performing certain respiratory treatments or invasive procedures on a patient with ILI symptoms or confirmed H1N1 Flu Virus. The only mandated procedure on campus that involves the CDC requirement is for nurses when performing nebulizer treatments. However, OSHA requires employers to provide the necessary personal protective equipment to perform their job duty safely. First responders have already been through the proper training, fitting and usage of the N95 protective masks. They are not mandated to wear them at this time. If the first responders feel that they want to wear them while transporting or responding to a situation with a student with ILI, the choice will be left to them. N95 masks have already been allocated to the first responders and other personnel job descriptions which are deemed high risk by the EPIC Committee. However, employees who have not been through the training and feel they want to wear one may supply their own. Again, these are considered only necessary by the CDC in certain procedures. Please also note that the N95 mask is contraindicated for people with certain respiratory conditions. They are uncomfortable and may not be tolerated well. Keep in mind as per the CDC, "**facemask use - by itself - cannot prevent the flu!**" Frequent hand washing, cleaning of frequently used surfaces, avoiding touching your face and getting vaccinated are just as important.