



WEST LOS ANGELES COLLEGE

TUES, APR 29

DAILY UPDATE: RESPONSE TO SWINE FLU

Visit *WestWeek* or www.wlac.edu/updates for on-going updates

Dear Colleagues:

NORMAL OPERATIONS TODAY.

All College classes, meetings and events will go on as scheduled.

As I wrote to you in my weekly address yesterday, the West Emergency Preparedness Team, made up of faculty, staff and administrative leaders, met yesterday to review the situation and to discuss appropriate next steps to take for the campus. Our first and foremost priority will be the health and well being of our entire college community. We are treating this as an emergency and we will err on the side of caution and safety.

Click here to find the members of the West Emergency Preparedness Team:

<http://www.wlac.edu/events/flu/EmergencyTeam.pdf>

The actions we are taking below and the plans we are now making are the result of our meeting and consultation as a team. If you have any question, comment or concern, please direct it to Michelle Long-Coffee or to one of the members of the team who will funnel it to Michelle.

At this point, we are taking basic steps to help everyone stay healthy and manage their flu risk. As advised by the Center for Disease Control and local government, West has in place a contingency plan in the event the flu situation becomes a serious crisis. This plan includes such possible future actions as: expanding health center services; adjusting the academic calendar to accommodate high rates of absenteeism; providing precautionary protection such as masks and gloves and even closing campus.

The one and only official source of information will be this daily morning update directly from the Office of the President. It will be posted to the college website each morning first thing.

KEEPING YOU INFORMED

- **Faculty / Staff** -- West now has a web page formatted to be easily viewed by mobile phone or computer at www.wlac.edu/updates. The page was created for the posting of urgent notices including campus closures, evacuation orders, intruder alerts, etc. During this flu outbreak, any urgent notices regarding West's reactions will be posted to www.wlac.edu/updates. My updates, which will be issued daily, can also be found there along with a link to the CDC's flu information site <http://www.cdc.gov/swineflu>

- **Students** – In addition to the steps mentioned above, in the next few days, students will receive a communication from the college via our automated phone system and flyers. The message will provide them with a web site for flu information, instruction to stay home if ill, and the www.wlac.edu/updates web site for any urgent information that may affect the normal running of the campus (e.g. change of end semester dates/deadlines, campus closures, etc).

KEEP US INFORMED OF STAFF SICK DAY ABSENCES

- Each division Vice President will send to Michelle Long-Coffee a daily report of how many faculty and staff have reported out sick for that day. This is important information so we can daily monitor the level of absences and report any serious spikes to the appropriate health authorities. *We urgently ask you to notify your supervisor directly and immediately if you are taking a sick day.* If you are experiencing flu-like symptoms, PLEASE go to a doctor or health clinic for treatment. ALL FACULTY, STAFF AND STUDENTS CAN GO TO THE COLLEGE HEALTH CENTER FOR TREATMENT AND ASSISTANCE AS FOLLOWS:

ACTIONS TO KEEP THE CAMPUS HEALTHY

At this point a good defense is the best offense and the appropriate action for now.

- This week, **notices** will be placed in all restrooms reminding people to wash their hands and to sneeze or cough into their arm rather than their hands (which puts the germs on their hands and causes spread).
- **Posters** will be placed around campus providing the ".../updates" web site; encouragement to visit the health center; instruction to stay off campus if ill; and our new urgent information website www.wlac.edu/updates
- **Sanitation** – The janitorial staff is making a point of wiping door handles throughout their shifts. We are also indentifying the best way to perpetually clean the computer keyboards in the library.
- **Classrooms** – As an instructor, you have the authority to ask students who are clearly ill and maybe coughing, sneezing or otherwise exposing the class to an illness to leave the classroom. Please do so discretely, compassionately and direct them to the WLAC Student Health Center.
- **Employee Protection.** The custodial staff has been asked to protect themselves by wearing masks and gloves during their work, so you may see these college employees wearing them today. There is no similar requirement for other faculty and staff at this time. However, we will be stocking sufficient quantities of masks and gloves in the Health Center in the event we need them for general use.
- **Student Health Center.** Building A-9 (310) 287-4478
The Student Health Center is an on-campus health resource for **all** DURING THE SWINE FLU EMERGENCY. The Student Health Center is open Mondays-Thursdays from 8:00 a.m. to 1:00 p.m. and 5:00 p.m. to 8:00 p.m. and Fridays from 8:00 a.m. to 1:00 p.m.