



WEST LOS ANGELES COLLEGE

**WED, MAY 6
DAILY UPDATE: COLLEGE RESPONSE TO SWINE FLU**

This communication from the Office of the President is the only official campus communication on this matter. If you have any questions, comments or concerns, please direct it to Michelle Long-Coffee, Director of PR/Advertising at 310-287-4597 or LongCofm@wla.edu

NORMAL OPERATIONS TODAY

- All college classes, meetings and events will go on as scheduled.
- No employees/students have reported having contracted Swine Flu.
- For past updates and continuing updates, visit [WestWeek](#) or www.wla.edu/updates (mobile phone)
- Please continue to observe steps previously outlined to keep yourself and the campus healthy.
- To link to the CDC: www.cdc.gov/swineflu

Please read this entire update carefully. It contains new information about our ongoing preparation for this and any emergency.

So far, so good. Fortunately, West continues to have no confirmed cases of the Swine Flu and cases reported in Southern California appear to be not more severe than the seasonal flu. We will continue our watchful waiting as we shift into a new phase of emergency preparedness for this emergency or any other in the future. Health officials currently warn of the return of a severe flu in the fall and winter, so we must continue to prepare.

CONTINUING EMERGENCY PREPAREDNESS PLAN. As I outlined yesterday, the college's Emergency Preparedness Team asks that all faculty take the following steps to be prepared in the event of a campus closure.

- Inform students that they will receive an automated phone call & email in the event of campus closure.**

In the event of a campus closure, the Admissions Office will inform students through our automated phone and email system. For this reason, it is always important that students have updated and correct contact info with A&R. The closure information will also be posted on the web site – www.wla.edu or www.wla.edu/updates (mobile phone).

- Tell students that you will contact them to give instructions on how the balance of the course requirements will be completed to conclude the semester on time. CIRCULATE A SIGN-IN SHEET IN EACH CLASS TO GATHER UP-TO-DATE STUDENT EMAILS/PHONE NUMBERS.**

Our primary goal in any closure is to make sure that grades will be submitted on time to avoid disruptions in the graduation and/or transfer process. If you are not currently on Etudes or ADX, you will be able to continue your course in some fashion via email. Be sure you know how to access your campus email from off campus (see page 2). *You will NOT be permitted to meet your classes off campus.*

- Faculty will be notified of a campus closure by a phone tree established by their division chairs.**

Academic Affairs will implement a phone tree notification system for all faculty: VPAA>Deans>Chairs>All Faculty. Vice President Sprague and the Deans will review this with chairs. The information will also be posted on the web site – www.wla.edu or www.wla.edu/updates (mobile phone).

☑ **Make sure your essential teaching materials and files are backed up now and stored on portable plug-in storage devices, then kept at home.**

If the campus is closed, no one will be permitted to return to campus for any reason until the emergency is over. Academic Affairs will begin the process this week of a college-wide plan for distributing the storage plugs and training people how to use them. In the meantime, if you already have a plug-in and know how to use it, *back up your essential files now.*

OPTIONS FOR OPERATING YOUR CLASS FROM OFF CAMPUS

1. **ADX:** Migrate your syllabus and course materials to the ADX system, something that will take about two hours of training. Contact your Dean for further information.
2. **ETUDES:** Take the Etudes certification course and migrate your materials to the Etudes platform even if you have no intention of teaching online. If you are Etudes-certified and wish to migrate your courses please contact Eric Ichon.
3. **EMAIL:** This will mean you will need to be able to access your college email over the internet at home. Please make sure you know how to do this—it only takes a few minutes to learn. All you need to do is click “email” on the faculty page of our website and then input your user name and password.

NOTA BENE: The options described above will clearly take time for all faculty to be able to implement one of them. Vice President Sprague will begin discussions with chairs and faculty this week to develop an implementation plan. I stress that **these options are not compulsory** and no edict will come down to ‘do this or else’. At the same time, I stress the importance of each individual taking personal responsibility to be prepared.

IN THE EVENT OF CAMPUS CLOSURE, THE FOLLOWING WOULD OCCUR

In the event that a student/employee is confirmed as having Swine Flu (or a governmental agency instructs us to close for some other reason):

- Report the incident of illness to Michelle Long-Coffee, Director of PR/Advertising.
- The President’s Office will be notified and coordinate with the Department of Health.
- The Department of Health will contact the student/employee (*all information will be kept confidential*).
- The Department of Health will advise the President’s Office with a recommended course of action.
- I will consult with LACCD officials.
- Communications will go out to employees, students and the community. The campus web site will announce the closure and signs will be posted. Students will receive a recorded phone message and email. No one, except a handful of “essential” personnel, would be allowed on campus. Those personnel would be required to sign in and out with the Sherriff when arriving or departing. The PR/Advertising office would also alert the local press.
- Faculty will contact their students and implement their plans for conducting the class during the closure.
- Students, faculty and staff should check the web site each day to check for any change in status or updated instructions. Notice of the re-opening of campus will be posted on the web, and conveyed via an automated recorded phone call and email.

KEEP THE CAMPUS HEALTHY

- **REPORT ILLNESS & SICK LEAVES DAILY** – Each Division VP will report all illness absences daily to Michelle Long-Coffee. **So far illness absences are not above normal levels.** This will allow the campus to take appropriate steps, under the direction of the Health Department. (Note: any such report would be treated confidentially).
- **NEED SOAP?** – If a bathroom in your area has run out of soap, contact Facilities.
- **SICK STUDENTS** – 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.
- **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 Mon/Wed: 8:00 a.m. - 4:30 p.m.; Tues/Thur: 11:00 a.m. – 7:00 p.m.; Fri: 8:00 a.m. - 12:00 p.m.
- **PREVENT THE SPREAD OF GERMS** -- Cover your cough or sneeze; Wash your hands; Stay home if you are sick and seek medical treatment if appropriate.