WEST LOS ANGELES COLLEGE

FRI, MAY 1
DAILY UPDATE: COLLEGE RESPONSE TO SWINE FLU

This daily 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@wlac.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/on-going updates, visit WestWeek or www.wlac.edu/updates (mobile phone)
• We continue to take steps to prevent the spread of the flu and to make contingency plans should campus operations need to be interrupted.
• To link to the CDC: www.cdc.gov/swineflu

CONTINGENCY PLANS IN THE EVENT OF CAMPUS CLOSURE

Yesterday, the entire Emergency Preparedness Team met and discussed steps to be taken by the campus in the unlikely event that we would need to shut down for some period due to a confirmed case of Swine Flu, or as directed by the Health Department or other government agency.

The Emergency Preparedness Team recommended that in the event of a closure, regardless of duration, that all faculty will be asked to conduct their classes in the best way possible so that all students will be given a grade and so that the semester will end and Commencement will proceed as scheduled. It is very important that students know that the semester will conclude as usual and that they will receive grades and credit, graduate and transfer and conclude the semester as usual. The challenge of course will be how to do this if the campus is closed. It is difficult to be sure, but other colleges have faced this in emergencies and it can be done.

I therefore ask that all faculty begin today to make a personal contingency plan for how they will handle the balance of the semester for each of their classes in the event of a campus closure. Here are three things you can do right away:

1. Please circulate a sign-in sheet in each class to gather up-to-date contact information on your students. You will be provided with a letter to distribute to your students next week outlining where they can go for information should the campus close and prompting you to explain how class assignments would be handled.
2. 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.
3. If you do not already regularly access your college email over the internet at home, please make sure you know how to do this.

On Monday, May 4, I will meet with faculty leaders and we will issue more detailed advice on how to conduct your class in the event of closure.
Campus Closure: Outline
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 and will likely call for the closure of campus.
- Communications will go out to employees, students and the community. The campus web site will announce the closure and signs will be posted. Faculty/staff will receive an email and a phone call as able. 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 – The Governor’s office recommends the closure of a school for at least one week should a student or employee be confirmed as having Swine Flu. On that note, it is important that we are aware of any employee or student who may have a confirmed case of Swine Flu. We ask that you report such an occurrence to your supervisor or instructor. 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.

In hope and heart,
Mark