

September 16, 2009

TO: Administrative Department Heads

FROM: Jim Stakenas, Ph.D.  
Vice President, Administration & Finance

RE: **INFLUENZA PANDEMIC PLANNING**

This memo follows the August 31 communication to all MCLA faculty and staff regarding our preparations for an anticipated influenza outbreak.

As noted, the current H1N1 flu strain has been labeled a pandemic. We are fortunate that there has been little direct impact on our community from the flu to date. However, anticipating a fall resurgence of this strain, we want to be ready.

It is important to emphasize that current CDC recommendations are that all of those who might come down with the flu – students, faculty, and staff – go home to recuperate. A large outbreak on campus *will* lead to significant classroom absences and students leaving campus. Some instructors may also be unable to physically meet their classes if they adhere to these guidelines, either because they are ill or would need to be at home caring for family members who are ill.

Please read the document entitled “MCLA Preparedness Guidelines,” which is enclosed. This document provides planning information, asks that contact information be collected on all staff members, asks that an office support back-up person be designated should the primary contact person be out sick, and establishes parameters to maintain office operations should many staff call in sick.

To document the faculty and staff contact information, essential office work functions, and approaches to communicating with students for each course, please fill out the three forms available at <http://www.mcla.edu/pandemic> . Maintain copies of this information, submit a copy to the division vice president or dean, and submit a copy to be filed in the Human Resources Office.

Our next step is to organize the work of each department to ensure that essential services can be provided at MCLA during an influenza pandemic.

**We ask that each of you meet with your staff to discuss the items noted below.**

1. Ensure you have up-to-date contact information for each department member.
2. Organize a plan that includes the essential office operations that must continue regardless of the size of the workforce.
3. Establish back-ups for each employee to be able to cover these essential office duties should multiple people be out sick at the same time.

4. Review information with your division head.

**Department operations planning may depend on the season or month. Please look at the responsibilities that your office has in each month of the year.** Staff members should be aware of what these responsibilities are and be able to meet these responsibilities should other staff members be away sick.

We recognize the additional work this places on each office and department. But we believe that our concerted efforts today will help us to work through a difficult time should we have a significant outbreak of the flu.

**To help ensure we are ready to respond, please meet with your staff members no later than the end of September.**

Thanks very much for your assistance; please do not hesitate to contact me if I can be of any assistance.

cc: Mark Berman, Chief Information Officer  
Cynthia Brown, Vice President, Academic Affairs  
Charlotte Degan, Dean of Student Affairs  
Marianne Drake, Chief Advancement Officer  
Denise Richardello, Vice President, Enrollment & External Affairs  
Marilyn Truskowski, Director, HR