PROCEDURE

Effective Date: July 15, 2010
Authority: POL-U1300.01
Approved By: Vice President, BFA

Cancels:
See Also: PRO-U1300.01C Responding To A Local Rubeola Measles Outbreak

PRO-U1300.01D RESPONDING TO A SATELLITE OFFICE RUBEOLA MEASLES OUTBREAK

Action by: WWU Medical Director

Action:

1. Receives notification of Rubeola Measles case in satellite office region.

2. Obtains list of non-immune and waived students and employees.

3. Identifies satellite office employees and students on list.

4. Contacts appropriate authorities including state health, satellite office(s), host institution(s) to gather further information and identify locations of clinical services available to satellite students and employees.

5. Notifies campus authorities (including Enrollment and Student Services, Academic Affairs, Human Resources, and University Communications) of situation and coordinates Emergency Group meeting.

Action by: Emergency Group

Action:

6. Convenes to review situation and establish response plan.

Action by: WWU Medical Director

Action:

7. Leads meeting discussion to give update, guidance and direction for:
   a. Student, parent, and employee notification,
   b. Individual notification to students and employees subject to ban,
   c. Availability of clinical services to both students and employees for testing, vaccinations, and symptom monitoring.
**PROCEDURE**

**Action by:**

**Director of University Communications**

**Action:**

8. **Establishes and maintains** University website content as directed by Emergency Group.

9. **Sends** campus community electronic notification as directed by Emergency Group.

**WWU Medical Director**

10. **Makes** individual contact with employees and students subject to ban.

**Asst. VP, Human Resources**

11. **Distributes** list of employees subject to ban to satellite office Directors.

**Banned Students/Employees**

12. **Follows** direction by WWU Medical Director.

**WWU Medical Director**

13. **Maintains** contact with appropriate authorities and impacted students and employees regarding status.

14. **Notifies** Human Resources and Registrar of employees and students released to return to work/class.

15. **Ensures** student measles immunization status is updated in Banner System as appropriate.

**Asst. VP, Human Resources**

16. **Ensures** banned employee’s department is notified regarding an employee’s release to work.

17. **Ensures** employee measles immunization status is updated in Banner system as appropriate.

**WWU Medical Director**

18. **Maintains** regular communication with state health authorities, Emergency Group, and Banned employees and students on status of outbreak and ban.

19. **Reconvenes** Emergency Group following outbreak to debrief.