PROCEDURE

Effective Date: July 13, 2021
Authority: POL-U1300.02

PRO-U1300.02A RESPONDING TO A LOCAL COVID-19 OUTBREAK

Action by: WWU Medical Director

1. Identifies COVID-19 outbreak within specific Western group or receives notification from the local health department of local COVID-19 outbreak that involves Western community members.

2. Obtains list of non-vaccinated/waived students.

3. Instructs Student Health Center staff on steps to begin establishing clinical services for students for testing, vaccinating, isolation/quarantine and symptom monitoring.

4. Coordinates with COVID Support Team to arrange emergency meeting to include but not limited to:
   a. President
   b. Provost
   c. Vice Presidents
   d. Attorney General
   e. Director of University Communications
   f. Asst. Vice President of Human Resources
   g. University Police Chief

Action by: Emergency Group

5. Convenes as directed, recommends declaration of official COVID outbreak.


Action by: WWU President

7. Issues Declaration of official COVID outbreak impacting WWU Community

Action by: WWU Medical Director

8. Provides updates, guidance and direction for:
   a. Campus-wide notifications
   b. Individual notification to students prohibited from in-person, on-site activities
   c. Available clinical services for students for testing, vaccinating, isolation/quarantine and monitoring.
d. Instructs Student Health Center staff to contact students prohibited to isolate at home and advise students on testing, vaccinating, isolation/quarantine and symptom monitoring

**Action by: Director of University Communications**

9. **Provides** announcements to campus and associated communities.

10. **Works** with Web Communications Technology to establish and maintain University website content.

11. **Sends** notifications as directed by Emergency Group and other leadership.

12. **Coordinates** responses to inquiries, including from the media.

**Action by: Assistant VP, Human Resources**

13. **Sends** individual notifications to employees prohibited from in-person, on-site activities.

14. **Distributes** list of employees prohibited from in-person, on-site activities to respective departments.

15. **Advises** employees to isolate at home and follow up with their medical provider for further guidance on testing, vaccination, or symptom monitoring.

**Action by: Prohibited Students/Employees**

16. **Follow** direction provided to them by SHC staff or HR staff respectively.

**Action by: Emergency Group**

17. **Convenes** as directed, recommends revocation of declaration of official COVID outbreak.

**Action by: WWU President**

18. **Revokes** Declaration of official COVID outbreak impacting WWU Community

**Action by: WWU Medical Director**

19. **Releases** students to work/campus after outbreak declaration revoked.

20. **Updates** student COVID-19 immunization status as appropriate.

21. **Maintains** ongoing communication with local health departments and Emergency Group on status of outbreak and prohibition.

22. **Reconvenes** Emergency Group following outbreak to debrief as needed.

**Action by: Asst. VP, Human Resources**

23. **Notifies** prohibited employee’s department that outbreak is revoked and employee’s release to work.

24. **Updates** employee COVID-19 immunization status as appropriate.