

## PROCEDURE

Effective Date: June 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.
6. **Creates** response plan.

#### **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.