

PROCEDURE

Effective Date: July 15, 2010
 Approved By: Vice President, BFA

Authority: [POL-U1300.01](#)

Cancels:

See Also: [PRO-U1300.01C](#) Responding To A Local Rubella Measles Outbreak

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

Action by:

Action:

WWU Medical Director

1. **Receives** notification of Rubella 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.

Emergency Group

6. **Convenes** to review situation and **establish** response plan.

WWU Medical Director

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:

Action:

Director of University
Communications

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.