

PROCEDURE

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

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

Cancels:

See Also: [PRO-U1300.01D](#) Responding to Satellite Office Rubeola Measles Outbreak

PRO-U1300.01C RESPONDING TO A LOCAL RUBEOLA MEASLES OUTBREAK

Action by:

Action:

WWU Medical Director

1. **Receives** notification of local Rubeola Measles case.
2. **Obtains** list of non-immune and waived students and employees.
3. **Instructs** Student Health Center staff on steps to begin establishing clinical services for students and employees for testing, vaccinating, and monitoring.
4. **Coordinates** emergency meeting to include but not limited to:
 - a. President,
 - b. Provost,
 - c. Vice Presidents,
 - d. Assistant Attorney General,
 - e. Director of University Communications,
 - f. Asst. Vice President of Human Resources, and
 - g. University Police Chief.
5. **Brings** copies of policy, procedures, list of employees and staff subject to ban, and draft notifications.

Emergency Group

6. **Convenes** as directed.

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. Available free clinical services to both students and employees for testing, vaccinations, and symptom monitoring at the Student Health Center.

PROCEDURE

Action by:

Action:

Emergency Group

8. **Creates** response plan.

Director of University
Communications

9. **Establishes** and **maintains** University website content.

10. **Sends** campus notification through Pier System as directed by
Emergency Group.

Asst. VP, Human Resources

11. **Distributes** list of employees subject to ban to Deans and
Directors.

WWU Medical Director

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

Banned Students/Employees

13. **Follows** direction by Medical Director to either remain at
home or to come to the Student Health Center for testing,
receive vaccination, or for symptom monitoring.

WWU Medical Director

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

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

WWU Medical Director

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

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