



HOBART AND WILLIAM SMITH  
COLLEGES

## Emergency Action Plan (EAP) COMMUNICABLE DISEASE OUTBREAK

Due to the nature of college life, emergency actions/responses regarding infectious/communicable disease rely on prevention and identification, containment and control strategies.

### 1. ROLES/RESPONSIBILITIES

The Hubbs Health Center's mission is to provide health services to all HWS students. Staff and faculty are not eligible for treatment or care from Hubbs and must, therefore, seek medical assistance from off-campus medical providers.

### 2. PREVENTION

All College personnel should consider the following prevention "rules of thumb":

- Basic hygiene measures, like frequent hand washing or use of an alcohol-based hand gel, especially after using the restroom or changing diapers, should be practiced at all times.
- If you are sick, do not go to work or class and minimize your contact with others. Seek appropriate medical intervention early on to protect both yourself and others around you.
- If you exhibit signs of respiratory infection, practice cough etiquette. This means covering your mouth/nose when coughing or sneezing, and using tissues to contain respiratory secretions (followed by tissue disposal in a waste basket and hand washing).

### 3. IDENTIFICATION, CONTAINMENT AND CONTROL

- Employees who are sick should stay away from work and seek diagnosis/treatment through their medical healthcare provider. Students who are sick should report their condition to the Hubbs Health Center for diagnosis/evaluation. Any immediately threatening health condition (like chest pains, acutely severe headaches, etc.), should be reported to Campus Safety (ext. 3333 or (315) 781-3333) for first aid assessment and potential ambulatory transportation to a local hospital.

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#### EAP-Communicable Disease Outbreak

HWS Campus Safety emergency line-dial ext. 3333 from any on-campus phone  
From cell phone while on campus-dial (315) 781-3333  
Off campus-dial 911

- Outbreaks of acutely infectious/communicable diseases will be assessed by the Director of the Hubbs Health Center, in accordance with local, state and federal health guidelines, and under direction of the Health Center physician and/or the Department of Health. While specific actions and responses HWS will take once such a disease has been identified tend to be disease-specific, three different containment and control strategies will be followed:
  - **Actions involving sick/symptomatic persons include:** diagnostic testing, treatment, isolation, ambulatory transportation to a local hospital and disease reporting through public health authorities/channels.
  - **Actions involving those who have been in contact with sick/symptomatic persons include:** diagnostic testing, medical monitoring/counseling and treatment/isolation/ambulatory transportation as needed.
  - **Actions involving the greater HWS community (those not in direct contact with sick/symptomatic persons) include:** information sharing as to the nature of the disease outbreak and specific recommended preventative actions, medical monitoring/counseling, additional cleaning and disinfection of public spaces and others as needed.
- Outbreaks of less acute infectious/communicable diseases (like pandemic influenza) will principally be managed in accordance with local, state and federal health guidelines. This may result in the temporary suspension of all HWS functions and activities.
- While it is highly unlikely that building evacuations (as traditionally defined) would occur following an outbreak of infectious/communicable diseases, it is critical for all employees/students to stay informed as an emergency unfolds. HWS officials will disseminate critical information as it becomes available to safeguard the greater HWS community.

Do not hesitate to contact Campus Safety if you need assistance.

- Emergency assistance (on campus dial ext. 3333, cell phone on campus dial (315) 781-3333, off campus dial 911).
- For non-emergency assistance dial (315) 781-3000.

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