

Funchal, September, 2009



UNIVERSITY
OF
MADEIRA

PANDEMIC INFLUENZA
CONTINGENCY PLAN

<http://www.uma.pt/GripeA>

We would like to show our appreciation to the Health and Social Affairs Administration Institute for their cooperation.

We also want to acknowledge all those who contributed to the development of this plan.

*cover image: model of the Pandemic Influenza (www.msml-laboratories.com)



In case of Pandemic Influenza infection at the University of Madeira, please call 5050

*I can have flaws, live anxiously and get angry sometimes,
But I do not forget that my life is the world's largest enterprise.
And I can prevent it from collapsing.*

*Being happy is to recognize that life is worth living despite all challenges
misunderstandings and crisis periods.*

*Being happy is to stop being a victim of problems and to become the author of one's
own story.*

It is to cross deserts, but being able to find an oasis at the heart of one's soul.

It is to thank God each morning for the miracle of life.

Being happy is not being afraid of one's own feelings

It is knowing how to speak of one's self

It is having the courage to hear "no"

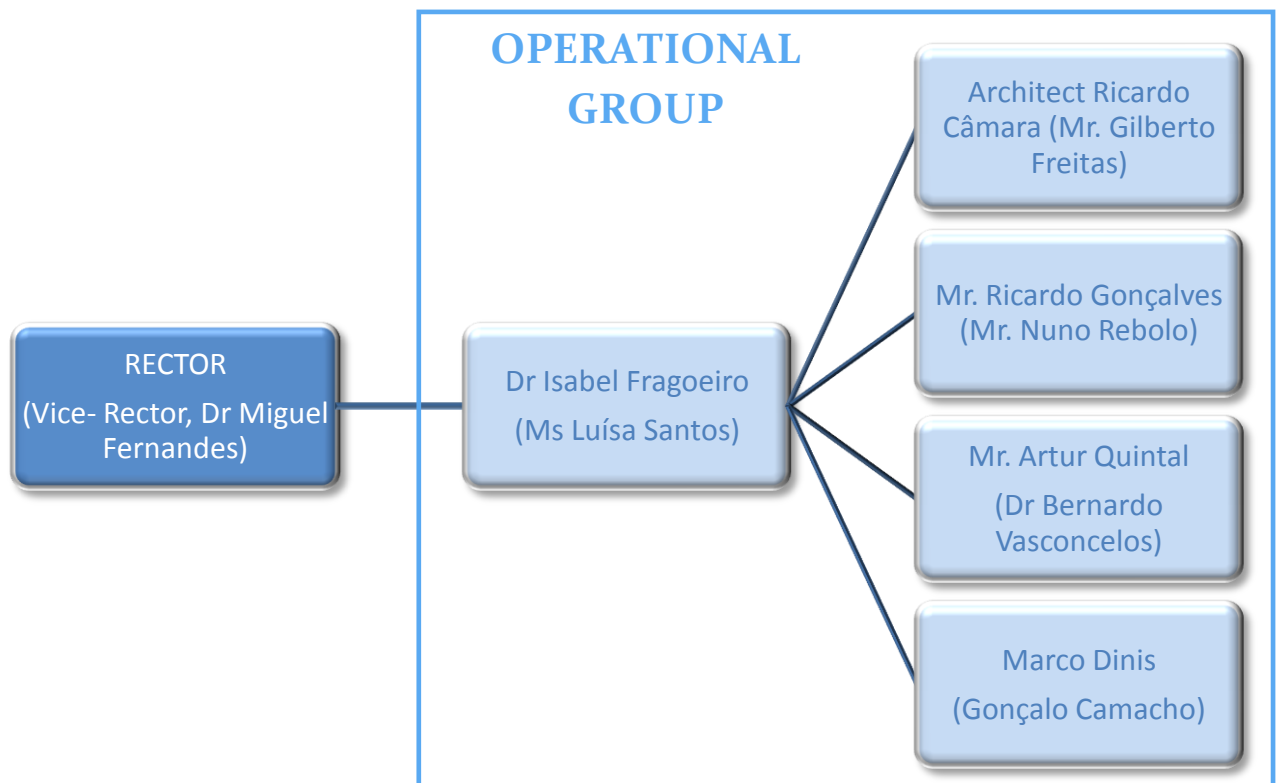
And it is the security to receive criticism even if unfair.

Rocks on the way?

I keep them all; someday I will build a castle...

(Fernando Pessoa)

CHAIN OF COMMAND



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(Between parentheses are the appointed substitutes)



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ACRONYMS

AAUMa – University of Madeira Student Union

DGS – General Health Board

EPI – Individual Protection Equipment

GAE – Student Support Office

GAQ – Evaluation and Quality Office

GDAI – Development and Computer Applications Office

GIRP – Image and Public Relations Office

GO – Operational Group

IASAÚDE IP RAM – Madeira Health and Social Affairs Administration Institute

PCOL – University College Executive Body

PCCOMP – Competence Centers Executive Bodies

SASUMa – Social Services of the University of Madeira

UAA – Academic Affairs Unit

UAP – Equipment and Patrimony Unit

UEI – Equipment and Premises Unit

UMa – University of Madeira

URH – Human Resources Unit



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INTRODUCTION

The main purpose of the Pandemic Influenza Contingency Plan is to minimize the impact of Pandemic Influenza on students, staff and visitors. As such, and in line with the objectives of the National Contingency Plan, emphasis is placed on the early activation of warning and preventive mechanisms and in the on time detection of possible infections.

UMA's Contingency Plan will allow the reduction of the impact of Pandemic Influenza on academic activities.

This Contingency Plan is partly based in the World Health Organisation (WHO), the European Centre for Disease Prevention and Control, the General Health Board and the Health and Social Affairs Administration Institute guidelines. These coordinating bodies predict that the Pandemic Influenza can occur in two waves, with approximately 12 weeks each, affecting about 30% of the population. Such a pandemic would have a major impact on the academic community, especially at the level of absenteeism; staff and students' absences may occur for other reasons, such as the need to take care of infected family members. Along with the standard rates of absenteeism, it is likely that 50% of the academic community will be absent for two or more weeks during the pandemic. To lessen the likelihood of this scenario, it is essential to have a Contingency Plan involving the entire community: students, teaching staff, employees and suppliers of goods and services operating in the University of Madeira (Penteada Campus, Colégio dos Jesuítas and the University Hall of Residence).

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Aware of the difficulties behind some decisions, justifiable only in case of the outbreak of a Pandemic, this document identifies some issues, the nature of which have ethical implications, such as the need for restrictive measures in the interest of Public Health (school eviction and restriction of mobility) and the implementation of some measures (vaccines), which require the assumption of a set of values and ethical principles, to safeguard the security, dignity, health and well being of the society and the individual. These will be permanently taken into account during the implementation of the adopted Contingency Plan.

We emphasize the dynamic and flexible nature of this plan, noting that its efficient implementation will only be achieved through the responsible and constructive participation of each and every member of the Academic Community.

GENERAL OBJECTIVES:

- I – To reduce Pandemic Influenza incidence
- II – To reduce the severity of the effects associated with Pandemic Influenza
- III – To minimize staff and students' absenteeism

GENERAL STRATEGIES:

- Efficient and effective coordination and leadership
- Engagement of all sectors of the Institution
- Appropriate communication (Appendix I)



ENFORCEMENT

| Phase I Previous to the first Pandemic Influenza outbreak at the University of Madeira | | | | |
|---|---|--|--------------------|----------------------|
| <i>Priorities</i> | <i>Actions</i> | <i>Execution</i> | <i>To consider</i> | <i>Date</i> |
| To improve preparation and surveillance at the University | <p>Supervision of the evolution of the phenomenon (at the regional, national and international level)</p> <p>Articulation with national and regional health entities</p> <p>Awareness of specific guidelines for similar institutions</p> <p>Analysis and enforcement of specific legislation when necessary</p> <p>Initial diagnosis with continuous update</p> <p>Systematic records of critical incidents</p> <p>Selection of indicators for observation, analysis and evaluation for the different sectors</p> <p>Data compilation and systematization</p> <p>Making Students, Faculty and Staff aware of the importance of their participation and motivation</p> <p>Publication of the Contingency Plan for the Academic Community (Flowcharts – Appendix II)</p> | <p>Rectory</p> <p>Operational Group (GO)</p> <p>Academic Community</p> <p>Websites Media</p> | Periodic Reports | September Ongoing |

**Phase I (cont.)
Previous to the first Pandemic Influenza outbreak at the University of Madeira**

| <i>Priorities</i> | <i>Actions</i> | <i>Execution</i> | <i>To consider</i> | <i>Date</i> |
|--|--|---|--------------------------|-------------------|
| To monitor and assess the risks (Application of guidelines related to risk assessment and activity maintenance for companies and schools DGS and IASAÚDE IP RAM) | Brief characterization of students | Rectory | Degrees | September Ongoing |
| | | GO | Residence Areas | |
| | Characterization of staff (Faculty, non faculty) | Academic Affairs (UAA) | Mobility Programs | |
| | | Human Resources (URH) | Academic residence users | |
| | | Social Affairs UMa (SASUMa) | Canteen users SASUMa | |
| | | Evaluation and Quality Office(GAQ) | Contact s | |
| | | Development and Computer Applications Office (GDAI) | Age | |
| | | Uma's Student Union (AAUMa) | Gender | |
| | | Professional occupation | | |
| | | Address | | |
| | | Education | | |
| | | Origin | | |



Phase I (cont.)
Previous to the first Pandemic Influenza outbreak at the University of Madeira

| <i>Priorities</i> | <i>Actions</i> | <i>Execution</i> | <i>To consider</i> | <i>Date</i> |
|-------------------|--|---|---|------------------------------|
| | Characterization of spaces/ contexts | Rectory GO Equipment and Premises Unit (UEI) | Use (incidence, hours of highest concentration of people) Intended purposes (library, study and computer rooms, laboratories, classrooms, departments, toilets, canteen and cafeterias, University Hall of Residence, places of clinical practice) Specific Materials (highly recommended) Health conditions | September Ongoing |
| | Events involving a large concentration of people, outsiders included | Executive Council GO AAUMa Others | Calendar Additional preventive measures | Throughout the academic year |
| | Priority Groups for vaccination | GO University College Executive Body (PCOL) IASaúde IP RAM, DGS. | Faculty, Staff and Students, others | As soon as possible |

**Phase I (cont.)
Previous to the first Pandemic Influenza outbreak at the University of Madeira**

| <i>Priorities</i> | <i>Actions</i> | <i>Execution</i> | <i>To consider</i> | <i>Date</i> |
|-------------------|--|---|---|---|
| | Record of Absenteeism due to Pandemic Influenza | Rectory GO URH Competence Centers Executive Bodies (PCCOMP) | Monthly delivery of systematized data (protection of anonymity). Flagging specific daily occurrences, (when these occur) | From the beginning of the academic year |
| | Dissemination of Information on preventive measures and self protection. Sensitisation and training. | Rectory GO Academic Community | Posters, leaflets, UMa, AAUMa and SASUMa websites. AAUMa screen Enrollments Paycheck receipts Health Fair Promotion of Specific Actions (e.g. essays concerning the theme in suitable courses) Training to priority groups Sensitization towards the use of stairs instead of elevators Helpline 808242424 or IASAÚDE IP RAM Internal Helpline 5050 | September Ongoing |



| Phase I (cont.) Previous to the first Pandemic Influenza outbreak at the University of Madeira | | | | |
|---|---|--|---|----------------------|
| Priorities | Actions | Execution | To consider | Date |
| | Identification of priority activities and services | Rectory GO PCOL PCCOMP | Security Cleaning Communication and informatics Image and Public Relations Support for users of the Hall of Residence (from outside Funchal and/or foreigners) Biology and Human Genetics Laboratories | September Ongoing |
| | Contact with suppliers of goods and pivotal services and to ensure they are prepared to respond to the crisis | Rectory GO IASaúde IP RAM UEI UAP SASUMa | Proper storage of priority products (food, hygiene products, EPI, and antipyretic medication) | September Ongoing |
| | Define rules of EPI distribution | Rectory GO IASaúde IP RAM DGS | Purchase and proper storage Definition of those responsible for assessing the need for supplies and its distribution User's record | September Ongoing |

Phase I (cont.)
Previous to the first Pandemic Influenza outbreak at the University of Madeira

| <i>Priorities</i> | <i>Actions</i> | <i>Execution</i> | <i>To consider</i> | <i>Date</i> |
|-------------------|---|--|---|-------------------|
| | Strengthening the hygiene and ventilation of the premises | Rectory GO Contracted Cleaner UEI SASUMa Academic Community | Reevaluation of requirements and procedures Enhancement of monitoring and evaluation Extra Cleaning: Lifts, garbage, doorknobs, shared keyboards and mice, handrails, shared desks and tables, telephones... Periodical extra reserves of soap and hand towels. Display devices with disinfectant Disinfection of the Isolation room Verification of the ventilation system Awareness of the importance to open and ventilate spaces, namely classrooms | September Ongoing |



Phase I (cont.)
Previous to the first Pandemic Influenza outbreak at the University of Madeira

| <i>Priorities</i> | <i>Actions</i> | <i>Execution</i> | <i>To consider</i> | <i>Date</i> |
|-------------------|--|---|--|---|
| | Define procedures following the notification of the first outbreak of Pandemic | Rectory GO IASaúde IP RAM PCOL PCCOMP Services Board AAUMa | Data on close contacts with any infected person (privacy protection, confidentiality and supportive attitude) Information to IASaúde IP RAM | From the beginning of the academic year |



Phase II
Subsequent to the first Pandemic Influenza Outbreak at the University of Madeira

| <i>Priorities</i> | <i>Actions</i> | <i>Execution</i> | <i>To consider</i> | <i>Date</i> |
|---|---|--|--|---|
| To ensure that organizational procedures are ready to respond to the pandemic | Definition of procedures with those responsible for each department | Rectory GO PCOL PCCOMP Services Board AAUMa | Signaling and referral of events related to human resources, students, spaces and environment Monitoring and periodic assessment of critical incidents Redefinition of procedures when necessary | From the beginning of the academic year |
| | Hearing Students | Rectory GO GAQ AAUMa | Summary of the meeting | Throughout the academic year |
| | Hearing Staff | Rectory GO GAQ | Summary of the meeting | Throughout the academic year |
| To ensure staff and students' well-being | To value comments, suggestions, coordinated participation | Rectory GO SASUMa GAQ | UMa website Support structure Direct contact | Throughout the academic year |
| | Appropriate Information | Rectory GO | | Throughout the academic year |
| | Value good practices, civic and professional competence | Rectory GO GAQ | | To be defined |



Phase II (cont)
Subsequent to the first Pandemic Influenza Outbreak at the University of Madeira

| <i>Priorities</i> | <i>Actions</i> | <i>Execution</i> | <i>To consider</i> | <i>Date</i> |
|---|--|---|--|--|
| To monitor the impact of the pandemic in the activities | Liaison with the Competence Centers Executive Bodies, University and Polytechnic Colleges Executive Bodies, SASUMa e AAUMa Ascertainment of the required measures in case of mandatory closure. | Rectory GO PCOL PCCOMP SASUMA AAUMa Academic Community UEI | Periodic Meetings Review if deemed necessary of legislation and related regulations Alternative procedures – e-work, Online classes. Remedial Activities - global in case of closure, individual for sporadic cases Evaluation - Justified Amendments. Possible extension of the academic year | September Reinforcement from the beginning of the academic year |
| | Proposal of measures for suspension of activities or closure of the premises under the recommendation of IASaúde IP RAM | Rectory GO IASaúde IP RAM | | Throughout the academic year |

| Phase III | | | | |
|---|---|---|--|-------------|
| Partial or global closure of the premises | | | | |
| <i>Priorities</i> | <i>Actions</i> | <i>Execution</i> | <i>To consider</i> | <i>Date</i> |
| To reduce the impact of the pandemic in the members, activities and services of the University of Madeira | Communication of the necessary procedures in order to assure the continuity of the activities at a distance | Rectory GO PCOL PCCOMP SASUMa AAUMa Academic Community UEI GDAI | Sensitization of the academic community to the need for alternatives that minimize the negative impact of the pandemic in the teaching and learning process. Online display of the courses' contents. | |
| | Updating of UMA's Internet Portal | Rectory GO GIRP GDAI | Assessment of appropriate information. | |
| | Recording of incidents and maintaining permanent communication with IASaúde IP RAM | Rectory GO IASaúde IP RAM | Avoidance of alarmism and attention to confidentiality | |
| | Disinfection/cleaning of the premises | Rectory GO UEI SASUMa | Planning the situation with the hired company and staff | |



| Phase III | | | | |
|---|---|---|---|-------------|
| Partial or global closure of the premises | | | | |
| <i>Priorities</i> | <i>Actions</i> | <i>Execution</i> | <i>To consider</i> | <i>Date</i> |
| | Preparing the return to normal functioning | Rectory GO PCOL PCCOMP AAUMa SASUMa Direcções de Serviços | Planning and implementing procedures Updated Contacts. | |
| To ensure the welfare of staff and students | Regular information to staff, students and the population | Rectory GO IASAÚDE IP RAM Services Board GIRP GDAI | The members of the academic community will continue to be outside UMA's premises Additional security measures for employees who ensure indispensable services. | |
| To monitor the impact of the Pandemic in the activities and activate the procedures needed to ensure normal functioning | Liaising with IASaúde IP RAM to analyze the impact of the pandemic and assessment of the guidelines | Rectory GO | Human Resources Material Resources- e.g. economic Teaching - learning process | |

| Phase IV | | | | |
|---|--|--|--|--|
| Reopening of the premises (with IASaúde IP RAM's approval) | | | | |
| <i>Priorities</i> | <i>Actions</i> | <i>Execution</i> | <i>To consider</i> | <i>Date</i> |
| To bring systems and services back to normal | Planning the return to normal activities | Rectory GO PCOL PCCOMP Services Board AAUMa SASUMa | Established and implemented procedures | When appropriate |
| | Informing the Academic Community | Rectory GO PCOL PCCOMP Services Board GIRP | | Continuous update according to the identified situation |
| | Resuming routine cleaning of the premises | Rectory GO UEI SASUMa | Reactivation of the cleanup plan, introduction of adjustments according to the context | When appropriate |
| To evaluate all aspects of UM's response | Defining indicators | Rectory GO PCCOMP SASUMa AAUMa | At the structural, procedural and outcome levels | September Ongoing Throughout the academic year At the end of the pandemic |
| | Producing a Report and presenting it to the Rector | GO | Report | At the end of a potential pandemic |



| Phase IV (cont.) | | | | |
|---|---|--|--|------------------------------|
| Reopening of the premises (with IASaúde IP RAM's approval) | | | | |
| <i>Priorities</i> | <i>Actions</i> | <i>Execution</i> | <i>To consider</i> | <i>Date</i> |
| To continue monitoring | Redefinition of procedures based on established objectives. | Rectory GO | At the structural, procedural and outcome levels | Throughout the academic year |
| | Systematic production of records concerning developed processes and critical incidents | Rectory GO PCOL PCCOMP Services Board AAUMa SASUMa | Records kept from critical incidents – its nature | At the contemplated stage |
| To prepare for new waves of the pandemic | Analysis of the results of the developed work | Rectory GO IASaúde IP RAM DGS | Reviewing and/or redrafting of the plan | When appropriate |
| | Surveillance and permanent update of new information concerning the pandemic and its evolution at a international, national and regional levels | Rectory GO IASaúde IP RAM DGS Academic community | Compiling and documenting important information Meetings or events with the participation of UMa | Continuous |
| | Valuing identified good practices and added value | Rectory | | When appropriate |

FINAL CONSIDERATIONS

The Contingency Plan is not a definite document and, due to its dynamic nature, it places the challenge of viewing it as a rational and structured working tool to the entire academic community, a guide to assorted actions for collective welfare and health. In the event of a Pandemic situation, which is difficult to predict (refer to the available data at regional, national and international level given by the authoritative bodies on public health), it is important that the input and responsible behavior of each member reverts positively to the enhancement and implementation of the Contingency Plan, the main objective of which is to minimize the incidence and the negative consequences associated with the pandemic.

We appreciate the contributions given from different quarters and are certain that these will strengthen and prepare the academic community for what may come.

We leave the following thought to your consideration:

“Even though I knew the world would end tomorrow, even so, I would plant an orange tree today...”

(Unknown Author)

We appreciate your commitment!



APPENDIXES



APPENDIX I – Communication

The Image and Public Relations Office (GIRP) is the entity that coordinates and oversees the Institutional communication between UMa and the outside world.

It falls under the competence of GIRP to manage communication, to liaise with the media and to define appropriate channels for the diffusion of information. Within this framework, and with regard to the implementation of the Contingency Plan, the spokesperson for the University is, by delegation of the Rector, the coordinator of the Operational Group, Dr Isabel Fragoeiro.

Contacts with the press, as well as the distribution and publication of instructive materials on the Pandemic, both within the campus and outside it via the public health authorities, is to be carried out by GIRP through the channels considered most adequate.

All information on preventive measures, self-protection and on procedures that may be adopted by the GO (circulars and internal information), the General Health Executive Board and the Health and Social Affairs Administration Institute (posters, flyers, brochures) will be displayed to the academic community and sent to the public (collaborators, partners, family and friends) through press releases.

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The computing platforms connected to networks of online communication tools are essential for a more rapid, dynamic and effective diffusion of information. Accordingly, the Development and Computer Applications Office (GDAI) has created a specific directory on the University homepage (<http://www.uma.pt>), which has grouped all the guidance documents issued by the GO and the Health Authorities. In addition to the information available on the UMa, AAUMa and SASUMa websites, all announcements, information, instructions and news of relevant nature will be also transmitted via e-mail, using the University's mailing lists.

The FAQs (Frequently Asked Questions) are redirected to the official websites of the General Health Executive Board and the Health and Social Affairs Administration Institute.

The helpline, denominated Health 24, retains the national number 808 24 24 24.

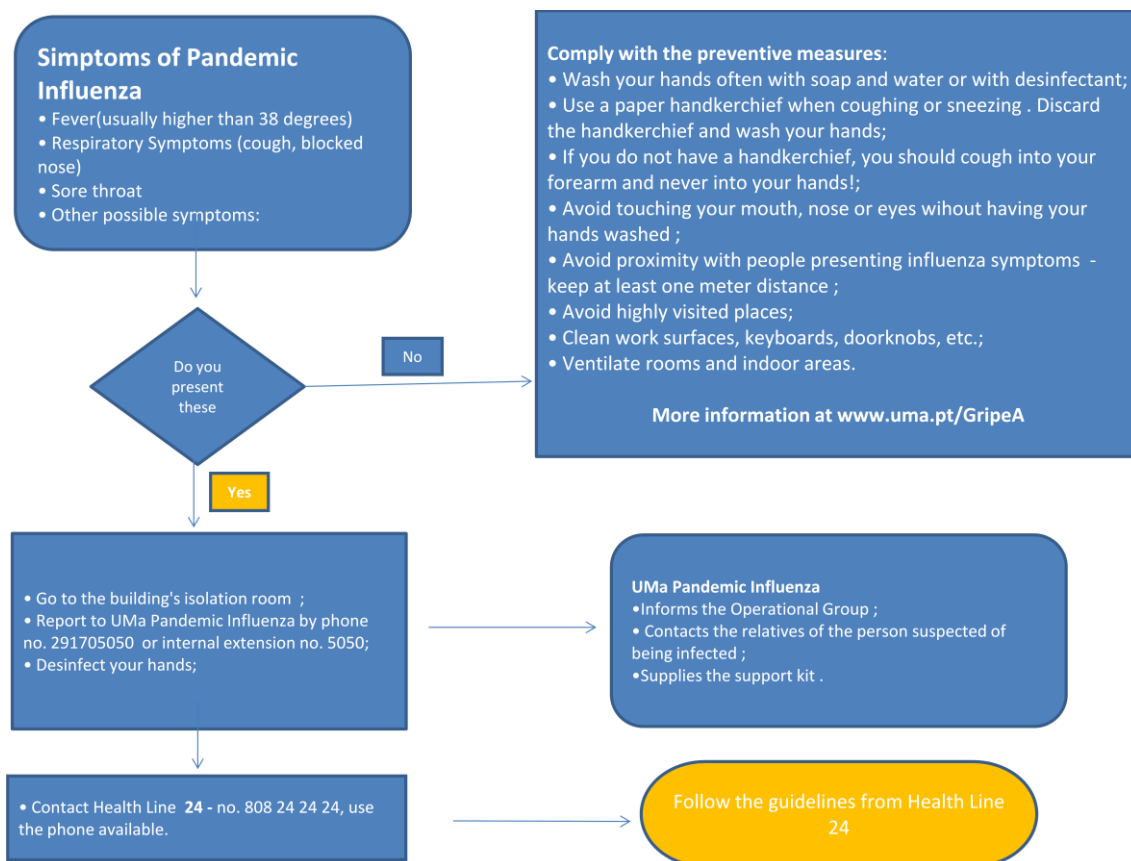
When cases of Influenza or a pandemic situation at the University of Madeira are reported, the GO will be contacted immediately and will activate, in conjunction with the Regional Health Authorities, the measures foreseen in the Contingency Plan.



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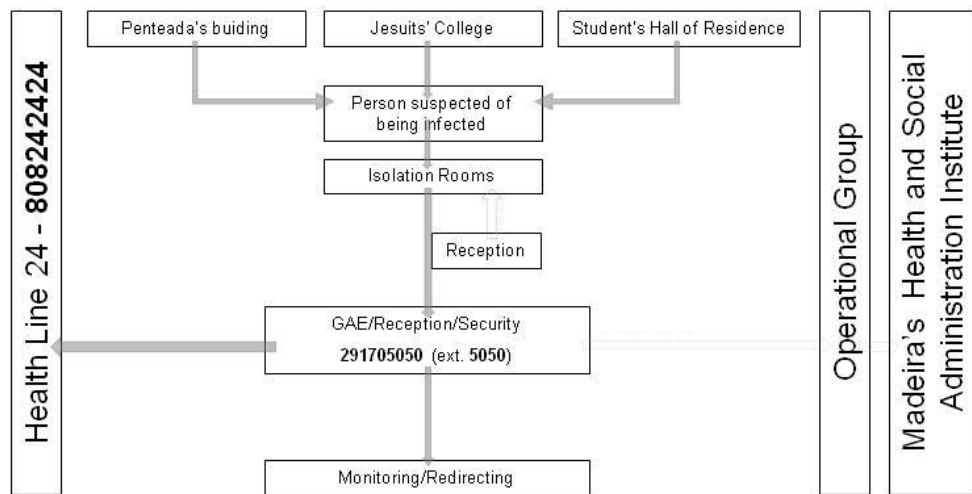
APPENDIX II – Flowcharts

Flowchart 1



Flowchart 2

Contingency Plan of the University of Madeira



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Do it for yourself and for all ... **Take Precaution!!!**



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