



## **PANDEMIC AND INFECTIOUS DISEASE PREPAREDNESS PLAN**

### **1. INTRODUCTION**

Epidemic and pandemic outbreaks have the potential to cause widespread illness and even death among the LAAFA community. These kinds of events may also affect the operations of LAAFA due to absenteeism, disruption of supply chains, and related economic impacts.

While seasonal flu epidemics strike every year, a pandemic influenza or other pandemic disease may also affect the LAAFA community at any time.

An infectious disease pandemic is a global outbreak of disease that occurs when a new virus appears that can spread easily from person to person. Because people have not been exposed to this new virus before, they have little or no immunity to the virus; therefore, serious illness or death is more likely to result than during seasonal flu. (Courtesy of the U.S. Department of Health and Human Services)

A pandemic is a public health emergency that could have significant political, social, and economic dimensions. It is generally governed by factors that cannot be known in advance. It could last for an extended period.

The LAAFA Pandemic and Infectious Disease Preparedness Plan provides guidance for staff, faculty, models, and students' actions before, during, and after an epidemic or pandemic to minimize the effects on the College and maintain essential operations. This plan is a companion document to the College's Emergency Operations Plan (EOP). The LAAFA EOP remains the primary guidance for emergency preparedness and response.

### **2. PURPOSE**

- A guide for communicable diseases.
- To reduce the impact of a communicable disease on campus through information, prevention, control, and containment.
- To help support the Emergency Operations Plan (EOP).

### **3. DEFINITIONS**

- **Outbreak:** a sudden rise in the incident of the disease and typically confined to a localized area or group of people.
- **Epidemic:** an outbreak of a contagious disease that is more severe and less localized. The disease spreads quickly and affects many people at the same time.
- **Pandemic:** a widespread epidemic of a disease that occurs over a wide geographic area and affects an exceptionally high percentage of the population.

### **4. LOCATION**

Los Angeles Academy of Figurative Art (LAAFA) is in Lake Balboa, a small suburb of Los Angeles County. The campus is 10,000 square feet building and located in the heart of the entertainment industry.

## 5. ASSUMPTIONS

- The impact of a communicable disease on campus.
- We estimate that 20% of the students, faculty and staff will be unable to work or attend classes in the event of illness or quarantine, but rates may vary.
- Most vulnerable population includes those who are unvaccinated, elderly, young children (under 12), and those with compromised immune system or underlying health issues.
- If a traditional classroom setting cannot be safely maintained during a communicable disease or epidemic outbreak, LAAFA will move operations online. LAAFA will be guided by local, state, and federal authorities.

## 6. OPERATIONS

- Provide guidance and information for all students, faculty, models, and staff.
- Continue to provide academic continuity through online learning if required.
- Provide resources and support services to the LAAFA community on health and well-being.
- Continue college safety protocols and best practices.
- Monitor and implement all required local, state, and federal restrictions and laws.

## 7. COMMUNICATION PLAN

- Communicate substantiated information from reliable sources.
- Send relevant communications alerts via emails, texts, and calls, in addition to LAAFA website and social media platforms.
- Respond to any email inquiries from students, faculty, models, and staff.
- Communicate to the LAAFA on-campus community if any individual has been diagnosed with a communicable disease by a public health agency and was recently on campus; Communicate to LAAFA on-campus community if an individual may have exposed others.

## 8. COMMUNICABLE DISEASE OPERATIONAL CHECKLIST

- Determine if there is a communicable disease outbreak on campus.
- Contact Los Angeles County Public Health for recommendations.
- Make recommendations on possible quarantine orders for the LAAFA community issued by the Los Angeles County Department of Public Health.
- Initiate preventative measures.
- Initiate personal hygiene protocols.
- Alert staff of any protective measure if there is a communicable disease outbreak on campus.
- Notify the LAAFA community of our communicable disease status via all communication resources.
- Ensure that any student who exhibits symptoms are sent home and monitored prior to coming back on campus.
- Monitor college activities to minimize the impact of the communicable disease on on-campus operations.
- Report any areas of concern related to the transmission and control of the disease at the facility.
- Monitor and propose restrictions for anyone on campus who may have traveled to/from affected regions.
- Propose activities on campus and off campus.
- Provide updates of the progression of the disease and the impact on campus.
- Submit any information needed to Los Angeles County Department of Public Health of suspected student cases, number of students quarantined and/or released from quarantined.
- Prepare facility to continue operations unless epidemic warrants a reduction in staff or operations.
- Implement contingencies to the facility and its academic goals during a communicable disease.
- Management to purchase communicable disease-related equipment or materials as required and

needed.

- Safeguard campus by minimizing unannounced visits by requiring appointments and requiring proof of vaccination.
- Maintain a list of employees who have been quarantined or released from quarantine.
- Monitor employee and student absences and report to management.
- Maintain and update any personnel and emergency contact list for employees.
- Management will close facility as directed to clean and sanitize when needed.
- Ensure protocols, systems, and checklist for employees to work from home.
- Ensure information of health protocols are from reliable resources and easily accessible through school communication routes.
- Receive suggestion on modifications to policies and procedures if needed in response to new laws or legal procedures adopted during the epidemic.
- Modify program if needed based on current effectiveness of plan.

## **9. SOCIAL DISTANCING**

- Students with symptoms of illness are required to self-isolate.
- Promote self-isolation at home.
- Do not permit any known ill persons on campus. Temperature check is required upon entry to school.
- Make accommodation if the disease is spreading in students, faculty, models and staff circle.
- Implement a work-from-home procedure when needed.
- A 10-day self-isolation or quarantine period prior to returning to campus.
- Cancel all public on-campus or off-campus school activities.
- Provide alternative methods of teaching when necessary.
- Maintain six feet person-to-person space when possible.

## **10. STAFFING**

- Management is vital to the operation of the college, and whose presence is required regardless of an emergency condition.
- Only management will be allowed on campus to perform critical operations.
- LAAFA will provide Person Protective Equipment (PPE) and training necessary to perform essential duties.
- Management is to notify staff if they are unable to work due to illness or caring for ill family member.

## **11. INFECTION CONTROL**

- Full vaccination is required for all staff, faculty, models, and students.
- Students may self-check for their temperature upon arrival to the school each day before entering the building. A digital thermometer is available upon request.
- Masks will be required inside school; students will be allowed 10-minute mask breaks outside during all classes.
- Hand sanitizer and N95 masks provided as necessary.
- Disinfect and clean surfaces daily.
- Use HEPA filtration, fans and circulate fresh air into facility.
- Promote hygiene/cough etiquette, handwashing, and self-isolation.
- Social distancing encouragement.
- Campus closure.

## **12. PREVENTION**

- Wash hands regularly and use hand sanitizer.
- Keep up to date on vaccinations.

- Get regular medical examinations.
- Maintain a healthy diet.
- Exercise regularly.
- Drink plenty of water.
- Maintain proper hygiene.
- Get adequate sleep.
- Distance yourself from people that are ill.
- Wear face coverings and other applicable PPE.
- Social distance yourself from others who do not live within your household by 6 feet or greater.
- Do not gather in large groups.

### **13. MITIGATION**

- Seek medical attention when you are ill.
- Comply with the medical regime prescribed by your doctor.
- Reduce the spread of the disease by staying home and away from crowded areas.
- Drink plenty of water.
- Get an adequate amount of sleep.

### **14. CAMPUS CLOSURE**

- Determining if the campus needs to be closed will include direction from state-mandated orders, local orders, and/or if there is a direct safety threat to LAAFA.
- Management will send a closure announcement emergency via text and/or email, and if necessary, a phone call.
- Management will work to ensure information technology needs are addressed and communicated to staff and students.

### **15. CONCLUSION**

Our plan is guided by the Los Angeles County Department of Public Health and federal, state, and local government authorities. These authorities are likely to follow CDC and WHO recommendations.

Our Infectious Disease Pandemic Response Plan has been put in place to protect our campus and the community at large. Our plan works in coordination with state and local authorities to ensure containment in as timely a manner as possible. Planning in advance for potential infectious diseases will reduce transmission, protect the health of the community, and save lives.