

THE HONG KONG INSTITUTE OF EDUCATION
**General Advices and Action Plan for
Human Swine Influenza (Pandemic (H1N1) 2009)**
September 2009
Prepared by Estates Office/HSEH Section

1.0 INTRODUCTION

Human swine influenza (also known as pandemic (H1N1) 2009) is currently circulating among the people in Hong Kong. Even though the symptoms are relatively mild, the lack of antibodies in the human population causes the virus to spread rapidly across the city. This document aims to develop Institutional action plan to minimize the human swine influenza transmission and prevent large-scale outbreak on campus.

2.0 BACKGROUND

Human swine influenza is influenza A virus of swine-origin that first caused human infection in Mexico and United States in March/April 2009. The virus spreads between humans in much the same way that regular seasonal influenza viruses spread, mainly by exposure to infected droplets expelled by coughing or sneezing, or through contact with objects or surfaces soiled with influenza viruses and then touching one's nose, mouth or eyes. The infection causes a wide range of flu-like symptoms including fever, cough, headache, muscle and joint pain, sore throat and running nose. However in some cases, it also brings on vomiting and diarrhea, which are not associated with regular seasonal influenza.

Hong Kong reported the first imported and domestic case of human swine influenza on 1 May 2009 and 10 June 2009 respectively, prompting the government to raise the alert level from "serious" to "emergency". As of 31 August 2009, over 11,000 cases had been diagnosed in Hong Kong, of which 52 cases were severe and 6 cases were fatal. Worldwide over 210,000 cases had been confirmed in 180 countries. The current WHO phase of pandemic alert is 6, which is the highest on the scale, indicating that a global pandemic is under way.

In Hong Kong the majority of patients experienced relatively mild symptoms and recovered fully within a week, even in the absence of any medical treatment. However people with underlying medical conditions, cardiovascular disease, diabetes, immunodeficiency and pregnancy belong to groups with increased risk for severe or

fatal illness. Up to now no factor that can predict the pattern of severe disease has yet been identified as studies are still under way.

Furthermore a seasonal influenza virus strain H3N2 accounted for almost half of the influenza infections has undergone a genetic change in Hong Kong recently. So far there is no evidence that this modified virus has become more virulent than its predecessors or it is resistant to Tamiflu. The genetic change is unrelated to the swine flu pandemic as well. However this modified virus is expected to bring more infections as cases of reduced response to antibodies generated by the vaccine recommended by the WHO have been reported. It is feared that the H1N1 virus might combine with the modified H3N2 or the seasonal influenza strain and develop drug resistance or become more virulent.

3.0 GENERAL APPROACHES

The Institute's goals are to reduce the transmission of the virus and prevent a large-scale outbreak within the campus area. They will be achieved through the following approaches:

- Early identification and segregation of persons with influenza-like symptoms from others.
- Increase the awareness of personal and environmental hygiene.

4.0 GENERAL PRECAUTIONARY MEASURES

4.1 Body Temperature Screening

- 4.1.1 All staff and students are advised to measure their body temperature before entering the campus. If a fever is present, consider seeking medical attention promptly and taking rest at home.
- 4.1.2 The above principle is also applicable to visitors. Departments are therefore responsible for advising their visitors to take the same precaution.
- 4.1.3 Any staff member suspected to have a fever while on campus should contact his/her departmental general office for body temperature checking. An infrared thermometer is available in every department upon request.
- 4.1.4 Students and visitors can go to the Security Control Centre (A-G/F-03) for body temperature checking if they are feeling unwell.

4.2 Use of Face Mask

- 4.2.1 Any staff or student who experiences any influenza-like symptoms is advised to wear a face mask while on campus and on the staff/student/shuttle bus to prevent spreading the disease.
- 4.2.2 Face masks are available for staff and students at the Information Centre (A-G/F-08) and Security Control Centre (A-G/F-03) in case of any urgent need.
- 4.2.3 Face masks are also available for student hall residents at the reception of each student hall/quarters.

4.3 Use of Hand Sanitizer Dispenser

- 4.3.1 All staff and students are encouraged to clean their hands frequently using soap and water or alcohol-based handrub. Hand sanitizer dispensers are available at B1-G/F, D1-G/F, the main entrances of the student halls/quarters and outside the Security Control Centre (A-G/F-03).

4.4 Maintaining Hygienic Environment

- 4.4.1 Disinfect the Institute's premises with 1 in 99 diluted household bleach on a daily basis.
- 4.4.2 Ensure the shuttle services providers disinfect the school/staff/shuttle buses in the same way as 4.4.1.
- 4.4.3 Ensure an adequate supply of face masks, alcohol-based handrub, liquid soap and disposable towels.
- 4.4.4 Maintain an adequate amount of air exchange and have air filters cleaned and well maintained.

4.5 Information Update

- 4.5.1 Provide up to date information and guidelines about human swine influenza to staff and students via email, intranet and the Communicable Disease Corner (<https://intranet.ied.edu.hk/CommunicableDisease/>).

5.0 PRECAUTIONARY MEASURES FOR SPECIAL OCCASIONS

5.1 Major Campus Events

- 5.1.1 The following precautionary measures will be implemented for any on-campus event/activity with over 100 participants held in an enclosed space:
 - 5.1.1.1 Set up an infrared thermal imaging camera outside the event venue.
 - 5.1.1.2 Set up a hand sanitizer dispenser outside the event venue.
 - 5.1.1.3 Prepare sufficient face masks for participants who need them.
- 5.1.2 The organizing department/unit is required to inform Estates Office (contact 2948-6269 or via email at safety@ied.edu.hk) at least two weeks prior to the event for the necessary arrangements.

5.2 Centrally Administered Examinations

- 5.2.1 Candidates are strongly advised not to attend an examination under the following circumstances:
 - 5.2.1.1 Have fever or influenza symptoms such as coughing and sneezing; or
 - 5.2.1.2 Are confirmed human swine influenza patients and recovering from the illness.
- 5.2.2 Candidates are required to check their body temperature at home before attending the examination.
- 5.2.3 A temperature checking counter will be available outside each examination venue. If a candidate is unsure of his/her temperature, he/she can get his/her temperature taken at the counter at least 15 minutes before the examination starts.
- 5.2.4 Candidates are allowed to wear face masks throughout the examination, but will be required to take them off when asked to verify their identity during the taking of attendance or speaking test.
- 5.2.5 During the examination, if a candidate coughs and/or sneezes persistently, he/she will be asked to wear a face mask and will be arranged to take the examination at a designated corner of the hall/room, or in another classroom.

5.3 Field Experience

- 5.3.1 A student's field experience will be suspended if his/her placement school suspends all its classes. He/she should contact his/her programme office for further arrangement.

6.0 ACTION PLAN FOR MANAGING CONFIRMED CASES

6.1 Patient

- 6.1.1 Refrain from school/work and rest at home.
- 6.1.2 Inform his/her Faculty/Department and Student Hall/Quarter Management Office if living on campus.
- 6.1.3 Provide the following information:
 - 6.1.3.1 Date of onset of influenza-like symptoms;
 - 6.1.3.2 Last date of school/work;
 - 6.1.3.3 Date of being confirmed with infection;
 - 6.1.3.4 Classes/meeting attended since onset of symptoms.

6.2 Faculty/Department

- 6.2.1 Inform the Estates Office.
- 6.2.2 Assist in identifying close contacts on campus.
- 6.2.3 List out all classrooms/venues used by the "case" since onset of symptoms.
- 6.2.4 Follow the advices of the Estates Office.

6.3 Student Hall/Quarter Management Office

- 6.3.1 Inform SAO immediately.
- 6.3.2 Disinfect the hall facilities using 1 in 49 diluted household bleach.
- 6.3.3 Advise the "case" to stay at home for treatment if he/she is a local student.
- 6.3.4 Prepare a separate room for the "case" if he/she is a non-local student.
- 6.3.5 Implement health declaration by staff and residents of affected hall/quarter.
- 6.3.6 Suspend intake of new residents until the case is cleared.
- 6.3.7 Address the concern and emotion of staff and students.

6.4 Estates Office

- 6.4.1 Keep the Crisis Management Team informed and invoke the crisis management procedures if deemed appropriate.
- 6.4.2 Define the close contacts and affected places.
- 6.4.3 Provide advices to Department/Student Hall and close contacts.

- 6.4.4 Disinfect the affected places extensively using 1 in 49 diluted household bleach.

6.5 Crisis Management Team

- 6.5.1 With the support of the Estates Office, keep staff and students informed of the latest status via email, intranet and Communicable Disease Corner.

6.6 Close Contacts

- 6.6.1 Observe personal health and seek medical attention promptly if any influenza-like symptom is developed.
- 6.6.2 Maintain good personal and environmental hygiene and healthy lifestyle.
- 6.6.3 Avoid going to crowded places.
- 6.6.4 Wear a face mask if worrying about being infected.

7.0 ACTION PLAN FOR MANAGING OUTBREAKS

7.1 Criteria to be Considered as an Outbreak

- 7.1.1 The Crisis Management Team will consider giving advice on class suspension only if any of the following conditions is met:
 - 7.1.1.1 Students' sick leave rate due to human swine influenza reaches 10 percent or above.
 - 7.1.1.2 The hospitalization rate of students due to human swine influenza exceeds 1 percent.
 - 7.1.1.3 Admission of two or more students to intensive care unit due to human swine influenza.
 - 7.1.1.4 Death of an otherwise healthy student due to human swine influenza.
- 7.1.2 The Crisis Management Team will consider giving advice on extra precautions to be taken by staff of affected department(s) if any of the following conditions is met:
 - 7.1.2.1 Staff's sick leave rate due to human swine influenza reaches the level that may seriously hamper the routine operations of the department.
 - 7.1.2.2 Admission of two or more staff members to intensive care unit due to human swine influenza.

7.1.2.3 Death of an otherwise healthy staff member due to human swine influenza.

7.2 Outbreak Among Students

- 7.2.1 If there a human swine influenza outbreak in a class, the Crisis Management Team will make recommendation to the affected department(s) on whether suspension of specific class(es) is necessary with regard to individual circumstances.
- 7.2.2 The general period of class suspension is 7 days. However the Crisis Management Team will consider other conditions, such as number of students affected, illness severity, the progression of the outbreak, etc, to advise whether extended suspension period is necessary.
- 7.2.3 Depending on the progression of the outbreak, the Crisis Management Team will also make recommendation on whether to request all other staff and students to wear face mask during class.

7.3 Outbreak Among Staff

- 7.3.1 If there is a human swine influenza outbreak in a department, the Crisis Management Team will advise the affected department(s) on what further action(s) is necessary with regard to individual circumstances.
- 7.3.2 The advice may include requiring all staff of affected department(s) and those in the vicinity to wear face masks at work, and compulsory measurement of body temperature for a consecutive period of 7 days.
- 7.3.3 Departments are advised to develop their own contingency plan for the staffing arrangement in case of an outbreak.

8.0 GENERAL ADVICES

8.1 For All Staff and Students

- 8.1.1 Step up hygienic practices like washing hands frequently, attending to sneeze and cough manners, keeping the environment clean and maintaining good ventilation.
- 8.1.2 Refrain from touching the mouth, nose and eyes.
- 8.1.3 Avoid visiting crowded or poorly-ventilated places. If it is unavoidable, step up personal hygiene and put on a face mask.

- 8.1.4 Pay attention to information and guidelines posted on the Communicable Disease Corner of the Institute.
- 8.1.5 Using a face mask incorrectly may increase the risk of transmission rather than reduce it. Proper disposal of used mask is essential to prevent spreading of the disease as well. The steps below should be followed when using a face mask:
 - 8.1.5.1 Place mask carefully to cover mouth and nose and tie securely to minimize any gap between face and mask.
 - 8.1.5.2 While in use, avoid touching the mask.
 - 8.1.5.3 After touching a used mask, for example when removing, clean the hands by washing with soap and water or using an alcohol-based handrub.
 - 8.1.5.4 Replace a new mask as soon as the one in use becomes damp.
 - 8.1.5.5 Do not reuse single-use masks.
 - 8.1.5.6 Discard single-use masks after each use and dispose of them immediately upon removal.

8.2 For People with Influenza-Like Symptoms

- 8.2.1 Wear a face mask and seek medical attention as soon as possible.
- 8.2.2 Rest at home. Avoid contact with others and do not go to work or school when sick.
- 8.2.3 Cover the mouth and nose properly when sneezing and coughing. Use tissue to contain respiratory secretions and dispose of it immediately after use. Wash hands thoroughly with soap and water or alcohol based handrub right away.

8.3 For People with Chronic Diseases and Pregnant Women

- 8.3.1 Maintain good personal hygiene, especially handwashing.
- 8.3.2 Avoid contact with people with influenza-like symptoms.
- 8.3.3 Avoid visiting crowded or poorly-ventilated places.
- 8.3.4 Be mindful of influenza-like symptoms and seek medical attention as early as possible.
- 8.3.5 Inform doctor of the medical condition during consultation on influenza-like illness.
- 8.3.6 Do not smoke.
- 8.3.7 Seek urgent medical attention in case any of the following symptoms has developed:

- 8.3.7.1 Difficulty in breathing or chest pain
- 8.3.7.2 Purple or blue discoloration of lips
- 8.3.7.3 Vomiting and unable to swallow liquids
- 8.3.7.4 Signs of dehydration such as dizziness when standing or
absence of urination
- 8.3.7.5 Seizure
- 8.3.7.6 Less responsive than normal or confused

8.4 For Close Contacts with Suspected or Confirmed Case

- 8.4.1 Maintain good personal hygiene.
- 8.4.2 Avoid visiting crowded or poorly-ventilated places.
- 8.4.3 Be mindful of influenza-like symptoms and seek medical attention as
early as possible.
- 8.4.4 Wear a face mask if worrynig about being infected.

8.5 For Travellers

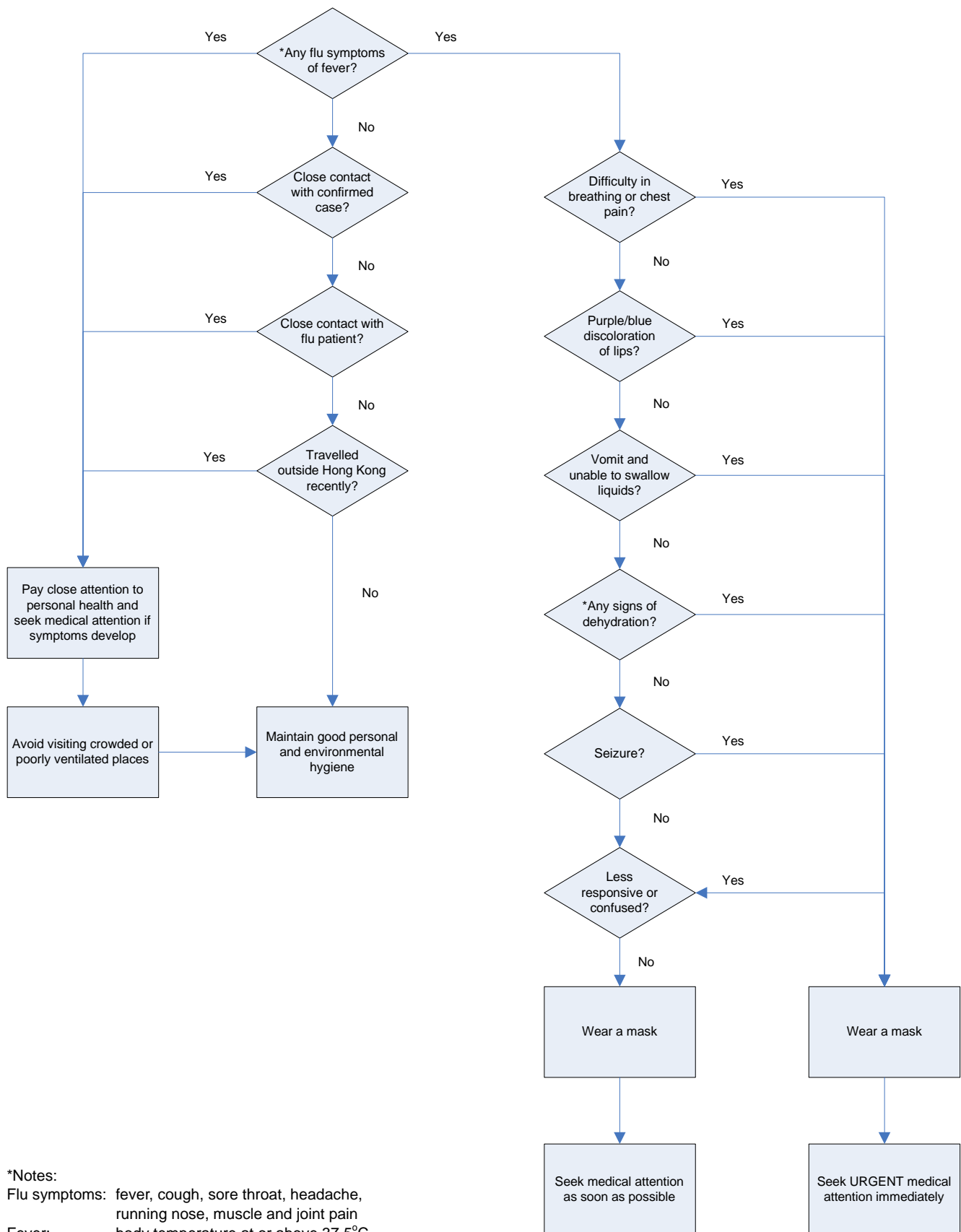
- 8.5.1 Maintain good personal hygiene, wash hands or use an
alcohol-based handrub frequently and avoid contact with sick people
during the trip.
- 8.5.2 Do not get on board when influenza-like symptoms develop. Put on a
face mask and seek medical attention.
- 8.5.3 Avoid going to crowded places and pay close attention to personal
health after returning to Hong Kong. Seek medical attention
promptly if influenza-like symptoms develop.

8.6 For Students Taking International Education Activities

- 8.6.1 Students who are going abroad in the near future:
 - 8.6.1.1 Should pay attention to announcements from the HKSAR
Government and the International Office of the Institute (IO).
The Institue will provide updates of the human swine
influenza on HKIED website
(<https://intranet.ied.edu.hk/CommunicableDisease/>) and any
other important information via IO before they leave Hong
Kong. For any assistance, please contact IO at (852) 2948
7654.
 - 8.6.1.2 Should attend all briefing session/pre-departure meetings
organized by the Institute.

- 8.6.1.3 Are advised to have comprehensive health, accident and hospitalization insurance during their participation in the programme. The policy should include coverage for expenses relating to sickness, injury, medical evacuation, accidental death and repatriation.
- 8.6.1.4 Should pay close attention to their health condition. Students who have influenza like symptoms should not go abroad and should inform the programme/study visit coordinator and the IO of the Institute immediately.
- 8.6.1.5 Should ensure that they are well aware of the emergency contacts at the overseas host university (OHU).
- 8.6.2 If students develop influenza symptoms while they are overseas, they should:
 - 8.6.2.1 Notify the OHU immediately and solicit assistance.
 - 8.6.2.2 On the advice of the OHU, seek medical consultation from public clinic or hospital promptly. It is important for students not to self-medicate.
 - 8.6.2.3 Follow the instructions as advised by the doctor.
 - 8.6.2.4 Stay away from the OHU or school.
 - 8.6.2.5 Inform the IO of development of the symptoms.
 - 8.6.2.6 Do not board the plane.
 - 8.6.2.7 If fever is developed on the plane, inform the aircrew immediately.
- 8.6.3 In general, students should:
 - 8.6.3.1 Pay attention to announcements from the local government.
 - 8.6.3.2 Follow local (overseas) public health guidelines, including any movement restriction and prevention recommendation.
 - 8.6.3.3 Do not have contact with sick people.
 - 8.6.3.4 Keep in regular contact with the IO and be aware of any email/announcement from the IO.
 - 8.6.3.5 Pay close attention to personal health condition after returning to Hong Kong and seek medical attention promptly if influenza symptoms develop.

APPENDIX I: SELF SCREENING FOR HUMAN SWINE INFLUENZA



APPENDIX II: STUDENT ACCOMMODATION – HEALTH DECLARATION FOR INFLUENZA A H1N1



Date of Form Filling:

填寫日期: _____

Student Accommodation Health Declaration for Influenza A H1N1 學生宿舍甲型 H1N1 流感健康申報表

Name:

姓名:

(Surname)

(Given Name)

(Chinese 中文姓名)

Name of Hall / Quarters:

宿舍名稱:

Room Number:

房號:

Home Address:

住址:

Telephone Number:

聯絡電話:

1. For the past 7 days, have you had any of the following symptoms:

在過去 7 日內，你是否有以下症狀：

Fever 發燒

☐ Yes 有

☐ No 沒有

Coughing 咳嗽

☐ Yes 有

☐ No 沒有

Sneezing 打噴嚏

☐ Yes 有

☐ No 沒有

Runny nose 流鼻水

☐ Yes 有

☐ No 沒有

2. For the past 7 days, have you been in contact with person(s) with Influenza A H1N1?

在過去 7 日內，是否有接觸過患有甲型 H1N1 流感病人？

☐ Yes 有

☐ No 沒有

3. For the past 7 days, did you travel outside HK to an area with local transmission of Influenza A H1N1?

在過去 7 日內，是否有到過甲型 H1N1 流感疫區？

☐ Yes 有

☐ No 沒有

If yes, please state where:

如有，請註明地點：

For Office Use 職員用：

Date 日期

Request resident to seek treatment at A&E unit of HA hospital ASAP: 要求宿生立即到醫管局旗下醫院之急症室求醫：	
Inform SAO and Warden 通知學生事務處及舍監:	
Check in to Sick Room 搬入宿舍病房： Room No 房號 ()	

APPENDIX III: USEFUL CONTACTS

DEPARTMENT/UNIT	TELEPHONE
Faculty of Arts and Science	2948 8036
Faculty of Education Studies	2948 8576
Faculty of Languages	2948 7152
Graduate Programmes Office	2948 6611
School of Continuing and Professional Education	2190 8542
Field Experience Office	2948 8751
International Office	2948 7654
Registry	2948 6177
Student Affair Office	2948 6720/ 2948 6721
Northcote Hall	2948 1649
Grantham Hall	2948 1568
Robert Black Hall	2948 0221
Jockey Club Student Quarters	2689 6002
Estates Office	2948 6269
Health Centre	2948 6262
Security Control Centre	2948 8000
Centre for Health Protection (HKSAR)	2125 1111