

**Hazard Community and Technical College
Pandemic Influenza Plan
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OVERVIEW OF PLAN

The Kentucky Community and Technical College System (KCTCS) has recognized the potential threat of a world-wide Influenza Pandemic and the potential impact it could have on all KCTCS institutions. As a result, Hazard Community and Technical College has developed a plan to respond to the effects such an outbreak would create.

In response to a request by the Office of the President of KCTCS, the President of Hazard Community and Technical College (HCTC) designated a Pandemic Response Coordinator to work with the Crisis Management Team (CMT) at this institution. The Pandemic Response Coordinator assists the Crisis Management Team in planning and works with KCTCS Coordinators and local officials to prepare for a potential outbreak. The role of the CMT is to ensure that preparedness and pandemic response planning occurs. The CMT has been identified as the authoritative body that is responsible for the activation of the Pandemic Influenza Plan.

- The CMT is responsible for the management of the Pandemic Influenza Plan.
- The CMT addressed potential Pandemic flu events through the execution of a Pandemic simulation, which occurred in the spring 2007 semester.
- The CMT receives input from all organizational area employees at HCTC, as well as student representatives.
- The CMT collaborates with local emergency response and public health planners in the maintenance of the HCTC Pandemic Influenza Plan to insure coordination of response and communication with the representative agencies.
- The CMT reviews the Pandemic Influenza Plan annually to insure the response planning and program information is current and applicable.
- The CMT ensures the provision of sufficient and accessible infection prevention supplies (soap, alcohol based hand hygiene products, paper towels and suitable receptacles).
- The CMT communicates with personnel from Student Services and Human Resources, who will maintain a surveillance mechanism to monitor and communicate substantial increases in absenteeism among students and faculty, respectively. In the event of significant increases in absenteeism, the CMT will report the information to the:
 - HCTC Office of the President
 - Perry County Public Health Office
 - KCTCS

BACKGROUND

In 2002, the Kentucky Department of Health drafted a Pandemic Influenza Preparedness Plan, which served as a guide for the HCTC plan.. Pandemic flu can be differentiated from seasonal flu in several ways. Pandemic flu is the result of a new strain of influenza virus that spreads from human to human across the globe. At present, there is no vaccine and experts estimate that the mortality rate in the U.S. could range from 90,000- 200,000, with as many as 47 million people infected.

To date, there have been 224 cases of H5N1 human influenza Type A and 127 deaths in 2006, with no cases reported in North America. In April, 2006, personnel from the Kentucky Department of Health noted that a Pandemic cannot be prevented and individuals who come into contact with this virus would be susceptible. Experts have indicated that a single outbreak might last as long as two months and several outbreaks are likely. Finally, infection rates are projected to be higher in school-aged children and healthy individuals will be at risk for acute illness.

ASSUMPTIONS

Predicted spread and severity:

- Over several months, the illness rates for the general population are estimated to be 15-35%.
- The virus will have a global spread within two to three months.
- The infection has a mortality rate of 57 percent.
- Vaccine availability is approximately four to six months after an initial outbreak.
- Anti-viral treatment is likely to be in short supply and may not be effective.

Effect on Community:

- Large percentages of the population may be unable to work for days to weeks during a Pandemic.
- Decreased numbers of people and expertise available.
- Reduced emergency and medical services.
- Mandatory school closures are likely.
- Delays in supply shipments and mail delivery.
- Delays in outside service work.
- Disruption of utilities' repairs and potential loss of services.

Impact on Hazard Community and Technical College:

- Large numbers of faculty or staff absent, difficult to maintain school operations.
- Loss of services from suppliers (e.g. food service, other essential products).
- Large numbers of students absent.
- Operational breakdown of facility and services.

Update

In August 2009, the Kentucky Department for Public Health (DPH) reported that the flu activity level in the state has increased to regional, the second highest level of flu activity. The activity levels for states are tracked weekly as part of the CDC's national flu surveillance system. Regional activity is defined by CDC as outbreaks of influenza or increases in influenza-like illness and recent laboratory confirmed influenza in at least two but fewer than half the regions of the state with recent laboratory evidence of flu in those regions. The previous activity level was sporadic, the lowest level indicating activity. Nearly all flu cases at this time are due to novel H1N1 flu (swine flu), as seasonal flu has not yet begun to circulate. The CDC has instructed states to expect an increase in the number of cases of the H1N1 flu strain and healthcare personnel in Kentucky have planned for a H1N1 vaccination campaign in 2009-2010. (KY Cabinet for Health and Human Services).

PURPOSE OF PLAN

The purpose of this plan is to prepare for the impact of an Influenza Pandemic at Hazard Community and Technical College and it is based on three strategies:

1. Reduce the spread of the virus within HCTC facilities;
2. Sustain key educational and essential activity functions; and
3. Maintain facility operational functions.

The following elements are addressed:

- Internal and external communications regarding the Pandemic.
- Methods to reduce the spread of the virus:
 - Reducing the risk of infected persons (faculty, staff, students, visitors) entering the facility.

- Student spacing (reduce person to person interactions) i.e. postponing school events or activities. (also called “social distancing”)
 - Cleaning and disinfecting of facilities.
 - Educating faculty, staff, students and visitors.
 - Assisting faculty, staff, and students who become ill at HCTC and those who may have been exposed to the virus at HCTC.
- Maintenance of essential educational and operational functions.

COMMUNICATION

Communications to Administration

- The Crisis Management Team will disseminate Pandemic Influenza information received from the Homeland Security Office, state agencies and other governing authorities to the appropriate HCTC partner representatives. Information on Pandemic Influenza will be reviewed by the HCTC Crisis Management Team for potential affect on operational planning and action.
- The Crisis Management Team will inform the HCTC President of events related to potential or existing Pandemic Influenza which can or will directly influence the operation of HCTC.
- The Crisis Management Team will monitor information from national, state and local public safety and health agencies, and will forward pertinent information to the HCTC President as determined to be appropriate.
- Several communication resources used by the Crisis Management Team are the following public health agencies:
 - * Kentucky River District Health Services (606) 439-2361
 - * Breathitt County Health Department (606) 666-5274
 - * Kentucky Department of Public Health
<http://chfs.ky.gov/dph/epi/preparedness/Kypaninflusummit.htm>
 - * U.S. Centers for Disease Control
<http://www.cdc.gov/>

Communications to Public

The public will be informed of any threats or dangers of coming to campus via the media. Depending on the situation, a news conference could be held by the HCTC Public Relations Department to explain the situation to all members of the media at once. These would be held in coordination with the Kentucky Department of Health and other coordinating agencies, as appropriate. Members of the CMT will attend the news conference.

At the news conference, a press packet with information about Pandemic Influenza would be given to the media. A news release outlining the pertinent information that is to be released to the public would be included in the press packet. Media will be notified of the news conference via email and telephone. Any follow up to the media will be communicated via email and telephone. In some instances, the school closing codes to media will be utilized, just as used when the college is on a snow schedule or closed because of inclement weather.

- HCTC has identified a chain of command and established backups to include an appropriate lead spokesperson.
- HCTC will follow business interruption and closure procedures utilizing outside communication resources and the media to be contacted by the Public Relations Department are:
 - Local Television News Services { WYMT in Hazard }
 - Lexington Stations WKYT, WLEX, and WTVQ
 - Local Radio Stations { WSGS, WZQQ, WJMD, WKCB, WJSN, WIFX, WTCW }
 - Local Newspaper { Hazard Herald Voice, East Kentucky Freedom Press, Breathitt County Voice, Jackson Times, Troublesome Creek Times, Leslie County News, Wolfe County News }
- Communications, including updates, will occur using the HCTC website, e-mail, HCTC Knott County Channel 46, telephone system or other communications system that provides for the dissemination of information to the

general public as appropriate. The CMT will ensure that all communications include language appropriate to reflect the needs of the diverse student body represented at the College.

Communications to Employees

- Communications will occur using the HCTC website, e-mail, telephone system or other communications system that provides for the dissemination of information to faculty and staff as appropriate. The CMT will ensure that all communications include language appropriate to reflect the needs of the diverse faculty and staff represented at the College.
- Communications to faculty and staff shall be managed using the HCTC Crisis Management Plan and the Pandemic Influenza Plan. The CMT will advise employees in advance where to find up-to-date and reliable information.
- Educational communications will be provided to encourage employees to acquire and maintain personal, regular healthcare services. The Human Resources Department through the Professional Development committee will provide workshops/seminars on health-related issues including preventative methods for Influenza.
- Educational communications will be provided regarding HCTC policies for employee's compensation and sick leave absences that may be unique to a Pandemic. Regular policies regarding sick, vacation and school closings will be followed.
- Educational communications will be provided regarding HCTC policies for travel restrictions during a Pandemic. HCTC reserves the right to restrict travel during a Pandemic Influenza outbreak.

Communications to Students

- Communications will occur using the HCTC website, e-mail, HCTC Knott County Channel 46, telephone system or other communications system that provides for the dissemination of information to students and their families as appropriate. The CMT will ensure that all communications include language appropriate to reflect the needs of the diverse student body represented at the College.
- The Office of Student Engagement, Life and Wellness will assist the CMT in communicating and educating students about effective hygiene habits before any outbreaks occur.
- The Office of Student Engagement, Life and Wellness will disseminate information to students upon request.
- The Office of Student Engagement, Life and Wellness will anticipate the potential fear and anxiety of students and plan rapid and accurate communications accordingly. The Office of Public Relations will prepare and record a "hotline" statement, which may be accessed using the HCTC telephone system.
- The Office of Student Engagement, Life and Wellness will provide information for students who have families and dependents about the potential impact a Pandemic Influenza outbreak can have and how to prepare their families to respond to school and community service interruptions as requested.

METHODS TO REDUCE TRANSMISSION

- Upon notification that a potential outbreak of a Pandemic Influenza has occurred in North America, the Crisis Management Team at HCTC will do the following:
 - Set up prominent notices at all entry points to instruct faculty, staff, students and visitors not to enter the building if they have symptoms of Influenza. M&O staff will place signs in the front of each campus lobby.
 - Place informational postings around the school including entrances, flat panel information displays in all buildings, bulletin boards, and restrooms to educate faculty, staff, students, and visitors on how to stop the spread of the virus.
 - Provide Pandemic Influenza fact sheets containing information regarding prevention methods to stop the spread of the virus and perform effective student spacing.
 - Ensure adequate supplies hand sanitizing gels, disinfectant hand soaps, paper towels and disinfectant cleaning supplies are available for faculty, staff, students and visitors.

- Implement infection control measures that reduce the spread of the virus such as requiring all shared work areas (such as desktops, tables, stair rails, etc.) to be cleaned with a disinfectant at least daily, and preferably more often if possible.

CONTINUANCE OF ESSENTIAL EDUCATIONAL FUNCTIONS:

- Upon notification that a potential outbreak of a Pandemic Influenza has occurred in North America, the Crisis Management Team at HCTC will do the following:
 - Consult with and prepare the Senior Leadership to function with of the workforce potentially absent. When the absentee rate reaches 10% the administration will make a decision regarding closing.
 - Consult with and prepare the Senior Leadership to follow regular absence policies.
 - Consult with and prepare the Senior Leadership to implement policies and procedures for containment measures. HCTC vendors who use the college for events sign a contract which states that if the college is closed, their event is automatically cancelled.
 - Consult with and prepare the Senior Leadership to implement alternative procedures to assure continuity of instruction, (for example, distance learning methods such as web-based or mailed assignments) in the event of extreme absenteeism or college closure. A make-up policy which is modeled after the inclement weather model will be implemented. All faculty will be asked to have a statement in the course syllabus regarding extended emergency closings.
 - Consult with and prepare the Senior Leadership to implement Student Spacing protocols (social distancing). [*Student spacing refers distancing individuals and strategies to reduce the spread of the virus between people.*]
 - Education on student spacing will be distributed to all employees and students.
 - Student spacing strategies may include:
 - Space students' three feet apart, in small clusters.
 - Discourage prolonged congregation in hallways, student lounges, etc.
 - Closure of TV and game rooms.
 - Limit or eliminate group activities and interaction.
 - Cancel school activities that place individuals in close proximity.

Maintenance and Cleaning

- Disinfection of shared work areas, counters, railings, door knobs and openers, stair rails, elevator buttons, and public telephones will be performed more frequently during an Influenza Pandemic.
- Telephones will not be shared whenever possible. Shared phones should be cleaned frequently by the users.
- Shared computer keyboards and mice should be disinfected between each user using recommended treated wipes. Between classes, computers will be cleaned with anti-static cleaning wipes by computer lab personnel. Cleaning supplies will be made available.
- Where operationally possible during the day, ventilation will be increased to decrease spread of disease. At night, rooms will be ventilated by opening interior doors and turning down temperatures.
- The M&O staff will follow a checklist of infection control guidelines (refer to Appendix D).
- During emergency closings, employees who were otherwise scheduled to work at the affected physical location do not report to work, except for those employees designated and required to perform essential services as follows: Crisis management team members, M & O staff, the senior leadership team, and others as might be required.

Educating Faculty, Staff and Students

Recognizing that there will be anxiety regarding the Pandemic Influenza outbreak, which may contribute to increased absenteeism and/or increased distress to staff, the CMT will address this by:

- Education of and appropriate communication to faculty, staff and students. Student forums have been offered as needed at all campus locations. Professional development workshops for faculty and staff have been

conducted on an as needed basis and faculty have been encouraged to take time in their classes to provide information to students by presentation or handout.

- The VP for Student Services and the Director of Human Resources will work together and email faculty, staff, and students to ensure that all individuals are aware of the issues related to Pandemic Influenza on an as needed basis. In addition, all faculty, staff and students will be given regular updates regarding all of the issues related to the Pandemic Influenza.
- Communication with local public health services regarding the need to provide access to available support mechanisms will occur.

Managing Illness in Faculty, Staff, and Students

- The Pandemic Response Coordinator and the Office of Student Engagement, Life and Wellness will educate faculty, staff and students regarding symptoms of illness and will post information on what to do with individuals who are ill while at Hazard Community and Technical College.
- If an individual becomes ill, or if someone observes that another person is exhibiting symptoms of Pandemic Influenza at work/school; the individual who is ill will be instructed to leave HCTC facilities as soon as possible.
- Individuals who are ill will be encouraged to seek medical care.
- The Vice President of Student Services will report to the Crisis Management Team if Pandemic Influenza is likely present on the campus based on appropriate information or observation. The Crisis Management Team response to confirmation of a Pandemic Influenza case at HCTC will be as follows:
 1. The VP for Student Services, upon confirmation of the case will notify the President, CMT members, and the local Health department and local hospitals.
 2. The President of HCTC will notify the President of KCTCS.
 3. The Director of Public Relations will release an information statement to the college community and media.
 4. The VP for Student Services will post and/or update Pandemic Influenza information on bulletin boards at all campuses.
 5. The VP for Student Services will issue a college-wide email advisory to students. This will be followed with written communication to the students' homes.
 6. The Human Resources Director will issue a college-wide email advisory to faculty and staff. This will be followed with written communication to the employees' homes.
 7. The Maintenance and Operations staff will disinfect the building where infection was located following a checklist of infection control guidelines.
 8. The VP for Student Services and the Office of Public Relations will provide an information hotline about Pandemic Influenza and the status of HCTC.
 9. The HCTC webpage will be updated to provide information about Pandemic Influenza and the status of HCTC.
 10. The Crisis Management Team will meet to brief members on the situation, decide on the severity of the infection, and implement appropriate action. A prepared plan, coming primarily from the academic area, will be selected for different levels of severity, determined by the numbers of students and faculty affected. The closure plans will consider:
 - a. the risk to students and employees;
 - b. how to continue instruction under the various levels of faculty absenteeism;
 - c. how long to close if the college is closed;
 - d. how instructional time will be made up; and
 - e. how to handle distance learning instruction, especially involving students at other colleges.
- The HCTC website will provide a link to educate faculty, staff, and students regarding standard precautions for staying home and when they may return to school.

TREATMENT

Influenza Vaccine

It is assumed that public health officials will make the best use of available vaccine and will inform the public on how any available vaccine will be used. It is estimated that it may take four to six months or longer to manufacture a vaccine after the Influenza Pandemic begins.

- The educational materials provided by HCTC will encourage faculty, staff and students to obtain the annual seasonal Influenza vaccine.
- The Kentucky Department of Health and the Centers for Disease Control will provide advice on priority groups for Pandemic Influenza immunization.

Anti-Viral Medication

Anti-viral medications may play a role in the treatment and prevention of Pandemic Influenza; however, their effectiveness against a Pandemic strain of Influenza is unknown. Unlike the Influenza vaccine, limited amounts of certain antiviral medications are already available, though there may be barriers in attempting to use them as a treatment and prevention tool in the event of Pandemic Influenza.

- Referrals will be made as needed to the Kentucky Department of Health and the Centers for Disease Control, who will provide recommendations of the use of anti-viral medication.

CONTINUITY OF OPERATIONS

- The CMT will ensure that core functions, personnel, and skills have been identified, and that strategies are in place to manage these prior to an Influenza Pandemic.
- The VP of Business Services will maintain the operations of the business office including budget, payroll, and ongoing communications with employees and students remotely if necessary.

PANDEMIC INFLUENZA PLAN MAINTENANCE

- The CMT will do the following:
 - Review and revise the plan annually.
 - Incorporate the results of any simulation exercises into the plan to improve the effectiveness of procedures.
 - Provide annual information to all faculty, staff and students.

APPENDIX A

WEBSITE LINKS:

For Pandemic Influenza information click on the following links:

<http://www.pandemicflu.gov/>

<http://www.dh.gov.uk/pandemicflu>

<http://www.hhs.gov/pandemicflu/plan/>

<http://www.who.int/csr/disease/influenza/pandemic/en/>

<http://www.whitehouse.gov/homeland/pandemic-influenza.html>

<http://www.phac-aspc.gc.ca/cpip-pclcpi/>

<http://www.redcross.org>

<http://www.cdc.gov/flu/avian>

<http://www.fema.gov/areyouready/>

<http://www.who.int/en/>

APPENDIX B

FEDERAL, STATE AND LOCAL PLANNING:

Pandemic influenza requires the response of federal, state and local agencies. Roles vary at each level, starting with general guidance provided at the federal level and detailed operational plans at the state and local levels.

Federal Role

- The federal government provides general guidance and laboratory support to states, supports vaccine research, and conducts national and international disease surveillance activities. In November 2005, the US Department of Health and Human Services (DHHS) released its latest pandemic influenza plan which can be found at the following link:

<http://www.hhs.gov/pandemicflu/plan/>

State Role

- The state reviews federal government guidelines and develops statewide plans for implementation. The Kentucky Department of Health pandemic plan can be found at the following link:

<http://chfs.ky.gov/dph/epi/preparedness/Kypaninflusummit.htm>

Local Role:

- The local role will vary according to departments and may involve all or some of the following:
 - Disease surveillance.
 - Distribution of antiviral drugs and flu vaccine.
 - Public information strategies.
 - Assuring that basic necessities are provided to those who may be quarantined at home.
 - Communications.
 - Epidemiological Surveillance.
 - Community Disease Containment.
 - Infection Control.
 - Clinical and State Laboratory Issues.
 - Healthcare Planning.
 - Poultry Worker Health/Animal Health Collaboration.
 - Care of the Deceased.

APPENDIX C

CRISIS MANAGEMENT TEAM CONTACT LIST:

Name of CMT member	Title	Phone	Email
Greiner, Steve	President and Coordinator of the CMT	w-606-487-3100	Steve.Greiner@kctcs.edu
Fraley, Doug	Vice President of Student Services	w-606-487-3086/3500 h-606-666-4512	Doug.Fraley@kctcs.edu
Smoot, Kathy	Provost	w-606-487-3091 h-606-666-8938	Kathy.Smoot@kctcs.edu
Combs, Delcie	Assistant to the President	w-606-487-3100 h-606-439-4349	Delcie.Combs@kctcs.edu
Combs, Vickie	Human Resources Director	w-606-487-3110 m-606-233-9758 h-606-666-2701	Vickie.Combs@kctcs.edu
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Holmes, Ron	Director of Maintenance and Operations	w-606-487-3198	Rholmes0022@kctcs.edu
Howard, Cluster	Director of Student Activities	w-606-4873529/3081 h-606-666-7331	Cluster.Howard@kctcs.edu
Roark, Donna	Director of Information Technology	w-606-487-3128 m- 606-233-2329 h- 606-439-3427	Donna D.Roark@kctcs.edu
Watts, Connie J	Associate Dean for Business Services	w-606-487-3184/3508 h-606-666-9377	Connie.Watts@kctcs.edu

APPENDIX D

Box 1. Summary of Infection Control Recommendations for Pandemic Influenza

Component	Recommendations
Standard Precautions	Ref: www.cdc.gov/ncidod/hip/ISOLAT/std_prec_excerpt.htm
Hand hygiene	Perform hand hygiene after touching body fluids, secretions, or contaminated items, and after removing gloves. Hand hygiene includes both hand washing with either plain or antimicrobial soap and water or use of alcohol-based products (gels, rinses, foams) that contain an emollient and do not require the use of water. In the absence of visible soiling of hands, approved alcohol-based products for hand disinfection are preferred over antimicrobial or plain soap and water because of their superior virocidal activity, reduced drying of the skin, and convenience.
Personal protective equipment (PPE) Gloves, Gown & Mask	Gloves for touching body fluids, secretions, and contaminated items; masks during contact with persons who are infected.
Safe work practices	Avoid touching eyes, nose, mouth, or exposed skin with contaminated hands (gloved or ungloved); avoid touching surfaces (e.g., door knobs, keys, light switches) without gloves.
Soiled equipment	Handle in a manner that prevents transfer of microorganisms to oneself, others, and environmental surfaces; wear gloves if visibly contaminated; perform hand hygiene after handling equipment.
Soiled laundry	Handle in a manner that prevents transfer of microorganisms to oneself, others, and to environmental surfaces; wear gloves (gown if necessary) when handling and transporting soiled laundry; and perform hand hygiene.
Environmental cleaning and disinfection	Use EPA-registered detergent-disinfectant (10% bleach); follow standard facility procedures for cleaning and disinfection of environmental surfaces; emphasize cleaning/disinfection of frequently touched surfaces (e.g., shared work areas, countertops, hand rails, door knobs or openers, stair rails, elevator buttons, and public telephones).
Respiratory hygiene Source control measures for persons with symptoms of a respiratory infection; implement at first point of encounter.	Cover the mouth/nose when sneezing/coughing; use tissues and dispose in no-touch receptacles; perform hand hygiene after contact with respiratory secretions; wear a mask if tolerated; sit or stand as far away as possible (more than 3 feet) from persons who are not ill.
Heating & Cooling system	Increase ventilation during the day, decrease temperature at night. Clean and/or change filters as necessary.

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**Revisions 9/8/06, 10/26/06, 11/1/06, 12/1/06, 9/17/07, 9/13/08,
8/21/09, 3/2/10**