

Pandemic Response Plan for (Organization Name)

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Pandemic Response Plan for (Organization Name)

Overview

A “Public health emergency” is the occurrence or imminent threat of an illness, health condition, or widespread exposure to an infectious or toxic agent that poses a significant risk of substantial harm to the affected population.

For the purposes of this planning effort, the health emergency shall be assumed to be contagious, such as influenza or another novel virus.

The intent of this document is to provide guidelines for how (Organization Name) will respond to the event and to ensure, to the greatest extent possible, the health and safety of the organization’s employees.

In a public health emergency, it is assumed that absenteeism will increase due to numerous reasons. These reasons could include:

- Illness of employee, or family member, with or without isolation or quarantine.
- Personal issues; such as absence of childcare, caring for ill family member, or mental anguish.
- Self-quarantining or isolating as dictated by local health department.
- Other extenuated circumstances such as, but not limited to, declarations by the County Health Commissioner, State Health Director , Governor or President

Assumptions

- Revenues may decrease for a time, as the economy will be negatively impacted.
- There will be a large disruption in the systems within the County and the State.
- There will be a disruption of some goods and services that the organization depends on for day-to-day operation.
- Little or no assistance will be available from state or federal agencies.
- Because of the life safety implications, as well as social, and economic impact, planning for a health emergency is necessary.
- In a health emergency, medical supplies and personnel maybe in short supply.

Trigger Points

The response levels in this plan will be determined by the 5 alert phases outlined below in the Response Typing provided by the Columbiana County Health District. The phases are determined by the proximity of disease to Columbiana County as determined by the World Health Organization (WHO) and/or the Centers for Disease Control and Prevention (CDC).

Response Typing

Phase	Proximity of Disease
I	Disease located exclusively in another country
II	Sporadic cases in countries outside of the initial outbreak
III	Sustained disease transmission in the United States
IV	Appearance of a case in Ohio
V	Appearance of a case in Columbiana County

Response Activities

Level I Response

- The organization will discourage employee business travel outside the country as much as possible.
- All departments should inventory supplies and insure they have adequate hand sanitizer, office supplies, and other materials. A four- week minimum surplus of supplies is suggested.
- Files should be backed up, and prepare for remote worksites.
- Current “Work Status Reports” should be prepared daily by departments once the health emergency begins, until normal operations resume.
- Each Department should begin to prepare a detailed list of critical tasks, including any critical deadlines. Also, begin preparing job sheets (detailed instructions) for accomplishing the critical tasks in an emergency, by an employee from another department if needed.

Level II Response

- County employees out of the country when proximity of disease hits phase II should return home to prevent being caught in a travel ban.
- The organizations leadership will evaluate the situation and determine the level of continuation of operations and services.
- All employees should begin to prepare their worksites for possible critical essential activities.
- Prepare status reports for department existing ongoing work.

- Complete job sheets and place in department supervisor's office.
- Designate representative to monitor situation and communicate changes in situation to leadership daily or more if needed.
- Review the organizations Continuity of Operations Plan and verify at least a three-deep chain of command in each department.
 - Single person offices should have detailed job sheets placed with the supervisor
 - Larger departments should develop four deep chain of command.
- Provide education to employees on the continuity of operations process, protocols (sick leave, call-in, home quarantine, personal hygiene, dealing with public, and remote worksites)
- Department supervisors will identify those employees that will be allowed computers and materials to work from home.
- IT services develops system for employees who will work from home, to include workstations and intranet or internet.
- County Department Heads will review work schedules and/or shift changes of County operations, and prepare to modify to fit needs.
- Develop County website or sites to promote education of employees, and the public.
- Review detailed emergency plans for maintaining jail operations.
- Employees will be provided antibacterial products.
- A roster will be prepared of all nonessential personnel, and reassigning of job tasks by County Commissioners and Department Supervisors. (Job tasks from critical activities list)

Level III Response

- Suspend all business travel outside of the state.
- The organization will conduct normal operations with an increased emphasis on core essential functions.
- All employees will prepare worksites for critical essential activities to include status reports of existing ongoing work.

- No new special projects will be initiated if it conflicts with possible essential functions and services. **Unless determined critical by Supervisor in conjunction with leadership.**
- Active monitoring of the health emergency and forwarding of information to leadership and employees.
- Materials and training will be provided to employees, related to the contagion, prevention, symptoms, and other emergency procedures.
- Review health procedures for dealing with public and encouraged use of hand sanitizers and antibacterial to limit employee exposure to contagion. **Active social “distancing measures” and any modifications, signage or other protective measures.**
- Prepare for jail to go to emergency operations.
- Nonessential personnel should be prepared and trained for the identified critical activities to which they have been re-assigned.

Level IV Response

- Proactive monitor of emergency situation by designated employee and communication of information, at a minimum twice daily, or more, as information warrants.
- Upon notification of the health emergency existing in the state, the Director/CEO will implement the emergency plan for the organization.
- The organization will cancel all non-essential meetings and cease all none essential operations which may include the closing of some offices to the public and/or reducing of business hours.
- All business travel will be suspended.
- Cross training between departments will be provided for critical tasks to include reviewing job sheets for accuracy and completeness.
- Review of remote worksite policy and the implementation of those sites as the situation dictates.
- An organization “roll call” will be executed each morning, by the Supervisor to track employee work status, and available staff.
- Activate remote worksite productivity tracking.

Level V Response

- Continuation of all Level IV Response Activities with more stringent modifications as the situation dictates
- Activate remote worksite plan/policy and consider closing and canceling all non-essential offices, activities, and events within the organization
- Essential offices and activities should implement shortened business hours
- All essential offices should implement infection control procedures as dictated by guidance from the Columbiana County Health District, Ohio Department of Health, and the CDC

Essential Offices and Functions during a Pandemic

- (List essential offices and functions here)

Non-Essential Offices and Functions during a Pandemic

- (List non-essential offices and functions here)

Situational Monitoring during a Pandemic

Designated employees or supervisors shall monitor the status of the potential spread of a contagion by checking the following websites frequently, but no less than at least 2 times in any 24-hour period upon reaching Phase Level III Response

- Columbiana County Health District: <http://www.columbiana-health.org>
- Ohio Department of Health: <http://www.odh.ohio.gov>
- Other websites containing pandemic infectious disease spread information include:
- World Health Organization: <http://www.who.int/en/>
- Centers for Disease Control & Prevention: <http://www.cdc.gov/>

Threat Level Notifications to Supervisors and Directors

Official Notification of Threat Levels will be conveyed via email. All emails shall be followed up by phone calls to designated employees and supervisors. The department/office supervisors are responsible for notification of employees in their department/office.

Business Travel during a Pandemic

Employees may travel for various business purposes throughout Ohio and the United States. The following identifies the restriction necessary should a health emergency occur.

If any employee is outside of Columbiana County when a Level II or higher is triggered, it is possible that airports may be closed and or ground travel restricted. It is even anticipated that quarantine measures could be implemented for those employees outside Columbiana County before travel will be allowed to resume.

In the case of an employee traveling on official business who is unable to return due to a pandemic quarantine and/or transportation restrictions, the organization shall cover reasonable lodging, per diem and travel expenses for the duration of the quarantine and/or until the transportation restriction is lifted.

If an employee has recently traveled (within the past four or five days) to locations now known to be affected with a health emergency, the following should occur:

The employee should not report to the workplace until the incubation period for the specific health emergency strain has expired and the employee shows no symptoms of the contagion.

- The employee should document all of the people he/she came in contact with since returning.
- Supervisors should regularly check on the employee during his/her absence from the workplace.
- Supervisors should insure that the employee has cleared the incubation period and shows no signs of symptoms of the influenza, before allowing him/her to return to work (clearing of the employee may be in conjunction with the health district if they are quarantined/isolated)

During Level One: All unnecessary County business travel outside United States shall be discouraged.

During Level Two: All County business travel outside the State shall be discouraged or suspended dependent on supervisor.

During Level Three: All out of County business travel within the United States shall be suspended.

During Level Four: All business travel shall be suspended outside of the County, with the exception of emergency response and deputy activity as determined as necessary.

During Level Five: All business travel shall be suspended; with the exception of emergency response and deputy activity as necessary.

Leave and Return To Work Policy

The following policy has been established to provide a fair and liberal benefit to employees and their families during an emergency such as influenza or novel virus pandemic. Any time an employee is absent from the workplace and has used his/her designated sick leave, the employee may use annual leave or leave without pay, with the approval of his/her supervisor.

Employees who become sick or are caring for a sick family member and who do not have sick leave or annual leave, are eligible for leave without pay, with the approval of his/her supervisor.

An employee returning to work following a health emergency absence, will be required to obtain a medical clearance. Such clearance may be issued by a physician and/or other designated health official such as the health district.

Guidance for Returning to Work after Influenza or Novel Virus Illnesses

Government, businesses and other employers need guidance about when workers who have been ill with influenza or a novel virus should return to the workplace. Specific guidance for influenza or the novel virus will be provided by the Columbiana County Health District, Ohio Department of Health, and the CDC.

Workplace Hygiene Policy

The organization recognizes the importance of precautionary measures in the prevention and reduction of the spread of the health emergency. The following workplace infection control practices are to be communicated and implemented at the designated Phase Levels.

Threat Level One

- Because Threat Level One is a preparedness level, no precautions need to be taken at this level.

Threat Level Two

- During a health emergency event, employees will be required to practice good personal hygiene in the workplace. They will also be encouraged to practice good personal hygiene at home. While at work, employees will be provided easy access to antibacterial waterless cleaner to clean their hands when they encounter other personnel or the public.
- Influenza viruses and most viruses are inactivated by alcohol and chlorine. Cleaning of work surfaces with a neutral detergent followed by a disinfectant solution is recommended. Surfaces that are frequently touched with the hands should be cleaned often, preferably at least daily. Examples of those surfaces include telephones, doorknobs, stair rails, light switches and elevator buttons.

Threat Level Three

- In addition to the precautions listed above in Level Two Response, the organization should consider implementing social distancing measures, including maintaining a distance of at least six feet for all social interactions whenever possible.
- Avoid large gatherings of people, including meetings, rest breaks and lunch break gatherings. Employees are encouraged to avoid recreational or other leisure meetings where they might encounter infectious people.

Threat Levels Four and Five

- In addition to the precautions listed above in Threat Level Three and Threat Level Four, the organization may provide masks for employees to wear when dealing with the public. The public, while visiting facilities, may also be asked to wear masks. Other social distancing measures may be implemented. Hand cleaning stations should be implemented if possible with alcohol based hand sanitizers.

Infection Control Procedures

During a pandemic, additional measures to minimize the spread of the virus must be taken. Transmission from contaminated hard surfaces is unlikely, but influenza and novel viruses may live up to two days or more on surfaces. The table below can be used to determine the best method to treat hard surfaces that have been contaminated with a virus;

Disinfectants	Recommended use	Precautions
Sodium hypochlorite: (liquid household bleach) 1000 parts per million of chlorine usually achieved by a 1 and 5 dilution of liquid bleach and water	Disinfection of material contaminated with blood and body fluids	Should be used in well ventilated areas. Protective clothing required while handling and using undiluted bleach Do not mix with strong acids or ammonia to avoid release of chlorine gas Corrosive to metals
Alcohol; e.g. Isopropyl 70%, ethyl alcohol 60%	Smooth metal surfaces, tabletops and other surfaces on which bleach cannot be used.	Flammable. To be used in well ventilated areas. Keep away from heat sources and avoid inhalation.

The spread of viruses are more likely to occur from person to person contact. Therefore, all offices and employees should take the following steps at phase levels 3 and above to prevent the spread of the virus;

- Do not share cups, dishes and utensils
- Remove all magazines / papers from waiting rooms and common areas
- Cover your nose and mouth with a tissue when you sneeze or cough, or sneeze into your upper sleeve, not your hands
- Put your used tissue in the waste basket
- Avoid touching your eyes, nose and mouth
- Use hand disinfectant liberally after coming in contact with others, or handling common items such as phones, keyboards, etc.
- If someone becomes sick at work during phase levels 3 or higher, take extra precaution in sanitizing their work area, particularly with common / shared objects that they may have handled.

Reduction of Face to Face Contact

Social distancing from employees and clients may become necessary at phase level 3 or higher. The following options minimize person-to-person contact in an office environment:

- Telephone or video conferencing usage in place of face to face meetings is strongly encouraged
- When meeting with the public in your office work area, strive to arrange where a partition exists between you and the public
- Consider staggering work duties to minimize the number of persons in one area at a time