

APPENDIX C: Pandemic Influenza Plan

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This Continuity of Operations Plan (COOP) is proposed as a response in the event a Pandemic Influenza (or workplace communicable disease outbreak) results in an increased level of absenteeism potentially affecting the daily operations of the Division.

The Severity Triggers are classified as Yellow, Red and Black.

In the Yellow stage the Division is experiencing no or a mild outbreak. The seasonal influenza or novel virus is having minimal impact. “Novel” virus is a Centers for Disease Control and Protection (CDC) term for the H1N1 virus, emerging in 2009. At this stage the Course of Action will be to develop and adopt guidelines for response.

In the Red stage there is moderate outbreak, producing minimal to moderate impact on the operations of the Division. At this stage consider enacting the adopted guidelines.

In the Black stage there is a severe outbreak with severe impact on the daily operations of the Division. At this stage guidelines will be implemented.

The following guidelines are specific to a pandemic influenza and are in addition to the general Emergency Operations Plan.

Identify designated Pandemic Flu Coordinator

- Responsibilities to include:
 - Planning and Education
 - Ensure a healthy work environment
 - Provide input to policy
 - Keep statistics and reports

Respiratory hygiene and infection control protocols

The following protocols are guidelines to prevent/control the spread of infection in the ADSD workplace. They are guidelines for everyday practices and especially in the event of a large scale influenza outbreak.

- Wash hands frequently using warm running water and soap or a waterless alcohol based hand sanitizer.
- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Cough or sneeze into your elbow or sleeve if tissue not available.
- Avoid touching your eyes, nose and mouth
- Avoid close contact with sick people.
- Clean work stations with disinfectant wipes.
- Keep tissues and hand sanitizer at work area.
- Have hand sanitizer and tissues in areas frequented by the public.
- Do not use others’ desks, telephones and computers during flu season.

- If you have symptoms of influenza do not return to work until free of fever for 24 hours without the use of medications.

Social Distancing

The following are suggested social distancing guidelines to minimize the spread of influenza or other communicable diseases between ADSD staff and constituents in the workplace and in the course of providing services.

Decisions for enacting and implementing these guidelines are done at the direction of the ADSD Administrator or designee.

- During the work day, it is suggested that employees:
 - Use the telephone, video conferencing and the Internet to conduct business as much as possible.
 - Management may consider cancelling non essential meetings, trainings, workshops.
 - When necessary to meet face to face maintain a distance of 3 to 6 feet.
 - Avoid shaking hands or embracing.
 - Avoid congregating and socializing in work areas, break areas.
- Telecommuting:
 - Managers will determine which, if any, employees may work from home and encourage all employees who are able to telecommute to do so.
 - The State Department of Personnel Telecommuting Policy will be adhered to. See Attachment _____

Education of Staff and Constituents/Recipients

The Health Care Coordinator 3-Nurse will provide training to ADSD staff and constituents.

- Provide information on Influenza Pandemic via emails:
 - Symptoms of influenza
 - Methods of prevention
 - Vaccination recommendations
 - Use of sick leave/family sick leave
- Provide information on Pandemic Flu COOP
 - Where to locate information
 - How to use COOP
- Develop and present power point presentation to include:

- Personal emergency planning and preparedness
- How to educate recipients
- Responding to different disasters/emergencies/epidemics
- Recovering from disasters/emergencies/epidemics

Personnel and Sick Leave Protocols

In the event of a declared Influenza Pandemic develop specific policies reflecting the unique situation of a widespread highly contagious illness.

Utilize the changes to NAC 284.589 *after approved* as the guide. Some of the possible changes under NAC 284.589 include:

- Permit LWOP if no SL/FSL
- Eliminate need for doctor note

Recovery and Prepare for the Next Wave

Influenza outbreaks may come in waves with periods of operations being affected and then returning to normal.

In the event daily operations are affected and guidelines are enacted there will be a review of the effectiveness, changes made as needed, and preparation for a possible next wave. An after action report/improvement plan will be written during the recovery phase.