

H1N1 AND PANDEMIC PLANNING

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7 STEPS BUSINESSES CAN TAKE: Actions for Planning and Response

Preparation and planning are critical to any business operation and the same holds true for emergencies such as a pandemic. The survival of your business may well depend on your preparation and planning for such an event. Here are 7 things you can do to improve your preparedness:

1. **Develop a Business Continuity Plan** : H1N1 flu outbreaks will impact your company, employees, suppliers of critical materiel and your family. Identify your operations critical functions and the individuals who perform them. Make sure you have cross trained enough employees to fill in for these critical employees and allow for

potential absenteeism. Develop a plan that will help you maintain your core business activities for several weeks. Make alternate plans for critical supplies to allow for potential disruption to your supply chains. Don't forget to download the Pandemic Preparedness Plan Template from the www.fluwebcast.com website.

2. **Inform employees about your plan** : Provide clear and frequent communication to ensure your employees understand your plan and how you plan to care for them during a pandemic. Also make sure they understand what you

expect of them during a pandemic.

3. **Plan for Absenteeism**: Experts estimate that 20% to 40% absentee rates will be (see STEPS on next page)

Prepare your company for the effects of pandemic flu

SPECIAL POINTS OF INTEREST:

- Quick steps to start thinking about preparing your business and employees for a pandemic.
- Get advice from a doctor on basic home care guidance.
- Learn how to kill a flu virus.

DOCTOR'S ADVICE: Home care guidance for patients and parents

A doctor provides guidance on how to care for yourself and your family:

- You will likely be ill for several days with fever and respiratory symptoms:
 - Take any medications as prescribed.

- Cover your cough and wash hands often.
- Call doctor if you or your family member experiences nausea, vomiting, rash or unusual behavior resulting from taking antiviral medications.

- Seek Emergency Care If:

Your Child Experiences:

- Fast or trouble breathing.
- Bluish or gray skin color.

(See DOCTOR on page 3)

STEPS (continued from page 1)

experienced by businesses during a pandemic. Cross training your staff to perform those critical functions will help your company weather the storm.

4. Protect Your Employees: Institute a “stay home when sick” policy to prevent facility from becoming an incubator for illness. Inform employees of the signs and symptoms to look for and to notify their supervisor and stay home if they develop those symptoms. Make sure to adjust your sick leave policies so ill staff can stay home.

5. Protect the Health of Your Employees: The “stay home when sick” policy is one way of protecting your most important asset—employees. Other steps include providing free seasonal flu vaccines to reduce their potential for contracting those illnesses, provide training on personal hygiene and sneeze and cough guidelines to remind them of how to avoid spread-

ing illness.

6. Know Your Community Plans: Actively seek information from and coordinate with the hospital, public health department, clinical and emergency clinics and other health care providers in your area. These groups can provide information on the current status of the pandemic and information on where to send ill personnel. Understanding your community's pandemic plan will also let you know how they plan to manage schools and their closings, any potential aid to local businesses and what to expect from your key local government offices.

7. Stockpile Certain Essentials: Make sure you have enough janitorial supplies, hand sanitizer, soap and other items to clean and disinfect areas during a pandemic. These items may become hard to find as stores get bought out by those who have not prepared. Keep

enough food, medications and other necessities at home to last you through an illness. This prevents you from leaving the home to purchase these items and further spreading the illness. Guide your employees to develop their own plan for their home including guidelines for how to care for a family member while also avoiding exposure to the illness (see article Care of Family at Home for details).

It's not a matter of if, but when a pandemic will occur. These steps will help you and your employees to reduce the impact of a pandemic on your lives and your business. Stay informed and don't delay planning thinking a pandemic is unlikely. While the H1N1 flu is not particularly deadly, it spreads with frightening quickness and has the time to mutate before the next flu season.



**Protect Against the Seasonal Flu:
Get a Flu Shot!**

“It's not a matter of if, but when a pandemic will occur.”

CARE OF FAMILY AT HOME

People with H1N1 who are cared for at home should:

1. Check with health care provider for any special care they may need if they have pre-existing conditions (pregnant, diabetes, emphysema, etc...)
2. Check with health care

provider before taking any antiviral medication.

3. Stay home for 7 days after symptoms begin or one you have been symptom free for over 24 hours whichever is longer.
4. Get plenty of rest and drink plenty of clear

fluids.

5. Cover coughs and sneezes.
6. Avoid close contact with others—do not go to work or school while ill.
7. Watch for emergency signs (see Doctor's Advice on page 1).



**Used Tissues Should Be Thrown
Away Immediately!**

DOCTOR (continued from flu website.com page 1)

- Not drinking enough fluids.
- Severe or persistent vomiting.
- Not waking up or not interacting.
- Being so irritable the child does not want to be held.
- Flu-like symptoms improve but then return with fever and worse cough.

Emergency Signs for Adults:

- Difficulty breathing or shortness of breath.
- Pain or pressure in the chest or abdomen.
- Sudden Dizziness.
- Confusion.
- Severe or persistent cough.
- Flu-like symptoms improve but then re-

turn with fever and worse cough.

Follow these home care recommendations:

- Stay home 7 days after your symptoms begin or until you have been symptom-free for 24 hours, whichever is longer.
- Drink clear fluids (such as water, broth, sports drinks, electrolyte beverages for infants) to keep from being dehydrated.
- Dishes can be done in dishwasher or with hot soapy water.
- Throw away tissues and other disposable items used by the sick person in the trash. Wash your hands after touching used tissues and similar waste.
- Have everyone in the household wash

hands often with soap and water, especially after coughing or sneezing. Alcohol based hand cleaners are also effective.

- Avoid touching your eyes, nose and mouth. Germs spread through these openings.

This article is intended only as guidance. You should consult your health care provider for detailed information on how to care for yourself or your family members. Pre-existing conditions such as emphysema, asthma and other illnesses or diseases can complicate conditions.

If you have any questions, do not hesitate...seek out your health care provider immediately.



Wash hands thoroughly and often in warm, soapy water or use hand sanitizer.

“Don't hesitate to contact your health care provider for specific care information for yourself and your family.”

HOW TO KILL A FLU VIRUS

To prevent the spread of influenza it is important to keep surfaces (especially those contacted by large numbers of people) clean by wiping them down with a good, strong disinfectant according to the directions on the product label.

Studies have shown the H1N1 virus can survive on

environmental surfaces for up to 2 hours after being deposited on the surface.

The virus can be destroyed by heat (167°F–212°F) as well as chlorine, hydrogen peroxide, detergents (soap), iodine based disinfectants and alcohols. If alcohol based hand sanitizers are used for personal hygiene, the gel should

be rubbed into the hands until they are dry.

Wastes such as used tissues, and other disposable items should be thrown in the trash immediately following their use. Additionally, persons should wash their hands with soap and water after touching used tissues and similar wastes.

**Pandemic
Influenza**

Protect Yourself

Wash Your Hands!
Keep Your Distance!