

# Pandemic Preparedness and Response Plan

## INTRODUCTION:

In the event of a pandemic influenza, our company will be prepared to play a key role in protecting our employees' health and safety and to limit the negative impact on our business. Planning is critical. This plan provides specific activities which will enable us to achieve these goals.

## ORGANIZATION:

- Pandemic Coordinator:
  - Name:
  - Position:
  - Contact Information:
- Pandemic Team Members:

Area	Name	Position	Contact Information
Operations			
Human Resources			
Health and Safety			
Logistics			
Finance			

## REDUCTION OF IMPACT ON BUSINESS

- List of critical business processes:

Process Name	Description	Critical Nature
Process A		
Process B		
Process C		
Process D		

- List of Essential Employees

Critical Business Process	Essential Employees	Contact Information
Process A		
Process B		
Process C		
Process D		

- List of Critical Inputs to Business Process to maintain business operations

Category	Name of Organization	Contact Information
Raw Materials		
Suppliers		

Sub-Contractors/Services		
Logistics		

- List of Ancillary Workforce to Replace Essential Employees if Necessary:

Critical Business Process	Essential Position	Category	Name	Contact Information
Process A		Contractors		
		Employees in other Job Titles		
		Retirees		
Process B		Contractors		
		Employees in other Job Titles		
		Retirees		

Process C		Contractors		
		Employees in other Job Titles		
		Retirees		
Process D		Contractors		
		Employees in other Job Titles		
		Retirees		

List of scenarios likely to have an impact on business:

Type of Event	Impact on Business	Financial Impact	Critical Processes Impacted
Community Containment Measures			
Enforced quarantine			
School and/or business closures			
Public Transportation Closure			
Restriction on travel into or out of community			
Restriction on domestic travel.			

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Restriction on International travel			
Interruption of critical input to business process			

- Sources of reliable pandemic information:

Organization	Source	Type of Information	Contact Information	Link
Medical	Medical Director			
Local Government	Local Public Health Department			
State Government	State Department of Health			
Federal Government	OSHA CDC EPA			
Trade Association	Name			

- Pandemic Emergency Communications Plan:
  - The emergency communications plan includes the identification of key contacts, chain of communications, and process for communicating business and employee status.
  - The Communications Plan will be updated on a Quarterly Basis

## **REDUCTION OF IMPACT ON EMPLOYEES**

- Communication and education:
  - Develop and disseminate programs and materials covering pandemic fundamentals. These include:
    - Signs and symptoms of influenza.
    - Modes of transmission.
    - Personal and family protection strategies:

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- Hand hygiene
  - Coughing/sneezing etiquette.
  - Contingency plans.
- Employee fear and anxiety can be expected due to rumors and misinformation. Plan for communications accordingly and verify accurate information by consultation with local public health officials and other reliable sources of factual information. Reliable information resources are given below:

Organization	Type of Information	Contact Information

- Special cultural/linguist needs:

Organization	Contact Person Contact Information	Type of Special Needs	Number of people with those needs	Resource/ Contact Person to Meet Need
Internal				
External: Customer, contractor, etc				

- Provide information to employees about the Pandemic Preparedness and Response Plan.

- Planning for employee absences:
  - It is essential to forecast and allow for employee absences. The table below lists types of scenarios when high rates of employee absences may be anticipated:

Scenario	Impact on Employees	Anticipated Absentee Rate
Community Containment Measures		
Enforced quarantine		
School and/or business closures		
Public Transportation Closure		
Restriction on travel into or out of community		

- Reduction in the frequency and type of face-to-face contact:
  - In order to reduce the spread of the flu, it is necessary to modify the frequency and type of face-to-face contact (such as hand-shaking, seating in meetings, office layout, shared workstations, etc):
    - Among employees
    - Between employees and customers.
  - Steps which may be taken include:
    - Avoid crowded settings that increase the risk of exposure to someone who may be infected.
    - If it is absolutely necessary to be in a crowded setting, the time spent in a crowd should be as short as possible.
    - Some basic hygiene (see [www.cdc.gov/flu/protct/stopgerms.htm](http://www.cdc.gov/flu/protct/stopgerms.htm)) and social distancing precautions may be taken.
    - Also see ([www.osha.gov](http://www.osha.gov))
- Employee Health:
  - Employees are encouraged to have and to report influenza vaccinations

- Evaluate employee access to and availability of health care services during a pandemic on a \_\_\_\_\_ basis.
- Evaluate employee access to and availability of mental health and social services during a pandemic on a \_\_\_\_\_ basis.
- List of healthcare, mental health and social services.

Type of Service	Name	Location	Contact Information
Healthcare			
Mental Health			
Social Services			

- Employees with special needs:
  - Identify employees with special needs.

Name	Special Need(s)/requirements	Contact Information

- Review and update list of employees on \_\_\_\_\_ basis.

- Infection Control Supplies:



- Sufficient and accessible infection control supplies will be available in all business locations. Types of supplies include:
  - Hand-hygiene products.
  - Tissues and receptacles for their disposal.
- Ensure the availability of medical consultation and advice for emergency response.
- Provide information for the at-home care of ill employees and family members.
- Communication and Information Technology Infrastructure:
  - Enhancements to communication and information infrastructure needed to support employee telecommuting and remote customer access.

Category	Department	Job Title	Contact Information	Need
Internal				
Customer				

- Communication of information concerning pandemic status:
  - Information concerning pandemic status and actions is to be communicated to the following groups both inside and outside the worksite in a timely and consistent way, including redundancies in the emergency contact system:
    - Employees

- Vendors
- Suppliers
- The following platforms are to be used:
  - HOTLINE: \_\_\_\_\_
  - WEBSITE: \_\_\_\_\_

## POLICIES SPECIFIC TO A PANDEMIC

- Implementation of Response Plan

Action	Person Authorized to Initiate Action	Description of condition(s) to Initiate Action
Activation of Response Plan		
Altering Business Operations		
Transfer business knowledge to key employees		
Termination of Response Plan		

- Due to the unique nature of a pandemic event, specific policies are needed and are to be reviewed on a \_\_\_\_\_ basis. A list of these policies is provided below:

Policy	Description	Status
Employee Compensation and Sick-Leave Unique to a	Address issues unique to a pandemic (e.g., non-punitive, liberal leave) including policies on when a previously ill person is no longer	

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Pandemic	infectious and can return to work after illness.	
Flexible Worksite Policy	Establishes policies relating to items such as: <ul style="list-style-type: none"> <li>• Telecommuting</li> <li>• Flexible work hours</li> <li>• Staggered shifts</li> </ul>	
Prevention of Influenza Spread at the Worksite	Establishes policies to prevent spread of influenza spread in the workplace. Items which may be addressed include: <ul style="list-style-type: none"> <li>• Promotion of respiratory hygiene/cough etiquette.</li> <li>• Exclusion of people with influenza symptoms.</li> </ul>	
Travel Restrictions	Establishes a policy for: <ul style="list-style-type: none"> <li>• Restricting travel to affected geographic areas (both domestic and international locations).</li> <li>• Evacuating employees working in or near an affected area and when an outbreak begins.</li> <li>• Guidance for employees returning from affected areas. See CDC travel recommendations (<a href="http://www.cdc.gov">www.cdc.gov</a>).</li> </ul>	

## COORDINATION WITH EXTERNAL ORGANIZATIONS

- Share the organizations Pandemic Preparedness and Response Plan with others so that the capabilities and plans of all parties will be understood. These may include:

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Type of Organization	Name	Contact Information	Capabilities
Insurer			
Health Plans			
Major Healthcare Facilities			

- Collaborate with federal, state, and local public health agencies and/or emergency responders to participate in their planning process, share our pandemic plan, and understand their capabilities and plans.
- Communicate with local and/or state public health agencies and/or emergency responders about the assets and/or services which the business could contribute to the community during a pandemic.
- Share best practices with other businesses in the community, chamber of commerce, and associations to improve community response efforts.

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from the Occupational Safety and Health Administration.

1 Program

# **Pandemic Preparedness and Response Plan Example**

## **INTRODUCTION:**

In the event of a pandemic influenza, our company will be prepared to play a key role in protecting our employees' health and safety and to limit the negative impact on our business. Planning is critical. This plan provides specific activities which will enable us to achieve these goals.

## **ORGANIZATION:**

- Pandemic Team Coordinator:
  - Designating a specific person to be responsible for the development, implementation, and oversight of the Pandemic Preparedness and Response Plan is an essential first step. The following individual has been appointed:
    - Name:
    - Position:
    - Contact Information:
- Pandemic Team Members:
  - The Pandemic Preparedness and Response Plan may impact all aspects of the business. As such, the following individuals have been appointed as Team Members and will provide necessary support to the Pandemic Team Coordinator.
  - The names individuals, representing various areas, which have been appointed to serve as team members are given below:

<b>Name</b>	<b>Area</b>	<b>Contact Information</b>
List the name of each individual appointed to the team	<p>-For each named individual provide the name of the group or function that that individual represents.</p> <p>-Examples of groups or functions which may be represented include:</p> <ul style="list-style-type: none"> <li>• Operations</li> <li>• Human Resources</li> <li>• Health and Safety</li> <li>• Medical</li> <li>• Logistics</li> <li>• Finance</li> </ul>	Provide contact information for each named team member.

## REDUCTION OF IMPACT ON BUSINESS

- List of critical business processes:
  - Critical business processes are those which are essential for the delivery of critical outputs of the business. These are categorized as core activities and profit creators. These are determined by mapping the business processes, used to generate the outputs of goods and/or services
  - Critical business processes are given in the table below:

<b>Process Name</b>	<b>Description</b>	<b>Critical Nature</b>
List the name of each process which has been determined to be critical.	Provide a brief description of each named process including inputs and outputs of each process.	Provide a brief description of the critical nature of each named process.

- List of Essential Employees
  - Essential employees are those who are involved with the critical business processes listed above. These are those who are essential for the delivery of critical outputs of the business. Loss of essential employees may result in the loss of the ability to perform essential business processes.
  - Essential employees are given in the table below:

<b>Critical Business Process</b>	<b>Essential Employees</b>	<b>Contact Information</b>
List the name of each process which has been determined to be critical.	Provide the name of each person identified as an essential employee for each named critical business process.	Provide the contact information for each named person.

- List of Critical Inputs to critical business processes to maintain business operations
  - Critical inputs are those goods and/or services needed to maintain critical business processes.
  - Critical inputs are given in the table below:

<b>Critical Business Process</b>	<b>Critical Input</b>	<b>Name of Supplier</b>	<b>Contact Information</b>
List the name of each process which has been determined to be critical.	List the type of each critical input for each critical business process. Types may	List the name of each supplier of	Provide the contact information for each named supplier.



	include: <ul style="list-style-type: none"> <li>• Raw Materials</li> <li>• Suppliers</li> <li>• Contractors</li> </ul>	each critical input.	
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- List of Ancillary Workforce to Replace Essential Employees if Necessary:
  - In the event of a pandemic, it may be necessary to replace essential employees who exhibit symptoms of an influenza-like illness or otherwise not able to perform their regular job work functions. It is necessary to identify individuals that can be called upon replace those essential employees and therefore continue the operation of critical business processes.
  - Individuals which could replace essential employees, if necessary, are given below:

<b>Critical Business Process</b>	<b>Essential Employee</b>	<b>Name of Replacement</b>	<b>Name/Category</b>	<b>Contact Information</b>
List the name of each process which has been determined to be critical.	List the name of each essential employee for each critical business process	List the name of individual who could/would replace each essential employee for each critical business process.	List the category of each named replacement. Categories may include: <ul style="list-style-type: none"> <li>• Retirees</li> <li>• Employees in other job titles</li> <li>• Contractors</li> </ul>	Provide the contact information for each named replacement.

- List of scenarios likely to have an impact on business:

<b>Type of Event</b>	<b>Impact on Business</b>	<b>Financial Impact</b>	<b>Critical Processes Impacted</b>
Community Containment Measures are measures to separate infected or exposed persons by use of isolation, quarantine, or other restrictions on movement and activities	-Absenteeism -Decreased interaction with customers -Cancellation of public events	-Decreased production -Decreased revenue generation	Review

including: -Cancellation of public events -School closings -Closings of businesses, libraries, theatres			
Enforced quarantine	-Absenteeism -Decreased interaction with customers -Cancellation of public events	-Decreased production -Decreased revenue generation -Interruption of shipments of supplies and products.	Review
School and/or business closures	Absenteeism	-Decreased production -Decreased revenue generation	Review
Public Transportation Closure	Absenteeism Increased commuter delays	-Decreased production -Decreased revenue generation	Review
Restriction on travel into or out of community	-Absenteeism -Commuters may be unable to return to homes -Interruption of shipments of products and supplies	-Decreased production -Decreased revenue generation	Review
Restriction on domestic travel.	-Interruption of regular sales operations. -Interruption of shipments of products and supplies.	-Decreased production -Decreased revenue generation	Review
Restriction on International travel	-Interruption of normal international business travel.  -Interruption of international shipments of products and supplies	-Decreased production -Decreased revenue generation	Review
Interruption of critical inputs to business process	-Interruption of critical business processes	-Decreased production -Decreased revenue generation	Review

- Sources of reliable pandemic information:
  - A One-stop access to U.S. Government pandemic flu information is found at [www.pandemicflu.gov](http://www.pandemicflu.gov). Information available includes:

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- Plan and Preparation
- General Information
- Local information
- Frequently asked questions
- Monitoring of Outbreaks
- Health & Safety
- Tests, Vaccines, Medications, and Masks
- Animal and Bird Issues
- Global Activities
- Economic Impacts
- Travel
- Research Activities
- News, Multimedia, and Social Media
- Glossary of terms.

- Other sources of information are provided in the table below

Organization	Source	Type of Information	Contact Information	Link
Medical	Medical Director	-Prevention -Symptoms -Treatment -Containment	Name and contact information of Medical Director or lead provider of medical services	Provide link for the Medical Director or lead provider of medical services
Local Government	Local Public Health Department	-Information -Preparedness -Prevention -Symptoms -Local data	County Health Department Phone: Fax: E-Mail:  City Health Department Phone: Fax: E-Mail:	Example: <a href="http://co.hancock.oh.us/bd/health">http://co.hancock.oh.us/bd/health</a>  <a href="http://www.ci.findlay.oh.us/?id=72">http://www.ci.findlay.oh.us/?id=72</a>
State Government	State Department of Health	-State Pandemic Preparedness and Response Plan -Health Statistics -Health Care Providers and Services - Local Health Departments	Ohio Department of Health 246 N. High Street Columbus, Ohio 43215  General Information: 614- 466-3543	<a href="http://www.odh.ohio.gov">http://www.odh.ohio.gov</a>
Federal Government	Occupational Safety and Health Administration (OSHA)	-Safety and health information. -Worker protection -Respiratory protection -Guidance on preparing workplaces for an influenza pandemic -Frequently asked questions	US Dept of Labor OSHA 200 Constitution Ave Washington, D.C. 20210  1-800-321-OSHA(6742)	<a href="http://www.osha.gov">http://www.osha.gov</a>

	Centers for Disease Control and Prevention (CDC)	<ul style="list-style-type: none"> <li>-General information</li> <li>-Plans and preparation</li> <li>-Local information</li> <li>-Health and safety</li> <li>-Tests, vaccines, medications, and masks</li> <li>-Global Activities</li> <li>-Economic impacts</li> <li>-Travel</li> <li>-News</li> </ul>	<p>Centers for Disease Control and Prevention 1600 Clifton Rd Atlanta, GA 30333</p> <p>800-CDC –INFO 800-232-4636</p> <p>TTY 888-232-6348</p> <p>cdcinfo@cdc.gov</p>	<a href="http://www.cdc.gov">http://www.cdc.gov</a>
	Environmental Protection Agency (EPA)	<ul style="list-style-type: none"> <li>-Basic information about pandemic flu</li> <li>-Government preparations</li> <li>-Recommended preparations</li> <li>EPA’s response</li> <li>Roles</li> <li>-Information for EPA employees</li> </ul>	<p>USEPA Ariel Rios Building 1200 Pennsylvania Avenue, N.W. Washington, DC 202-272-0167</p> <p>TTY 202-272-0165</p>	<a href="http://www.epa.gov">http://www.epa.gov</a>
Trade Association	Name of applicable trade association(s)	<ul style="list-style-type: none"> <li>-Industry practices</li> <li>-Industry updates</li> </ul>	Contact information of applicable trade association(s)	Link(s) of applicable trade association(s)
International	World Health Organization (WHO)	<ul style="list-style-type: none"> <li>-Pandemic preparedness and response</li> <li>-Levels of pandemic alert</li> <li>-Checklist for influenza planning</li> </ul>	<p>World Health Organization Avenue Appia 20 1211 Geneva 27 Switzerland</p> <p>Telephone: + 41 22 791 21 11</p>	<a href="http://www.who.int">http://www.who.int</a>

- Pandemic Emergency Communications Plan:
  - Information flow during a pandemic is very important.
  - The emergency communications plan includes the identification of key contacts, chain of communications, and process for communicating business and employee status. The means of communication according to the plan may include:
    - Mass e-mailings
    - Use of website
    - Text messaging
    - Telephone “Hot Line”
    - Phone bank
  - The Communications Plan will be updated on a Quarterly Basis

## REDUCTION OF IMPACT ON EMPLOYEES

- Communication and education:
  - Develop and disseminate programs and materials covering pandemic fundamentals. These include:
    - Signs and symptoms of influenza.
    - Modes of transmission.
    - Personal and family protection strategies:
      - Hand hygiene
      - Coughing/sneezing etiquette.
      - Contingency plans.
  - **Employee fear and anxiety** can be expected due to rumors and misinformation. Plan for communications accordingly and verify accurate information by consultation with local public health officials and other reliable sources of factual information. Reliable information resources are given below:

Organization	Type of Information	Contact Information
<p><b><u>Example:</u></b></p> <p>Ohio Department of Mental Health</p>	<p>The Ohio Department of Mental Health maintains a list of provider agencies throughout the state.</p> <p>Local resources are located by county or zip code.</p> <p>Providers are listed within the county or within 10 miles of the zip code.</p>	<p>Ohio Department of Mental Health 30 E. Broad Street, 8<sup>th</sup> Floor Columbus, Ohio 43215 – 3430</p> <p><b><u>General questions:</u></b></p> <p>Phone: 614-466-2596 TTY: 614- 752-9696 <a href="mailto:questions@mh.state.ohio.us">questions@mh.state.ohio.us</a></p> <p><b><u>Toll-free bridge line for consumers and families:</u></b></p>

		Phone: 877-275-6364 TTY: 888-636-4889 askODMH@mh.state.oh.us
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**Examples of local providers for Hancock County Ohio listed by the Ohio Department of Mental Health**

Century Health, Inc  
 1918 North Main Street  
 Findlay, OH 45840

Lutheran Social Services of Northwestern Ohio, Inc.  
 115 East Lima Street  
 Findlay, Ohio 45840

- o Special cultural/linguist needs:

<b>Organization</b>	<b>Contact Person Contact Information</b>	<b>Type of Special Needs</b>	<b>Number of people with those needs</b>	<b>Resource/Contact Person to Meet Need</b>
Internal	HR Manager Phone: Email	Example: Japanese language	Identify number of people with the need at each location	Identify resource that can meet that need for each location
		Example: Hispanic	Identify number of people with the need at each	Identify resource that can meet that



		language	location	need for each location
External: Customer, contractor, etc	Example: XYS CO. Ying Yin	Chinese language	Determine if the individual customer, contractor has adequate resources or requires support to normal business practices during pandemic.	Identify resource that can meet that need for each location

- Provide information to employees about the Pandemic Preparedness and Response Plan.
- Planning for employee absences:
  - It is essential to forecast and allow for employee absences. The table below lists types of scenarios when high rates of employee absences may be anticipated:

Scenario	Impact on Employees	Anticipated Absentee Rate
Community Containment Measures	Infected or exposed	List estimated rate
Enforced quarantine	Some employees may be required to miss work during the period of the quarantine.	List estimated rate
School and/or business closures	Some employees may miss work because of the need to care for children due closing of schools and day care facilities.	List estimated rate
Public Transportation Closure	Some employees may be dependent upon public transportation to commute and from their place of employment and would be forced to be absent from work.	List estimated rate

Restriction on travel into or out of community	Such restrictions would impact employees who may commute from one community to another and would not be able to get to the workplace.  Some employees who may be involved with vacation or business travel may not be able to return to their workplace.	List estimated rate
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- Reduction in the frequency and type of face-to-face contact:
  - In order to reduce the spread of the flu, it is necessary to modify the frequency and type of face-to-face contact (such as hand-shaking, seating in meetings, office layout, shared workstations, etc):
    - Among employees
    - Between employees and customers.
  - Steps which may be taken include:
    - Avoid crowded settings that increase the risk of exposure to someone who may be infected.
    - If it is absolutely necessary to be in a crowded setting, the time spent in a crowd should be as short as possible.
    - Some basic hygiene (see [www.cdc.gov/flu/protct/stopgerms.htm](http://www.cdc.gov/flu/protct/stopgerms.htm)) and social distancing precautions may be taken.
    - Also see (www.osha.gov)
- Employee Health:
  - Employees are encouraged to have and to report influenza vaccinations
  - Evaluate employee access to and availability of health care services during a pandemic on a \_\_\_\_\_ basis.
  - Evaluate employee access to and availability of mental health and social services during a pandemic on a \_\_\_\_\_ basis.
  - List of healthcare, mental health and social services.

Type of Service	Name	Location	Contact Information
Healthcare	List name(s) of Healthcare provider(s)	List address of Healthcare provider(s)	List contact information for Healthcare provider(s)
Mental Health	List name(s) of Mental	List address of	List contact information for

	Health care providers	Mental Health care provider(s)	Mental Health care provider(s)
Social Services	List name(s) of providers of social services.	List address for providers of social services	List contact information for providers of social services

- Employees with special needs:
  - Identify employees with special needs.

<b>Name</b>	<b>List special need(s) requirement</b>	<b>Contact Information</b>
Name of Individual with special need	Example: Hearing impaired	List the address, phone number, and e-mail for each person with the special need.
Name of Individual with special need	Example: Limited mobility	List the address, phone number, and e-mail for each person with the special need.
Name of Individual with special need	Example: Medications	List the address, phone number, and e-mail for each person with the special need.
Name of Individual with special need	Example: Vision impaired	List the address, phone number, and e-mail for each person with the special need.

- Review and update list of employees on a \_\_\_\_ basis.
- Infection Control Supplies:
  - Sufficient and accessible infection control supplies will be available in all business locations. Types of supplies include:
    - Hand-hygiene products.
    - Tissues and receptacles for their disposal.
- Ensure the availability of medical consultation and advice for emergency response.

- Provide information for the at-home care of ill employees and family members.
- Communication and Information Technology Infrastructure:
  - Identify and list necessary enhancements to communication and information infrastructure needed to support employee telecommuting and remote customer access if normal access to business facilities are interrupted as a result of the pandemic.
  - Identification and listing should include essential personnel within the business (Internal)
  - Identification and listing should also include essential personnel outside of (external) the business such as key customers, contractors, and suppliers.

<b>Category</b>	<b>NAME</b>	<b>Department or Company</b>	<b>Job Title</b>	<b>Need</b>	<b>Contact Information</b>
Internal	List name(s) of individuals with need.	List department of each individual	List job title of each individual	List the specific need of each individual	List contact information for each individual.
External	List name(s) of individuals with need.	List Company and Department of each individual	List job title of each individual	List the specific need of each individual	List contact information for each individual.

- Communication of information concerning pandemic status:
  - Information concerning pandemic status and actions is to be communicated to the following groups both inside and outside the worksite in a timely and consistent way, including redundancies in the emergency contact system:
    - Employees
    - Vendors
    - Suppliers
  - The following platforms are to be used:

- HOTLINE: \_\_\_\_\_
- WEBSITE: \_\_\_\_\_

## POLICIES SPECIFIC TO A PANDEMIC

- Implementation of Response Plan

Action	Person Authorized to Initiate Action	Description of condition(s) to Initiate Action
Activation of Response Plan	Member of senior management or designee with recommendation by Pandemic Coordinator	Decision is made based upon timely information from public health authorities about pandemic conditions.
Altering Business Operations	Member of senior management or designee with recommendation by Pandemic Coordinator	Decision is made based upon timely information from public health authorities about pandemic conditions.
Transfer business knowledge to key employees	Member of senior management or designee with recommendation by Pandemic Coordinator	Decision is made based upon timely information from public health authorities about pandemic conditions and occurrences of influenza-like illnesses of employees group.
Termination of Response Plan	Member of senior management or designee with recommendation by Pandemic Coordinator	Decision is made based upon timely information from public health authorities about pandemic conditions.

- Due to the unique nature of a pandemic event, specific policies are needed and are to be reviewed on a \_\_\_\_\_ basis. A list of these policies is provided below:

Policy	Description	Status
Employee Compensation and Sick-Leave Unique to a Pandemic	Address issues unique to a pandemic (e.g., non-punitive, liberal leave) including policies on when a previously ill person is no longer	List any current policy or status of

	infectious and can return to work after illness.	development o such a policy.
Flexible Worksite Policy	Establishes policies relating to items such as: <ul style="list-style-type: none"> <li>• Telecommuting</li> <li>• Flexible work hours</li> <li>• Staggered shifts</li> </ul>	List any current policy or status of development o such a policy.
Prevention of Influenza Spread at the Worksite	Establishes policies to prevent spread of influenza spread in the workplace. Items which may be addressed include: <ul style="list-style-type: none"> <li>• Promotion of respiratory hygiene/cough etiquette.</li> <li>• Exclusion of people with influenza symptoms.</li> </ul>	List any current policy or status of development o such a policy.
Travel Restrictions	Establishes a policy for: <ul style="list-style-type: none"> <li>• Restricting travel to affected geographic areas (both domestic and international locations).</li> <li>• Evacuating employees working in or near an affected area and when an outbreak begins.</li> <li>• Guidance for employees returning from affected areas. See CDC travel recommendations (<a href="http://www.cdc.gov">www.cdc.gov</a>).</li> </ul>	List any current policy or status of development o such a policy.

## COORDINATION WITH EXTERNAL ORGANIZATIONS

- Share the organization’s Pandemic Preparedness and Response Plan with others so that the capabilities and plans of all parties will be understood. These may include:

Type of Organization	Name	Contact Information	Capabilities
Insurer	List current insurers	List contact information for insurer	List type of capabilities or coverage provided by the insurer
Health Plans	List applicable health plans used by the organization	List contact information for each health plan	List types of capabilities being provided by the health plan provider.
Major Healthcare Facilities	List major healthcare facilities which may be used during a pandemic	List contact information for each major healthcare facility.	List types of capabilities being provided by each major healthcare facility.

- Collaborate with federal, state, and local public health agencies and/or emergency responders to participate in their planning process, share our pandemic plan, and understand their capabilities and plans.
- Communicate with local and/or state public health agencies and/or emergency responders about the assets and/or services which the business could contribute to the community during a pandemic.
- Share best practices with other businesses in the community, chamber of commerce, and associations to improve community response efforts.