

Your Guide to Preparing and Planning for a Pandemic Event

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Made available to Volusia County businesses by
the Daytona Beach Area Chamber of Commerce

Materials modified from San Francisco Department of Public Health, Communicable Disease Control and Prevention Section, as well as best practices in business Pandemic Flu planning from around North America.



Use of this Guide and Template

Update: October 1, 2009

The Pandemic Continuity Guide for businesses was originally written in 2007 to provide guidance for pandemic flu preparedness. Although H1N1 influenza has been named a pandemic by the World Health Organization (WHO), we are unable to determine the severity of the strain at this time. This **guide** provides a general basis of preparedness techniques for pandemic influenza. Although this guide will provide direction in preparing for the fall, H1N1 is a new strain of influenza, and information is being updated and changing regularly. It is important to be aware that this is a new influenza strain, and details regarding H1N1 are still being determined, but preparation can begin now with the assistance of this guide.

Use of this Guide:

The pandemic influenza planning template has been developed to assist businesses evaluate critical issues related to pandemic influenza and create comprehensive pandemic flu plans. This guide is intended for businesses of any size and may be reviewed by the critical infrastructure of the organization adapting the document. This group may include Administrative, Human Resources and Security personnel as well as any other employees who participate in emergency planning for the organization.

The content within the template is a launching point. It will be necessary to adapt the text to create a final document that accurately represents the organization. The flexible guidance of this template insures that sections may be added or omitted according to the organization's needs.

Throughout the template, there are "Tips", things to "Consider", and other guidance. These notes should assist the organization's planners in developing a comprehensive plan and can be easily erased by highlighting the text and pressing delete.

The annex will also be a critical component of the organization's plan. The annex contains detail on how the organization will operationalize key activities. Examples and worksheets are provided to help develop this information. Also included are sample messages and briefings for employees.

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Glossary

Avian influenza	Avian influenza, also referred to as bird flu, is a disease of birds (e.g. ducks, chickens). This disease is not necessarily the cause of a future human pandemic. Although it is primarily a disease of birds, a small number of people have also been infected after having close contact with birds. Also see influenza, seasonal influenza, and pandemic influenza.
Chemoprophylaxis	An infection control measure whereby antimicrobial, including antiviral, medications are taken by a healthy individual to prevent illness before or after being exposed to an individual with an infectious disease (e.g. influenza).
Contact	A contact is a term used to refer to someone who has been in close proximity with an individual who is, or is suspected of being, infected with an infectious disease like influenza.
H1N1	H1N1 is a new influenza virus causing illness in people; once referred to as “Swine Flu”.
H5N1	H5N1 is a subtype of flu virus called the “avian influenza”.
Hand hygiene	Hand hygiene refers to the cleaning of ones hands. This is usually done with soap and water, hand sanitizing gel or wipes. To kill an influenza virus, hands should be washed with soap and water for 20 seconds or, if soap and water aren’t available, hand sanitizing gel or wipes with an alcohol content of at least 60% for 10 seconds.
Human-to-human transmission	Human-to-human transmission refers to the ability of an infectious disease to be passed continuously from one person to another. Some viruses can be transmitted between animals (animal-to-animal), some can be transmitted from animal-to-human (and vice versa), and some can be transmitted from human-to-human.
Infection control	Infection control is a broad term used to describe a number of measures designed to detect, prevent, and contain the spread of infectious disease. Some measures include hand washing, respiratory etiquette, use of personal protective equipment (PPE), prophylaxis, social distancing, and in severe circumstances, isolation and quarantine.
Infectious disease	An infectious disease, or communicable disease, is caused by the entrance of organisms (e.g. viruses, bacteria, fungi) into the body which grow and multiply there to cause illness. Infectious diseases can be transmitted, or passed, by direct contact with an infected individual, their discharges (e.g. cough), or with an item touched by them.
Influenza	Influenza is a viral disease that causes high fever, sore throat, cough, malaise and muscle aches. It usually affects the respiratory system but sometimes affects other organs. It is spread by infectious droplets that are coughed or sneezed into the air. These droplets can land in the eyes or mouth or be inhaled into the lungs. Infection can also occur from contact with surfaces contaminated with infectious droplets and respiratory secretions. Also see seasonal, avian, and pandemic influenza.
Isolation	Isolation is a method of separating people who have been exposed to, and are showing

physical symptoms of a specific disease. Those identified are asked to remain in one place (e.g. home, hospital), away from the public, until they are no longer infectious.

Pandemic influenza	A pandemic influenza, or pandemic flu, occurs when a flu virus causes serious illness in the majority of people exposed. This severe flu targets the healthy population as well as those traditionally susceptible to seasonal flu, such as children and those over 65 years old. Also see influenza, seasonal influenza, and avian influenza.
Personal Protective Equipment (PPE)	PPE is specialized clothing or equipment worn to protect someone against a hazard including an infectious disease. It can range from a mask or a pair of gloves to a combination of gear that might cover some or all of the body.
Quarantine	A quarantine is a protective measure used when people who have been exposed to a disease, but appear healthy, are asked to remain in one place, away from the general public, until it can be determined that they have not been infected.
Respiratory etiquette	Respiratory etiquette is a technique to minimize the spread of a disease: Healthy and sick people should sneeze or cough into the inside of their elbow and cover their nose and mouth with a tissue when blowing their nose and then put the used tissue in the trash to prevent the spread of germs.
Seasonal influenza	Seasonal influenza, commonly referred to as the flu, is an infectious disease. The influenza virus is one that has the ability to change easily; however, there is usually enough similarity in the virus from one year to the next that the general population is partially immune from previous infection or vaccination. Each year experts monitor the influenza virus and create a new vaccine to address changes in the virus. For this reason people are encouraged to get a flu shot each year. Also see influenza, avian influenza, and pandemic influenza.
Social distancing	Social distancing is an infection control strategy that includes methods of reducing the frequency and close contact between people to limit the spread of infectious diseases. Generally, social distancing refers to the avoidance of gatherings with many people.
Student dismissal	This term replaces the more general “ <i>school closure</i> ”. While students may be sent home for an extended period of time, it may be necessary to maintain the functioning of the school facilities and/or teacher/administrator presence for distance learning purposes, emergency usage of schools for supply distribution, for vaccination or antibiotic dispensing clinics, or other special circumstances.

1. Purpose & Objectives

The primary purpose of the Pandemic Influenza Business Continuity Plan is to enable the [Organization] to respond effectively and efficiently to ensure that essential operations are maintained during an influenza pandemic.

Our [Organization's] objectives during a local pandemic influenza are the following:

1. Reduce transmission of the pandemic virus strain among our employees, customers/clients, and partners.
2. Minimize illness among employees and customers/clients.
3. Maintain mission-critical operations and services.
4. Minimize social disruptions and the economic impact of a pandemic.

2. Supporting Plans

The [Organization] has created several plans addressing emergency response and recovery. The Pandemic Influenza Business Continuity Plan will be implemented in conjunction with the following plans:

1. [Insert plan name]
2. [Insert plan name]
3. [Insert plan name]
4. [Insert plan name]

