

Triggers and Actions During a Pandemic

Triggers Responsibility	Trigger 1 – Planning stage – <u>no</u> pandemic	Trigger 2 – Pandemic starting in world not us USA	Trigger 3 – Pandemic Flu is in the USA	Trigger 4 – Pandemic Flu is in the local area	Trigger 5 – Hospitals are overcrowded and schools are closed	Trigger 6 – Wave is over & returning to normal activities
World Health Organization (WHO)	WHO Phase 3	WHO Phase 4/5/6	WHO Phase 6	WHO Phase 6	WHO Phase 6	WHO Phase 3/4/6
Federal Government	Federal Government Stage 1	Federal Government Stage 2/3	Federal Government Stage 4	Federal Government Stage 5	Federal Government Stage 5	Federal Government Stage 6
Incident Management (person or team managing the pandemic for the organization)	See opposite side of this sheet for list of actions to be taken now before there is a pandemic.	<ul style="list-style-type: none"> • Communicate to staff and families • Examine “Critical Work” • Examine inventory and determine if additional supplies are required • Enact non essential travel ban to affected areas • Enact quarantine if staff have traveled to affected areas 	<ul style="list-style-type: none"> • Communicate to staff and families about human relations policies • Decide if masks are required 	<ul style="list-style-type: none"> • Enact Social Distancing: examine limitations on meetings; examine expanding hours that staff work; consider staggered work hours; cafeterias for food and perhaps not eating; no hand shaking; etc. • Communicate often with staff • Voluntary work at-home 	<ul style="list-style-type: none"> • If reasonable, recommend “critical work” at facility and “maximum work-at-home” • Communicate often with staff and know their status • Monitor financial status 	<ul style="list-style-type: none"> • Reverse social distancing • Reverse human relations policies as needed • Assess financial situation taking action as required • Facilities are open for routine operations after necessary cleaning

For addition information see:

Department of Health and Human Services: www.pandemicflu.gov

Center for Disease Control: www.cdc.gov

World Health Organization: www.who.int

Preparing for a Pandemic Influenza

Pandemic Influenza: is a flu that causes a global outbreak, or pandemic, of a serious illness that spreads easily from person-to-person. It is expected to cause a major impact to business operations.

Determine Critical Work

- Work that must be done for the survival of the business and/or survival of others.
- Risk to the business if not supported.

Develop a Communication Plan

- Write sample message to staff about a pandemic now before a pandemic and for each stage during a pandemic.
- Let the staff know you are planning.
- Ask suppliers about their plan and determine alternative resources.
- Establish a hot line for messages to staff so that the staff can stay informed.

Develop Human Relations Policies

- Do you need a policy to request staff to stay at home if ill and sending them home if they become ill at work?
- Is it possible for your business to operate at an off-site location or from a different site?
- Do you need rules about working at home and what you will and will not support?
- Will you pay your staff during a pandemic if they are not working?
- Will staff benefits continue?
- Ensure direct deposit for all staff members.
- Encourage seasonal flu vaccination.
- Consider having professional help to assist staff in coping with stress and loss during this time.

Good Hygiene and Social Distancing Measures

- Encourage: washing hands often, using hand sanitizer, following good cough etiquette.
- During the pandemic, clean surfaces: handles, phones, door knobs, etc.
- Consider: restricting shaking hands, restricting face-to-face meeting and if required then sit at least 3 feet apart, expanding work hours, staggered working hours and restricting cafeteria seating. Do you need policies to be able to enact these measures?

Determine Computing Requirement

- Working at home (check with Legal and Human Resources about insurance issues).
 - Can staff work from home? Be sure to practice.
 - Consider laptops for key staff.
- Can payroll be run from a remote location? If not, how will you pay your staff?
- Determine if office phone extensions can be transferred to staff member's homes.