

CITY OF COTTONWOOD

PANDEMIC PREPAREDNESS PLAN

**Presented By:
David L. Puzas
Human Resources Manager
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CITY OF COTTONWOOD – PANDEMIC PREPAREDNESS PLAN

(August 20, 2007)

TABLE OF CONTENTS

- I. Pandemic Definition**
- II. COC Pandemic Security Index**
- III. Preventative Measures**
- IV. Managing Staff Who Become Ill at Work**
- V. Leave Procedures**
- VI. General Plan**
- VII. Attachments:**
 - Notification Form**
 - Contact List**
 - Pandemic Flu Planning Checklist for Individuals & Families**
 - Family Emergency Health Information Sheet**
 - Hand Hygiene Notice- Hand Washing**
 - Hand Hygiene Notice- Alcohol- based Hand Sanitizer**
 - Difference between Common Cold & Influenza**

PANDEMIC DEFINITION

The definition of a pandemic is a disease affecting the majority of the population of a large region, or one that is epidemic at the same time in many different areas.

COC PANDEMIC SEVERITY INDEX

Index 1

- Recommend voluntary isolation of ill at home for duration of infectious period (7-10 days after symptom onset). Although no studies have assessed the use of masks at home to decrease the spread, use of surgical masks by the patient and/or caregiver during interactions may be beneficial.

Index 2/3

- Recommend voluntary isolation of ill at home for duration of infectious period (7-10 days after symptom onset). Although no studies have assessed the use of masks at home to decrease the spread, use of surgical masks by the patient and/or caregiver during interactions may be beneficial.
- Consider voluntary quarantine of household members in homes with ill persons (7 days following the time of symptom onset in the household member)
- Consider closing schools and school-based activities, and close child care, for up to 4 weeks. Reduce out-of-school social contacts & community mixing for up to 4 weeks.
- Consider decreasing the number of work and social contacts
- Consider social distancing in workplaces or other settings.
- Consider modifying, postponing, or canceling selected gatherings
- Consider modifying workplace schedules and practices.

Index 4/5

- Recommend voluntary isolation of ill at home for duration of infectious period (7-10 days after symptom onset). Although no studies have assessed the use of masks at home to decrease the spread, use of surgical masks by the patient and/or caregiver during interactions may be beneficial.
- Recommend voluntary quarantine of household members in homes with ill persons (7 days following the time of symptom onset in the household member).
- Recommend dismissing students from school and school-based activities, and close child care programs, for up to 12 weeks. Reduce out-of-school contacts and community mixing for up to 4 weeks.
- Recommend decreasing the number of work and social contacts.
- Recommend social distancing in workplaces or other settings.
- Recommend modifying, postponing, or canceling selected gatherings.
- Recommend modifying workplace schedules and practices.

PREVENTATIVE MEASURES

- Wash your hands frequently with soap and warm water for at least 20 seconds. Post hand hygiene illustration (attached) in all restrooms.
- Covering your mouth and nose with a tissue when coughing or sneezing reduces the chance of spreading the virus.
- Use a tissue or your sleeve when touching door handles to the office, restrooms, or other public places.
- Disinfect your work surfaces and door handles frequently.
- See “Planning Checklist for Individuals and Family Emergency Health Info Sheet” that is attached.
- Maintain a 3 foot personal space between you and the person you are speaking to in order to avoid droplets of saliva from the other person.
- Know the difference between a common cold and flu- see attached chart that explains.
- Send out newsletters to employees of useful information for them and their families for planning and status information.

MANAGING STAFF WHO BECOME ILL AT WORK

- If the employee exhibits some of the symptoms listed on the chart as flu- precautions are supposed to be taken complete a staff influenza notification form which should include details about staff and or visitors they have been in contact with.
- Give the employee a surgical mask to wear immediately to protect other staff.
- Have employee leave work and contact a doctor. Have the employee avoid public transportation if possible.
- Managers should advise the people that had been in contact with the employee, they should go home until advised otherwise. If the employee that is suspected of having the flu reports back that their doctor has said they do not have the flu, they can come back to work and the manager should advise the other employee that he sent home, they can return to work as well.
- Clean and disinfect the employee's work station- use gloves and wash hands immediately after completing the task.
- Keep in contact with the employee to see how they are feeling and if they have spoken to their doctor yet.

LEAVE PROCEDURES

Disaster Based Leave of Absence:

This plan is tentative and may be altered during an actual pandemic to suit the particular circumstances of that event that are unforeseen now.

Employees will first utilize any accrued leave if the need to be out of work due to illness associated with the pandemic, their dependent/ child's illness due to the pandemic, or their child's school & day care are closed due to the pandemic. After their leave has been exhausted, the City will continue to pay the employee until the employee returns or 30 calendar days whichever comes first. Depending on the circumstances of the pandemic, the City Manager reserves the right to change this time frame to be shorter or longer at his discretion.

If the employee is ill, and meets the eligibility for Short Term Disability (STD), they may apply. If they are approved, they will receive 2/3 of their paycheck from STD. In order to maintain a full paycheck, they may use leave they have accrued to make up the remaining 1/3 of their pay. Once the employee's leave has expired, and the doctor has not cleared them to return to work, the City will pay the 1/3 for the employee to maintain a full paycheck until the employee returns or 30 calendar days whichever comes first.

If Schools Are Closed:

One parent would most likely need to remain at home with the child, especially in the case of a one parent family. If both parents work for the City, they shall be grant disaster leave for one of them at a time. They can work out the schedule with their supervisors.

Consideration will be given to the employees in the instance the schools are required to be closed wherein telecommuting, different working hours, or flexible time should be used to determine the schedules.

If a parent has a child that is sick with a pandemic related illness, and they have been exposed, they shall not come to work. If both parents work for the City and one has not been exposed and still wants to work, this will be permissible providing they make provisions in their home life to keep away from the family members that are exposed.

Family Medical Leave Use

The City will not use FMLA time for a pandemic related illness during the pandemic.

GENERAL PLAN

- Identify which departments are essential- Example: Parks and Recreation may not be an essential department that could close and the employees could help out another department such as Utilities which may be an essential department.
- Each essential department should identify essential services they need to provide and they need to receive in order to keep functioning. Example: What chemicals does the Wastewater Division need in order to keep the sewer properly functioning and will they be able to maintain enough stock or obtain additional stock during these circumstances.
- Local schools plan to close when the CDC Severity Index reaches 4/5.
- Locate tentative city locations that can be utilized as mass vaccination sites or overflow areas if masses of people come to Cottonwood for the hospital.
- Work with local funeral home to determine how they will handle the increase in dead, will they need City assistance, police escorts, etc.
- Identify key, irreplaceable employees who do not have anyone to back up their key roles. Identify other employees that can be cross trained as a back up and begin training them.
- Identify the method of communicating the plans and information to the employees as well as the citizens- Example- identify and train a public information officer.
- Work with Redi-Help to see what their plans are for a pandemic, if they will be able to provide workers to help if the City staff levels drop by 50-60% due to the illness.
- Designate a Pandemic Manager that will run this program during the pandemic. This person will ensure each department has a plan in place and will conduct training sessions to be prepared.

During the Pandemic

- Clean phones and door handles daily with an antibacterial agent
- Change HVAC filters and treat with an antibacterial agent
- Apply an antibacterial agent to all common areas daily
- Stockpile antibacterial agents, surgical masks, soap, tissues
- Weather permitting, open windows and air out building at least 2 times per day.

CITY OF COTTONWOOD
Pandemic Preparedness Plan

No: VII
Date: 8/20/07

ATTACHMENTS

NOTIFICATION FORM: SUSPECTED INFLUENZA CASE AT WORK

Details of Affected Staff

Name: _____	Date: _____
Title: _____	Worksite: _____
Location of Isolation: _____ _____	
Telephone # (H) _____	(C) _____

Symptoms Noticed:

<input type="checkbox"/> Fever	<input type="checkbox"/> Body Aches
<input type="checkbox"/> Headache	<input type="checkbox"/> Fatigue
<input type="checkbox"/> Dry Cough	<input type="checkbox"/> Other _____
<input type="checkbox"/> Cold	

Time of fever on-set: _____

Travel History over the past 8 days: (list any flights or other public transportation)

Contact list- **See next page**

Details of Reporter

Name: _____

Title: _____

Telephone: (W) _____ (C) _____ (H) _____

CONTACT LIST

City of Cottonwood defines pandemic influenza contacts as people who have had close physical (less than 3 feet) or confined airspace contact with an infected person within 4 days of that person developing symptoms. These are likely to include family members, fellow City employees, or customers.

Persons whom the affected staff has interacted with since displaying symptoms:

	Name	Email	Phone #	Address
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				



Pandemic Flu Planning Checklist for Individuals & Families

You can prepare for an influenza pandemic now. You should know both the magnitude of what can happen during a pandemic outbreak and what actions you can take to help lessen the impact of an influenza pandemic on you and your family. This checklist will help you gather the information and resources you may need in case of a flu pandemic.

1. To plan for a pandemic:

- Store a two week supply of water and food. During a pandemic, if you cannot get to a store, or if stores are out of supplies, it will be important for you to have extra supplies on hand. This can be useful in other types of emergencies, such as power outages and disasters.
- Periodically check your regular prescription drugs to ensure a continuous supply in your home.
- Have any nonprescription drugs and other health supplies on hand, including pain relievers, stomach remedies, cough and cold medicines, fluids with electrolytes, and vitamins.
- Talk with family members and loved ones about how they would be cared for if they got sick, or what will be needed to care for them in your home.
- Volunteer with local groups to prepare and assist with emergency response.
- Get involved in your community as it works to prepare for an influenza pandemic.

2. To limit the spread of germs and prevent infection:

- Teach your children to wash hands frequently with soap and water, and model the correct behavior.
- Teach your children to cover coughs and sneezes with tissues, and be sure to model that behavior.
- Teach your children to stay away from others as much as possible if they are sick. Stay home from work and school if sick.





3. Items to have on hand for an extended stay at home:

Examples of food and non-perishables	Examples of medical, health, and emergency supplies
<ul style="list-style-type: none"><input type="checkbox"/> Ready-to-eat canned meats, fish, fruits, vegetables, beans, and soups<input type="checkbox"/> Protein or fruit bars<input type="checkbox"/> Dry cereal or granola<input type="checkbox"/> Peanut butter or nuts<input type="checkbox"/> Dried Fruit<input type="checkbox"/> Crackers<input type="checkbox"/> Canned juices<input type="checkbox"/> Bottled water<input type="checkbox"/> Canned or jarred baby food and formula<input type="checkbox"/> Pet food<input type="checkbox"/> Other nonperishable foods	<ul style="list-style-type: none"><input type="checkbox"/> Prescribed medical supplies such as glucose and blood-pressure monitoring equipment<input type="checkbox"/> Soap and water, or alcohol-based (60-95%) hand wash<input type="checkbox"/> Medicines for fever, such as acetaminophen or ibuprofen<input type="checkbox"/> Thermometer<input type="checkbox"/> Anti-diarrheal medication<input type="checkbox"/> Vitamins<input type="checkbox"/> Fluids with electrolytes<input type="checkbox"/> Cleansing agent/soap<input type="checkbox"/> Flashlight<input type="checkbox"/> Batteries<input type="checkbox"/> Portable radio<input type="checkbox"/> Manual can opener<input type="checkbox"/> Garbage bags<input type="checkbox"/> Tissues, toilet paper, disposable diapers

PandemicFlu.gov

AvianFlu.gov



Family Emergency Health Information Sheet

It is important to think about health issues that could arise if an influenza pandemic occurs, and how they could affect you and your loved ones. For example, if a mass vaccination clinic is set up in your community, you may need to provide as much information as you can about your medical history when you go, especially if you have a serious health condition or allergy.

Create a family emergency health plan using this information. Fill in information for each family member in the space provided. Like much of the planning for a pandemic, this can also help prepare for other emergencies.

1. Family Member Information:

Family Member	Blood Type	Allergies	Past/Current Medical Conditions	Current Medications/Dosages



2. Emergency Contacts:

Contacts	Name/Phone Number
Local personal emergency contact	
Out-of-town personal emergency contact	
Hospitals near: Work	
School	
Home	
Family physician(s)	
State public health department (See list on www.pandemicflu.gov)	
Pharmacy	
Employer contact and emergency information	
School contact and emergency information	
Religious/spiritual organization	
Veterinarian	

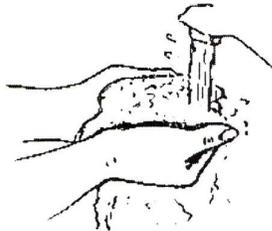
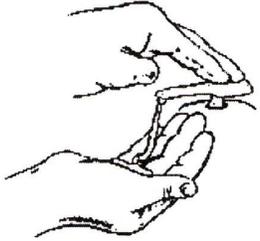
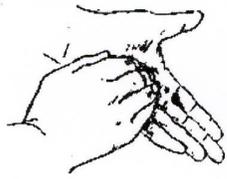
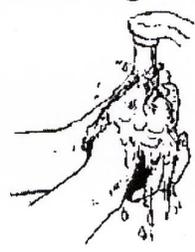


Emergency Contacts:

Contacts	Name/Phone Number
Local personal emergency contact	
Out-of-town personal emergency contact	
Hospitals near: Work	
School	
Home	
Family physician(s)	
State public health department (See list on www.pandemicflu.gov/state/statecontacts.html)	
Pharmacy	
Employer contact and emergency information	
School contact and emergency information	
Religious/spiritual organization	
Veterinarian	



HAND HYGIENE NOTICES

Hand Hygiene with Soap and Water		
<p>1. Remove jewelry. Wet hands with warm water</p> 	<p>2. Add soap to palms</p> 	<p>3. Rub hands together to create a lather</p> 
<p>4. Cover all surfaces of the hands and fingers</p> 	<p>5. Clean knuckles, back of hands and fingers</p> 	<p>6. Clean the space between the thumb and index finger</p> 
<p>7. Work the finger tips into the palms to clean under the nails</p> 	<p>8. Rinse well under warm running water</p> 	<p>9. Dry with a single-use towel and then use towel to turn off the tap</p> 
<p>Minimum wash time 10-20 seconds.</p>		

Source: Vancouver Coastal Health's Regional Pandemic Influenza Response Plan

Hand Hygiene with Alcohol-based Hand Sanitizer

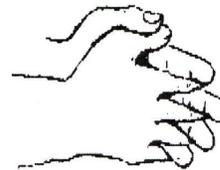
1. Remove jewelry. Apply enough product to open palms.**



2. Rub hands together palms to palms



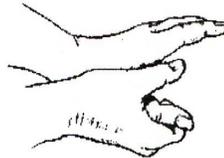
3. Rub in between and around fingers



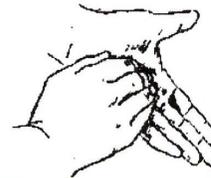
4. Cover all surfaces of the hands and fingers



5. Rub backs of hands and fingers. Rub each thumb.



6. Rub fingertips of each hand in opposite palm



7. Keep rubbing until hands are dry.

****The volume required to be effective varies from product to product. Enough product to keep hands moist for 15 seconds should be applied.**

Do not use these products with water. Do not use paper towels to dry hands.

Note: Wash hands with soap and water if hands are visibly dirty or contaminated with blood or other body fluids. Certain manufacturers recommend washing hands with soap and water after 5-10 applications of gel.

What is the Difference Between Influenza and a Common Cold?

SYMPTOM	INFLUENZA	COMMON COLD
Fever	Usual, sudden onset 38°-40° and lasts 3-4 days.	Rare
Headache	Usual and can be severe	Rare
Aches and pains	Usual and can be severe	Rare
Fatigue and weakness	Usual and can last 2-3 weeks or more after the acute illness	Sometimes, but mild
Debilitating fatigue	Usual, early onset can be severe	Rare
Nausea, vomiting, diarrhoea	In children < 5 years old	Rare
Watering of the eyes	Rare	Usual
Runny, stuffy nose	Rare	Usual
Sneezing	Rare in early stages	Usual
Sore throat	Usual	Usual
Chest discomfort	Usual and can be severe	Sometimes, but mild to moderate
Complications	Respiratory failure; can worsen a current chronic condition; can be life threatening	Congestion or ear-ache
Fatalities	Well recognised	Not reported
Prevention	Influenza vaccine; frequent hand-washing; cover your cough	Frequent hand-washing, cover your cough