

2009 – 2010 Flu Season

# City of Corvallis Pandemic Influenza Plan

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## Overview

The City of Corvallis provides services to its residents, residents of the Corvallis Rural Fire Protection District, the Benton County ASA, and businesses that ensure their health and safety, well-being, quality of life, and economic stability. The potential impact of a pandemic influenza outbreak could disrupt the continuity of government and provision of services, plus disrupt our business community's ability to function. Should this occur, the City of Corvallis may declare an emergency and implement this plan.

The federal *HHS Pandemic Influenza Plan* (2005) makes estimates for the entire United States using two sets of assumptions: one moderate and one severe. In this plan, estimates have been modified to be Oregon-specific by assuming that 1.3% of the United States population resides in Oregon, and 2.3% of the Oregon population resides in Benton County. The City of Corvallis is approximately 64% of the county's population.

***NOTE: This plan is meant to complement department operational plans. This plan does not limit department authority to make operational decisions as to provision of services.***

# City of Corvallis Pandemic Influenza Plan

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## **I. Purpose**

- a. This Plan describes the unique challenges posed by a pandemic that may necessitate specific leadership decisions, response actions, and communications mechanisms.
- b. This plan will be used, in coordination with Benton County Health Department (BCHD), to achieve the following goals:
  - i. Limit the number of illnesses and deaths
  - ii. Preserve continuity of critical and vital functions (government and business)
  - iii. Minimize social disruption
  - iv. Minimize economic losses
- c. Specifically, the purpose of the Plan is to:
  - i. Define planning and preparedness activities that should be undertaken before a pandemic occurs that will enhance the effectiveness of response measures.
  - ii. Define organizational roles and responsibilities during all phases of a pandemic.
  - iii. Describe the response, coordination and decision-making structure during a pandemic.
  - iv. Define a continuum of response actions that can be taken during a pandemic.
  - v. Provide technical support and information on which preparedness and response actions are based.

## **II. Situation and Assumptions**

- a. Benton County Health Department has the lead for implementation of public health measures in preparing for, or responding to, a pandemic. They coordinate with the cities, healthcare providers, schools, residential care providers, and others, to implement the necessary measures.
- b. The City of Corvallis does not provide public health services to its residents. However, during a pandemic, it may be necessary for the City of Corvallis to take certain actions, in coordination with BCHD, to protect our community.
- c. There are several characteristics of a pandemic that differentiate it from other public health emergencies.
  - i. It has the potential to suddenly cause illness in a very large number of people, who could easily overwhelm the health care system throughout the nation.
  - ii. It could also jeopardize essential community services by causing high levels of absenteeism in critical positions in every workforce.
  - iii. It is likely that vaccines against the new virus will not be available for six to eight months following the emergence of the virus.
  - iv. Basic services, such as health care, law enforcement, fire, emergency response, ambulance transport, communications, transportation, public schools and utilities, could be disrupted during a pandemic.
- d. A pandemic could cause a significant reduction in the City of Corvallis' workforce due to employee illness, employees absent while caring for ill family members, or employees unwilling to come to work and risk exposure.
- e. During all planning and response phases, Benton County Health Department and the Oregon Public Health Division will coordinate an assessment of need and distribution of medical resources, integrating city, county, regional and state plans.

- f. This Plan will be coordinated with other City of Corvallis' Emergency Operations Plan .
- g. Implementation of this plan will be coordinated with community, county, regional, state and federal partners.

### III. Definitions

- a. *Pandemic Influenza*: Pandemic influenza refers to a worldwide epidemic due to a new, dramatically different strain of influenza virus. A pandemic virus strain can spread rapidly from person to person and, if severe, can cause high levels of disease and death around the world. The creation of a novel virus means that most, if not all, people in the world will have never been exposed to the new strain and have no immunity to the disease. It also means that new vaccines must be developed and therefore are not likely to be available for months, during which time many people could become infected and seriously ill. Although the term “pandemic” can refer to any disease outbreak that becomes a worldwide epidemic, in this plan, the terms “pandemic influenza” and “pandemic” are interchangeable.
- b. *Seasonal Influenza*: Seasonal influenza epidemics recur yearly due to subtypes of influenza that circulate worldwide. These epidemics are responsible for an average of 36,000 deaths annually in the United States. Seasonal influenza primarily impacts those in the community with weaker immune responses (the very young, old and chronically ill) since most people develop some degree of immunity to the viruses through annual illness or vaccine.

### IV. Concept of Operations

- a. This plan will be implemented by the City Manager in response to a threat or outbreak of pandemic influenza.
- b. Implementation may be accomplished by a limited activation of the Emergency Operations Center (EOC) or Departmental Operations Centers (DOC).
- c.
  - i. The EOC will support the departments.
  - ii. The EOC will not limit department authority to make operational decisions as to provision of services.
- d. Implementation of some portions of this plan may require a declaration of emergency. Examples include:
  - i. The implementation of emergency measures, such as imposing a curfew.
  - ii. A request to the Benton County EOC for additional resources.
- e. **City employees, with the exception of the EOC staff or as otherwise directed under this plan, will remain under the direction of their department managers.**

### V. Planning and Preparedness

- a. All Department Directors
  - i. Succession Planning
    - 1. Establish an employee management line-of-succession plan which lists predetermined alternates for key leadership positions in each division or work unit.
      - a. Provide for access to necessary information (e.g., computer passwords, office keys, file cabinet keys, or grant appropriate permissions to delegates).
      - b. Communicate the plan to all department employees.

2. Predetermine the individuals who will have the delegated authority to make decisions.
    - a. Provide for access to necessary information (e.g., computer passwords, office keys, file cabinet keys, or grant appropriate permissions to delegates).
    - b. Communicate the plan to all department employees.
  3. Ensure that there are backups trained for functions such as timesheet/payroll processing
- ii. Critical/Vital Functions and Employees
    1. Prioritize services using the Service Category Definitions and Survey form at Attachment 1.
    2. Plan to curtail lower priority services, if necessary.
    3. Investigate options to continue highest priority services, such as altering work schedules, allowing/providing remote work sites, increasing telecommuting options, cross-training employees from lower-priority functions, or using volunteers.
    4. Survey work skills needed for highest priority services, and plan for how those services can be provided with reduced or alternate staffing.
    5. Survey affiliated volunteers for those that would be willing to assist with activities we are unable to staff using employees.
  - iii. Works Schedules and Mode of Service Delivery
    1. Review business hours and work schedules to determine whether they can be modified in a manner that best promotes social distancing, business continuity or other pandemic response goals during an emergency.
    2. Identify critical/vital functions that may be accomplished via telecommuting and determine which systems and applications are needed to support them (e.g., software applications, network files, e-mail, voice communication).
    3. Identify possible telecommuters and make the necessary technological arrangements at their alternate work site (e.g., preparing an instruction sheet for web access to e-mail and public folders, or pre-loading a laptop with VPN software for check out by telecommuters).
- b. All City Employees
    - i. Verify that emergency contact information is current and complete.
    - ii. Prepare to sustain your household through a pandemic.
      1. Attachment 6 is a family preparedness checklist.
      2. Information is provided the intranet at <http://flu.oregon.gov>.
    - iii. Learn and practice measures that prevent the spread of contagious diseases.
    - iv. Stay home if you are ill or caring for someone who is ill.
  - c. Management Information Services
    - i. Work with departments to assess the capability to perform critical and vital services remotely using web, internet, or phone-based, etc., technical solutions.
    - ii. Identify resource gaps, and cost out solutions.
    - iii. Recommend a prioritized list of actions for funding consideration.
  - d. Human Resources Department
    - i. Determine whether current personnel policies/practices are adequate to implement this plan. (E.g., telecommuting, cancelling vacations, use of volunteers, mandatory overtime, and FAQs at Attachment 4.) If not, research best practices and recommend changes.

- ii. Consider whether temporary suspension of certain collective bargaining agreement provisions may be necessary. (E.g., alternate work assignments, alternate staffing models, use of non-represented employees to perform work, alternate work schedules, cancelling vacation.) If so, research best practices and recommend changes.
  - iii. Coordinate the provision of vaccinations to City employees, when requested by Public Health. Whether we provide vaccine to City employees will be determined by:
    - 1. CDC and Public Health recommendations,
    - 2. Target demographics for the specific influenza strain,
    - 3. Priority groups within the target demographics, and
    - 4. Vaccine's availability.
  - iv. Plan for an increased need for Employee Assistance Programs to deal with the increased work stress on employees, and with the emotional impact of the death and potential death of family, friends, coworkers and colleagues.
- e. Risk Management
- i. Recommend employee protective measures, while ensuring compliance with BCHD recommendations and OSHA requirements.
  - ii. Brief department directors on findings.
  - iii. Provide implementation guidelines to department supervisors.
  - iv. Provide information to employees on potential protective measures and how we expect to implement them.
- f. Fire Department, Emergency Management and PIO
- i. Coordinate the activation and staffing of the Emergency Operations Center, if needed.
  - ii. Coordinate the planning to activate a Point of Dispensing (POD) to provide vaccinations to the general public, if requested by BCHD.
  - iii. Receive and distribute pandemic influenza status information from BCHD, as necessary.
  - iv. Coordinate preparedness and response activities with BCHD, in the absence of an EOC activation.
- g. Benton County Health Department
- As the lead in our county for the Public Health function, they will:
- i. Collaborate with Oregon State Public Health to carry out local surveillance and community intervention strategies.
  - ii. Coordinate the dispensing of drugs and vaccines to the public in Benton County.
  - iii. Implement community control measures within Benton County.
  - iv. Facilitate cooperation among all local involved parties (e.g., government officials, emergency responders, health experts, business, industry and the public).
  - v. Facilitate pandemic related messages to the local media and public.

## **VI. Response**

- a. Mayor, City Council and City Manager
  - i. Ensure continuity of government
  - ii. Consider implementing emergency measures, such as curfew and cancellation of social gatherings
    - 1. Implementation of emergency measures may require a declaration of emergency

- 2. Authority to implement emergency measures may be delegated by the City Manager to department directors in a declaration of emergency
- iii. Participate in regional policy decision-making, as appropriate
- b. Emergency Operations Center
  - i. Activate with limited staff to coordinate implementation of this plan.
  - ii. Coordinate response with Benton County and other jurisdictions.
  - iii. Activate the EOC Public Information function
    - 1. Act as the single source for pandemic-related information collection, verification and dissemination.
    - 2. Provide internal messaging
    - 3. Handle media inquiries
    - 4. Coordinate messaging with other jurisdictions.
    - 5. Send a PIO to the Benton County JIC, if activated.
    - 6. Facilitate status briefings to City Council, staff, and media.
  - iv. Activate the EOC Operations Section
    - 1. Coordinate protective measures for employees
    - 2. Coordinate with all departments during a significant reduction in workforce, to discontinue lower priority services and shift remaining resources to higher priority services.
  - v. Activate the EOC Planning Section
    - 1. Maintain a list of available resources, including employees, equipment and volunteers.
    - 2. Document the city's the response to a pandemic for historical record, potential cost recovery, potential insurance claims, and future mitigation strategies.
    - 3. Prepare an after action report to document response strengths and weaknesses, recommend changes to existing plans and procedures, and identify resource shortfalls.
  - vi. Activate the EOC Logistics Section
    - 1. Procure and distribute supplies for employee protective measures.
    - 2. Coordinate the shifting of resources between departments, to staff the highest priority services.
    - 3. Coordinate the provision of resources for alternate work sites or telecommuting, if necessary.
    - 4. Coordinate with Benton County EOC to staff an information call center, if necessary.
    - 5. Coordinate the activation of a Volunteer Center to provide additional staffing resources, if necessary.
  - vii. Activate the EOC Finance Section
    - 1. Research funding and cost recovery strategies.
    - 2. Inform EOC Planning Section and department directors of documentation requirements for cost recovery.
    - 3. Coordinate the cost recovery process.
    - 4. Provide funding and cost recovery information to businesses, as appropriate.



## **VII. Communications**

- a. Communications related to this plan will be clearly marked as such, and they will come through normal communications channels, such as e-mail distribution lists or department managers' meetings.
- b. Quickly unfolding information should be communicated to all department directors.
- c. Pandemic-related messaging may include:
  - i. Threat/status of pandemic
  - ii. Potential changes to personnel policies in response to a pandemic
  - iii. Changes in business culture, such as social distancing, increase in telecommuting, or curtailment/suspension of services.
  - iv. The importance of staying home if employees are ill, have influenza symptoms, or are caring for someone that is ill
  - v. How to maintain a healthy working environment
  - vi. Decision to implement the pandemic influenza plan

## **VIII. Plan Development and Maintenance**

- a. The Emergency Program Manager is responsible for development and maintenance of this plan and the related intranet website.
- b. Substantial changes will be coordinated through the Department Directors and the City Manager.

## **IX. Authorities and References**

- a. Authorities
  - i. ORS Chapter 401
  - ii. ORS Chapter 433
  - iii. Corvallis Municipal Code Chapter 7.09, Emergencies
- b. Reference Policies
  - i. Inclement Weather and Disaster Policy
  - ii. City of Corvallis Employee Handbook
- c. Reference Documents
  - i. Health and Medical Annex to the Benton County Emergency Operations Plan
  - ii. City of Corvallis Emergency Operations Plan
  - iii. Benton County Call Center Activation Plan

## Attachment 1

### Reduced Workforce Response Plan

#### Situation and Assumptions:

- A pandemic outbreak may last 1 -2 weeks, and it may recur every few months over the course of a couple of years.
  - Each outbreak could cause a 10 - 40% reduction in our workforce.
  - Employees who are ill or are caring for an ill family member may remain out for 7 – 9 days.
  - If the illness spreads successively through the employee’s family, he/she may remain out significantly longer.
  - If schools are closed, employees may remain out for the duration of the closure.
- The Emergency Operations Center will be activated to support the Departments and the City’s response during a pandemic outbreak.
- This response plan will be implemented at the direction of the City Manager.

#### Roles and Responsibilities

##### All Departments

- Communicate timely and accurate situation and resource status information to employees.
- Review trigger points to curtail services, and update, as needed.
- Implement minimum staffing pattern, as required.
  - Respond to Executive Management direction.
  - Consider creative ways to staff services, or to alter the standard of service
  - Consider how departments can work cooperatively to maintain critical services.
- Support limited staffing of the Emergency Operations Center.
- Report workforce status to the Emergency Operations Center each morning:
  - Report which services are being curtailed.
  - Request additional resources, if needed.
  - Advise which resources are available for redeployment, if any.
- Coordinate with Emergency Operations Center to implement employee protection and response measures, as needed. (See Attachment 3.)
- Request support from the Emergency Operations Center, as needed.

##### Human Resources

- Prepare for increased demand on Employee Assistance Programs.
- Monitor situation and resource status for potential personnel policy issues.

##### Emergency Operations Center

- Activate to coordinate and support implementation of this plan.
- Operate from ½ hour before to ½ hour after the City’s business hours, unless directed otherwise.
- Communicate timely and accurate situation and resource status information to departments.

- Provide single point-of-contact for media.
- Draft declaration of emergency, including emergency protection measures, as appropriate.
- Activate Policy Group, as appropriate.
- Support activation and operation of employee shelter, day care facility, and volunteer center, if needed.
- Coordinate with Benton County Emergency Operations Center.
  - Assist in staffing the Joint Information Center
  - Assist in staffing the county-wide information phone bank
  - Coordinate with Benton County Health Department to
    - Implement employee and public protection and response measures
    - Activate and operate Points of Dispensing (PODs), if requested by Public Health.
- Provide status briefings, as requested.

## Attachment 2

### Service Category Definitions

There may be situations when the City of Corvallis is not able to provide all of their usual services, due to lack of resources. During those times, these definitions will be used to determine:

- Priority for restoration of services
- Priority for curtailment of services
- Potential for shifting resources to support higher priority services

**Note:** These are only guidelines. They do not consider the nature, extent, or impact of the immediate situation.

#### Critical

**Definition:** Lack of service has a debilitating impact on community health and safety.

**Restoration Goal:** Immediate

**Examples - External:** Continuity of government, exercising civil authority, Fire and Police emergency response, ambulance transport, water distribution, sewer collection, community alert and warning, sanding or snow removal

**Examples – Internal:** Continuity of government, Emergency Operations Center activation, Department Operations Center activation, employee welfare checks, family welfare checks

#### Vital

**Definition:** Lack of service negatively impacts community health and safety, but is not absolutely necessary; also negatively impacts community well-being and economic stability.

**Restoration Goal:** Within 72 hours

**Examples - External:** Building and Fire Prevention inspection services, City switchboard operations, media relations, volunteer center activation, debris removal, major street repair

**Examples – Internal:** computer network connectivity, internet connectivity, preservation of vital records, payroll, fleet maintenance, building maintenance

#### Necessary

**Definition:** Lack of service negatively impacts community well-being or disrupts business.

**Restoration Goal:** Within two weeks

**Examples - External:** Building permits, planning permits, public education and outreach, Parks & Recreation after school programs

**Examples – Internal:** employee counseling, employee training classes, board and commission meetings

#### Desired

**Definition:** Lack of service negatively impacts community quality of life.

**Restoration Goal:** Longer than two weeks

**Examples - External:** Parks and Recreation sports leagues and classes, Library services, street minor repair or maintenance

**Examples – Internal:** Employee wellness programs, employee recognition activities, performance evaluations

## Service Category Survey

Department:

Division:

Point of Contact:

Phone:

Alt. Point of Contact:

Phone:

	Title of Service	Service Customer		Service Category (see definitions)			
		External	Internal	Critical	Vital	Necessary	Desired
1.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:


**Attachment 3**

<b>Potential Pandemic Protection and Response Measures</b>			
<b>#</b>	<b>Response Measures</b>	<b>Triggers</b>	<b>Impacts</b>
1.	Employees self-regulate and stay home if they display influenza like symptoms (or any other contagious disease)	Symptoms may include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, fatigue, diarrhea and vomiting. <a href="http://www.cdc.gov/h1n1/flu">http://www.cdc.gov/h1n1/flu</a>	Employees stay home for 7 days after on-set of symptoms or for 24 hours after becoming symptom free without the use of fever reducing medication,.
2.	Provision of hand and hard-surface sanitizers	On-going, with periodic reminders of effective uses	Minimal employee time spent sanitizing
3.	Provide N95 respirators to employees that request them	Comfort measure, upon employee request (not CDC-recommended use)	Employee requests N95 respirator and reviews information on care and use prior to donning
4.	Allow employees to telecommute from home or other alternate site	Threat or outbreak of pandemic influenza, employee caring for someone that is ill	Employee’s alternate work site must be equipped to telecommute
5.	Cancellation of public gatherings in City facilities (meeting rooms, recreation facilities, etc.)	Judgment call - # of cases in our county? Declaration of public health emergency? (Discuss with Public Health)	Unintended impact - May shift gatherings to other venues
6.	Curtailment of lower-priority services	Reduced workforce or conflict with other protection measures	Inconvenient to those that use the services; makes workers available for reassignment
7.	Reassignment of workforce to higher priority services	Reduced workforce or conflict with other protection measures	Potential training requirement
8.	Fire – Altered Standard of Care CRCC screens calls for suspected flu symptoms	When mandated by Public Health, County EMS Director, Fire Defense Board or Fire Chief	Don’t respond unless patient meets urgent medical attention guidelines
9.	Police – Implement “Management of Clients with Influenza-like Illness” protocol	On-going – implemented when indoors and in close contact with a client exhibiting flu-like symptoms	Wear gloves, eye protection and N95 respirators for duration of potential exposure; wash hands immediately afterward.

## Attachment 4

### Pandemic Influenza-related Personnel Policies/Practices

#### Frequently Asked Questions (FAQs)

- 1. Will the city allow employees to take “unpaid” leave before exhausting accrued leave if they have to miss work because of a virus?**

Under current policies, no

- 2. In extenuating circumstances due to the virus, if an employee misses enough work that puts his/her benefits in jeopardy, will the city consider continued payment of the employee’s insurance premium?**

If the employee is FMLA eligible we would regardless of paid status.

- 3. Will the City be imposing any travel restrictions on city paid travel?**

In the event, the CDC imposes travel restriction and an employee has recently visited any of the locations prior to the restriction, will we allow the employee to come to work or will we require that the employee be tested for the virus before returning to work?

Again, is the employee paid and who pays for the testing?

This is to be discussed among our questions with directors but I would think we would follow CDC guidelines and recommendations re: testing or a period of time before they are allowed to return to work. If we require testing, we would pay. Folks required to be off would be allowed to use leave.

- 4. If an employee is sent home because s/he appears to be ill with flu like symptoms, will the employee be placed on administrative leave or will the employee need to use sick leave?**

Essentially we are treating the situation as a not fit for duty situation and handle the same way which is they use their leave. If it is a workers comp potential, we would handle in that way vs leaves.

- 5. If city buildings/offices are closed because of the virus and the employee is not ill, will the employee be placed on administrative leave or will the employee need to use accrued leave?**

Policy is that we would continue city paid time until the end of the regular shift and the employee then uses leaves for future days, I think this one we discussed and is handled in the ee handbook and a/s/c/m/e contract.

**6. If only some buildings/offices are closed, will we allow “well” employees to report to work at different locations?**

We do this where possible and have done it – such as when parks offices close due to flooding etc. if we can accommodate, we do.

**7. If someone from the public appears to be ill, can we ask that person to leave or refuse to provide service?**

This I think we need more guidance on, perhaps from the city attorney’s office. We can refuse service when there is a risk to our employees – say based on customer behavior that is disrespectful or violent. I would think we would try and find alternative ways to provide the service if possible, so this needs more thinking in my mind.

**8. In the event of a declared public health emergency, should departments track sick leave and overtime costs?**

Yes. If a public health emergency is declared, there may an opportunity to recover some staff costs under a declared emergency/disaster.



## Attachment 5

## Pandemic Influenza Prevention and Treatment

## Frequently Asked Questions (FAQs)

**What steps can I take to prevent receiving or spreading the virus?**

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often, especially after you cough or sneeze.
  - Wash for 15 – 20 seconds with soap and water
  - Use alcohol-based hand cleaners if soap and water are not available. Rub hands together until they are dry.
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- Avoid close contact with sick people. Maintaining a 6' barrier of personal space is ideal.
- If you are sick
  - Stay home for 7 days after your symptoms begin or until you have been symptom-free for 24 hours, whichever is longer.
  - Limit your contact with other people as much as possible.
- Call your health care provider for advice if you have an underlying medical condition or are pregnant, because you might need to receive preventive treatment.

**What other important actions should I take?**

- Follow public health advice regarding school closures, avoiding crowds and other social distancing measures.
- Be prepared, in case you get sick and need to stay home for a week or so
  - Stock some over-the-counter medicines, alcohol-based hand rubs, tissues and other related items might could be useful
  - Stock sufficient food and water for your family for a minimum of two weeks. (See Family Preparedness Measures for Pandemic Influenza Attachment 7.)

**If I have a family member at home who is sick with influenza, should I go to work?**

- Go to work as usual, but monitor your health every day.
- Take everyday precautions including washing their hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective.
- Stay home if you become ill.
- See the [General Business and Workplace Guidance for the Prevention of Novel Influenza A \(H1N1\) Flu in Workers](#) for more information.

**What are the symptoms of influenza?**

- Common symptoms include: fever, body aches, runny or stuffy nose, sore throat, nausea, or vomiting or diarrhea
- If you display symptoms, you should stay home and avoid contact with other people.
  - Do not leave your home except to seek medical care.
  - Avoid normal activities, including work, school, travel, shopping, social events, and public gatherings

## DRAFT

- If you become ill and experience any of the following emergency warning signs, seek immediate medical care.
  - Difficulty breathing or shortness of breath
  - Pain or pressure in the chest or abdomen
  - Sudden dizziness
  - Confusion
  - Severe or persistent vomiting
  - Flu-like symptoms improve but then return with fever and worse cough

### **How long can influenza virus remain viable on objects (such as books and doorknobs)?**

Studies have shown that influenza virus can survive on environmental surfaces and can infect a person for up to 2-8 hours after being deposited on the surface.

### **What kills influenza virus?**

Influenza virus is destroyed by heat (167-212°F [75-100°C]). In addition, several chemical germicides, including chlorine, hydrogen peroxide, detergents (soap), iodophors (iodine-based antiseptics), and alcohols are effective against human influenza viruses if used in proper concentration for a sufficient length of time. For example, wipes or gels with alcohol in them can be used to clean hands. The gels should be rubbed into hands until they are dry.

### **What surfaces are most likely to be sources of contamination?**

Germs can be spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth. Droplets from a cough or sneeze of an infected person move through the air. Germs can be spread when a person touches respiratory droplets from another person on a surface like a desk, for example, and then touches their own eyes, mouth or nose before washing their hands.



### **How should waste disposal be handled to prevent the spread of influenza virus?**

To prevent the spread of influenza virus, it is recommended that tissues and other disposable items used by an infected person be thrown in the trash. Additionally, persons should wash their hands with soap and water after touching used tissues and similar waste.

### **What household cleaning should be done to prevent the spread of influenza virus?**

To prevent the spread of influenza virus it is important to keep surfaces (especially bedside tables, surfaces in the bathroom, kitchen counters and toys for children) clean by wiping them down with a household disinfectant according to directions on the product label.

### **How should linens, eating utensils and dishes of persons infected with influenza virus be handled?**

Linens, eating utensils, and dishes belonging to those who are sick do not need to be cleaned separately, but importantly these items should not be shared without washing thoroughly first.

Linens (such as bed sheets and towels) should be washed by using household laundry soap and tumbled dry on a hot setting. Individuals should avoid “hugging” laundry prior to washing it to prevent contaminating themselves. Individuals should wash their hands with soap and water or alcohol-based hand rub immediately after handling dirty laundry.

Eating utensils should be washed either in a dishwasher or by hand with water and soap.

**Attachment 6**  
**H1N1 Novel FAQ's**

Since this flu strain is creating dynamic situation, printed documentation may contain old guidance. For the most current guidance employees are encouraged to visit the following two sites;

[flu.oregon.gov: Influenza in Oregon](http://flu.oregon.gov)

[CDC H1N1 Flu | H1N1 Flu and You](http://www.cdc.gov/h1n1flu)

**1. How can we assess employees for symptoms of influenza like illness?**

Sick employees at work should be asked to go home

- **CDC recommends that workers who appear to have an influenza-like illness upon arrival or become ill during the day be promptly separated from other workers and be advised to go home** until at least 24 hours after they are free of fever (100° F [37.8° C] or greater), or signs of a fever, without the use of fever-reducing medications.
- Those who become ill with symptoms of an influenza-like illness during the work day should be:
  - Separated from other workers and asked to go home promptly. (For recommendations on personal protective equipment for a person assisting the ill employee, see [Interim Recommendations for Facemask and Respirator Use to Reduce Novel Influenza A \(H1N1\) Virus Transmission](http://www.cdc.gov/h1n1flu/masks.htm); <http://www.cdc.gov/h1n1flu/masks.htm>.)
  - When possible and if they can tolerate it, workers with influenza-like illness should be given a surgical mask to wear before they go home if they cannot be placed in an area away from others.
- If an employee becomes ill at work, inform fellow employees of their possible exposure in the workplace to influenza-like illness but maintain confidentiality as required by the Americans with Disabilities Act (ADA). For more information on privacy issues, please refer to: [http://www.flu.gov/faq/workplace\\_questions/equal\\_employment/index.html#PrivacyIssues](http://www.flu.gov/faq/workplace_questions/equal_employment/index.html#PrivacyIssues). Employees exposed to a sick co-worker should monitor themselves for symptoms of influenza-like illness and stay home if they are sick.

**2. Can I work remotely?**

MIS will increase the number of available ports to 60 for employees to work from home. Those eligible to work will be decided upon by the Department Director and HR. It will be for a limited duration in situations such as an employee needing to stay home to care for a sick child or a facility closure. It will not be provided for an employee staying home due to

their own illness. It is also a possibility for an employee to work in another city location if their respective building is closed.

**3. Does the city have a succession plan?**

Succession planning is the responsibility of each department.

**4. What can be done to help prevent the chance of exposure in public areas and offices?**

Disinfecting wipes should be provided in departmental meeting rooms and at counters. Hand sanitizer should be available in offices. Remember to stay home if you are sick, cover your cough, and wash your hands frequently.

**5. Will the city be installing sneeze guards at public counters?**

At this time we will not be installing barriers between staff and customers.

**6. Will routine meetings be cancelled?**

That decision rests with individual departments. Meetings may be cancelled if needed.

**7. How can we educate staff and the public on how to prevent the spread of disease?**

Departments are encouraged to post flyers in public and staff areas which encourage hand washing and properly covering your cough. The following link is a printable flyer that is available in multiple languages. [CDC - Seasonal Influenza \(Flu\) - Cover Your Cough](#) Please post at counters, entrances, break rooms, and bathrooms.

**8. Will the city impose restrictions on travel?**

Not at this time. This is subject to change based on CDC recommendations.

**9. Will the city cancel public meetings and events if needed?**

Maybe. Since this is a dynamic event it would depend on the situation. If at all possible at least a day's notice would be given. Final authority for any closures will be a decision between the City Manager and the Department Director.

**10. How long does the virus live?**

Information suggests the H1N1 novel virus live s between 2 and 8 hours on hard surfaces. Some research suggests it may live longer on stainless steel. It is killed by soap and water, disinfectants, and alcohol based instant hand cleaners.

**11. Where can I find the city's pandemic flu plan?**

The plan will be available on both the intranet and internet sites. HR/PIO will communicate to staff and the public once posted. Please note: The cities pandemic flu plan is a general plan and not an H1N1 novel specific document.

**12. When can I get vaccinated against H1N1 novel if I am not in a priority group?**

County Public Health advises that they think it would be similar to when there has been a shortage of seasonal influenza vaccine. After the priority groups have been vaccinated, the vaccine will be available for the rest of the population.

**13. What other steps can I take to prevent the spread of disease?**

If you have a communal candy bowl with wrapped or unwrapped candies remove it. You cannot be assured that the last person who stuck their hand in the bowl is practicing good sanitation and may have left germs in with the sweets.

## Attachment 7

## Family Preparedness Measures for Pandemic Influenza



**These same preparedness measures also serve you well during a seasonal influenza outbreak or a severe winter storm.**

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.

### To prepare for a pandemic:

- Store at least a two-week supply of water and food for your family including any pets. 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 also 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.

### 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 or their sleeve, and model that behavior.
- Teach your children to stay away from others if they are sick.
- Stay home from work and school if you are sick or are caring for someone that is sick.

Items to have on hand for an extended stay at home: **See chart on reverse side.**

<b>ITEMS TO HAVE ON HAND FOR AN EXTENDED STAY AT HOME</b>	
<b><u>EXAMPLES OF FOOD AND NON-PERISHABLES</u></b>	<b><u>EXAMPLES OF MEDICAL, HEALTH, AND EMERGENCY SUPPLIES</u></b>
<input type="checkbox"/> Ready-to-eat canned meats, fish, fruits, vegetables, beans, and soups	<input type="checkbox"/> Prescribed medical supplies such as glucose and blood-pressure monitoring equipment
<input type="checkbox"/> Protein or fruit bars	<input type="checkbox"/> Soap and water, or alcohol-based (60-95%) hand wash
<input type="checkbox"/> Dry cereal or granola	<input type="checkbox"/> Medicines for fever, such as acetaminophen or ibuprofen
<input type="checkbox"/> Peanut butter or nuts	<input type="checkbox"/> Thermometer
<input type="checkbox"/> Dried fruit	<input type="checkbox"/> Anti-diarrheal medication
<input type="checkbox"/> Crackers	<input type="checkbox"/> Vitamins
<input type="checkbox"/> Canned juices	<input type="checkbox"/> Fluids with electrolytes
<input type="checkbox"/> Bottled water	<input type="checkbox"/> Cleansing agent/soap
<input type="checkbox"/> Canned or jarred baby food and formula	<input type="checkbox"/> Flashlight
<input type="checkbox"/> Pet food	<input type="checkbox"/> Batteries
<input type="checkbox"/> Other non-perishable items	<input type="checkbox"/> Portable radio
<input type="checkbox"/>	<input type="checkbox"/> Manual can opener
<input type="checkbox"/>	<input type="checkbox"/> Garbage bags
<input type="checkbox"/>	<input type="checkbox"/> Tissues, toilet paper, disposable diapers
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
For more information: <a href="http://www.pandemicflu.gov/plan/index.html">http://www.pandemicflu.gov/plan/index.html</a>	