

EOP APPENDIX PANDEMIC FLU PLANNING AND RESPONSE

Pandemic flu has been defined as an outbreak of influenza, for which there is little or no immunity among humans and is easily spread, over a wide geographic area that affects an exceptionally high part of the population. All current modeling suggests that no matter where it breaks out in the world, it will be in the U.S. in a matter of 2 weeks or less because of travel and the impossible job of closing borders. Modes of transmission include coughing & sneezing, as well as contact with virus on objects in daily life.

Work managers need to determine how to keep critical processes running if there is a 40-50% absenteeism rate. The Office of Emergency Management, Incident Management Team, and the Student Health Center will be in close communication with the Anchorage Health Department for the latest CDC health advisories. The IMT will be activated when needed and may advise the chancellor of prudent options such as canceling classes, closing the university, sending/keeping “non-essential” employees home. UAA is establishing ongoing communications and joint training opportunities with local emergency personnel in order to coordinate efforts for managing health safety issues.

1. In campus departments, you can plan for pandemic by:
 - a. Determine who are the essential employees/positions that must be at work to keep the core processes running
 - b. Cross train employees for temporary re-assignment to vital areas
 - c. Engage staff in pandemic planning
 - d. Create a method for some employees to work from home
 - e. Keep 60% alcohol hand sanitizer, EPA-registered disinfectant wipes or spray for hard surfaces, and tissues on hand for employee use. Medical/Surgical N95 disposable masks can be given to employees who become sick at work; they should be encouraged to go home as soon as possible.
 - f. Implement a mandatory stay-home policy for employees who are symptomatic (fever, chills, headache, runny nose, etc.). Sick employees should remain home for at least 24 hours after they no longer have a fever or signs of a fever without the use of fever-reducing medicines, such as Tylenol.
 - g. Create a liberal leave policy for personnel who must care for sick family members
 - h. Plan to cancel vacation (and other types of) leave
 - i. Establish communication plans with Student Health Center, Residence Life, and Student Affairs for reporting outbreaks and medical transports
 - j. Once a department plan is established, provide exercises & drills to rehearse it and improve it
 - k. Encourage staff to make emergency preparedness kits and plans with their families, so the employee feels more comfortable being at work
2. Reduce risk of infection by:
 - a. Isolating those who are already sick
 - b. Quarantine those in homes with sick people

- c. Dismiss students from classes, social activities, child care
 - d. Encourage alternatives to face-to-face meetings (“social distancing”)
 - e. Reduce staff density in working group areas
 - f. Modify or postpone public gatherings
 - g. Cancel work related travel
3. Prevention and Control:
- a. Do not cough into the hand or the air in public (cough into the shirt or forearm/elbow if tissues are unavailable)
 - b. Use tissues and dispose of them properly
 - c. Eliminate handshaking
 - d. Wash hands with soap and warm water frequently and thoroughly
 - e. Use antiseptic towelettes or antiseptic gels if soap & water are not available, making sure they contain at least 60% alcohol.
 - f. Avoid touching the eyes and mouth
 - g. Get an annual flu vaccination to mitigate the impact of possible pandemic strains of flu
 - h. Disinfect surfaces and commons areas, including work vehicles, to whatever degree is possible, using EPA-registered disinfectants suitable for the surface type.
 - i. Use disposable cups and utensils
 - j. Create a departmental disease surveillance protocol to monitor employees for signs of illness
 - k. Enhance ventilation of offices by opening a window if possible
 - l. Make Surgical/Medical N-95 (or higher) disposable face masks available to all employees
 - m. At home, stockpile enough food, medications, water and related living supplies for 21 days
4. Special duties of University and Anchorage Police:
- a. Guarding vaccine distribution chains & distribution sites from the Strategic National Stockpile to maintain order and prevent theft
 - b. Enforcing closure orders, curfews, travel limitations, and restrictions on gatherings
 - c. Enforcing quarantine orders and other involuntary restrictions
 - d. Arranging for secure disposition of dead bodies during surges in deaths
 - e. Assisting health care providers & other agencies with security for delivery of essential food & medicine
 - f. Work with Public Information Officers to disseminate information and alerts via mass e-mails, Green & Gold Daily, UA alert system, press conferences and other options.

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Employees

Practice everyday preventive actions

- Cover your coughs and sneezes with a tissue. Use your forearm/ elbow or your shirt if tissues are not available.
- Wash your hands often with soap and water for as least 20 seconds. If soap and water are not available, use at least 60% alcohol-based hand sanitizer.
- Clean frequently touched objects and surfaces.
- Stay home when you are sick. Stay home for at least 24 hours after you no longer have a fever or signs of a fever without the use of fever-reducing medicines, such as Tylenol or Advil.

Departments/ Supervisors/ Administrators

- Allow workers to telework when possible
- Be prepared to allow workers to stay home if someone in their house is sick.
- Increase the space between people at work to at least 3 feet, as much as possible.
- Decrease the frequency of contact among people at work.
- Modify, postpone, or cancel large work events
- Postpone or cancel non-essential work-related travel
- Identify space that can be used to separate sick people, if possible.
- Provide flu-prevention supplies in your workplace, such as 60% alcohol-based hand sanitizer, tissues, disposable facemasks (surgical/medical N95 facemasks). Facemasks should be used only when someone becomes sick at the workplace. Those who become sick should be given a clean disposable facemask to wear until they can leave.
- Track worker absenteeism related to flu symptoms.

Reference: Get Your Workplace Ready for Pandemic Flu, CDC, April 2017