

WORKFORCE SOLUTIONS TEXOMA PANDEMIC INFLUENZA PLAN



TABLE OF CONTENTS

- 1.0 Introduction**
- 2.0 Purpose**
- 3.0 Objectives**
- 4.0 Concept of Operations**
- 5.0 Basic Planning Assumptions**
- 6.0 Operational Potential Effects**
- 7.0 Sustaining Operations**
- 8.0 Delegation of Authority and Order of Succession**
- 9.0 Devolution of Control and Direction**
- 10.0 Interoperable Communications**
 - 10.1 Staff Communications
 - 10.2 Customer Communications
 - 10.3 City, State and Local Officials Communications
- 11.0 Vital Records**
- 12.0 State and Federal Emergency Numbers**
- 13.0 Pandemic References**
- 14.0 Response Stages**
 - 14.1 Stage 1: Planning
 - 14.2 Stage 2: Preparedness
 - 14.3 Stage 3: Pandemic Response
 - 14.4 Stage 4: Activation and Command
 - 14.5 Stage 5: Recovery

Attachments:

- Attachment A Pandemic Phase Comparison Chart**
- Attachment B Glossary of Terms**
- Attachment C Differences Between Seasonal Influenza and Pandemic Influenza**
- Attachment D Self-Screening Information**
- Attachment E Family Emergency Health Information Sheet**
- Attachment F Emergency Contacts**
- Attachment G Hand Washing Information**
- Attachment H Protecting Yourself Against the Flu**

1.0 INTRODUCTION

A pandemic is described as a global disease outbreak that will affect an undetermined number of individuals. A pandemic influenza occurs when a new virus emerges for which people have little or no immunity, and for which there is no vaccine. The disease spreads easily from person to person, causing serious illness or fatality. The World Health Organization (WHO) estimates that international air travel may cause the influenza virus to infect all countries within three months of its emergence, regardless of where it originates.

Pandemic influenza can present unique challenges to Workforce Solutions Texoma as well as our customers, staff, and community members. Preparing for and responding to a pandemic is unlike any other business interruption. A pandemic will last much longer than most flu outbreaks and may include “waves” of influenza activity. Influenza pandemic issues to consider in preparedness and response planning include:

- Simultaneous impact on communities across the State of Texas and the United States limiting the ability of any jurisdiction to provide support and assistance to other areas
- An overwhelming number of people requiring medical care or hospitalization
- Shortage and delays in the availability of vaccines and antiviral medications
- Interruption of basic services (transportation, power, sanitation, etc.)
- School closings
- Food and water shortage
- Response may take months, rather than weeks or days. More than one wave of illness, each lasting as long as two months, may come in a year’s time.

2.0 PURPOSE

The primary purpose of this Pandemic Plan is to enable Workforce Solutions Texoma to respond effectively to the widespread impacts of a pandemic threat through planning, preparedness and communication, response, activation, command and recovery strategies.

3.0 OBJECTIVES

Workforce Solutions Texoma's objectives during a pandemic influenza are to:

- Reduce transmission of the pandemic virus strain among our employees and customers
- Maintain continuity of operations throughout the event

4.0 CONCEPT OF OPERATIONS

Workforce Solutions Texoma (WST) Pandemic Plan will be activated in response to the Federal Government Response Stages that are triggered by the World Health Organization (WHO) Pandemic Response Phases. The activation criteria for Workforce Solutions Texoma (WST) actions will align with these responses.

4.1 Pandemic Response Structure

WST's Emergency Response Team consisting of the WST Executive Director, Board Staff, and the Workforce Center Director will meet to discuss issues pertinent to a Pandemic Influenza Outbreak. WST's Executive Director will appoint an influenza pandemic coordinator and back-up to implement and provide oversight management of WST's pandemic plan.

The Emergency Response Team will meet as soon as a Pandemic Period declaration has been declared by the World Health Organization (WHO). As noted on the Pandemic Phase Comparison Chart, attachment 1, the Pandemic Period declaration is Phase 6 of the WHO's Inter-Pandemic Alert Period and Stage 3 of the Federal Government Response Stage. Once Stage 3 has been declared, WST's Response Stages 1-5 as noted in 14.0 below will be implemented.

4.2 Pandemic Tracking and Response

In order to respond and develop local procedures during a potential pandemic outbreak, WST will closely track information from and coordinate with the following organizations.

- **The World Health Organization (WHO)** tracks the progress of any new influenza strains, assists with containment measures and provides updates on the global status of influenza.
- **The United States Centers for Disease Control (CDC)** will identify and declare the status of these phases. The WHO and CDC may declare, upscale

or downscale phases in a non-sequential order since viral characteristics and sequence of progression may vary (WHO 2005)

- **The Texas Department of State Health Services (DSHS)** will provide (for counties without a health department) and/or augment public health, mental health, and emergency medical services that exceed local government capabilities. The DSHS provides local health departments to assist local entities during health or natural disasters. WST is in the DSHS Service Region 2/3 based out of Arlington. Regional information follows:

HEALTH SERVICE REGION 2/3 - Arlington

James A. Zoretic, M.D., M.P.H., Regional Medical Director

Earlene Quinn, Deputy Regional Director

Regional Headquarters: 1301 South Bowen Road, Suite 200,
Arlington, Texas 76013, Mail Code 1905

Phone: (817) 264-4500 FAX: (817) 264-4506

TDD: (817) 264-4505

[Map to Region 2/3 office](#) [Web site](#)

For WST, **local DSHS health departments** are located as follows:

- Sherman Office, 515 N. Walnut St., 903.893.0131
Hours of Operation: 8:00 am – 7:00 pm Monday-Thursday & 8:00am – 5:00 pm Friday
 - Denison Office, 205 N Houston, 903.465.2878
Hours of Operation: 8:00 am – 7:00 pm Monday-Thursday
- **Local governments** have the primary responsibility to provide public health, mental health, and emergency medical services within their jurisdictions. WST's three counties consist of Grayson, Fannin, and Cooke. Each county's County Judge is responsible for emergency preparedness coordination within their county. WST will coordinate our emergency preparedness with each county judge as follows:

- **Cooke County: Judge ~~Bill Freeman~~ John O. Roane**

Cooke County Courthouse

100 ~~South Dixon~~ East California, Suite 216, Room 110

Gainesville, TX 76240

Phone: 940.668.5435

Fax: 940.668.5440

E-mail: bfreeman@co.cooke.tx.us jroane@co.cooke.tx.us

Website: <http://www.co.cooke.tx.us/ips/cms/countyoffices/countyjudge.html>

- **Fannin County: Judge ~~Butch Henderson~~Eileen Cox**
 Fannin County Courthouse
 101 E. Rayburn Drive, Suite 101
 Bonham, Texas 75418
 Phone: 903.583.7455
 Fax: 903.583.7811
 E-mail: bhenderson@fanninco.net
 Website:
<http://www.co.fannin.tx.us/ips/cms/departments/countyJudge.html>
<http://www.co.fannin.tx.us/ips/cms/countyoffices/countyJudge.html>

- **Grayson County: Judge Drue Bynum**
 Grayson County Courthouse
 100 W. Houston
 Sherman, Texas 75090
 Phone: 903.813.4228
 Fax: 903.892.4085
 E-mail: bynumd@co.grayson.tx.us
 Website: <http://www.co.grayson.tx.us/County%20Judge/CJMain.htm>

5.0 BASIC PLANNING ASSUMPTIONS

Workforce Solutions Texoma (WST) Pandemic Influenza Plan has been developed based on the following worst-case scenario planning assumptions:

5.1 Timing

- There may be less than six weeks of warning from the time the pandemic is announced
- Two waves of pandemic influenza will affect Texas
- The second wave will strike six months after the first wave
- Pandemic waves last about one month and peak at two weeks
- Global spread is expected in approximately 3 months

5.2 Prevention and Treatment

- Vaccine will not be available for approximately six months following initial outbreak
- Anti-viral treatment is in short supply and may not be effective
- Workforce Solutions Texoma (WST) will use infection control strategies to slow or prevent the spread of the disease

- Workforce Solutions Texoma (WST) will implement social distancing strategies

5.3 Staffing

- 35% or more of Workforce Solutions Texoma (WST) workforce is unable to come to work
- Absenteeism will be the result of workers becoming ill, staying home to care for family members, or refusal to come to work
- Workforce Solutions Texoma (WST) will use results from the business recovery plan to determine critical business processes, essential job functions and staffing needs.

5.4 Service Providers – Contractors

- Critical functions carried out by contractors, consultants and vendors may be erratic

6.0 OPERATIONAL POTENTIAL EFFECTS

Potential effects on Workforce Solutions Texoma (WST) operations may be:

- Fewer staff reporting to work because of personal or family illness
- Fewer emergency and essential services – fire, police, and medical
- Potential for mandatory school and business closures will affect the number of staff reporting to work because of day care needs and other shortages
- Delays and interruptions in supplies, mail services and contract services
- Disruption of services including sanitation and public transit services, etc.

7.0 SUSTAINING OPERATIONS

A pandemic influenza may not affect Workforce Solutions Texoma's (WST) physical infrastructure; however, it can threaten operations because of the impact on staff and services Workforce Solutions Texoma (WST) has identified all critical business processes for our organization as determined in our Business Recovery Plan. Some of the measures that will be implemented to ensure this effort are:

- Utilize employee health education information that addresses symptoms of influenza, steps to prevent transmission, respiratory etiquette, and hand hygiene
- Provide personal protection equipment for staff when needed

- Implement staff communication techniques to keep staff informed and minimize absenteeism resulting from fear or misinformation
- Develop cross-training programs to ensure adequate staffing of critical business processes
- Anticipate staffing shortages and develop plans to reallocate staff as needed
- Implement social distancing techniques to minimize employee exposure to viral influenza
- Identify essential staff and equipment to promote telecommuting where possible
- Conduct teleconferencing whenever possible to avoid on-site meetings

8.0 DELEGATION OF AUTHORITY AND ORDER OF SUCCESSION

In the event of an pandemic outbreak, personnel shortages can be expected to impact all levels of operation. At the initial Emergency Response Team meeting, WST's Executive Director, or designee, will assign delegation of authority and order of succession for critical business processes, including, but not limited to workforce center operations management, fiscal management, and technology security and infrastructure.

9.0 DEVOLUTION OF CONTROL AND DIRECTION

In the event of an pandemic outbreak the Emergency Response Team will consider all available avenues to ensure continuity of workforce operations, including, but not limited to, alternative work locations, telecommuting, and staggered work hours.

10.0 INTEROPERABLE COMMUNICATIONS

In the event of a pandemic, it is likely that staff, customers, vendors and contractors will experience a high level of fear and anxiety. Disseminating timely and accurate information and maintaining open communications will be essential. In an attempt to ensure all involved are provided with current, accurate information, Workforce Solutions Texoma (WST) will implement the following communications procedures:

10.1 Staff Communications

- Place updated pandemic influenza information on the (WST) website located at: <http://www.workforcesolutionstexoma.com>.
- Utilize the Communication Directory established in WST Policy 13.3.2 to provide staff with emergency information.

10.2 Customer Communications

- Place updated pandemic influenza information on the (WST) website located at: <http://www.workforcesolutionstexoma.com>.

- Utilize e-mail, telephone, fax, and WorkInTexas Bulletin Board postings and e-mails to distribute updated information to employer and job-seeker customers.

10.3 City, State, and Local Officials Communications

- Place updated pandemic influenza information on the (WST) website located at: <http://www.workforcesolutionstexoma.com>.
- Utilize e-mail, telephone, fax, and WorkInTexas Bulletin Board postings to distribute updated information to City, State, and Local Officials.
- Attend locally-scheduled Emergency Preparedness meetings to coordinate WST's business continuity operations with City, State, and Local Officials.

11.0 Vital Records

WST will utilize all means possible to ensure customers can continue to post jobs, apply for jobs, and participate in mandated programs in the event of a pandemic event. WST will provide Board and workforce center staff with both on- and off-site resources to access Internet-based programs such as the WorkInTexas job matching system and the TWIST database. In addition, if locally used software and databases such as the MIP fiscal system and the Child Care Management system cannot be accessed in-house and need to be accessed from a remote location, Citrix software or some other type of software using stringent virus protection, will be used to ensure business continuity for these systems and programs.

12.0 State and Federal Emergency Numbers

Texas Department of State Health Services (DSHS)	512-458-7111
Centers for Disease Control (CDC) Emergency Response	770-488-7100

13.0 Pandemic References

American Red Cross	http://www.redcross.org/news/ds/panflu/index.html
Texas Department of State Health Services TDSHS Pandemic Flu References	www.dshs.state.tx.us http://www.dshs.state.tx.us/preparedness/flu_public.shtm
United States Department of Health and Human Services	www.pandemicflu.gov
Centers for Disease Control	www.cdc.gov
The World Health Organization	www.who.org

14.0 RESPONSE STAGES

Once a pandemic period has been declared by the World Health Organization, WST's Emergency Response Team will meet to discuss steps to take to address a potential outbreak that may disrupt workforce center operations. As suggested by the Pandemic Phase Comparison Chart, attachment 1, the committee will address the following Stages:

14.1 Stage 1: **PLANNING** - Widespread human outbreaks in multiple locations overseas.

INCIDENT TYPE	ACTIONS
<p>Widespread human outbreaks in multiple locations overseas</p>	<p>WST will take the following steps during Stage 1 – Planning:</p> <ol style="list-style-type: none"> 1. Executive Staff <ul style="list-style-type: none"> ⇒ <i>Meet with the Emergency Response Team to work on updates or changes to the pandemic plan</i> 2. Human Resources <ul style="list-style-type: none"> ⇒ <i>Review HR pandemic policies and procedures</i> ⇒ <i>Ensure employee emergency contact information is updated</i> 3. Safety <ul style="list-style-type: none"> ⇒ <i>Contact local health authorities for health/safety guidance</i> ⇒ <i>Monitor influenza reports during pandemic period</i> ⇒ <i>Report updates to executive staff</i> ⇒ <i>Identify critical procurement needs for hygiene supplies</i> 4. Infrastructure Services <ul style="list-style-type: none"> ⇒ <i>Begin planning for security, maintenance, and technology needs</i> 5. Procurement <ul style="list-style-type: none"> ⇒ <i>Identify critical vendors and possible alternate resources</i>

14.2 Stage 2: PREPARDNESS - First human case in North America.

INCIDENT TYPE	ACTIONS
<p>First human transmission case in the United States</p>	<p>WST will take the following steps during Stage 2 – Preparedness & Communication:</p> <ol style="list-style-type: none"> 1. Executive Staff <ul style="list-style-type: none"> ⇒ Review Business Recovery Plan for critical business processes and associated job functions 2. Human Resources <ul style="list-style-type: none"> ⇒ Prepare for influx of pandemic-related personnel issues ⇒ Reassign job responsibilities within HR to prepare for increased demand on specific job functions 3. Safety <ul style="list-style-type: none"> ⇒ Provide staff with recommended respiratory hygiene, cough etiquette and hand washing instructions to prevent possible spread of the virus ⇒ Disseminate programs and materials on pandemic fundamentals (e.g. signs and symptoms of influenza and modes of transmission, personal and family protections) 4. Communications <ul style="list-style-type: none"> ⇒ Work with executive staff regarding communication strategies 5. Infrastructure Services <ul style="list-style-type: none"> ⇒ Work with janitorial staff to implement additional cleaning protocols to minimize the transmission of the virus 6. Procurement <ul style="list-style-type: none"> ⇒ Purchase hygiene supplies which might include disposable gloves and N-95 face masks, bleach, hand sanitizer, and additional waste collection materials such as sealable plastic bags

14.3 Stage 3: PANDEMIC RESPONSE - Spread throughout the United States.

INCIDENT TYPE	ACTIONS
<p>Spread throughout the United States</p>	<p>WST will take the following steps during Stage 3 – Pandemic Response:</p> <ol style="list-style-type: none"> 1. Executive Staff <ul style="list-style-type: none"> ⇒ <i>Implement Pandemic Response</i> ⇒ <i>Coordinate with local public health and health care officials</i> 2. Human Resources <ul style="list-style-type: none"> ⇒ <i>Disseminate information to employees concerning reporting pandemic illnesses, reporting to work, and leave policy changes</i> 3. Safety Officer <ul style="list-style-type: none"> ⇒ <i>Distribute Safety Alert with virus symptoms to all employees</i> ⇒ <i>Post notices on use of non-pharmaceutical interventions including hand washing, respiratory hygiene, and cough etiquette, to prevent the spread of pandemic influenza</i> ⇒ <i>Provide information for at-home care of ill employees and family members</i> ⇒ <i>Have staff complete a daily Self-Screening Information Form</i> 4. Communications Officer <ul style="list-style-type: none"> ⇒ <i>Develop a plan to provide regular updates to staff to reduce fear, anxiety, rumors and misinformation.</i> 5. Infrastructure Services <ul style="list-style-type: none"> ⇒ <i>Develop plans for social distancing strategies to put more space between staff</i> ⇒ <i>Review and update waste disposal procedures</i> 6. Procurement Department <ul style="list-style-type: none"> ⇒ <i>Purchase additional hygiene supplies as needed</i> 7. Finance Department <ul style="list-style-type: none"> ⇒ <i>Review any specific payroll or travel strategies unique to a pandemic</i>

14.4 STAGE 4: ACTIVATION AND COMMAND – Pandemic spreads throughout Texas.

INCIDENT TYPE	ACTIONS
<p>Pandemic spreads throughout Texas</p>	<p>WST will take the following steps during Stage 4 – Activation and Command:</p> <p>1. Executive Staff</p> <ul style="list-style-type: none"> ⇒ <i>Participate with local authorities to receive updates</i> ⇒ <i>Follow protocol for activating Emergency Response procedures</i> ⇒ <i>Identify essential personnel</i> ⇒ <i>Develop and implement formal “Orders of Succession” for essential personnel</i> ⇒ <i>Implement call notification of all staff to direct non-essential personnel not to report to work</i> ⇒ <i>Work with Communications Officer to issue internal and external notices</i> <p>2. Human Resources Department</p> <ul style="list-style-type: none"> ⇒ <i>Communicate Pandemic Policy to staff</i> ⇒ <i>Communicate leave policies on extended sick and family care</i> ⇒ <i>Communicate special in-house and out-of office work schedules and pandemic attendance policies</i> ⇒ <i>Issue stay-at-home procedures when directed</i> <p>2.2 Staffing</p> <ul style="list-style-type: none"> ⇒ <i>Monitor staffing needs</i> ⇒ <i>Hire additional staff if needed</i> ⇒ <i>Provide assistance to all managers for the following:</i> <ul style="list-style-type: none"> ✓ <i>Hours of operation</i> ✓ <i>Request for assistance due to staff shortages</i> ✓ <i>Process for tracking and paying redeployed workers</i> ✓ <i>Guidelines for managers to request overtime for staff</i> ✓ <i>Guidelines for redeploying staff to critical areas of operation</i> ✓ <i>Directives for addressing employees’ additional sustained health-related costs</i> ✓ <i>Short-term disability program</i> ✓ <i>Shift limits, temporary exceptions</i> <p>2.3 Reporting To Work Changes</p> <ul style="list-style-type: none"> ⇒ <i>Implement “ghost-shift changes” wherever needed, with workers going off duty leaving the workplace before the new shift enters</i> ⇒ <i>Implement work-at-home procedures for staff equipped to perform their duties from home</i> ⇒ <i>Expand the normal one-shift work day to multiple shifts</i>

14.4 STAGE 4 – Activation and Command (con't)

INCIDENT TYPE	ACTIONS
<p>Pandemic spreads throughout Texas</p>	<p>2.4 Absenteeism</p> <ul style="list-style-type: none"> ⇒ <i>Maintain records on reported or suspected cases and action taken</i> ⇒ <i>Adhere to HIPPA, ADA and privacy laws regarding the health of employees by maintaining confidentiality of any record of knowledge of an employee's health, exposure or any medical condition</i> ⇒ <i>Determine salary consequences of facility closures</i> ⇒ <i>Implement guidelines for staff who:</i> <ul style="list-style-type: none"> ✓ <i>Are ill and want to return to work because of exhausted paid leave</i> ✓ <i>Are experiencing fatigue and difficulty managing workplace stress</i> ✓ <i>Are pregnant and requesting work exemption</i> ✓ <i>Have pre-existing conditions that make them more susceptible to influenza and are at a high risk for illness/death</i> ✓ <i>Have childcare and eldercare issues</i> ✓ <i>Refuse voluntary vaccination</i> <p>3. Safety Officer</p> <ul style="list-style-type: none"> ⇒ <i>Distribute additional Safety Alert updates to all employees</i> ⇒ <i>Designate a visitors meeting room for each building</i> ⇒ <i>Implement procedures for social distancing where appropriate</i> <p>4. Communications Officer</p> <ul style="list-style-type: none"> ⇒ <i>Monitor federal, state and local pandemic information sites for information on containment strategies</i> ⇒ <i>Disseminate information to employees about our pandemic preparedness and response plan</i> ⇒ <i>Prepare other internal and external communications under the direction of the Incident Commander</i> <p>5. Infrastructure Services</p> <ul style="list-style-type: none"> ⇒ <i>Continue waste disposal procedures until alert is lifted</i> ⇒ <i>Arrange for appropriate office sanitation</i> ⇒ <i>Arrange for additional security if needed</i> <p>6. Procurement Department</p> <ul style="list-style-type: none"> ⇒ <i>Order and deliver additional work surfaces, computers, office supplies and personal hygiene supplies as needed.</i>

14.4 STAGE 4: Activation and Command (con't)

**Pandemic
spreads
throughout
Texas**

7. Finance

- ⇒ *Process requests for special travel unique to a pandemic*
- ⇒ *Implement adjusted payroll procedures*
- ⇒ *Monitor pandemic related expenses*

8. Information Technology

- ⇒ *Implement Disaster Recovery Plan if equipment is down due to electrical, telecommunication, or staffing-related shortages*
- ⇒ *Identify "target points" when staff shortages are reaching a danger point for continued IT operations*
- ⇒ *Reallocate remote access licenses if needed to optimize employees' ability to work from home*

9. Security Officer

- ⇒ *Require visitors to wear face masks during visits*
- ⇒ *Insure critical supplies and assets are protected*

14.5 Phase 5: RECOVERY - Recovery and preparation for subsequent waves.

INCIDENT TYPE	ACTIONS
<p>Pandemic Recovery</p>	<ol style="list-style-type: none"> 1. Executive Staff <ul style="list-style-type: none"> ⇒ <i>Meet with Emergency Response Team to review Pandemic Response</i> 2. Human Resources Department <ul style="list-style-type: none"> ⇒ <i>Report summary of Human Resources event responses to Emergency Response Team</i> 3. Safety Officer <ul style="list-style-type: none"> ⇒ <i>Report summary to Emergency Response Team</i> 4. Communications <ul style="list-style-type: none"> ⇒ <i>Advise all staff that Pandemic Alert has moved to Recovery Stage. All staff should return to normal operations</i> 5. Infrastructure Services <ul style="list-style-type: none"> ⇒ <i>Discontinue pandemic waste disposal procedures.</i> 6. Procurement Department <ul style="list-style-type: none"> ⇒ <i>Report summary of Procurement activities and expenses to Incident Commander</i> 7. Finance <ul style="list-style-type: none"> ⇒ <i>Report financial impact of pandemic to Emergency Response Team</i> 8. Information Technology <ul style="list-style-type: none"> ⇒ <i>Prepare IT summary report and forward to Emergency Response Team</i> 9. Security <ul style="list-style-type: none"> ⇒ <i>Report Security summary report to Emergency Response Team</i>

ATTACHMENT A PANDEMIC PHASE COMPARISON CHART

Note: The World is currently at Phase 3

WORLD HEALTH ORGANIZATION (WHO) PANDEMIC PHASES		FEDERAL GOVERNMENT RESPONSE STAGES		Workforce Solutions Texoma (WST) RESPONSE PHASES	
INTER-PANDEMIC ALERT PERIOD waiting for the next pandemic to occur					
Phase	Details	Stage	Details	Stage	Details
1	No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered low.	0	New domestic animal outbreak in at-risk country	0	
2	No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease				
PANDEMIC ALERT PERIOD – increasing risk of a pandemic					
Phase	Details	Stage	Details	Stage	Details
3	Human infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.	0	New domestic animal outbreak in at-risk country	0	
		1	Suspected human outbreak overseas	0	
4	Small cluster(s) with limited Human to human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.	2	Confirmed human outbreak overseas		
5	Larger cluster(s) but human-to-human spread is still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk)				
PANDEMIC PERIOD – once the pandemic is declared					
Phase	Details	Stage	Details	Stage	Workforce Solutions Texoma (WST) Response
6	Pandemic: increased and sustained transmission in the general population	3	Widespread human outbreaks in multiple locations overseas	1	Planning
		4	First human case in North America	2	Preparedness & Communication
		5	Spread throughout U.S.	3	Pandemic Response
				4	Activation and Command
6	Recovery and preparation for subsequent waves	5	Recovery		
POST-PANDEMIC PERIOD – return to Inter-Pandemic period					



Antiviral Medication	Destroys or inhibits the growth and reproduction of viruses.
Avian Influenza (Bird Flu)	Avian Influenza, also referred to as bird flu, is an infection caused by bird flu viruses. These viruses occur naturally among wild birds worldwide. Wild birds can transmit infection to poultry. All human flu viruses began as bird flu viruses. Rarely, transmission is possible from sick or dead birds to people. The current bird flu, known as H5N1, is not considered a pandemic now because only extremely rare human-to-human transmission has occurred.
Chemoprophylaxis	The use of vaccines, antiviral medications or other chemical agents to prevent the spread of influenza disease.
Community Containment Measures	Refers to the separation of infected or exposed people from non-infected people by use of isolation, quarantine, or other restrictions on movement and activities.
Droplet Precautions	Droplet transmission occurs when droplets containing infectious agents generated by an infectious person are propelled a short distance through the air (i.e., by coughing, sneezing, or talking). Droplet precautions include the use of personal protective equipment (gloves, gown, surgical or other mask, and goggles or face shield) to reduce the spread of infectious agents.
Hand Hygiene	Hand hygiene is a term that applies to the cleaning of one's hands. This is usually done with soap and water, hand sanitizer, or hand wipes. To kill an influenza virus, hands must be washed with soap and water for 15 seconds and hand sanitizer or wipes must be used for 10 seconds and have an alcohol content of at least 60%.
Incubation Period	The time from exposure to an infectious disease to symptom onset. The incubation period for influenza is usually two days but can vary from one to five days.
Infection Control Measures	A method to decrease the risk for transmission of infectious agents through proper hand hygiene, scrupulous work practices, and use of personal protective equipment including masks, gloves, gowns, and eye protection.
Infectious Disease	An infectious disease, or communicable disease, is caused by the entrance of organism (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. breath), or an item they touch.
Isolation And Quarantine	Standard practices in public health, and both aim to control exposure to infected or potentially infected people. Both may be used voluntarily or compelled by public health authorities and can be applied on an individual or at the population level.
Nonpharmaceutical Interventions	Those interventions to reduce transmission of disease at an individual or population level that are not pharmaceutically or medicine/drug based.
Outbreak	A sudden increase in the number of cases of a specific disease or clinical symptom
Pandemic	The period when there is ongoing infection in the general public

Pandemic Alert	A period of heightened awareness. This period has three phases. In phase 3, humans have been infected, but few if any cases of person-to-person transmission have occurred. In Phase 4, small clusters of human transmission have happened but not often. In Phase 5, larger clusters are happening more frequently.
Pandemic Influenza	A pandemic is a global disease outbreak. A flu pandemic is possible when an influenza virus makes a dramatic change that results in a new or novel virus to which people have little or no immunity. The new virus begins to cause serious illness, spreads easily from person to person and can sweep around the world quickly.
Personal Protective Equipment	A barrier protection to be used by an individual to prevent disease transmission. Personal protective equipment may include gowns, gloves, masks, goggles, or face shields.
Postpandemic	This is the end of the pandemic and points to a return to Interpandemic Period
Prophylaxis	The prevention of, or protective treatment for, a disease. It is an infection control measure whereby antimicrobial, including antiviral medications are taken by healthy individuals to prevent illness before or after being exposed to an infectious disease.
Respiratory Hygiene And Cough Etiquette	Refers to public health measures implemented to avert the transmission of influenza and/or other infectious diseases.
Seasonal Influenza (Flu)	Seasonal flu follows predictable yearly patterns. People usually have some immunity built up from previous exposure to circulating seasonal flu viruses.
Social Distancing	An infection control strategy that includes methods of reducing the frequency and closeness of contact between people to limit the spread of infectious diseases
Subsided	This is the interval between waves of infection.

ATTACHMENT C

DIFFERENCES BETWEEN SEASONAL INFLUENZA AND PANDEMIC INFLUENZA

SEASONAL INFLUENZA	PANDEMIC INFLUENZA
<p>A contagious respiratory illness caused by influenza viruses similar to those already circulating among people</p>	<p>Caused by a new influenza virus that people have not been exposed to before. Likely to be more severe, affect more people, and cause more deaths than seasonal influenza because people have no immunity to the new virus</p>
<p>Symptoms include fever, headache, tiredness, dry cough, sore throat, runny nose, and muscle pain. Deaths can be caused by complications such as pneumonia.</p>	<p>Symptoms similar to the common flu, but may be more severe and complications more serious.</p>
<p>Healthy adults usually not at risk for serious complications (the very young, the elderly, and those with certain underlying health conditions are at increased risk for serious complications).</p>	<p>Healthy adults may be at increased risk for serious complications.</p>
<p>Every year in the united States, on average:</p> <ul style="list-style-type: none"> ▪ 5% to 20% of the population gets the flu ▪ More than 200,000 people are hospitalized from flu complications ▪ About 36,000 people die from the flu 	<p>The effects of a severe pandemic could be much more damaging than those of a regular flu season:</p> <ul style="list-style-type: none"> ▪ It could lead to high levels of illness, death, social disruption, and economic loss ▪ Everyday life could be disrupted because so many people in so many places become seriously ill at the same time ▪ Impacts could range from school and business closings to the interruption of basic services such as public transportation and food delivery

The following electronic form will be distributed to all employees when Stage 2 Pandemic Plan is implemented

SELF-SCREENING INFORMATION

Date: _____

Last Name _____ First Name _____

Workforce Solutions Texoma (WST) is concerned about your safety and the safety of all Workforce Solutions Texoma (WST) employees. We are monitoring the development of the pandemic influenza closely. In the interest of maintaining a safe, healthy work environment, we are asking that you voluntarily monitor your health status by carefully completing this self-assessment each day before coming to work.

Do any of the following currently apply to you or members of your household?

- Temperature of 100 or above
- Shortness of breath
- Difficulty breathing
- Headache
- Diarrhea
- Muscular stiffness
- Loss of appetite
- Rash
- Feelings of Disorientation or Confusion

If you have checked any of the above:

You or your family member may have symptoms of influenza. Seek medical attention and do not report to work or enter Workforce Solutions Texoma (WST) buildings for 10 days following resolution of symptoms. Submit this form via email to your direct supervisor.

It is important for you to think about health issues that could arise if a pandemic influenza occurs and how it could affect you and your loved ones. List each family member and provide the information listed or other information that might be helpful to a physician or nurse treating you or your loved ones.

FAMILY EMERGENCY HEALTH INFORMATION SHEET

<i>Name</i>	<i>Blood Type</i>	<i>Allergies</i>	<i>Medical Conditions (Past & Present)</i>	<i>Medications and Dosages</i>	<i>Other Vital Information</i>

Make sure you can locate the following items quickly in a health emergency:

- Birth certificates
- Immunization Records for Children and Adults
- Social Security cards
- Health Insurance Cards
- Health Insurance Policies

ATTACHMENT F**EMERGENCY CONTACTS**

Fill out this information and keep copies at home and at work.

EMERGENCY CONTACTS

<i>CONTACTS</i>	<i>NAME</i>	<i>PHONE NUMBER</i>
<i>Local personal emergency contact</i>		
<i>Out-of-town personal emergency contact</i>		
<i>Family Physician(s)</i>		
<i>Pharmacy</i>		
<i>Employer emergency contact</i>		
<i>Employer Hotline/Weather line</i>		
<i>Employer emergency contact (Spouse)</i>		
<i>Employer Hotline/Weather line (Spouse)</i>		
<i>School emergency information for:</i>		
<i>School emergency information for:</i>		
<i>School emergency information for:</i>		
<i>Religious/Spiritual Organization</i>		
<i>Veterinarian</i>		
<i>State Health Department (see list on www.pandemicflu.gov)</i>		

WASH YOUR HANDS!

The Most Important Thing You Can Do To Keep From Getting Sick Is Wash Your Hands!

Hand washing is one of the most important measures to reduce the risks of transmitting infection from one person to another.

- Hand washing with soap and water, alcohol-based sanitizer, or antiseptic hand wash should be performed regularly, especially after contact with high transmission surfaces (e.g. door knobs, communal surfaces, money, etc.).
- Hands should be dried, preferably with disposable towels.
- Use disposable towels to open doors.
- Hand washing and drying should always be done after coughing, sneezing, or handling used tissues or after touching objects, materials or hard surfaces that may have been contaminated by someone else with an infectious illness.

Hand-to face-contact such as can occur during eating, normal grooming, or smoking presents significant risks because of the potential for transmission of influenza from surfaces contaminated with wet, respiratory droplets from coughing or sneezing. Hand washing should always be carried out before and after eating, grooming, smoking or any other activity that involves hand-to-face contact.

Illnesses like colds and influenza are spread from person to person in respiratory droplets from coughs and sneezes. A droplet from the cough or sneeze of an infected person can move through the air and be deposited on the mouth or nose of people nearby. Germs can be spread when a person touches respiratory droplets from another person on surfaces like keyboards, faucets, door knobs and railings.

Developing good health habits is important in preventing the spread of influenza

- ⇒ **Get the flu shot** – The single best way to prevent the flu is to get vaccinated each year.

- ⇒ **Cover your mouth and nose** – Cover your mouth and nose with a tissue when coughing or sneezing. Throw the tissue in the trash and then wash your hands. It may prevent those around you from getting sick. If you do not have a tissue, cough or sneeze into clothing such as your sleeve.

- ⇒ **Wash your hands** – Washing your hands often with soap and water will help protect you from germs and will keep you from spreading germs. Wash your hands for 15 to 20 seconds (about the same amount of time it takes to sing the Happy Birthday Song twice). When soap and water are not available, use alcohol-based disposable hand wipes or gel sanitizers.

- ⇒ **Avoid touching your eyes, nose or mouth** – Germs are often spread when a person touches something contaminated with germs and then touches his or her eyes, nose or mouth.

- ⇒ **Avoid close contact with people who are already sick** – Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick, too.

- ⇒ **If you get sick, stay home** – If possible, stay home from work, school, and errands when you are sick. Keeping your distance from others may protect them from getting sick.

- ⇒ **Maintain a healthy lifestyle** – Get regular exercise, plenty of rest, and eat healthy.

- ⇒ **If you feel sick, call your doctor** – When you are sick or have flu symptoms, check with a health care provider as needed.