

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,

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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
  - 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

## 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.