

Pandemic Planning

How to Implement a
Pandemic Plan

Where to Begin?

- Top down approach?
- Bottom up?
- Need to have senior management support

Planning Assumptions

1. 30% absenteeism of staff, vendors, services within the community, such as health care, police, fire, etc.
2. The pandemic may last as long as eighteen months, in three separate waves.
3. Critical functions carried out by contractors, consultants and vendors cannot be guaranteed.
4. Civil society infrastructure will be stressed, but remain functional.

Planning Assumptions

5. Potential closures of gathering places in the community, including schools, churches, events, malls, etc.
6. Will likely have less than six weeks warning from the time the pandemic is announced before it reaches the United States.
7. No remedies will be immediately available. Tamiflu and other anti-virals will be in very limited supply.
8. Current WHO Alert Levels

Current WHO Phases of Pandemic Alert

Prior to year 1997	Inter-pandemic phase	Low risk of human cases	1
	New virus in animals, no human cases	Higher risk of human cases	2
1997	Pandemic alert New virus causes human cases	No or very limited human-to-human transmission	3
2003 - Current Stage		Evidence of increased human-to-human transmission	4
		Evidence of significant human-to-human transmission	5
		Pandemic	Efficient and sustained human-to-human transmission

Interpandemic Period

- ***Phase 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 to be low.
- ***Phase 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

- **Phase 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.
- **Phase 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.
- **Phase 5.** Larger cluster(s) but human-to-human spread 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

- ***Phase 6***. Pandemic: increased and sustained transmission in general population.
 - Pandemics usually last approximately 18 months and come around the globe three distinct times in that time period (which are referred to as waves).
 - The first 90 - 120 days are likely to be the most deadliest.

Develop A Task Force

- Business Continuity Planning
- Security
- Safety
- Human Resources
- Travel
- Key lines of business
- Corporate Communications
- Purchasing
- Legal
- Telecommunications
- Technology
- Risk Management

Challenges You Need to Plan For...

Travel

- Do you restrict travel?
 - If so, when?
- Can you make travel safe?
 - Personal Protective Equipment
- What about personal travel?
- Strategies could include:
 - Home quarantine for 7-10 days
 - Work from home!



Travel

- What if international borders are closed?
- Do you have a relationship with an international medical provider?
- How do you conduct a:
 - Medical evacuation?
 - Evacuation of remains?

Human Resources

- Must and needs to work:
 - Social distancing
 - Masks
 - Health education on handwashing
 - Spread people out on different shifts
 - Employee cleans area frequently
 - Eliminate all face-to-face meetings

Human Resources

- Work from home: install a robust work-from-home program
 - Broadband connection
 - Company sponsored computer and all necessary peripherals
 - Work from home at least one day a month
 - Demonstrate in advance that that the program can work
 - Desktop support for the home

Human Resources

- Not necessary to work:
 - How long do you pay those who aren't working?
 - Pay partially?
 - How long do you continue benefits?
- Other HR issues
 - What if they refuse to come to work?
 - What if a family member is sick but the employee is well - do you have them come in?
 - If a person comes down with the flu after being at work - is it a workers comp issue?
 - What if schools are closed?

Communication

- Communication is essential
 - How to communicate (what tools)?
 - How often?
 - To whom?
 - What is the message?
 - When to communicate?
 - Who does the communicating?

Communication

- Update employee information including all forms of home contact – home cell, home email.
- Develop strategies if the phones are overloaded
 - Text messaging
 - Instant messaging

Security

- Visitor restrictions:
 - When?
 - How?
 - Exceptions?
 - Who can authorize?
- Visitor/vendor screening:
 - When?
 - How?
- Training
 - Personal Protective Equipment



Facilities

■ Janitorial

- Cleaning procedures
- Personal Protective Equipment
- Disinfectants

■ HVAC system

- How often to change filters
- Changing filters
- How much recycled air?



Purchasing

- Procure necessary equipment: masks, antiseptic solutions, hand gel, gloves
- Supply chain analysis – where do your critical supplies come from?
 - What if ports are closed 90 – 120 days?

Risk Management

- Assess impact to company
 - Do modeling showing reductions in revenue by 10-20-30% for 90-120 days; up to 18 months.

Incident/Crisis Management Team

- Virtual EOC
 - Conference bridge
 - Web meetings
- Succession planning
 - For the Incident/Crisis Team
 - Senior executives