



**OPERATIONS PLAN
FOR
EMPLOYEE HEALTH AND SAFETY
AND CONTINUITY OF OPERATIONS
In a Human Pandemic**

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ARS Area Office:	<u>Northern Plains Area</u>	Area Pandemic Health Coordinator:	<u>Michael Wiggett</u>

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1. PURPOSE

The purpose of this plan is to define planning responsibilities and actions required to ensure:

- Health and safety of NPARL-ARS, Northern Plains Agricultural Research Laboratory (NPARL) employees and their families, NPARL customers, and contractors within NPARL facilities supporting the NPARL mission(s) through:
 - Education and timely dissemination of information, and
 - Facility preparation and definition of operational procedures
- Capability to continue essential functions in support of the NPARL's critical mission(s).

2. SITUATION

NPARL is a vital part of the ongoing Federal efforts to prepare for the possibility of a human influenza pandemic – a global outbreak of a new influenza virus that infects and can be transmitted between humans, and to which humans have little or no immunity. There is growing concern that a pandemic may soon strike the United States arising from the unprecedented outbreak of the highly pathogenic H5N1 avian influenza affecting birds in Asia since 1997 and that has continued to spread across bird populations in Asia, Europe, and Africa.

There is concern that the highly pathogenic H5N1 avian influenza strain could mutate to a form that could be transmitted easily between people, although it is impossible to predict when, or if, that will happen. Note that as of the date of this publication, there have not been any human-to-human transmissions of the H5N1 virus. Nevertheless, NPARL must be fully prepared in case that does happen. NPARL has the responsibility to prepare the NPARL workplace(s) to protect the health and safety of the workforce and carry out essential functions and services during an outbreak/pandemic of influenza that might occur in the United States.

While current avian influenza concerns prompted this planning guidance, this operation plan is applicable to any influenza pandemic.

3. PLANNING ASSUMPTIONS

- Human pandemic influenza is likely to come in “waves” of several weeks to a few months in duration.
- The first wave is likely to be the most severe, as individuals will not have immunity and a targeted vaccine will not yet have been developed; subsequent waves will likely be less severe.
- Illness rates will be highest among school-aged children. At the height of the first pandemic wave, up to 40% of school-age children will contract the disease, and about 20% of adults will get sick.
- Some persons will become infected but may not develop clinically significant symptoms. Asymptomatic or mildly symptomatic individuals can transmit the infection and develop immunity to subsequent infection.
- At the height of the first human pandemic wave, up to 40% of employees may be absent for periods of approximately two weeks, as a result of their own illness, illness within their families, or fear of infection. There will be lower but still significant levels of absenteeism for several weeks on either side of the peak.

- Illness among the public and absenteeism in the private sector workforce will have a significant impact on essential functions and services needed by NPARL customers, ability of NPARL contractors to deliver goods and services, NPARL's ability to procure needed supplies, and maintain the government internal distribution systems.
- A vaccine will not be available until at least 4 to 6 months after the pandemic virus appears and is isolated. The supply of antiviral drugs will be limited.
- Influenza is spread through droplets from an infected person. NPARL planning must recognize that viral transmission occurs as much or more through touch (contact with contaminated objects) as through air dispersion (through coughing or sneezing).
- Persons contracting the virus will be infectious for a period of time before the onset of symptoms, during the illness, and for a period of time even after symptoms have disappeared. NPARL pandemic planning will follow HHS guidance on medical issues and amend its actions as necessary based on new guidance.

4. CONCEPT OF OPERATIONS

The Federal Government has defined seven stages of a human pandemic (See Annex A). The stages represent events which pose an increasing risk of a pandemic in the United States, through an actual pandemic, and into a period of recovery and preparation for potential new waves.

Stages 0 through 2 are considered pre-pandemic. Actions in this stage consist of planning and preparatory activities. At stage 3, actions will escalate and preparatory activities will increase. Stages 4 and 5 will trigger additional activities and execution of steps developed in preceding stages. Stage 6 will consist of actions designed to recover and prepare for any additional waves.

USDA/ARS Headquarters Office will provide broad guidance and announce trigger points that will empower field locations to respond to the pandemic based on local conditions. Special human resources authorities will be delegated to the local level to enable NPARL managers to be flexible and creative in managing human capital and ensure continuity of essential functions and services while a pandemic is affecting their geographic area.

The execution of plans in stage 4 through 6 at the NPARL in Sidney, MT will be undertaken at the direction of the Location Coordinator who will attempt to keep the Northern Plains Area Director informed. Key strategies to maintaining a healthy work environment are the application of social distancing, employee education, and facility preparation. Social distancing involves infection control measures that reduce the duration, frequency, or intimacy of social contacts to limit the transmission of influenza. Key strategies to maintaining the ability to perform the NPARL's missions are maintaining employee health, prioritization of effort, and the identification of alternate resources through such means as cross training, mutual assistance agreements, hiring of annuitants, temporary hires and contractual assistance.

5. ORGANIZATION AND RESPONSIBILITIES

5.1 Area Human Pandemic Coordinator – ARS Area Deputy Director

The Area Human Pandemic Coordinator is Michael Wiggett. The Area Human Pandemic Coordinator will coordinate preparedness, response and recovery, including scheduled situation reports (SITREPS), according to pandemic stage for Northern Plains Area Locations.

a) Local Human Pandemic Coordinator – Robert Evans, Location Coordinator

The Local Human Pandemic Coordinator uses planning guidance provided to develop Location plans and procedures to be used in conjunction with existing facility emergency plans, such as the Occupant Emergency Plan; coordinate with stakeholders and local governments; exercise delegated authorities to protect employee safety and health and ensure continuity of essential functions and services. They are also responsible to certify a Location plan is in place.

5.2 Employees

Employees and contractors are responsible to stay informed and be prepared. Employees should take common sense steps to stop the spread of the flu virus. Employees and their family members with computers should immediately bookmark - both on their work and home computers www.pandemicflu.gov for up-to-date information on the disease, how to prevent its spread, and how to treat it; and www.usda.gov/oo/beprepared/ for local updates and information; these two web sites will be key conduits for information before, during and after a pandemic.

Information from the web sites referenced above, and other sites is also provided as Annex B to the *USDA Human Pandemic Planning Guidance for Employee Health, Safety, and Continuity of Operations*. Employees should read this material, discuss its contents with their families and take measures as they deem appropriate.

5.3 Direction and Control

In the event the Location Coordinator is not available, for any reason, to provide direction and control during a human pandemic, or is otherwise unable to designate an acting replacement, the following will be the order of succession for Acting-Location Coordinator:

1. John Gaskin, Research Leader (Pest Management Research Unit)
2. Barbra Flammond, AO
3. Jackie Couture, SOHS
4. Stefan Jaronski, PMRU Scientist
5. Bart Stevens, ASRU Scientist

Keeping personnel informed becomes a critical function. This will be accomplished through:

- Normal mission area and agency supervisory protocols
- Access to pandemic influenza information web sites
- Employee meetings, such as normal staff meetings and all-employee meetings.
Note that commencing at stage 4, meetings will be curtailed and information exchanged via telephone conferences or Web-enabled methods.

5.4 Special Coordinating Groups

Lab Management

Lab Management, led by the Location Coordinator, is responsible for guidance and leadership towards the implementation of our Pandemic Flu Plan. The Location Coordinator has full authority to make necessary decisions to ensure the success of this plan and, in the absence of higher level guidance, is authorized to initiate response necessary to resume/continue operations of NPARL.

Current phase of alert in the WHO global influenza preparedness plan as listed below will be checked as bi-weekly, weekly or daily depending on progress of pandemic.

http://www.who.int/csr/disease/avian_influenza/phase/en/index.html

LAB MANAGEMENT Member	Position	Phone #
Kevin Dahl	IT Specialist	406-433-9409
Robert Evans	RL-ASRU/Location Coordinator	406-433-9496
John Gaskin	RL-PMRU/Botanist	406-433-9405
Jackie Couture	Safety Specialist	406-433-9422 or 701-770-1510
Barbara Flammond	Administrative Officer	406-433-9485
	Utilities Operation Manger	406-433-9421
Stefan Jaronski	Acting RL, PMRU	406-433-9486
Bart Stevens	Acting RL, ASRU	406-433-9476

6. REFERENCES

- 6.1 *National Strategy for Pandemic Influenza* <http://www.whitehouse.gov/homeland/pandemic-influenza.html>
- 6.2 *Implementation Plan for the National Strategy for Pandemic Influenza.* <http://www.whitehouse.gov/homeland/pandemic-influenza.html#section3>
- 6.3 *National Response Plan* http://www.dhs.gov/dhspublic/interapp/editorial/editorial_0566.xml
- 6.4 *USDA Human Pandemic Planning Guidance for Employee Health and Safety and Continuity of Operations* <http://www.usda.gov/oo/beprepared/>

7. OPERATIONS

Response Stage 0-2 *Stage 0 is New domestic animal outbreak in at-risk country*
 Stage 1 is Suspected human outbreak overseas
 Stage 2 is confirmed human outbreak overseas

7.1 Essential Functions/Services

Functions

- a) Since ARS is not part of the National Response Plan, NPARK research operations are not deemed critical processes. However, depending on the severity and circumstances of a pandemic, the Laboratory may, if practical, continue some higher priority work and gradually resume lower priority work as conditions improve. Until advised by Richland County Health Department to shut down the facility due to a pandemic situation, NPARK will try to fulfill its research mission to the fullest extent possible.
- b) The Location Coordinator, Administrative Officer and Research Leaders are responsible for prioritizing essential day to day operations. General designations of essential functions for support services can be made during the planning stage for each Management Units, depending on the dynamics of research, flexibility and latitude during the prioritizing process based on the specific situation existing at the time..

It has been determined by NPARK research leaders and scientists that, if possible, to maintain plant and insect colonies that are fundamental to much of the NPARK research should be maintained in order to aid in post-pandemic resumption of normal research operations. Watering and maintenance of growth chambers and greenhouse plants is critical to the long term mission of the location.

Assignment of personnel

Table 1

Critical task or job:	Primary person(s):	Backup person(s):	Backup person(s):	Trained (Yes/No)	Willing to work	Equipment/Supplies needed
Human Resources (T&As, etc.)	Jill Miller	Barbara Flammond	Louise Dalton	Yes		
Procurement	Kevin Larson	Card Holders	Lee Shea	Yes		
Housekeeping	Steve Niblock	Bernie Flammond		Yes		
HVAC/Equipment (incubators, etc.) maintenance		Steve Niblock	Local business	Yes		
IT Support	Kevin Dahl	Dale Spracklin	Spracklin	Yes		
Greenhouse plant maintenance	Deb Waters	Kim Mann	Mark Gaffri	Yes		
Insect rearing, general	John Gaskin	Rob Scholthauer	Paul Kaufmann	Yes		
ASRU Research Leader	Robert Evans	Bart Stevens				
PMRU Research Leader	John Gaskin	Stefan Jaronski				
Safety Specialist	Jackie Couture	Deb Waters	Kim Mann	Yes	Yes	N100 mask, gloves, goggles, lab coats, etc. Safety Cabinet 5 under stairwell in bldg. 18 South Building.

Contact Information

Each NPARK Research Leader maintains an up-to-date notification roster with the names/phone number of unit personnel. Employees are periodically requested to update this information. A consolidated list is maintained by the Administrative Officer and distributes the roster to members of the Lab Management. As part of the Location's Emergency Preparedness Plan, NPARK has an emergency telephone number (406-433-9411) which employees can call to receive a recording of emergency station information.

Social Distancing Plan

As conditions dictate, NPARL Research Leaders will evaluate and designate appropriate personnel to telework are as follows: Location Coordinator/ASRU Research Leader, PMRU Research Leader, Administrative Officer, IT Specialist, T&A personnel, Safety Specialist and Utilities Operation Manager. Also, evaluations shall be made and options engaged regarding conferences, teleconferences and other social distancing procedures. The Social Distancing Plan is included as **Annex B**. This will be coordinated with essential or critical needs of the lab, such as maintaining insect colonies, greenhouse watering, etc.

Vital Records

a) Previously implemented procedures should provide adequate management of most vital records during a pandemic. The RLs have identified records necessary for business continuity during various contingencies including periods of absenteeism. The Administrative Officer has developed procedures for Administrative personnel to coordinate recordkeeping, T&A , and other activities.

To allow electronic access to locally stored vital records from remote locations, a Share Point site has been developed for authorized personnel.

b) Personnel requiring records information must receive the training and tools necessary to access them.

7.2 Orders of Administrative Succession

NPARL will rely on the established order of administrative succession in the event that supervisors are unable to perform their duties for any reason. Supervisors, such as RLs or the Location Coordinator will designate ‘acting’ personnel if necessary. All supervisors shall ensure at least two subordinate personnel are trained to assume the duties and fully function as a replacement supervisor. Sharing of supervisors among different Research Units is an option.

7.3 Facilities

Offsite Consultants and Resources

Members of the Lab Management maintain contact with:

- Area and Headquarters Facility (Safety and Health, Property) staff. (970) 492-7021
- Richland County Emergency Management 433-2220
- Richland County Law Enforcement Center 433-2919 (sheriff)
- Sidney Health Center 488-2100
- Richland County Public Health 433-2207 or HAN hotline: (406) 480-9221

Local authorities perform annual walk-throughs of NPARL in order to familiarize themselves with the facility layout and to develop appropriate responses towards site specific emergencies that could affect NPARL facilities.

Facility Operations

a) Areas occupied or frequented by higher numbers of employees are addressed in the Social Distancing Plan (**Annex B**)

The reduction in our workforce, and that of the private sector, due to a pandemic flu outbreak will affect facilities and research operations accordingly as stages progress.

Utilities and contracted services (garbage, snow removal) may be defacto single points-of-failure as there are no alternatives in place and, in the event of a pandemic and depending on the type of service, alternatives may not be available.

b) Once a pandemic flu outbreak occurs or once supplies and services are affected by a pandemic flu outbreak elsewhere, the Lab Management Team will assess and identify supply and service needs as well as the level of operations that will be maintained. Housekeeping and sanitation supplies are currently ordered in bulk quantities.

Location housekeeping maintenance staff has receive training from Richland County Public Health regarding appropriate types of disinfectants and cleaning techniques for lavatories, lunchrooms and other high use areas. An adequate supply of these cleaning agents is maintained on the location

Listed below are identified personnel and tasks that have potential exposure beyond ordinary co-worker to co-worker transmission.

Position	Task
maintenance staff	housekeeping
receptionist	processing visitors, document and mail handling
office and administrative support staff	document and mail handling

Strategies to be considered for eliminating/reducing/containing the risk of pandemic flu for all NPARL personnel include:

- personal hygiene practices
- housekeeping practices
- use of personal protective equipment
- vaccination and antivirals
- social distancing

Notices and information bulletins will be posted throughout the complex as part of the employee awareness and information effort. NPARL will receive a fax (433-5038 or 433-9455) or email notice from Public Health called a HAN (Health Alert Network) **Annex D** to inform the location of status of the pandemic flu in the Richland County Health (406) 433-2207 or HAN hotline: (406) 480-9221 24/7. In addition, employees are encouraged to use hygiene practices that will reduce the spread of flu.

Hygiene Topic:	Source:
Cough Etiquette	http://www.cdc.gov/flu/protect/covercough.htm
Flu Prevention Toolkit	http://www.cdc.gov/flu/toolkit/
Germ Stopper Posters	http://www.cdc.gov/germstopper/materials.htm
Stop the Spread at Work	http://www.cdc.gov/germstopper/work.htm
Proper Handwashing	http://www.foodsafety.gov/%7Efsg/handwash.html

7.4 Human Capital

Employees should become familiar with the many human capital resources and flexibilities that exist to assist managers and employees in an emergency.

Human Capital Planning for Pandemic Influenza-Office of Personnel Management

(All issuances as of 8/3/2006)

<http://www.opm.gov/pandemic/>

REE Telework Program

<http://www.afm.ars.usda.gov/ppweb/402-5.pdf>

The regular chain of supervision will be used to report absences and health status. If a supervisor or acting-supervisor cannot be reached, the Location Administrative Office is the designated alternate contact. As pandemic stages progress, all employees need to call 433-2020 to report sick leave and will be reported to direct supervisor by secretary. In some cases, employee maybe required to report to direct supervisor of sick leave, in these cases it is the employee is responsible to check with supervisor if this is required. All supervisors will provide the secretary with daily employee sick leave a compiled absentee list on a daily basis which will become part of the Location Coordinator daily situational report (SITREP).

7.5 Communications

Procedures in place to enable effective communications vertically (down to employees and up to supervisory channels) include:

- E-mail
- NPARL intranet & Share point site
- NPARL Emergency Telephone Number (406) 433-9411
- Unit and All-employee meetings
- Postings on bulletin boards
- HAN (health alert network) **Annex D** (406) 433-2207 or HAN hotline: (406) 480-9221 24/7
- All Location employees are responsible for keeping informed of operational status by monitoring local KUMV/KXMD TV Channel 8/11 or 6/5 and radio stations KEYZ (660 AM) Phone: 701-774-0306,
- To rapidly communicate with employees in an emergency, each research unit shall prepare and maintain a call tree.
- In the event that an employee is unable to communicate through the supervisory chain, headquarters has established several alternate means.
 - a.) 24X7 Operations Center – TEL: 1-877-677-2369
 - b.) human.pandemic@usda.gov
 - c.) preparedness@usda.gov

The Administrative Office maintains points of contact lists (work numbers, home phone, cell phones, e-mail addresses) of employees, while being cognizant of privacy issues, for the Lab Management Team.

All employees will receive basic awareness education on the elements of this Plan along with more in-depth information on specific topics and procedures.

NPARL has an existing emergency telephone number (406.433.9411) which employees can call to receive a recording of emergency station information. In the event of a pandemic emergency, this phone line will also be used to provide pandemic status and actions to employees. The area office will setup a website to provide further guidance to employees and the website address will be provided on the emergency phone message. Included on this website will be community and

agency sources for timely and accurate human pandemic information (domestic and international) and resources for obtaining countermeasures (e.g., vaccines and antivirals).

All employees are advised to prepare a Family Communications Plans. Information to share with family members should include:

- a) Names, dates of birth, social security numbers, important medical information, out-of-town contacts and e-mails, school and work address and evacuation locations, and where to meet in an emergency.
- b) Contact information for doctors and pharmacists and medical insurance information.

Example Family Communications Plan:

http://www.ready.gov/america/downloads/family_communications_plan.pdf

7.6 Employees

Employees have the primary responsibility for their own health and safety. Employees should become educated about the flu and to begin personal preparedness planning during the pre-pandemic timeframe. Since the pandemic planning guidance is constantly being updated, employees should visit the host of pandemic flu web sites that provide current information. Good starting points are:

Department of Public Health and Human Services of Montana

<http://www.dphhs.mt.gov/PHSD/index.shtml>

Montana Pandemic Influenza Preparedness & Emergency Response Plan

<http://www.dphhs.mt.gov/pandemic.shtml>

Department of Health and Human Services-U.S. Government avian and pandemic flu information

<http://www.pandemicflu.gov/>

Current World Health Organization phase of pandemic alert

http://www.who.int/csr/disease/avian_influenza/phase/en/index.html

All employees are responsible for providing their supervisor and the Location Administrative Office with updated emergency contact information.

All employees are responsible to be aware of the locations emergency phone line and how it functions (406) 433-9411. All employee are responsible to have a copy of NPARL's Emergency Preparedness Plan and of the alternate methods of communication available at home and in the office in the event established lines of communication are non-functional.

Since employee absenteeism directly impacts the prioritization of unit operations, it is essential that employees report their status in a timely manner.

Response Stage 3 *Widespread human outbreaks in multiple locations overseas.*

7.1 Essential Functions/Services

Review and update delegations of authority and orders of succession as necessary.

IT staff will lead the testing interoperable systems. Employees must aware of how to access web mail, the NPARL intranet site and SharePoint, as applicable, from offsite locations.

Those designated to telework will be asked to perform test sessions from their respective offsite locations to test the impact on internal network and telecommunications systems.

Vital records will be reviewed and updated. Records needs will be reassessed at this time for further inclusion on the SharePoint site.

Supervisors shall evaluate and possibly redefine essential functions and manpower requirements based upon current circumstances and ensure training has been completed for backup personnel regarding acting supervisor training, T&A backup training and other continuity assurance- related training identified to date.

IT will assist Management Units in testing alternate employee accountability and contact information systems.

More frequent reminders for updated contact information will called for.

Employees are encouraged, although not required, to give additional contact information that might be used to relay important information during an elevated pandemic stage such as:

- personal e-mail addresses
- additional telephone numbers/addresses of out-of-town relatives/friends that you maintain contact with

7.2 Order of Administrative Succession

Unit Management shall re-evaluate order of succession for personnel changes or other developments since the last evaluation of succession procedures and keep the Location Coordinator and Lab Management informed of such changes.

7.3 Facilities

Physical security will continue to include routine building security checks, courtesy police patrols, a combination of security entry cards and locks, cameras, intrusion alarms, identification badges, reception desk, and sign-in/sign-out sheets. Some measures will be affected by the Social Distancing Plan.

Because NPARL supply chains may become disrupted, throughout this stage and the following stages of a pandemic, personnel shall work to maintain supplies at reasonable levels to sustain operations for at least one month. As conditions become apparent or are anticipated, certain specific supplies may be stockpiled at levels appropriate for longer period. Examples: N100 respirators, disinfectant, gloves, etc..

Should any type of supply become depleted unexpectedly, or a service unexpectedly stops, employees are to notify their supervisor immediately. This type of information will directly impact the Unit's identification and prioritization of activities.

The Utilities Systems Repair Operator or, in his/her absence, the AO, will provide the Lab Management with updated facility status reports, as requested, that will include:

- operational status (systems, structure, utilities)
- the effect of maintenance staffing issues
- any potential problems

IT will continually monitor, report on and address any telephone or internet outages or problems.

Work with employees to prepare draft standby schedules for possible shift work that might be implemented as part of the Social Distancing Plan.

Continually review and evaluate, based on updated information, when it might be appropriate to close lunchrooms, conference rooms and other high use areas.

7.4 Human Capital

The Lab Management will engage in an intensive information campaign regarding the Location's Pandemic Response Plan.

The Administrative Officer will be responsible for providing updated guidance for hire/re-hire from potential candidate pools, if possible. This should result in the development of a process for hiring short term workers. If a viable candidate pool exists, the process shall be advanced to the pre-implementation phase of the process.

Supervisors will ensure arrangements and/or procurements have been made for telework capabilities of previously identified employees.

7.5 Communications

Fear, stress, frustration, anxiety, and loss are to be expected during a pandemic flu outbreak along with rumors and misinformation. This may cause increased absenteeism, distress, and lowered productivity. For these reasons, NPARL will ensure the following measures are taken in hopes that stress will be reduced and/or eliminated:

- Employees will be informed of the status of the pandemic.
- Employees will be informed of necessary changes well ahead of time.
- Employees will be informed what the NPARL is doing about the current situation.
- Employees will be reminded of the location and counseling capabilities of the Agency's Employee Assistance Program.
- Employees will be informed of work schedule and leave policies implemented during a pandemic flu containment period.
- Employees will be encouraged to stay home when they are sick.

Management Units should conduct weekly pandemic updates, especially regarding situations that directly impact their specific Unit. A seemingly minor disruption for one person may also affect another.

7.6 Employees

Increase preparedness measures.

- Continue to monitor local and regional websites and other sources for update information and guidance. Information will continue to be posted on bulletin boards.

- Test ability to check web mail from home. Inform IT if you have problems.
- Make sure that your contact information is up-to-date and consider providing additional contact information.

Response Stage 4 – 5 *Stage 4 – First Human Case in North America*
Stage 5 – Spread through out United States

The human pandemic will not necessarily affect all parts of the country equally or at the same time. The Location will notify the Area Office when pandemic influenza moves into the area and will take their lead from local health authorities.

Location will follow same procedures (7.1 thru 7.6) as written in stage 0-3 with a more stringent action. NPARR will receive guidance from Richland County Health Department.

Response Stage 6 - *Recovery and preparation for subsequent waves*

Richland County Health department will e-mail Health Alert Network to lab management members to advise NPARR the necessary actions that are needed and recommended to return to normal work environment.

8. Training and Testing

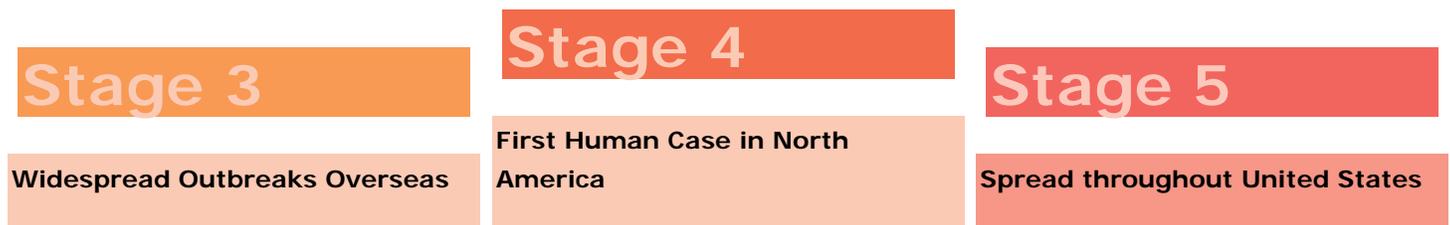
The local human pandemic coordinator must ensure that a viable training and testing program is developed to ensure that components of the plan are tested before implementation and that the workforce, including backups and alternates, is trained and equipped to perform the essential functions and services.

The plan should include:

- Training for employees and the projected temporary workforce, including alternates and backups.
- Tabletop exercise designed to help define issues and actions required.
- Testing of communication systems and procedures including the verification of contact information for essential personnel, alternates, and backups. Share point site and tested quarterly with area office along with COOP testing.
- Testing to assess the accessibility and adequacy of vital records and reporting procedures, by all personnel, including alternates and backups. Sharepoint site.
- Testing of teleworking system will be performed with the identified teleworking employees.

Annex A
**World Health Organization (WHO) Global Pandemic Phases
for the U.S. Stages and Federal Government Response**

WHO Phases		Federal Government Response Stages	
INTER-PANDEMIC PERIOD			
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 disease is considered to be low.	0	New domestic animal outbreak in at-risk country
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			
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
		1	Suspected human outbreak overseas
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 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			
6	Pandemic phase: increased and sustained transmission in general population.	3	Widespread human outbreaks in multiple locations overseas
		4	First human case in North America
		5	Spread throughout United States
		6	Recovery and preparation for subsequent waves



Goals

Delay emergence in North America
Ensure earliest warning of first case(s)
Prepare domestic containment and response mechanisms

Actions

Activate domestic emergency medical personnel plans
Maintain layered screening measures at borders
Deploy pre-pandemic vaccine and antiviral stockpiles; divert to monovalent vaccine production
Real-time modeling; heighten hospital-based surveillance
Prepare to implement surge plans at Federal medical facilities

Policy Decisions

Prioritize efforts for domestic preparedness and response

Goals

Contain first cases in North America
Antiviral treatment and prophylaxis
Implement national response

Actions

Ensure pandemic plans activated across all levels
Limit non-essential domestic travel
Deploy diagnostic reagents for pandemic virus to all laboratories
Continue development of pandemic vaccine
Antiviral treatment and targeted antiviral prophylaxis

Policy Decisions

Revision of prioritization and allocation scheme for pandemic vaccine

Goals

Support community response
Preserve critical infrastructure
Mitigate illness, suffering, and death
Mitigate impact to economy and society

Actions

Maintain overall situational awareness
Evaluate epidemiology; provide guidance on community measures
Deploy vaccine if available; prioritization guidance
Sustain critical infrastructure, support health and medical systems, maintain civil order
Provide guidance on use of key commodities

Policy Decisions

Federal support of critical infrastructure and availability of key goods and services
Lifting of travel restrictions

WHO Phase 6

Pandemic Period

Annex B

NPARL SOCIAL DISTANCING PLAN

Social distancing is taking measures to keep employees away from other people, including other employees, customers, and the public, in order to prevent exposure and slow the spread of infection.

Individual supervisors, RLs, and the Lab Management will be responsible for determining which one or more of the following social distancing measures must be taken, the specifics of each measure, identifying the affected employees, and for notifying employees of the determination. Social Distancing measures may also be put in place upon the recommendation of local and state authorities or the Agency.

Response Stage 0-2

Stage 0 is New domestic animal outbreak in at-risk country
Stage 1 is Suspected human outbreak overseas
Stage 2 is confirmed human outbreak overseas

Social Distancing Awareness

The Location Safety Specialist will provide awareness training in social distancing strategies such as:

- avoiding large group gatherings/meetings
- flexible work schedules
- travel and off-site worker restrictions
- visitor restrictions
- facility closure
- The flu is a contagious respiratory illness caused by influenza viruses. It can cause mild to severe illness, and at times can lead to death. The best way to prevent the flu is by getting a flu **vaccination** each year. NPARL offers the Flu Vaccine to all employees.
- Self monitor for flu like symptoms if you have flu like symptoms Do Not come into work.
- Maintenance crew will be asked to use extra caution and heighten disinfectant procedures when cleaning sick employees work space.
- All employees will be given disinfectant spray or wipes to clean their work space to prevent spreading illness.
- Limit hand shaking if possible
- Cough Etiquette is to be followed to prevent the transmission of **all** respiratory infections.
 - 1.) Cover your mouth and nose with a tissue when you cough or sneeze.
 - 2.) If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
 - 3.) Put your used tissue in the waste basket.
 - 4.) Clean your hands after coughing or sneezing. Wash with soap and water.
or Clean with alcohol- based hand cleaner. <http://www.cdc.gov/flu/protect/covercough.htm>

Meetings

Learn about teleconferencing capabilities, web-enabled meeting platforms and other meeting tools that will meet your needs while, at the same time, restrict human-human contact.

- IT will provide information, guidance and set-up assistance.

Flexible Work Schedules

Management Unit Leaders will evaluate essential functions and identify tasks that can be accomplished through the use of telework arrangements.

- All teleworkers and telework managers should receive telework and information security training and follow guidelines found in the [REE Telework Program](#).
- IT staff will evaluate systems capabilities and security.

Supervisors will consider the possibility of shift work, especially for workspaces that are shared by larger numbers of employees.

The Administrative Officer will provide guidance and assistance with flexible work schedule arrangements.

Travel

Avoid travel to at-risk countries (those with confirmed cases of human outbreak) if possible.

http://www.cdc.gov/travel/other/avian_flu/

Visitor Restrictions

Be aware of countries, and visitors from countries, that have confirmed cases of human outbreak.

http://www.who.int/csr/disease/avian_influenza/country/en/

Facility Closure

A facility closure can occur at any time due to hazardous weather conditions or any other major disruption, including pandemic flu. A facility closure will always officially come from the Location Coordinator, even though he/she may be acting under instruction or guidance from local or state authorities or the Agency.

Response Stage 3 *Widespread human outbreaks in multiple locations overseas.*

Social Distancing Awareness

The Lab Management Team will continue to evaluate work-related social distancing management strategies with assistance from Richland County Health Department.

Employees will be given information

Meetings

Avoid attending large meetings involving international groups. Consider not authorizing travel.

Self monitor for flu like symptoms if you have flu like symptoms Do Not come into work.

Small groups advised to meet in Large Conference Room.

Limit hand shaking

Cough Etiquette will be practiced

Maintenance crews and employees will be advised to heighten their disinfectant cleaning

Flexible Work Schedules

Have telework arrangements in place.

Have shift schedules ready to be implemented.

Travel

Foreign travel is not recommended and may be restricted, in some cases, at this point.

Visitor Restrictions

Consider restrictions of visitors coming from at risk countries in the event there are no travel restrictions in place based on *Amendment to E.O. 13295 Relating to Certain Influenza Viruses and Quarantinable Communicable Diseases*

<http://www.cdc.gov/travel/>

Response Stage 4 First human case in North America

Social Distancing Awareness

Both home and work related Social Distancing information will be included as part of the pandemic awareness campaign. Richland County Health department will send HAN to which NPARL will follow the actions that are recommended.

Meetings

Avoid all unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops, and training sessions.

- Use Large Conference Room for small groups only.
- Use Small Conference Rooms for groups of only a few.
- Use teleconferencing and/or web-enabled platforms

Self monitor for flu like symptoms if you have flu like symptoms Do Not come into work.

NO hand shaking

Cough Etiquette will be practiced

Maintenance crews and employees will be advised to heighten their disinfectant cleaning

Lunchtimes will be staggered to minimize numbers of employees in lunch rooms.

Flexible Work Schedules

Test telework impact. Evaluate and address any problems.

Implement shift scheduling.

Travel

Foreign travel may not be authorized per *Amendment to E.O. 13295 Relating to Certain Influenza Viruses and Quarantinable Communicable Diseases*

Visitor Restrictions

Consider restrictions of visitors coming from at risk countries in the event there are no travel restrictions in place based on *Amendment to E.O. 13295 Relating to Certain Influenza Viruses and Quarantinable Communicable Diseases*

Response Stage 5 *Spread throughout the United States*

Social Distancing Awareness

It is hoped that ARS Locations affected first will share 'miscalculations' as well as 'best practices' that might help others improve their pandemic management. Richland County Health department will send HAN to which NPARRL will follow the actions that are recommended.

Meetings

Use teleconferencing and/or web-enabled platforms

Conference Rooms will be closed.

Self monitor for flu like symptoms if you have flu like symptoms. Do Not come into work.

Employees with private offices will be directed to eat lunch at their desks to further reduce lunchtime contact.

NO hand shaking

Cough Etiquette will be practiced

Maintenance crews and employees will be advised to heighten their disinfectant cleaning

Flexible Work Schedules

Continue to evaluate telework and support workers. Consider reduction or expansion as necessary or applicable

Stagger shift changes so the worksite can be thoroughly ventilated and to minimize contact and congestion among workers.

Travel

Local authorities may advise voluntary travel quarantine.

Authorization for fieldwork will be reviewed on a case-by-case basis.

Visitor Restrictions

No visitors other than those hired for repair and maintenance services.

Response Stage 6 *Recovery and preparation for subsequent waves*

Social distancing will follow in reverse according to levels determined by WHO phases and Federal Government Response (Annex A) Richland County Health department will send HAN (Annex D) to which NPARL will follow the actions that are recommended.

Annex D:

EXAMPLE



This Health Alert is sent by Richland County Health Department

2 pages sent on June 19, 2006 from Julie Brodhead RN

This is an Official DPHHS HAN Alert

Distributed via the DPHHS Health Alert Network (HAN) System Monday, June 19, 2006 Time:1015 am MT

REPORT: Confirmed H5N1 Avian Influenza in Wild Birds in both Montana and North Dakota

The Montana Department of Public Health and Human Services has confirmed that there are **several dead mallards** that tested positive with H5N1 Avian Influenza in both Montana and North Dakota.

Montana Fish, Wildlife & Parks, the U.S. Fish and Wildlife Service; the Montana Department of Agriculture and MT DPHHS have been working together in this effort to detect the virus in birds as an early warning surveillance for the state. ***The report includes that several dead mallard ducks from eastern Montana outside of the town of Sidney did test positive for the H5N1 virus.***

Public health officials stress that spread of the highly pathogenic H5N1 virus to birds in North America is primarily a disease of birds, not humans.

"Even with this early detection of the H5N1 influenza virus in wild birds here in Montana & North Dakota, it should not signal the start of flu pandemic among people in US," said Dr. Todd Damrow, Montana's state epidemiologist.

An official from the Montana Fish, Wildlife & Parks gave the following information in regards to what citizens can do if they find any dead wild birds:

1. If you find multiple dead waterfowl in the wild –like ducks or geese, contact the MT Fish, Wildlife & Parks at this number **1-866-4-NPARL-WS**

2. If you are concerned about possible exposure of domestic birds to sick or dead birds, contact your local veterinarian.
3. Avoid contact with dead birds. If you must handle them, use waterproof gloves and wash your hands well afterwards. Call Federal or State animal health officials or call your local vet for proper disposal requirements. Refer to laws regarding proper disposal methods/systems which are especially important due to the potential for disease transfer to humans and other animals, and the pollution of soil, air and ground water. Turn Over Please.....

KEY Facts to remember:

- Avian influenza is a **disease in both wild & domestic birds** and has been known to infect other animals and humans when sharing close living quarters as documented in many areas in Asia.
- Wild birds in North America are currently being tested as a response to the national concern and these increased surveillance efforts are working to track the spread of the disease in birds so that precautions can be used in exposing domestic birds, other animals and humans.
- Education and information for the public is available to help answer questions about concerns regarding avian influenza at various web sites -
<http://www.cdc.gov/flu/avian/outbreaks/current.htm>
<http://www.tchd.org/birdflu.htm> <http://www.cdc.gov/flu/keyfacts.htm>
<http://fwp.mt.gov/wildthings/avian/default.html>

***Please refer to the 2 page fact sheet attached which was developed by Colorado with MT phone numbers added.

The MT DPHHS Communicable Disease Section encourages all county and tribal health departments to **give this message the widest dissemination** possible among their local healthcare providers and other key partners.

Please call your local public health department or your local healthcare provider if you have questions.

**Richland County Health Department 406-433-2207,
or the after hour's cell phone 406-480-9221**

The goal Montana's Health Alert Network is to transmit information to local public health authorities as quickly as possible, and assign a suitable priority to the message that is sensitive to the impact of a health-related event providing information of immediate utility relative to the public health and safety of Montanans. For questions or comments relative to Montana's HAN system you may contact the Montana State HAN Coordinator Jim Aspevig at <<mailto:jaspevig@mt.gov>> or the Associate HAN Coordinator Gerry Wheat at <<mailto:gwheat@mt.gov>>

Categories of Health Alert messages:

Health Alert: conveys the highest level of importance; warrants immediate action or attention.

Health Advisory: provides important information for a specific incident or situation; may not require immediate action.

Health Update: provides updated information regarding an incident or situation; unlikely to require immediate action.

Info Service Message: provides general information regarding a situation or opportunity; does not typically require immediate action.