

NOTE - Infectious Disease Preparedness and Response Plan (may be used for COVID-19 planning) *

This sample written Infectious Disease Preparedness and Recovery Plan may assist you in developing a plan to protect your workers and your organization from an infectious disease outbreak, epidemic, or pandemic, including pandemic influenza or novel coronavirus, also known as COVID-19. The plan provides several sections. Feel free to use the sections of the plan that fit best for your organization.

Infectious Disease Preparedness and Response Plan

Purpose

Company name is dedicated to the protection of its employees, facilities, and resources. Also, we are committed to ensuring that our company can continue all aspects of its critical business processes during an infectious disease outbreak and can safely resume normal operations as quickly as possible after an outbreak affects our facility. We place a high priority on developing, validating, and, if necessary, implementing our company's Infectious Disease Preparedness and Response Plan.

If after reading this plan, you find that improvements can be made, please contact the Enter title. We encourage all suggestions because the success of this written plan is important.

Administrative Duties

Name/title, our Infectious Disease Preparedness and Response Plan Enter Administrator or Team, is responsible for establishing, implementing, and overseeing our written Infectious Disease Preparedness and Response Plan. The Enter Administrator or Team has full authority to make necessary decisions to ensure the success and effectiveness of this plan

Copies of this written plan may be obtained from Enter name/title at Enter contact information, e.g., phone number or email address.

Critical Business Processes and People

The critical business processes we must keep functioning during an infectious disease outbreak include:

Business process:	Departments/Entities affected:	Names/Titles of critical people within department/entity:	Names/Titles of backup(s) of each critical person:

More Info - For the table above, critical business processes are related tasks performed together to ensure that the business continues to be viable. These are supported by mission-critical systems, such as electric power, telecommunications systems, databases, and files, which, if interrupted, create an unacceptable consequence. Key internal and external business dependencies must be identified, including infrastructure and information sources. You may wish to have each department determine departmental operations and functions, impact of downtime and major absenteeism, critical time periods (daily and yearly), continuity and recovery needs and timeframes, and key personnel names (including retirees and contractors), addresses, telephone numbers, and email addresses. Don't forget to consider your collective bargaining agreement. You may wish to identify executives responsible for the operations and continuity of each critical process.

In addition to critical business processes and people, we have the following other critical inputs:

Critical input:	Location:	Function during outbreak:

More Info – For the table above, list other critical inputs, e.g., raw materials, suppliers, sub-contractor services/products, and logistics.

Business Impact Analysis

The business impact analysis determines the effect of mission-critical system failures and employee absenteeism on the viability and operations of critical business processes.

Exposure Determination

Job tasks can be divided into four exposure risk levels:

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- Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of the infectious disease during specific medical, postmortem, or laboratory procedures.
- High exposure risk jobs are those with high potential for exposure to known or suspected sources of the infectious disease.
- Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within six feet of) people who may be infected with the infectious disease but who are not known or suspected to have the infectious disease.
- Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with the infectious disease nor frequent close contact with (i.e., within six feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

The following table lists job classifications at our organization in which employees have exposure risk to an infectious disease during an outbreak — very high, high, medium, or lower risk exposure. These classifications are made without regard to the use of personal protective equipment. If only some employees in a job title have occupational exposure risk, we also list the tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure risk may occur for these individuals.

Exposure risk level:	Job title:	Department/location:	Task/procedure:

More Info – Fill in the table above. Be sure to consider positions that have face-to-face contact with customers or the public, positions that require travel to infectious disease outbreak areas, positions that require the handling of infected animals, positions that require the transport or treatment of infectious disease patients or people suspected of having the infectious disease, laboratory works who work with the infectious agent, airline flight crewmembers, etc.

Full-time, part-time, temporary, contract, and per diem employees have been considered above.

Scenario Impacts

We have determined that the following scenarios are likely to result in a change in demand for our products and/or services during an infectious disease outbreak:

Scenario:	Increase or decrease in demand?

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More Info – For the table above, list scenarios like the effect of restriction on mass gatherings, the need for hygiene supplies, public travel restrictions, healthcare service shortages, increased shopping at off-peak hours, the need for home delivery and drive-through services, etc.

We have determined that the following scenarios are likely to result in a decrease in our capabilities to provide our products and/or services during an infectious disease outbreak:

Scenario:	Capabilities decreased:

More Info – For the table above, list scenarios like absenteeism, overtime and burnout, illness, family member illness, fatalities, community quarantines, public transportation shutdowns, school and business closings, power and communication outages, interrupted supply chains or delayed shipments, increased risk of cargo or hazardous materials theft, employee fear and anxiety, etc.

Here is our negative business impact analysis for an infectious disease outbreak:

Scenario:	Human impact:	Property impact:	Business impact:	Total impact:	Probability of scenario:	Probable impact:	Travel impact:	Potential financial loss:

More Info – For the table above:

- The business impact analysis examines the:
 - **human impact** (high (5) to low (1)) (these include the safety, health, and psychological impacts on people during an infectious disease outbreak);
 - **property impact** (very high (5) to very low (1)) (these include property, technology, infrastructure, and environmental damage); and
 - **business impact** (high (5) to low (1)) (these include financial, compliance, contractual, operational, image, and other impacts).

- Compute the **total impact** rating by adding the human, property, and business impact ratings.
- **Probability of scenario** is the likelihood rating (these include: expected (5), likely (4), moderate (3), unlikely (2), or rare (1)).
- Compute the **probably impact** by adding the total impact rating to the probability of scenario rating.
- The **travel impact** is the degree of travel restriction (high (5) to low (1)) (these include local, state, domestic, and international air, sea, and land travel restrictions).

The scenario(s) with the worst total impact is/are: List scenario(s). Factoring in probability with the combined, possible impact, the worst, probable scenario(s) is/are: List scenario(s). The scenario(s) with the greatest potential impact on business-related domestic and international travel is/are: List scenario(s). Finally, the scenario(s) with the greatest financial loss is/are: List scenario(s).

Business Assessment

As an infectious disease outbreak approaches and once it has occurred at our locations or traveler destinations, Name/title will assess the status and impacts and determine our needs and continuity strategies as follows: Describe method and frequency.

Name/title will brief Enter name/title of person(s) briefed, i.e., company president, Infectious Disease Preparedness and Response Plan Administrator/Team, inventory manager, etc. on the status and our needs and strategies Enter frequency.

Goals and Objectives

Based on our business impact analysis and the latest business assessment (if completed), our immediate goals and objectives for planning for, containing, and recovering from an infectious disease outbreak include:

Goal:	Objective:	Short-term or long-term?

More Info – For the table above:

- Short-term goals and objectives include, but are not limited to, determining the mission-critical systems and critical business processes; determining how long the company can be down; setting priorities; obtaining critical supplies and services; containing the spread of the infectious disease; keeping critical business processes fully functional; keeping critical people healthy; maintaining adequate quantities of critical supplies and services; and other goals and objectives.

- Long-term goals and objectives include, but are not limited to, planning continuity and recovery strategies, eliminating and reducing further risks, managing people and tasks, raising and managing funds, and other goals and objectives.

Roles and Responsibilities

To achieve our goals and objectives before, during, and after an infectious disease outbreak, the following people will have the roles and responsibilities listed below:

Individual, team, department, or outside organization/agency:	Backup:	Role and responsibility:

More Info – For the table above, consider all internal/external individuals, teams, departments, and outside organizations and agencies and assign the lines of authority. Who will be in command, lead operations, plan strategies, determine logistics, handle the media, or work on finances?

Communication

We must have an effective way to reach those working for our company to inform them of the status of the infectious disease approaching or affecting our company and their responsibilities during the outbreak. Also, they must have an effective way to reach management to provide input and notify us of any needs or changes in absenteeism rates and health status. Likewise, communicating with our community and customers about our current capabilities, plans, and delays will help to reduce unnecessary tensions and fears.

The audiences we have and the content and methods we use for internal and external communication are as follows:

Audience:	Content:	Method:	Procedure:

More Info – For the table above, list:

- **Audience:** Internal and external audiences.
- **Content:** What types of content need communicating to or from these audiences.

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- **Method:** What communication methods will be used (such as meetings, bulletin boards, posters, paycheck inserts, intranet/internet sites, email, standard mail, news releases, advertisements, phone lines, etc.). If you use websites, email, and/or telephone/cell phone communication methods to provide and receive messages, list the website address, email, and/or telephone/cell phone numbers, respectively.
- **Procedure:** The procedures for communicating the content.

Be sure to indicate key contacts, backups, and the chain of communication. Be sure that communications are culturally and linguistically appropriate. Consider covering procedures for: reporting outbreaks; answering employees' concerns; answering information technology questions from employees; forwarding external and media inquiries; coordinating with health officials, emergency response agencies, and law enforcement; providing critical communication; communicating the availability of medical screening and other worker health resources (e.g., onsite nurse and telemedicine services); communicating business status; and sharing best practices for handling the infectious disease with other businesses and those in your supply chains.

Name/title will officially declare the dates on which our outbreak containment period begins and ends. Employees will be notified of these dates by Describe method of communication.

Once briefed on the business assessment after an infectious disease outbreak has occurred at our company, Name/title will prepare a public statement, which may or may not be used. If necessary, Name/title will communicate with the media, as well as keep records of any information released to the media. Under no circumstances shall an employee speak to the media unless authorized.

Training

Information and training are at the heart of infectious disease planning and containment. Our goal is to ensure employee comprehension and understanding of how employees may be exposed to infectious disease, what their responsibilities are, and what protective measures they can take. Informed and trained employees who feel safe at work are less likely to be unnecessarily absent.

Due to the complexity of an infectious disease outbreak and the continuity and recovery process Name/title trains all those working for our organization in the following enter when in relation to an outbreak?:

- list training topics

More Info – Training examples include, but are not limited to:

- Elements of the written Infectious Disease Preparedness and Response Plan
- Roles and responsibilities of employees, especially for business essential job functions

- Fundamentals of the infectious disease, e.g., hazards, signs and symptoms, modes of transmission
- Infection control supply locations
- Hand-hygiene and workstation housekeeping practices
- Suitable cleaning and disinfection chemicals, their hazards, and their safe use, according to our Hazard Communication Program
- Information on the types, proper use, limitations, location, storage, handling, decontamination, donning and doffing, and disposal of personal protective equipment, including respirators and face masks
- Social isolation practices, e.g., face-to-face, meeting, cafeteria, and travel restrictions and the telecommuting program
- Alternate cafeteria provisions
- Healthy living practices, e.g., getting proper rest and diet
- Coughing/sneezing etiquette
- Illness or symptoms reporting
- Procedures for isolating persons who have signs and/or symptoms of the infectious disease
- Medical care in the event of an outbreak
- Sick leave, time off, and vacation policies
- Overtime/wage policies
- Stay-at-home issues relating to school and childcare closings, and community quarantines
- At-home care of ill employees and family members
- Vaccinations, declinations, quarantines, and return-to-work policies and resources
- Notification procedures activated in an outbreak situation
- Hotlines and websites for communicating to employees, vendors, suppliers, and customers
- Emergency/information contacts
- Community sources of timely/accurate outbreak information (domestic and international)
- Employee assistance programs
- Media relations
- Getting to work when public transportation is shut down

Our training program includes list training formats such as classroom instruction that uses lecture, discussion, videotape, online, and/or conference formats, and/or practical instruction that uses demonstration, practical exercise, and/or hands-on instruction formats. **All training includes an opportunity for questions and answers. Our training is also reinforced by** enter your training reinforcements, such as precautionary signs, labels, color-coding, and/or posters.

We perform drills for the following control measures: list control measures, e.g., telecommuting. **We hold these drills** enter frequency. **After a drill, the Infectious Disease Preparedness and Response Plan** enter Administrator or Team evaluates the effectiveness of the plan and reviews any employee input concerning the drill.

In addition to basic training and drills, supervisors will ensure that the following cross-training is provided to assure that our company has sufficient coverage for all critical business processes should high absenteeism occur:

Critical task or job:	Primary person(s):	Backup person(s):	Backup received cross-training? (Yes/No)

More Info – For the table above, consider contractors, retirees, and collective bargaining agreements.

Inventories, Supplies, and Services

Because our supply chains may become disrupted in an infectious disease outbreak, we will stockpile the following critical supply inventories during the pre-outbreak stage:

Supply item:	Model:	Supplier:	Quantity:

More Info – For the table above, in addition to regular supplies, don't forget to consider soap, rubbing alcohol, towelettes, facial tissue, respirators, antivirals, vaccines like Tamiflu, packaged food and bottled water, and additional technological equipment for telecommuters and teleconferencing.

To obtain supply items during an infectious disease outbreak, we have identified a list of primary and alternative supply services below:

Supply type:	Critical supply type? (Yes/No)	Primary supplier name, address, and phone/fax:	Alternative supplier(s) name, address, and phone/fax:

More Info – For the table above, supplies might include raw materials, office supplies, tools and equipment, personal hygiene and cleaning supplies, medical supplies, food supplies, etc.

Other primary and alternative service vendors include:

Service type:	Critical service type? (Yes/No)	Primary service vendor name, address, and phone/fax:	Alternative service vendor(s) name, address, and phone/fax:

More Info – For the table above, services might include healthcare professionals, transporters, counselors, caterers, records recovery specialists, equipment rental businesses, security specialists, waste removal and transport services, utility services, banking institutions, insurance agents, medical services, morticians, volunteer organizations, charitable organizations, agencies, local health departments, demolition/construction companies, and other services.

Also, once an infectious disease outbreak occurs at our company or once supplies and services are affected by an outbreak elsewhere Name/title will rely on our business assessment and our critical supply and service lists to identify our supply and service needs. Once a supply or service need is identified, Name/title will notify Name/title so that he or she may order it. Should supplies or services become depleted unexpectedly, employees are to notify Name/title immediately.

We have selected the following alternative site(s), in the event it is needed: Enter name/location of site(s). We estimate that in a worst-case scenario, we shall occupy this site for Enter duration. Name/title shall decide when it may be necessary to move to the alternative site(s).

Technology

To meet the possible need to support employee telecommuting and remote customer access, we will enhance our communications and information technology infrastructures as follows: List technology needs and quantities. Consider email, internet, intranet, wireless technologies, networks, software, video and voice chat applications, telephone, teleconferencing, videoconferencing, and postal service technologies. Ensure you have the information technology and infrastructure in place that you will need in an outbreak.

To ensure that technology will be up to the challenge of an actual infectious disease outbreak, we will perform drills or tests for the following: List measures, e.g., telecommuting, remote customer access, email, internet or intranet access, telephone

transmission, and/or postal services. We will hold these drills or tests *Enter frequency*. After a drill or test, *Name/title* evaluates the effectiveness of the plan and reviews any employee input concerning the drill or test.

Also, to keep critical business processes operational during an outbreak, we will need the following backed-up databases and electronic and paper documents:

Database/Document:	Network or physical location/date:	Backup location:	Who needs it:

More Info – For the table above, databases and records might include contracts; list of customers; list of employees; payroll records; operating procedures; written Infectious Disease Preparedness and Response Plan; a list of personnel; proof of ownership of all property; list of equipment and products; tax records; list of computer and communication equipment at facility; list of computer software and programs; insurance information; and facility map. Typically, vital records are those that are irreplaceable and necessary to restore critical functions.

Air Circulation

To assure optimal air circulation and filtration, *Name/title* shall ensure *enter* how your organization maintains heating, ventilation, and air conditioning (HVAC) systems.

More info – For the fill-in answer above, consider cleaning and/or changing filters regularly. Consider installing high-efficiency air filters. Consider increasing ventilation rates in the work environment during an outbreak. Specialized negative pressure ventilation may be necessary in some settings, such as for airborne infection isolation rooms in healthcare settings and specialized autopsy suites in mortuary settings.

Vaccination and Antivirals

Name/title will provide training to employees in vaccination safety, benefits, efficacy, methods of administration, and availability. We encourage vaccination unless: *List exceptions*. Employees may accept or decline a vaccine that is made available to them.

Flu Vaccination

What are your flu vaccination procedures? *List or describe*. Sample text:

While the seasonal flu vaccine will not protect people against pandemic flu or another infectious disease, it can help them stay healthy. For this reason: (Enter, “We encourage

employees to get a seasonal flu shot,” and/or “After training, we make the seasonal flu shot available at no cost to employees identified in the exposure determination section of this plan, employees who travel, and all other employees. Vaccination will be provided by XYZ healthcare professional at XYZ location.”) (Enter name/title of person(s) responsible) tracks influenza vaccination status of employees.

Vaccination for the Infectious Disease

What are your infectious disease vaccination procedures? List or describe. Sample text:

When the infectious disease vaccine is available to the public, it will be made available (enter “at no cost,” “at minimal cost,” or “for a fee”) after training to the following employees: (enter employee categories or positions, e.g., employees identified in the exposure determination section of this plan, employees who travel, all employees, etc.). Vaccination will be provided by (list healthcare professional who is responsible for this part of the plan) at (enter location). Following vaccinations, the healthcare professional’s written opinion will be limited to whether the vaccine was administered. (enter name/title of person(s) responsible) tracks infectious disease vaccination status of the employees.

If an employee chooses to decline vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date (enter “at no cost,” “at minimal cost,” or “for a fee.”). Documentation of refusal of the vaccination is kept at (list location/person responsible for recordkeeping).

Antivirals

What information would you like to cover on antivirals? Describe. You may wish to explain your program to stockpile/provide Tamiflu or other antivirals, if applicable.

Housekeeping and Hygiene

“Cleaning” refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill infectious agents. Yet, by removing the infectious agents, it decreases their number and therefore any risk of spreading infection. “Disinfecting” works by using chemicals to kill infectious agents on surfaces. This process does not necessarily clean dirty surfaces or remove infectious agents. However, by killing infectious agents remaining on a surface after cleaning will further reduce any risk of spreading infection.

Name/title is responsible for general housekeeping at the organization. This includes the selection and use of suitable cleaning and disinfection solutions for enter locations, such as toilets, urinals, sinks, faucet handles, countertops, tables, desks, workstations, door knobs, handrails, microwave handles, remote controls, common areas, and so on. Suitable cleaning and disinfection solutions are listed below:

Cleaning and disinfection solution:	Recommended for:	Cleaning and disinfection schedule or frequency:	Safety precautions:

When choosing and using cleaning and disinfection solutions during an outbreak, Name/title will consult information on EPA-approved disinfectants against the infectious agent. Workers who are designated to use the cleaning and disinfection solutions must follow manufacturer’s instructions for use (e.g., concentration, application method and contact time, and personal protective equipment).

Name/title will determine the need for: list other special accommodations or measures like change rooms, shower facilities, laundering, vehicle cleaning and disinfection, decontamination facilities, decontamination of contaminated equipment prior to shipping or servicing, labeling contaminated equipment or materials, or decontamination of wastes.

The role of hygiene is key to reducing the spread of an infectious disease. Frequent hand washing with soap and water will be necessary. How will your company provide alcohol-based hand rubs and/or sanitizing wipe stations and maintain their inventories? Enter method. Consider whether these supplies will also be provided to customers and the public. Sample text: Alcohol-based hand rubs and sanitizing wipe stations will be (enter “distributed to each employee” or “installed throughout the organization at strategic locations”). (enter name/title of person(s) responsible) is responsible for maintaining sufficient inventories of soap, alcohol-based hand rub containing at least 60 percent alcohol, sanitizing wipes, paper toweling, facial tissue, face masks, and no-touch disposal containers.

Because good hygiene and housekeeping practices may lower any potential risk of disease infection and prevent its spread, we encourage employees to take the following precautions before and during an infectious disease outbreak:

List precautions. Examples of good hygiene and housekeeping practices include, but are not limited to:

- Wash hands often with plain/antibacterial soap and water for at least 20 seconds or use an alcohol-based rub containing at least 60 percent alcohol if soap and water are not immediately available.
- Wash hands:
 - After coughing/sneezing
 - After blowing one’s nose
 - After using the restroom
 - Before eating or preparing food

- After contact with an ill person
- Before and after providing routine care for another person who needs assistance
- After contact with animals
- After removing personal protective equipment
- When hands are visibly soiled
- Wear gloves and wash hands after removing gloves
- Wear a face mask (surgical mask) if tolerated to contain respiratory secretions
- Keep hands away from the eyes, nose, mouth, and face
- Cough/sneeze into a tissue, sleeve, or elbow
- Dispose of used facial tissue in proper waste receptacles
- Disinfect work surfaces, keyboards, and telephones between shifts
- Wash dishes in a dishwasher
- Use disposable dishes and dispose of them in waste receptacles
- Notify (enter name/title of person(s) responsible) immediately if infection control supplies are depleted

Personal Protective Equipment

Name/title is responsible for ensuring that all necessary protective equipment, including personal protective equipment (PPE), used at this organization will be provided without cost to employees. Name/title will determine when to provide and require the use of the following protective equipment: List equipment, i.e., respirators, face masks, gloves, eye protection (goggles), faceshields, boots, protective foot covers, protective clothing (gowns, lab coats, protective suits), caps, and so on.

Name/title will choose protective equipment based on the exposure risk level of the employee, our PPE hazard assessment, and guidelines from OSHA and the Centers for Disease Control and Prevention. However, we will ensure that protective equipment is provided for the following tasks, should an infectious disease outbreak occur at our establishment:

Task:	Protective equipment provided:

PPE will be provided to employees Describe how protective equipment is provided to employees, i.e., who is responsible for distribution, how you ensure proper fit, and how you ensure adequate supplies. If respirators are provided, mention that your Respiratory Protection Program has further information.

All protective equipment will be cleaned, laundered, and disposed of by the organization at no cost to employees. Name/title will determine what procedures and intervals will be

necessary for storage, cleaning, disinfecting, inspecting, disposing of, and repairing protective equipment. Protective equipment that fails an inspection or is otherwise found to be defective is removed from service and discarded, replaced, repaired, or adjusted in accordance with procedures determined by Name/title.

Social Distancing

Social distancing is taking measures to keep employees away from other people, including other employees, customers, and the public, in order to prevent exposure. Name/title will be responsible for determining which one or more of the following social distancing measures must be taken, the specifics of each measure, and the affected employees and for notifying employees of the determination:

List measures. Examples of social distancing measures include, but are not limited to:

- Prohibiting hand shaking or hugging
- Prohibiting face-to-face meetings and gatherings
- Prohibiting socializing
- Prohibiting public events
- Prohibiting sporting or other group activities
- Prohibiting group training
- Encouraging people to meet in a large room where they can spread out
- Prohibiting shared workstations
- Prohibiting employees from using other employee phones, desks, offices, tools, and equipment
- Arranging the workplace layouts to prevent crowding
- Putting the critical business processes, people, or mission-critical systems where they will not be affected
- Allowing or requiring three shifts to keep employees apart
- Staggering shifts to keep employees apart
- Splitting teams into two or more locations or shifts
- Having employees alternate days
- Downsizing operations
- Prohibiting employees from eating in lunchrooms, breakrooms, or restaurants
- Allowing or requiring staggered lunch periods
- Encouraging employees to bring a lunch
- Restricting eating, drinking, smoking, applying cosmetics, handling contact lenses, and storage of food and drink to areas where there is no occupational exposure
- Prohibiting storage of food and drink in refrigerators or freezers that contain contaminated materials
- Prohibiting carpools
- Prohibiting unnecessary travel
- Encouraging walking, biking, or driving to work, instead of using public transportation
- Allowing or requiring flexible hours to avoid public transport rush hours
- Allowing or requiring telecommuting and virtual communications

- Requiring people who work face-to-face with the public to work (enter number of feet away) or to have a see-through barrier between them and the customer
- Installing systems for customers to order products and services over the telephone, fax, email, or online forms and having orders ready for pickup
- Implementing a quarantine or isolating those who are or may be infected
- Installing physical barriers, such as clear plastic sneeze guards
- Installing a drive-through window for customer service
- Limiting customers' and the public's access to the worksite, or restricting access to only certain workplace areas
- Restricting the number of personnel entering isolation areas
- Setting patient scheduling and intake/admittance procedures
- Closing the workplace in outbreak areas

Travel and Off-Site Worker Restrictions

As infectious disease outbreak conditions change, travel into or out of geographic locations may not be possible, safe, or medically advisable. It is also likely that governments will respond to an outbreak by imposing public health measures that restrict domestic and international movement, limiting our organization's ability to assist employees that travel or work off-site. It is important that we plan appropriately, as it is possible that those measures will be implemented very quickly in the event of worsening outbreak conditions in certain areas.

To be ready for an infectious disease outbreak, we have determined the positions that involve travel and/or work at off-site locations as follows:

Travel destination or off-site work location:	Department:	Job title:

More Info – For the table above, enter specific or general travel destinations. General destinations might include specific state(s), domestic locations, specific countries, and/or international locations.

Employees must check themselves for symptoms of infectious disease before starting travel and notify their supervisor and stay home if they are sick. If employees become sick while traveling or on temporary assignment, they must notify Name/title promptly for obtaining medical care and finding an appropriate healthcare provider. Note that U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.

Name/title tracks travel plans and off-site locations, updates the table of destinations/locations as necessary, and monitors travel advisories for all destinations/locations listed in the table above.

If Name/title detects a travel advisory for any destination listed, then the following procedure is followed: List procedure step by step. Designate responsible persons.

If Name/title detects a travel advisory for off-site locations listed in the table: List procedure step by step. Designate responsible persons.

Medical Surveillance

Name/title will ensure that:

What items will this person ensure? List items such as:

- Supervisors know the signs and symptoms of the infectious disease and the latest procedures for handling an infected or potentially infected employee. These procedures are communicated by (describe what method will be used to inform supervisors).
- Employees know the signs and symptoms of the infectious disease. This information is communicated by (describe what method will be used to inform employees).
- (explain this person's broad duties for ensuring that employees infected with the disease receive the vaccination and antivirals, if applicable).

All employees must abide by the following procedure during the infectious disease outbreak containment stage: List procedure.

The Plan enter Administrator or Team will update the above procedures as necessary.

Sick Leave and Time Off

We ensure our sick leave and time off policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws. During a "declared" infectious disease outbreak containment period, employees are eligible for:

Enter sick leave, time off, and other benefits that will concern employees during an infectious disease outbreak. Examples of benefits include, but are not limited to:

- Paid leave due to a community quarantine.
- Paid sick leave, under the following conditions: (list conditions).
- Paid time off to care for sick family members or children whose school or daycare has closed and for workers with individual risk factors (e.g., older age, presence of certain chronic medical conditions, or pregnancy) under the following conditions: (list conditions).

- Flexible use of vacation days, under the following conditions: (List conditions. For example, employees may carry one year’s vacation days to the next year in order to use the days for time off to care for sick family members or children whose school or daycare has closed. Employees may also use next year’s vacation days during the immediate year for time off to care for sick family members or children whose school or daycare has closed.)
- Flexible time-off days, under the following conditions: (list conditions).
- Family Medical Leave Act benefits.
- Overtime pay, in accordance with the law, for all overtime hours worked.
- Flexible work hours under the following conditions: (list conditions).

The above policies are subject to change during an outbreak to add flexibility in line with changing public health recommendations. Most importantly, employees are encouraged to stay home if they are sick.

Name/Title will also talk with other companies that provide our organization with contract or temporary employees to ensure they understand the importance of sick employees staying home. We will encourage them to develop non-punitive leave policies.

Stress Management

Fear, stress, frustration, anxiety, and loss are to be expected during an infectious disease outbreak. Rumors and misinformation may abound. This may cause increased absenteeism, distress, and lowered productivity. For these reasons, Name/title will ensure the following measures are taken in hopes that stress will be reduced and/or eliminated:

List measures. Examples of stress management measures include, but are not limited to:

- Employees are informed of the status of the outbreak and the contents of our Infectious Disease Preparedness and Response Plan.
- Employees are informed of necessary changes well ahead of time.
- Employees are informed what our organization is doing about the current situation.
- An employee assistance program is available.
- Employees are informed of the location and counseling capabilities of the organization’s employee assistance program.
- Employees are informed of the more flexible sick leave, time off, and compensation policies implemented during the containment period.
- Employees are encouraged to stay home when they are sick.
- (enter name/title of person(s) responsible, contact address/email/phone number, and backups) will be available to answer questions about our plan, the status of the outbreak, the status of the organization, changes, what the organization is doing, sick leave, time off, and compensation policies.

Security

To protect our organization, property, and employees, certain security measures will be in place during an infectious disease outbreak:

* Materials include content from J. J. Keller® KellerOnline® Online Safety Management Tool

List security measures. **Physical security** might include guards at the site, police assistance, security entry cards, communication line security, locks, cameras, intrusion alarms or signals, identification badges, reception desk, restricted area signs, and sign-in/sign-out sheets. **Information security** might include passwords, security software, key locks, identification readers, network security, encryption devices, voice scrambling, and automatic callback procedures. Consider **people security**. Consider criminal background checks of alternative suppliers and service vendors and those installing or maintaining equipment for telecommuters. Don't forget about in-transit security. Security plan requirements may apply for those who transport hazardous materials.

Coordination/Collaboration with Outside Entities

The Infectious Disease Preparedness and Response Plan enter Administrator or Team will coordinate/collaborate with the following outside entities before and during an infectious disease outbreak:

Outside entity:	Address:	Phone/Fax/Email:	Description of coordination/collaboration:

More Info – For the table above, collaborate with insurers, health plans, major local healthcare facilities, public health agencies, emergency responders, and law enforcement to share your plans, understand capabilities, and discuss how your organization could contribute to the community. Share best practices with community businesses, chambers of commerce, and associations.

Other Measures

What other measures will you take? Describe other strategies for eliminating, reducing, or containing the risk of infectious disease at your organization. Other measures might include how to handle and investigate exposure incidents; your provisions for post-exposure evaluation and follow-up; temporary employee considerations; multi-employer duties with respect to contractors, vendors, licensed independent practitioners; your human resources policies; and the pay and benefits available to employees during an outbreak.

Post-outbreak Measures

Once it appears that a wave of infectious disease has passed, operations will return to “normal” in accordance with the following stages:

Stage:	Description:

More Info – For the table above, stages involve the relaxing of restrictions and dropping of certain measures.

Name/title is responsible for determining when it is appropriate to move to each stage. Employees will be notified prior to a shift in stage level, by describe method of communication.

Recordkeeping

We maintain the following records and documentation related to this plan:

Record/Document:	Location:	Duration kept:	Who is responsible:

More Info – For the table above, records may cover absenteeism, sick leave and time off, vaccination, travel, HVAC maintenance, inventories, wages and hours, business assessment, exposure incidents, work-related illnesses per 29 CFR 1904, medical information, training, the written Respiratory Protection Program, the Hazard Communication program, the PPE hazard assessment, plan evaluation, and so on. Note that medical records must be kept confidential.

Plan Evaluation

By having the Infectious Disease Preparedness and Response Plan enter Administrator or Team thoroughly evaluate and, as necessary, revise our plan, we ensure our plan’s effectiveness and prevent or eliminate any plan-related problems. Plan evaluation involves the following:

Describe method involved in your plan evaluation, e.g., drills, tests, exercises, audits, post-outbreak assessments, legal reviews, and other evaluation methods. Evaluation procedures should address: evaluation objectives, evaluation approach, required equipment and resources, necessary personnel, schedules and locations, specific evaluation procedures, and expected results and exit criteria. Evaluations should identify plan gaps and problems that need to be corrected. List conditions that prompt a plan evaluation, such as modified

tasks, procedures, technology, guidelines, or infectious agents. Assign responsibilities for evaluations. Examine evaluation results for accuracy and consistency and note discrepancies. Update the plan based upon lessons learned.

It is important to note that an infectious disease outbreak may occur in waves over as much as a two-year period. Each wave may offer a more deadly infectious agent than the first. Therefore, our organization cannot afford to drop its guard once the first wave passes. Our employees too must remain vigilant. After each wave, the Plan Administrator or Team will evaluate our plan's effectiveness and revise it as necessary.

Appendices

We have attached to this Infectious Disease Preparedness and Response Plan, the following documents for reference:

List any appendices. Appendices might include, but are not limited to: a facility map, organizational chart, implementation schedules, checklists, forms, training materials, policies and procedures, related written plans, and/or a list of books, websites, or other information resources on the infectious disease. You may wish to summarize the control measures used in *each* work area where exposure risk occurs at your organization.