

**Clayton's Land Services LLC**



**Public Health  
Emergency Plan**

# 1. Introduction

Business continuity means ensuring that essential business functions can survive a natural disaster, technological failure, human error, or other disruption. Many existing business continuity plans anticipate disruptions such as fires, earthquakes, and floods. These events are restricted to certain geographic areas and the time frames are fairly well defined and limited. Pandemic disease, however, demands a different set of continuity assumptions since it will be widely dispersed geographically and potentially arrives in waves that could last several months at a time.

A pandemic disease will spread rapidly and easily from person to person, affecting all businesses due to absenteeism. Businesses that are relied upon by other businesses will be facing the same massive absentee rates and will be unable to provide essential components to maintain the daily operations.

Risk assessments to identify the essential/critical components of our business operation will to be conducted.

Recognize that a pandemic includes:

- Healthcare services not being available (they are already full at present with the usual ailments).
- Schools, churches and other public places not being open.
- Borders are partially or fully closed, especially airports, leaving people (our families, employees, business partners, customers and suppliers) “stranded”.
- Essential materials and supplies may be limited due to distribution chains that are affected by the travel restrictions or absentee workers supporting those transportation means.
- Essential services around utilities, food distribution/access and banking systems may not be at “normal levels”; access to cash flow could be tight.
- People may not be willing to or able to come to work.

## 2. Organization & Responsibilities

Coordinator – Clayton Robison

- Organizes and directs all aspects
- Creates and releases all information to the staff
- Establishes and maintains relationships with outside organizations
- Collects information and resources potentially relevant to the pandemic and company operations

Safety – Lori Williams

- Ensures the safety of all persons involved with the pandemic

### 3. Monitoring External Communications

The Coordinator will actively monitor the following information sources to identify any emerging public health issues including pandemics:

- World Health Organization ([www.who.int](http://www.who.int))
- US Department of Health & Human Services (<http://www.hhs.gov>)
- Centre for Disease Control (<http://www.cdc.gov/>)
- Pandemic Flu ([www.pandemicflu.gov](http://www.pandemicflu.gov))
- Oklahoma DHSS (<http://www.okdhs.org/Pages/default.aspx>)

### 4. Communications

The Coordinator will ensure that appropriate public health alert information is provided in a timely manner during a public health emergency. This will include sharing external and internal alert conditions associated with pandemic phases.

Communications during a pandemic involves both internal communications and external communications. Internal communication will be provided to employees to educate them about pandemic diseases and measures they can take to be prepared.

Key contacts, a chain of communications and contact numbers for employees and processes for tracking business and employee's status have been developed as described in this section.

Risk communication is critical to inform employees regarding changes in the pandemic status. The following is one method for providing such information.

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

**Advisory:** provides key information for a specific incident or situation; might not require immediate action.

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

Provide continuous updates through internal & external communications when a pandemic is imminent:

- Notification to employees of operational changes
- Provide frequent updates about the pandemic status
- Provide advisories and alerts as conditions change
- Ensure vendors and suppliers have available a dedicated communications contact
- Monitor local, state, and federal pandemic updates

We will notify key contacts including both customers and suppliers in the event an outbreak has impacted company's ability to perform services. This procedure also includes notification to customers and suppliers when operations resume.

We will use our phone systems/cell to send notifications and messages about alerts. The use of the company website also will serve as a portal for sharing information with employees and vendors.

The Coordinator will approve the public health alert condition. Clayton's Land Services will follow alert condition levels similar to the World Health Organization as outlined below.

<b>Phase</b>	<b>Description</b>	<b>Response</b>
0	No pandemic concerns	<ul style="list-style-type: none"> <li>• Implement normal good health practices (washing hands frequently, common areas cleaned routinely, hand sanitizer available in public areas, etc.)</li> </ul>
1	News of a specific potential pandemic threat is circulated by health authorities with reports of human cases outside of countries of operation.	<ul style="list-style-type: none"> <li>• Monitor disease progress</li> <li>• Review PHEP</li> <li>• Provide generic disease information to employees as deemed appropriate</li> </ul>
2	News of a specific potential pandemic threat is circulated by health authorities with reports of human cases within countries of operation.	<ul style="list-style-type: none"> <li>• Continue to Monitor disease progress</li> <li>• Review the PHEP</li> <li>• Begin non-invasive mitigation measures (wash hands more frequently, distribute hand sanitizer, clean common rooms more frequently, etc.)</li> </ul>
3	Health authorities report that a pandemic or epidemic disease is present within the country of operation, but few reported cases are present in the Region/area of operation.	<ul style="list-style-type: none"> <li>• Continue to monitor disease progress</li> <li>• Consider enacting PHEP and appropriate BU response</li> <li>• Consider invasive mitigation measures</li> </ul>
4	Health authorities report that a pandemic or epidemic disease is present within the region/area of operation.	<ul style="list-style-type: none"> <li>• Enact PHEP and appropriate Clayton's Land Services response</li> <li>• Begin invasive mitigation measures (limit face-to-face meetings; limit travel, etc.)</li> </ul>
5	Cases have been confirmed within Clayton's Land Services	<ul style="list-style-type: none"> <li>• Implement aggressive mitigation measures (exercise work from home plans, reduce human interfaces, etc.)</li> </ul>
6	Widespread health impacts to Clayton's Land Services Employees	<ul style="list-style-type: none"> <li>• Continue to manage event using the PHEP and appropriate Clayton's Land Services response</li> </ul>

## 4. Prevention

The key methods identified to prevent a public health emergency are:

- a. Access to information
- b. Respiratory hygiene
- c. Hand washing
- d. Isolation during illness
- e. Annual influenza vaccinations

### ***a) Access to Information***

Coordinator will ensure that employees have adequate information on public health emergency issues to allow employees to make informed decisions regarding illness prevention. During a public health emergency, notices will be posted in entrance areas of manned worksites. Information on the public health emergency and the impact will be shared regularly with employees to address concerns and to reduce stress and anxiety.

Any employee concerns on public health issues should be directed to the Coordinator.

### ***b) Respiratory Hygiene***

Personal hygiene can effectively minimize the transmission of influenza and other illnesses and should include:

- Covering the nose and mouth when sneezing or coughing
- Disposing of used tissues immediately
- Washing hands frequently
- Keeping hands away from eyes, nose and mouth

### ***c) Hand Washing***

**Hand washing (with warm soap and water, alcohol-based hand rub, or antiseptic hand wash) is the single most effective measure to reduce risks of transmitting infections.**

Hand washing prevents the spread of infectious diseases, including influenza. The influenza virus is readily inactivated by soap and water. Waterless alcohol-based hand sanitizers can be used as an alternative to hand washing and are useful when sinks or warm running water is limited.

Information on proper hand washing techniques will be posted in all bathrooms, lunch and break rooms and at other appropriate locations at facilities.

## ***b) Isolation during Illness***

### **Employees should stay home if they are unwell**

Isolation of individuals during an illness prevents the spread of disease through the workplace. Isolation periods would be based on government guidance or recommendations from Health Services.

## ***c) Annual Influenza vaccinations***

Annual influenza vaccinations will build resistance to influenza strains and prevent illness and access will continue to be supported across Clayton's Land Services.

# **5. Containment Activities**

## ***a) Social Distancing***

Social distancing refers to strategies to reduce the frequency of contact between people. Strategies for the worksites include:

- Reduce face-to-face meetings, increasing the use of telephone and video conferences, and increase reliance on the electronic exchange of information
- Minimize meeting times and meeting in large rooms, reducing contact
- Whenever possible, physical contact with co-workers should be minimized i.e. avoid hand shaking, avoid lunch/break rooms
- The use of shared workstations should be minimized or increased cleaning between use should occur
- If possible, avoid public transportation
- Consider flexible work hours, staggered shift changes, staggered lunch hours
- Avoid unnecessary travel
- Avoid cafeterias and restaurants

## ***b) Cleaning***

During a public health emergency, office cleaning will be reviewed and should include:

- Cleaning of air filtration and condition system
- Cleaning of common use telephone headsets on a daily basis.
- Confirm use of appropriate cleaning solutions in common areas
- Not sharing cups and glasses and washing with hot water and soap between uses.
- The removal of magazines and newspapers from common areas

### ***c) Offsite Work Capabilities***

Telecommuting, working at home, and the use of offsite locations are valuable tools that Clayton's Land Services will use to contain the spread of illness at work sites during a public health emergency.

In addition, some employees have the ability to work remotely or at home to support critical and essential functions.

### ***d) Management of Cases at Work***

If an employee feels ill, or if someone observes that a person is exhibiting symptoms associated with a public health emergency, the Coordinator should be contacted (clay.e.robison@gmail.com). The people leader should then:

- Avoid direct contact with the person by managing the process over the phone if possible
- Confirm symptoms with the employee to determine if it is a suspect case
- Assist the employee to leave the work site, avoiding the use of public transportation if possible, and contact a health professional as appropriate
- Consider identifying other individuals who have had recent contact with the suspect case and consider requiring these employees or contractors to return home
- Ensure the employee's workstation is cleaned and disinfected
- Continue to monitor the health of co-workers in the work area
- Check with the suspect case employee during a work absence and confirm appropriate criteria for return to work

### ***e) Travel***

During a public health emergency, Coordinator will review travel plans within the employees' and limit travel as appropriate. The Coordinator will monitor travel advisories associated with public health concerns. Travel advisories will be communicated to employees to avoid the potential for travelers to be stranded overseas.

For employees returning from a restricted area, appropriate health monitoring and/ or quarantine measures may be implemented. The Coordinator will assist in this process.

## **6. Treatment**

### ***a) Anti-viral Treatment***

Anti-viral treatments are currently available to treat viral infections such as influenza. Tamiflu, oseltamivir phosphate, is an anti-viral treatment currently used to treat influenza. Typically, Tamiflu must be administered within two days of infection and a regular course of treatment requires one 75 mg tablet twice a day for 5 days for an adult. Not all individuals are eligible for treatment and a licensed physician should administer all treatment. Tamiflu is currently available by prescription.

The effectiveness of Tamiflu and other anti-viral treatments for treating pandemic influenza is still uncertain. The effectiveness of Tamiflu and other anti-viral treatments as a preventative measure, with administration in advance of exposure, has not been assessed. There is also the potential for individuals to build resistance to anti-viral treatments if over exposed.

If a pandemic occurs, it is expected that it may take between three to six months to develop an effective anti-viral treatment and/ or vaccine.

Various federal and provincial agencies have begun to stockpile anti-viral treatments including Tamiflu. Given the requirement for treatments to be prescribed and administered by physicians and the unknown effectiveness of the current treatments available to effectively treat or prevent illness in the event of a pandemic, Clayton's Land Services is currently not stockpiling any anti-viral treatments.

Employees should contact their health providers if they have any specific concerns.

### ***b) Access to Health Care***

Employees currently have access to health care programs through benefit programs. Human Resources will continue to regularly review these programs to ensure they are appropriate for employees' needs. The current benefit program provides for sick leave.

During a public health emergency, the existing benefit would be reviewed by the Coordinator to determine if supplement assistance would be required. This could include:

- Special policies for extended leave
- Additional employee compensation and/or sick leave
- Additional support for access to influenza vaccines and/or anti-viral medications



## **7. Supply Chain Management**

During a public health emergency, the supply chain could be impacted. Acquire specific response equipment to support the PHEP and stockpile basic supplies to support operations and related critical support services.

## **8. Preparedness**

### ***a) Employee Awareness Training***

As part of the PHEP, refresher training and awareness sessions will be provided as required.

### ***b) Exercises***

To assess the effectiveness of the PHEP and the related support processes, exercises may be scheduled. Any improvement opportunities and recommendations from the results of the exercises will be incorporated into the plan.

### ***c) Personal Planning Information for Employees***

To assist employees in personal preparations for a public health emergency, information will be regularly shared with employees. An example of the type of information that will be shared is included in appendix 9 – Personal Pandemic Planning.

## APPENDIX 1 – PUBLIC HEALTH EMERGENCY NOTIFICATION

# EXAMPLE INFLUENZA NOTIFICATION

Influenza is a contagious disease. In order to reduce the spread of influenza in this workplace, the following is required of everybody:

### **DO NOT COME TO WORK IF YOU HAVE:**

- chills, shivering and a fever (temperature >100.4F)
- onset of muscle aches and pains
- sore throat
- dry cough
- trouble breathing
- sneezing
- stuffy or runny nose
- tiredness.

If some of the above apply to you, please notify your Supervisor, return home, and wait until you have recovered before returning to work.

If you have recently returned from overseas, please provide this information along with details on your symptoms.

If you start to feel ill at work, DO NOT leave your work area. Call your Supervisor immediately and they will assist you.

## APPENDIX 2 – EXAMPLE INFLUENZA INFORMATION SHEET

### DIFFERENCE BETWEEN INFLUENZA AND A COMMON COLD

<b>SYMPTOM</b>	<b>Pandemic Influenza</b>	<b>Common Cold</b>
Fever	Usual, sudden onset 38C – 40C and lasts 3 – 4 days	Rare
Headache	Usual but can be severe	Rare
Aches and pains	Usual but can be severe	Rare
Fatigue and weakness	Usual and can last 2 – 3 weeks or more after acute illness	Sometimes, but mild
Debilitating fatigue	Usual, early onset can be severe	Rare
Nausea, vomiting, diarrhea	In children <5 years old	Rare
Watering of the eyes	Rare	Usual
Runny, stuffy nose	Rare	Usual
Sneezing	Rare in early stages	Usual
Sore throat	Usual	Usual
Chest discomfort/Cough	Usual and can be severe	Sometimes, but mild to moderate
Complications	Respiratory failure; can worsen a current chronic condition; can be life threatening	Congestion or earache
Fatalities	Well recognized	Not reported
Prevention	Influenza vaccine; frequent handwashing; cover your cough	Frequent handwashing, cover your cough

## APPENDIX 3 – PHEP TRACKING SHEET

### General Instructions:

Each Health Officer will complete the attached tracking sheet on a weekly basis once the public health emergency alert condition is extreme and/ or pandemic conditions exists. The completed forms will be forwarded to the Health Manager and a summary sheet will be distributed to the PHEST.

<b>Date:</b>		
<b>Department or Region:</b>		
<b>Health Officer Completing Form:</b>		
<b>Regular # of employees in Department/ Region:</b>		
<b># of employees unable to attend work due to public health emergency:</b>		
<b># of employees required to leave worksite due to illness:</b>		
<b>STATUS ASSESSMENT</b>	<b>YES</b>	<b>NO</b>
<b>Currently able to maintain critical services with current work force and/or additional contract support</b>		
<b>Expect to maintain critical services in the next week</b>		
<b>Receiving required support and information from other departments</b>		
<b>Receiving required support and information from suppliers, customers and other outside parties</b>		
<b>Explain no responses or identify other concerns or requests</b>		

## APPENDIX 4 - Details of Affected Staff:

Date:	Worksite:	Location of Isolation:
Symptoms noticed:		
Time of onset of symptoms: _____		
Time of isolation: _____		
Travel history over the past 8 days:		
Countries visited: _____		
Flights taken: _____		
Where referred:		

## Details of Reporter:

Name:
Job title:
Telephone no: _____ (W) _____ (H)

## **APPENDIX 5 – PERSONAL PANDEMIC PLANNING**

### **Personal Health**

- Eat, rest well and exercise in moderation
- Wash your hands frequently with warm water and soap
- Cover your nose and mouth when coughing or sneezing
- Minimize visitors at home
- Check up on friends and family who live alone
- Teach your children to wash hands frequently with soap and water
- Stay informed – watch for updates from public health providers
- Get the influenza vaccine

**Washing your hands is one of the most important ways to prevent the spread of influenza**

### **Stay away from crowds**

- Stock up on basic items (food, water, medical supplies)
- Shop at smaller stores with smaller line-ups
- Shop at off peak hours
- Consider pre-ordering groceries and then just pick up or have delivered
- Pay bills electronically
- Postpone family gatherings, outings, trips

**Minimize the amount of time you spend around people**

### **Stay healthy at work**

- Work from home or arrange work flex hours
- Wash your hands frequently with warm water and soap
- Use waterless sanitizing gel to clean hands
- Clean objects and hard surfaces that are handled by many people
- Use stairs instead of crowded elevators
- Cancel non-essential meetings
- Use teleconferencing

**Stay at home if you feel unwell**