

(715 Building) - Pandemic Procedure Table

Phases as Reported by WHO & Absenteeism Levels		Description of Phase *	Planning, Coordination, Communication & Pre-cautions	Description of Response Level	Anticipated Conditions	Measures to Implement to Minimize Impact of Service Delays/Cuts	Anticipated Impact on Basic Levels of Service Using Listed Measures.
1		No animal influenza virus circulating among animals have been reported to cause infection in humans	Develop, exercise, and review preparedness & response plans.  Review current stock levels of necessary supplies.  Prepare communications for employees, tenants & vendors.	Business as usual. 'Full Staff Complement'	No Declared Emergency - Normal Operating Conditions	Review business continuity plans.	Clearly defined roles and responsibilities.
2		An animal influenza virus circulating in domesticated or wild animals is known to have caused infection in humans and is therefore considered a specific potential pandemic threat					
3		An animal or human-animal influenza reassortant virus has caused sporadic cases or small clusters of disease in people, but has not resulted in human-to-human transmission sufficient to sustain community-level outbreaks.					
4		Human to human transmission of animal influenza virus. Able to sustain community-level outbreaks has been verified.	PPE Available/Vaccines Offered/Sanitizing Stations	Business as usual. 'Full Staff Complement' Address questions/concerns.	No Declared Emergency - Normal Operating Conditions	Deal with any confirmed cases immediately (ie: Sanitize infected area(s))	Clearly defined roles and responsibilities.
5		The same identified virus has caused sustained community level outbreaks in two or more countries in one WHO* region.	Staggered Work Hours/Send out prepared communiqués.			Be on High Alert	Best possible service.
6		In addition to the criteria defined in Phase 5, the same virus has caused sustained community level outbreaks in at least one other country in another WHO region.	Signage(Visitor Screening, Proper Washing Techniques, Operating Condition of building)			Heightened State of Awareness.	
<b>Need for Response</b>	6(a)	15% - 30% Staff Absenteeism**	Replace and/or supply coverage for absenteeism, where possible	Potential exists for some delays in service.	List and/or communicate anticipated service delays	Review proposed measures to reduce impact of delays	List impact of 15-30% absenteeism. (i.e. clean offices every 2 days, garbage pick-up nightly)
	6(b)	30% - 50% Staff Absenteeism**	Review alternative work schedules (i.e. work from home, alternate maint. shifts)	Anticipate service delays & some service cutbacks	List and/or communicate anticipated service delays and/or service cuts.	Implement rapid containment	List impact of 30-50% absenteeism. (i.e. suspend non-essential preventative maint.)
	6(c)	Confirmed Cases Reported within Facility**	Utilize sanitation procedures coordinated with cleaning staff.	Potential closures if sanitizing large areas.	Communicate disruptions/area closures/building closure.	Sanitize on the off-shift whenever possible (i.e. nights/wkends)	Prevention of further outbreak. Limit closures and/or closure times.
	6(d)	Forced Closure of Property Under "Orders" Issued by Public Health Officials (Skeleton Staff).	Phased transition to closure or full closure within timeframe given by authorities.	Closures Imminent	Communicate closure dates, times and phases.	Provide essential services only.	Insure the health and safety of staff/tenants.
<b>Post Peak/Pandemic Period</b>		<b>Post Peak</b> - Levels of pandemic influenza in most countries have dropped below peak levels. <b>Post Pandemic</b> - Levels of activity have returned to the levels seen for seasonal influenza.	Review lessons learned and share experiences.	Business as usual. Possible absenteeism.	Evaluate the effectiveness of measures taken.	Rest, restock resources, revise plans, and rebuild essential services.	The ability to react faster/better in future. Provide better service.

\* As described by WHO - World Health Organization

\*\*Levels of staff absenteeism would affect regular staff, contract staff, contractors and other external service providers

