

R.J. Vedovell, Inc.
Pandemic Preparedness Plan
 March 2006 – Rev 1

This document is intended to provide employee's with guidelines and preventive measures to address a medical pandemic. Specific reference is made to the H5N1 virus ("Avian flu"), however the guidelines apply to any pandemic outbreak.

This document is intended for distribution to all employees. It is intended to provide general guidance s on preventive measures to be considered and tactical responses in the event of the elevation of the pandemic phase. This document will be updated as additional information becomes available and situations change.

Section 1: Pandemic Stages

The Stages of a Pandemic as defined by the World Health Organization:

STAGES OF PANDEMIC	
INTERPANDEMIC PERIOD - waiting for the next pandemic to occur	
Phase	Details
1	No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered low.
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 - increasing risk of a pandemic.	
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.
4	Small cluster(s) with limited human-to-human transmission but spread is highly localised, suggesting that the virus is not well adapted to humans.
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 - once the pandemic is declared.	
6	Pandemic phase: increased and sustained transmission in general population.
POST- PANDEMIC PERIOD - return to interpandemic period.	

R.J. Vedovell, Inc.

Pandemic Preparedness Plan

March 2006 – Rev 1

Section 2: Pre-pandemic Planning

Pandemic Phase 3 - Alert Period

Our facility has designated a **Pandemic Planning Coordinator** along with one back up (see Appendix C for selection criteria and responsibilities). The Pandemic Planning Coordinator will be the focal point for local facility communication and coordination with internal and external support from R.J. Vedovell, Inc. and medical experts such as the World Health Organization (WHO), the Centers for Disease Control (CDC) or other national health organization, and International SOS. The Pandemic Planning Coordinator is responsible for implementing the Pandemic Preparedness Policies and Guidelines.

Section 3: Hygiene Practices

Pandemic Phase 3 - Alert Period

During Pandemic Phase 3, it is recommended that our facility provide communication and training to employees regarding hygiene practices to prevent the spread of infection. These include but are not limited to:

- Frequently washing hands with soap and hot water, especially following food preparation
- Covering mouth when sneezing or coughing
- Avoiding live animal markets and poultry and pig farms in affected cities, countries or regions
- Avoiding sick or dead birds
- Avoiding touching surfaces that may be contaminated
- Monitoring body symptoms such as fever, shortness of breath, etc. if in an affected city, area, country or region
- Obtaining a seasonal flu vaccination
- Avoiding sharing of drinking cups or utensils

Pandemic Phase 4 in an affected city, country or region

Waste disposal procedures should be implemented to ensure that tissues, paper towels, masks and other disposables that contact skin and face area are discarded in a covered container.

R.J. Vedovell, Inc. Pandemic Preparedness Plan

March 2006 – Rev 1

Hot water and soap should be made available in bathroom/washrooms and employees instructed to wash hands frequently. If hot water and soap are not readily available, alcohol based hand sanitizer should be made available to all employees.

Guidelines should be implemented that require employees to wear gloves if they have daily contact with other co-workers or share tools, equipment or parts.

Disposable drinking cups should be provided and used by employees to avoid further contamination.

If there is on-site food preparation, the following hygiene guidelines should be followed:

When preparing food:

- Separate raw meat from cooked or ready-to-eat foods.
- Do not use any implements (such as knives, chopping boards etc.) that were used on raw meat on cooked or ready-to-eat foods. Thoroughly wash and dry the implements in between use.
- Wash hands after handling raw meat, and prior to touching or eating cooked foods.
- Once cooked, food should be placed on a clean plate or surface. Do not replace on the plate that was used for raw ingredients.

Employees will be provided with a self-screening form (provided as Appendix A) to assist them with monitoring their health status. Daily, voluntary, home monitoring by the employee will be encouraged.

Maintain Hygiene Practices in Advance Pandemic Phases 5-6

Note regarding supplies: In order to implement these guidelines, certain hygiene supplies are required. Corporate Supply Chain Management is developing a plan to source selected key preventive hygiene supplies that should be used during a flu outbreak. Items under consideration include:

- N-95 Masks
- Disposable latex or vinyl gloves
- Bleach
- Waterless hand sanitizer
- Trash can with covers or lids

R.J. Vedovell, Inc.
Pandemic Preparedness Plan
March 2006 – Rev 1

- Disposable drinking cups

Section 4: Domestic/International Business Travel

Pandemic Phase 3 - Alert Period

There is no need to alter travel plans for domestic/international business travel at phase 3.

Pandemic Phase 4 in affected Region/Country/City

Domestic/International business travel is prohibited to an affected City/Country/Region at Pandemic Phase 4.

Maintain domestic/international travel ban to affected city/country/region in Advance Pandemic Phases 5-6

Section 5: Domestic/International Personal Travel

Pandemic Phase 3 - Alert Period

There is no need to alter travel plans for domestic/international personal travel at phase 3.

Pandemic Phase 4 in affected Region/Country/City

Employees are advised NOT to travel to affected countries/regions/cities for vacations or holidays.

However, if employees seek advice on travel plans to an affected city/country/region it is recommended that they:

- Carefully select hotels with dependable hygiene standards.
- Adhere to basic hygiene practices.

Employees returning from personal travel to an affected city/country/region will be required to:

R.J. Vedovell, Inc.

Pandemic Preparedness Plan

March 2006 – Rev 1

- Notify the facility General Manager upon return.
- Take TEN (10) calendar days quarantine, unless government policy stipulates otherwise.

In addition:

- Employees will be given the choice to take annual leave during the quarantine period or work from home if they have access to appropriate office equipment (e.g. laptop, access to emails, etc.)
- Employees who choose to work from will be expected to be available during normal business hours during the quarantine period.
- Employees who choose to use annual leave during the quarantine period will not be required to work from home.
- During the quarantine period, employees will be required to monitor their temperature TWICE a day (e.g. morning and evening).
- Employees will be instructed that IF their temperature is >38oC or higher, AND they exhibit one or more respiratory symptoms, such as:
 - Cough
 - Shortness of breath
 - Difficulty breathing
 - Headache
 - Diarrhea
 - Muscular stiffness
 - Loss of appetite
 - Malaise
 - Confusion
 - Rash

They MUST:

- Consult a doctor IMMEDIATELY (avoiding public transportation if possible).
- Wear a facemask to reduce spreading infection to others.
- Notify the General Manager and/or designated emergency contact person, as soon as possible or no later than 24 hours.
- NOT return to work unless authorized to do so by a Medical Doctor.

If it is found that that the employee did NOT notify the General Manager and/or designated emergency contact person, OR they returned to work without proper authorization from a Medical Doctor, disciplinary action will be taken, as appropriate.

R.J. Vedovell, Inc. Pandemic Preparedness Plan

March 2006 – Rev 1

During the quarantine period, the General Manager and/or their designee will be required to contact the employee on a daily/weekly basis to monitor the employee's health condition.

At the end of the 10-day quarantine period, if an employee is symptom free or has been cleared by a health professional to return to work, the employee MUST contact the General Manager or their designee for authorization to return to work.

**Maintain quarantine provisions upon return from personal domestic/
international travel to affected city/country/region in Advance Pandemic
Phases 5-6**

Section 6: Receiving Visitors (including Eaton employees, contractors, and vendors)

Pandemic Phase 3 - Alert Period

There is no need to alter the process for receiving visitors at Pandemic phase 3.

Pandemic Phase 4

There is no need to alter the process for receiving visitors at Pandemic phase 4.

Pandemic Phase 5-6 in an Affected Region/Country/City

R.J. Vedovell, Inc. will PROHIBIT employee's and visitors from entering the facilities at Pandemic Phase 5-6, if they are found, suspected or reported to have a fever >38oC or higher and any one of the following symptoms:

- Cough
- Shortness of breath
- Difficulty breathing
- Headache
- Diarrhea
- Muscular stiffness
- Loss of appetite
- Malaise
- Confusion
- Rash

R.J. Vedovell, Inc.

Pandemic Preparedness Plan

March 2006 – Rev 1

Visitors may also be denied entry if they have traveled to an affected City/Country/Region within the proceeding TWO (2) weeks of their visit or they have had recent close contact (having cared for, lived with, or had direct contact with respiratory secretions or body fluids) with a person who has been diagnosed with H5N1.

A designated meeting area/room will be identified for visitors. Visitors will be required to conduct meetings in the designated meeting room and will be prohibited from touring the facility.

The designated meeting area/room will be sterilized with soap, detergent and/or bleach solution at least twice per day, including tables, chairs, floor, etc. Disposable cups will be used for visitors.

All visitors will be required to wear a facemask during their visits to the facility. Visitors who refuse to wear a facemask will be asked to leave the facility immediately.

Section 7: Reserved and intentionally left blank

Section 8: Flex time and Attendance Policies

Pandemic Phase 3 - Alert Period

There is no need to alter work schedules in Pandemic Phase 3.

Pandemic Phase 4 in an Affected Region/Country/City

Flexible work schedules and attendance policies should be evaluated in light of the local health situation. Policies should be implemented that encourage sick employees to stay home and do not penalize responsible cautious behavior. Details regarding such policies and practices will be up to each location.

Pandemic Phase 5-6 in an Affected Region/Country/City

Locations should continue to evaluate local policies and practices to determine what is necessary to continue operations and also protect employees to the extent possible.

R.J. Vedovell, Inc. Pandemic Preparedness Plan

March 2006 – Rev 1

Section 9: Confirmed or Suspected Cases of Pandemic Flu Outbreak

This section of the Plan will be used for **confirmed cases** in ALL Pandemic Phases:

Pandemic Phase 3 - Alert Period

Pandemic Phase 4 in an Affected Region/Country/City

Pandemic Phase 5-6 in an Affected Region/Country/City

If a confirmed case of flu outbreak is discovered in the facility, all employees entering the facility will be required to submit to a daily temperature check (using an infra-red temperature gun, etc.) BEFORE entering the work environment.

Employee(s) who are found to have a fever >38oC or higher and any one of the following symptoms:

- Cough
- Shortness of breath
- Difficulty breathing
- Headache
- Diarrhea
- Muscular stiffness
- Loss of appetite
- Malaise
- Confusion
- Rash

Or employees found to have a fever >38oC or higher and who have had recent close contact (having cared for, lived with, or had direct contact with respiratory secretions and body fluids) with a person who has been diagnosed with H5N1, will be required to:

- Remain in a designated sick room away from contact with other employees.
- Seek immediate medical attention by a doctor or hospital.

If CONFIRMATION is received that the employee is infected with H5N1, the employee will be further required to:

- Stay in the hospital until authorized to leave the hospital by a Medical Doctor (all leaves taken during the hospitalization period will be paid consistent with

R.J. Vedovell, Inc. Pandemic Preparedness Plan

March 2006 – Rev 1

local sick/leave practices; annual leaves and/or attendance allowances will comply with established local practice.)

- Provide return to work authorization from a Medical Doctor or hospital to the General Manager at least 1 day prior to returning to work.

Employees attempting to return to work without proper medical authorization will be denied entry and the time missed will be deducted from the employee's annual leave or no-pay leave.

ALL employees who have had CONTACT with the infected employee will be sent home for a TEN (10)-calendar day quarantine period, unless government policy stipulates otherwise.

During quarantine:

- Employees equipped with office tools (e.g. laptop, access to emails, etc.) will be expected to work from home and be available during normal business hours during the quarantine period.
- Employees who do not have the equipment necessary to work from home or do not have annual leave available, will not be paid
- Employees will be required to monitor their temperature TWICE a day (i.e. morning and evening).
- Employees will be instructed that if their temperature is >38oC or higher, AND they exhibit one or more respiratory symptoms, such as:
 - Cough
 - Shortness of breath
 - Difficulty breathing
 - Headache
 - Diarrhea
 - Muscular stiffness
 - Loss of appetite
 - Malaise
 - Confusion
 - Rash

They MUST:

- Consult a doctor IMMEDIATELY (avoiding public transportation if possible)
- Wear a face mask to reduce spreading infection to others
- Notify the General Manager and/or designated emergency contact person, as soon as possible or no later than 24 hours
- NOT return to work unless authorized to do so by a Medical Doctor.

R.J. Vedovell, Inc.
Pandemic Preparedness Plan

March 2006 – Rev 1

If it is found that that the employee did NOT notify the General Manager and/or designated emergency contact person, OR they returned to work without proper authorization from a Medical Doctor, disciplinary action will be taken, as appropriate.

During the quarantine period, the General Manager and/or designated person/department will be required to contact the employee on a daily/weekly basis to monitor the employee's health condition.

At the end of the 10-day quarantine period, if the employee is symptom free or has been cleared by a health professional to return to work the employee MUST contact the General Manager or designee for authorization to return to work.

ALL employees who have been in contact with the non-infected employee will also be allowed to return to work.

All work areas possibly contaminated must be sterilized immediately.

R.J. Vedovell, Inc.
Pandemic Preparedness Plan
March 2006 – Rev 1

Appendix A

Self-Screening Information

The following form should be distributed to all employees when a City/Country/Region reaches Pandemic Stage 4 for voluntary, home self-screening.

Date _____

R.J. Vedovell, Inc. is concerned for your safety and the safety of your co-workers. We are monitoring the development of the influenza pandemic closely. In the interest of ensuring a safe and healthy work environment, we ask that you voluntarily monitor your health status by carefully completing this self-assessment each day before coming to work.

Persons Who Should Complete this Self-Assessment:

1. All active employees daily before coming to work.

2. Employees returning from affected city/country/region within the last ten days.

Do ANY of the following currently apply to you?

Temperature >38oC or higher, AND one or more respiratory symptoms, such as:

- Cough
- Shortness of breath
- Difficulty breathing
- Headache
- Diarrhea
- Muscular stiffness
- Loss of appetite
- Malaise
- Confusion
- Rash

If the answer to any of the above is YES and:

- **You have developed symptoms of influenza.** We are directing you to seek medical attention and remain off the R.J. Vedovell, Inc. site for 10 days following resolution of symptoms.

- **You have not developed symptoms of influenza.** We are directing you to remain off the R.J. Vedovell, Inc. site for 10 days following your last possible exposure to the influenza virus.

R.J. Vedovell, Inc. Pandemic Preparedness Plan

March 2006 – Rev 1

If, on the basis of this self-assessment, it is not appropriate for you to enter the R.J. Vedovell site, please contact your Manager if you are an employee. Non-employees should communicate with their R.J. Vedovell, Inc. contact.

Appendix B

Traveler Evacuation Guidelines

Phase	Travelers
3	All travelers must review R.J. Vedovell, Inc. travel advisory e-mail.
4	All travelers are removed from affected Region / Country / City, and future travel to appropriate Region / Country / City is restricted.
5	All travel to affected Region / Country / City is banned.
6	No change

R.J. Vedovell, Inc. Pandemic Preparedness Plan

March 2006 – Rev 1

Appendix C

Roles and Responsibilities of local Pandemic Planning Coordinator and Emergency Contact

Criteria for selection:

The Coordinator should be a member of the site leadership team. He/she must have strong communication and organization skills, and be capable of managing a crisis.

Responsibilities:

- A. Coordinate overall implementation of site pandemic preparedness plans.
- B. Coordinate plant communication efforts in the event of a pandemic.
- C. Assist in training and educating employees on the HR Pandemic Preparedness Plan as appropriate.
- D. Coordinate preparedness drills to test validity and reliability of plans.
- E. Coordinate planning efforts with local government and health care officials; serve as key contact for the site.
- F. Develop a process for employees to report suspected cases of pandemic flu and manage quarantine procedures.
- G. Develop a process for reporting suspected cases to Eaton or outside agencies as required.

Comment [CBB1]: Is this an option???