

Lee County Mosquito Control District And Lee County Hyacinth Control District Pandemic Plan

Revised May 5, 2009

Purpose:

The purpose of this plan is to insure all District employees know what is expected from them should a declaration of influenza pandemic and community interventions be announced by the Lee County Health Department or the Florida Department of Health for Lee County, Florida. The District will provide guidance on District actions to prevent influenza transmission in the work place prior to mandatory social distancing and identify critical personnel to continue to provide mosquito protection and weed control for navigational and flood relief for the citizens of Lee County, Florida when mandatory social distancing is declared.

How Influenza Can Spread Between People:

Influenza is thought to be primarily spread through large droplets (droplet transmission) that directly contact the nose, mouth or eyes. These droplets are produced when infected people cough, sneeze or talk, sending the relatively large infectious droplets and very small sprays (aerosols) into the nearby air and into contact with other people. Large droplets can only travel a limited range; therefore, people should limit close contact (within 6 feet) with others when possible. To a lesser degree, human influenza is spread by touching objects contaminated with influenza viruses and then transferring the infected material from the hands to the nose, mouth or eyes. Influenza may also be spread by very small infectious particles (aerosols) traveling in the air. The contribution of each route of exposure to influenza transmission is uncertain at this time and may vary based upon the characteristics of the influenza strain. This information is provided from the *OSHA Guidance on Preparing Workplaces for an Influenza Pandemic*.

Community Interventions

The Lee County Health Department or Florida Department of Health will determine what community interventions are appropriate to protect the community from a pandemic. A goal for the health community is to lower the peak numbers of cases during a pandemic wave by preventing opportunities for widespread viral transmission in crowded group settings. One of the key tools to achieve this is social distancing.

Social Distancing

In the absence of an effective vaccine, the most effective means of slowing the spread of a pandemic influenza virus are strategies such as good health habits and basic social distancing. Social distancing involves maintaining a distance between people and is designed to prevent opportunities for the pandemic influenza virus to spread in crowded settings where ill and well

people mingle. Large, crowded gatherings accelerate the spread of the virus through communities, leading to a steep rise in the daily number of cases and possible deaths. Sharply increasing case counts exacerbate the strain on the healthcare system, further reducing the resources available to seriously ill patients and increasing the likelihood of poor outcomes. Social distancing measures will affect public gatherings and schools (preK-12). LCMCD/LCHCD has developed this plan in response to possible social distancing requirements:

Actions at Work

Preparations for employees:

1. Check sheet: employees are encouraged to take home the Center for Disease Control's individual/family check sheet provided by the District to stock necessary supplies in case of mandated social distancing. Employees should prepare themselves for anticipated challenges (e.g. have at least 2 weeks of non-perishable food and water stored, ensure adequate supply of essential medications, anticipate school and business closures). Attachment 1.
2. Review good health habits: employees are encouraged to take home information on good health habits and share this information with family and/or those individuals that they come in routine contact. For more information on healthy habits go to www.cdc.gov/flu/protect/habits.htm. Attachment 2.
3. Employees are encourage to save sick and vacation leave should the employee be required to stay home due to personal illness or family illness.
4. For more general information on Pandemic Flu go to <http://www.pandemicflu.gov>.
5. For more local information on Pandemic Flu in Lee County go to www.3.leegov.com/healthdept or call 239-461-6180.

Good health habits:

1. Respiratory etiquette- covering your mouth when you cough or sneeze
Cough or sneeze into a tissue and then throw it away. Cover your cough or sneeze if you do not have a tissue. Then, clean your hands, and do so every time you cough or sneeze. Be sure to follow up with disinfectant on any door handles, faucets, etc. that you came in contact with before washing your hands.
2. Clean your hands often. To clean hands, wash hands with warm, soapy water for 20-30 seconds or use an alcohol-based hand sanitizer.
3. Avoid touching your eyes, nose or mouth. Germs are often spread when a person touches something that is contaminated with germs and then touches their eyes, nose or mouth. Germs can live a long time. Some can live for 2 hours on surfaces like desks, tables, doorknobs, steering wheels, etc. Others can live much longer on other surfaces.
4. Stay home when you are sick and check with a health care provided when needed. Common flu symptoms can include: fever – usually high, headache,

extreme tiredness, cough, sore throat, runny or stuffy nose, muscle aches, nausea, vomiting, and diarrhea – vomiting and diarrhea may be more common in children than adults.

5. The Districts need sick employees to stay home. If you are sick, if you need to take care of a sick family member, or if you must stay home with a child because daycare or your child's school is closed for an influenza pandemic, you will be charged sick leave for this absence. After depleting your sick leave, you will be charged vacation time. Upon depleting all sick and vacation time you will be charged time off without pay.
6. You may need to stay at home to take care of a sick family member. If you do serve as a caregiver, take precautions to protect yourself from infection. Leave guidelines are the same as above.

Caregiver guidelines

- Masks
 - All persons in contact with (in the same room as) a patient should wear a surgical mask.
 - The patient should wear a surgical mask when in contact with uninfected people, if feasible, and any time they have to go outside the home.
 - Any time the patient needs to go to a doctor's office or to a hospital, the patient and caregiver should wear a surgical mask and they should alert the facility that they are coming so that the patient does not wait in a public waiting area.
- Hand hygiene
 - Hand hygiene can be defined as thorough hand washing with soap and water or the use of an alcohol-based hand sanitizer when hands are not visibly soiled.
 - Patients should wash their hands frequently, especially after coughing and sneezing or using the restroom.
 - Caregivers and contacts of patients should wash their hands before and immediately after any contact with the patient or their belongings or body fluids, whether or not gloves are worn.
- Environment
 - Household waste, such as facial tissues and surgical masks, can be thrown away as normal garbage.
 - Laundry can be cleaned safely in a washing machine using normal detergent.
 - Cleaning of household items or surfaces that the patient has touched can be achieved by wiping surfaces down with any EPA-registered disinfectant, according to manufacturer's instructions (see label), or with a dilute bleach solution (a quarter cup of household bleach in a gallon of water). Examples of EPA-registered disinfectants include:

Vani-Sol™, Scrubbing Bubbles™, Tilex™ Instant Mildew or Soap Scum Removers, Lysol Disinfectant™.

These guidelines are provided to assist employees based on information provided by the Department of Health and Human Services, Centers for Disease Control and Prevention. Employees should follow any and all information provided by their health care provider and local Department of Health directives.

Preparations of the District:

1. Formation of Pandemic Team:

Hyacinth	John Cassani
Safety	Brian Cotterill
Administration	Wayne Gale
Operations	Jonathan Hornby
Finance & Insurance	Vivian Jones
IT	Keith Lowe
Facilities & Aviation	Carmen McKinney
Human Resources	Susan Merris
Communication & Education	Shelly Redovan
Purchasing & Supply	Lynn Schiegner

2. General Communication Plan:

- a. Contacts : The District will compile a list and validate all employee email address if they have one, phone numbers and address at Pandemic Plan training
 - Identify employees with internet capability
 - Identify employees with phone access only : answering machines and/or set times for calls
- b. Identify Key contacts – Pandemic team
- c. Response to mandatory social distancing - a chain of communications:
 - Employees will be trained on use of the District website.
 - Messages will go online for staff through the District website, <http://www.lcmcd.com>.
 - Key contacts will call employees that do not have internet capability for specific assignments.
- d. Process for tracking and communicating business and employee status
 - All employees will be required to call 239-690-2766 or email redovan@lcmcd.org daily, Monday through Friday and leave a message as to their status:
 - Healthy and available for work

- Unavailable for work due to personal sickness, caring for a sick family member, or caring for a child unable to attend school or childcare due to mandatory closings
- Communication staff will relay employee status to key contacts

3. Training on Health Information

- a. Employees will be provided planning check sheets – Attachment 1
- b. Employees will be given training on Pandemic Plan
- c. Information on good health habits will be posted in break room and restrooms – Attachment 3
- d. Employees will be trained on proper hand hygiene – Attachment 4

4. Safety Plan: Sanitation and social distancing in the workplace

- a. Hand Sanitizers will be ordered and placed strategically throughout District
- b. Tissues will be placed throughout the District for use and should be immediately thrown in a trash receptacle after use.
- c. Communal work surfaces will be sanitized at the beginning and end of each shift by a designated cleaning crew. For detail see Environmental Management check list. Attachment 3.
- d. Employees should avoid close contact with their coworkers and customers. Employees are encouraged to maintain a separation of at least six feet. Avoid shaking hands or touching others. Always wash your hands after contact with others.
- e. Keep personal work surfaces, eating areas, telephones, computer equipment, and other frequently touched surfaces and office equipment clean. EPA approved disinfectants can be obtained through the stock room.
- f. Do not use other employees' phones, desks, offices, or other work tools. Disinfect any general use tools before putting them away.
- g. Do not share any personal protection equipment.
- h. Minimize situations where groups of employees are crowded together. Use of emails and phone calls are encouraged over face to face discussions.
- i. After punching in or out of the time clock, report to your work area rather than congregate in the break room.
- j. Travel to locations of known pandemic activity will be cancelled.
- k. All scheduled tours and school programs will be cancelled. This does not include the mosquito education program. The mosquito education program will follow Lee County School Board pandemic policies.

5. Policies

Current policies may be temporally changed or modified as necessary by the Executive Director in order to insure the continued effectiveness of mosquito control and hyacinth control operations. Employees will be notified of any changes or modifications. This plan is only effective when activated by the Executive Director.

6. Specific Action Plans: Attachments 5 - 10

- Administration, Attachment 5
- Communication & Education, Attachment 6
- Facilities and Aviation, Attachment 7
- Finance and IT, Attachment 8
- Hyacinth, Attachment 9
- Operations, Attachment 10
- Purchasing, Attachment 11

Pandemic Plan adoption date: May 7, 2009. Plan is not activated or valid until declared activated by the Executive Director. Employees will be notified of plan activation.