



## **Infection Control Protocols - WORK**

- Emphasize hygiene to **employees**
  - Avoid close contact
  - Wash your hands
  - Cover your mouth and nose when sneezing or coughing
  - Don't cough or sneeze into your hand – use you sleeve or a tissue then wash your hands immediately
  - Stay home if you are sick
  - Avoid touching your eyes, nose or mouth
  - Use hand wipes with at least 60% alcohol
- Create rules for **cleaning staff** and educate them on the following
  - Regular hand washing
  - Use damp dusting clothes
  - Clean surfaces with fresh cleaning solutions of detergent and hot water
  - Follow with chlorine based bleach solutions
  - Deep cleaning on a regular basis
    - Phones
    - HVAC filters
    - Offices
  - Use anti-bacterials on railings, restrooms and common areas
- **If there is a pandemic outbreak**
  - At some point, consider scheduling people in shifts
  - Identify illness at the door
  - Send sick workers home
  - Ask people why they are calling in sick to identify Swine Flu illness from others.
  - Require doctors note or define specific requirements for coming back to work
  - Work with building management to develop approach to HVAC systems – may need to shut them off if a hot spot is found within the building



## **Infection Control Supplies – WORK**

Following are Infection control supplies proven to be of adequate strength to effectively fight a pandemic outbreak. You should consider purchasing these supplies for each office immediately.

<b>Item</b>	<b>Vendor</b>
<b>Masks – N95 NIOSH</b> (sizes small, medium and large. Must be N95 and NIOSH certified )	Inovell LLC Product :3000 N95 series Kimberly Clark Product: N95-47422423
<b>Antimicrobial Hand Wipes</b> (alcohol content must be greater than 60% ) (There are also several dispensers for antibacterial hand lotions on the market. Prices range from \$208 to \$395. The recommendation would be for a foot operated unit.)	Safetec Product :PAWS Pfizer Product: Purell Sanitizing wipes
<b>Surface Disinfectants</b>	Saftec Product: Sanizide Plus Quest Product :217 Germ away
<b>Disposable Thermometers</b>	Nextemp product: Disposable NexTemp
<b>Vinyl Gloves</b>	Macgill Product: 2081 latex free
<b>Biohazard Bags</b>	Budget packaging Product: 167793 ( <a href="http://www.budgetpackaging.com/r36-480.html">http://www.budgetpackaging.com/r36-480.html</a> )
<b>Tissue</b>	Kleenex Product: Kleenex Facial Tissue with lotion



## **Suggested Pandemic Supplies and Processes – HOME**

- Emphasize hygiene
  - Avoid close contact
  - Wash your hands
  - Cover your mouth and nose when sneezing or coughing
  - Don't cough or sneeze into your hand – use your sleeve or a tissue
  - Stay home if you are sick, or keep your kids home if they are
  - Avoid touching your eyes, nose or mouth
  - Wipe down surfaces regularly with antiseptic wipes
  
- Supplies
  - Hand sanitizers
  - Cleaning supplies (including chlorine based bleached solutions)
  - Water for 6 weeks (one gallon/day/person)
  - Food for 6 weeks (one can of Spam/person/day...)
  - Cough suppressant
  - Fever reducer
  - Pedialyte
  - Extra water filters
  - Extra HVAC filters
  - TV, PS3/Xbox/Wii games and DVD's because, really, do you want to be trapped in the house with the kids without this stuff?
  - Recommended masks – see website
    - <http://www.accessdata.fda.gov/scripts/cdrh/devicesatfda/index.cfm>



## **Suggested Pandemic Communications Strategies**

1. Start *NOW*
  - Hold a group meeting to begin with educating Office Managers/HR Managers in each office about
    - What to look for
      - Cough, sore throat
      - Fever (over 102)
      - Wheezing, sneezing
    - When to send people home
      - If they are symptomatic
      - If they are living with someone who has been diagnosed
    - How long to make people stay away if they (or someone they live with) is impacted
      - Require a doctors note –OR–
      - CDC recommends 7 days after on set –OR–
      - 2 days after last symptom
    - How/when to communicate the status back to the HR Director/Executive Director/other
      - Maintain a list of sick employees, when symptoms started and/or return to work date
      - Create process to inform and/or hold conference calls to discuss with HR team and management as situation warrants
2. Develop communication for all employees and distribute ASAP. Keep it brief and action oriented.

### **SAMPLE Communication**

*As you are aware, the current outbreak of swine flu is getting a good deal of media attention. Please keep in mind it is in their interest to entertain as well as inform. While it is important not to over react, it is time to be prudent.*

*Part of that prudence is educating yourself so you understand the appropriate actions to take at home and at work. Our first priority is to safeguard our employees. With that in mind, we ask the following of you:*

1. *This is a respiratory flu. If you, or someone you live with, develop a fever (over 102 degrees), a cough, sore throat, wheezing or have trouble breathing, please contact your healthcare provider immediately via phone or email. Until your healthcare provider tells you it is NOT the swine flu, please **DO NOT** come to work.*
  - a. *Antiviral medications are most effective within 2 days of the onset of symptoms, so act quickly.*
  - b. *If you are sick, your doctor can advise you when it is safe to return to work.*
2. *The vast majority of the spread of the flu is by direct contact. As such we suggest you follow these guidelines:*
  - a. *Avoid close contact with others*
  - b. *Wash your hands and use a hand sanitizer*
  - c. *Cover your mouth and nose when sneezing or coughing*
  - d. *Don't cough or sneeze into your hand – use your sleeve or a tissue; if you do use your hand, please wash your hands immediately*
  - e. *Avoid touching your eyes, nose or mouth*





**Project  
Associates**

**Leadership**

**Pandemic Infection Control Protocols,  
Purchase List and Communications Strategy**

- f. Carry alcohol rubs or hand sanitizers and use them regularly (please note, alcohol content must be over 60% to be effective).

*Again, the firm is asking this of you to ensure the safety and well being of all personnel. Please know that we are carefully monitoring this outbreak and will have updates as soon as more information is available. If you would like to further educate yourself, please see the attached Swine Flu Facts document, or view the following websites:*

*Swine Flu Investigation page on CDC website, outlines areas where cases are reported*  
<http://www.cdc.gov/swineflu/investigation.htm>

*Link to international information regarding the outbreak*  
[http://www.who.int/csr/don/2009\\_04\\_24/en/index.html](http://www.who.int/csr/don/2009_04_24/en/index.html)

