



# Pandemic Plan

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## DEFINITION OF PANDEMIC

A disease that is spread throughout a large area, country or the world; an epidemic over a large region.<sup>1</sup>

## PURPOSE

- Provide precautionary, response and recovery measures
- Define roles and responsibilities during all phases of a pandemic
- Define preparedness activities that will increase the effectiveness of response measures
- Describe the coordination and decision making process

## OBJECTIVES

1. Limit the number of illnesses
2. Preserve continuity of services
3. Maintain essential library functions
4. Maintain operative staffing levels
5. Minimize disruption of operations
6. Minimize economic losses
7. Achieve recovery as quickly as possible

## PANDEMIC TEAM

The Pandemic Team consists of the Director, Deputy Director, Business Manager, Director of Community Relations and Development, Director of Technology Services, Human Resources Manager, Facilities Manager, Library Managers and Executive Assistant. This group will use a team approach to implement the Pandemic Plan, and will assume responsibility for the maintenance of essential services. The team will establish its own procedures for command and control.

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<sup>1</sup> <http://www.columbuspandemicflu.com/glossary.html>



## ESSENTIAL SERVICES

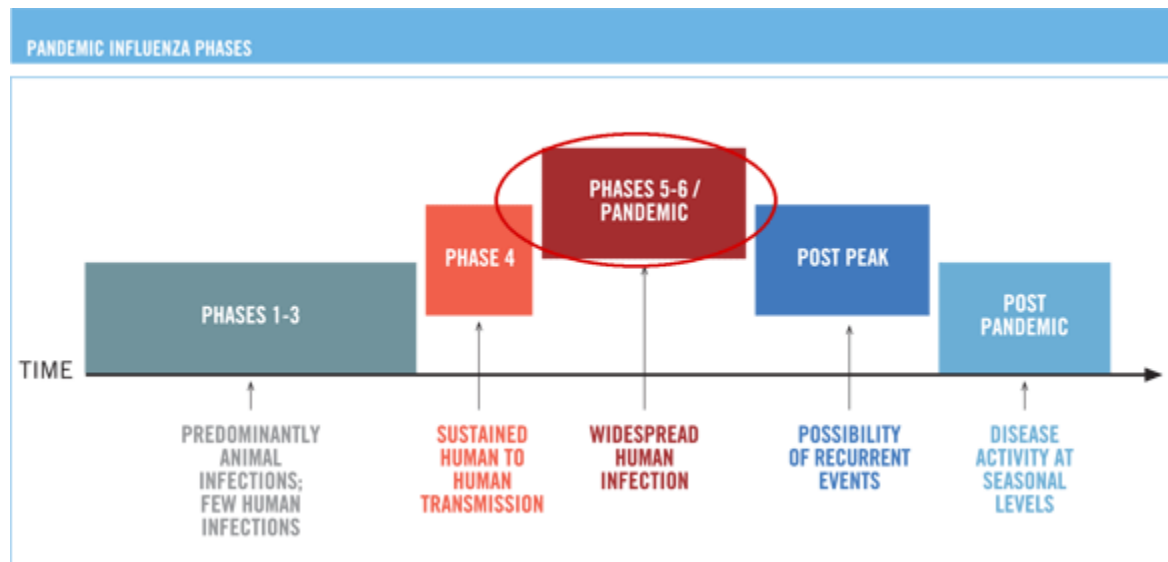
- Director/Fiscal Officer and Administrative Team
- Human Resources
  - Benefits and Leave Administration
- Finance
  - Accounts Payable/Receivable
  - Payroll
- Community Relations
  - Media Relations
  - Public Education
- Facilities
  - Safety and Security
  - Buildings and Grounds
- Technology
  - Network Operations
  - Web Services

## DAILY INFECTION CONTROL PRACTICES

- The most important thing is to wash your hands frequently throughout the day for at least 20 seconds each time with hot water and soap.
- You should also drink plenty of fluids and get enough rest.
- Cover your cough by using the sleeve of your garment.
- You may also cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after.
- Wash your hands after you cough or sneeze.
- Alcohol-based hands cleaners are also effective, but it is better to wash your hands with soap and water. Gels should be rubbed into hands until they are dry.
- Avoid touching your eyes, nose or mouth. Germs spread that way.
- Try to avoid close contact with sick people.
- If you get sick, stay home from work or school and limit contact with others to keep from infecting them.
- Regularly disinfect commonly touched surfaces, such as counters, desks, tables, doorknobs, railings, keyboards, mice, telephone handsets and drinking fountains.

## PHASES OF A PANDEMIC<sup>2</sup>/PANDEMIC MANAGEMENT

PT = Pandemic Team, HR = Human Resources, CR= Community Relations, FCBH = Franklin County Board of Health, ODH = Ohio Department of Health, OLC = Ohio Library Council, CDC = Centers for Disease Control and Prevention, WHO = World Health Organization



**Phase 1:** No viruses circulating among animals have been reported to cause infections in humans.

**Phase 2:** An animal influenza virus is known to have caused infection in humans, and is considered a potential pandemic threat.

**Phase 3:** An animal or human-animal influenza virus has caused sporadic cases or small clusters of disease in people, but has not resulted in community-level outbreaks.

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<sup>2</sup> World Health Organization, [http://www.who.int/csr/disease/avian\\_influenza/phase/en/](http://www.who.int/csr/disease/avian_influenza/phase/en/)

## LIBRARY PREPAREDNESS ACTIVITIES FOR PHASES 1-3

Department	Action
HR/CR	<ul style="list-style-type: none"> <li>Monitor local, state and federal news channels such as those listed on pages 10 and 11</li> </ul>
HR/CR	<ul style="list-style-type: none"> <li>Provide information to staff and public regarding pandemic terminology, proper hygiene, prevention and mitigation, and how to prepare at home and work</li> </ul>
Technology	<ul style="list-style-type: none"> <li>Post information/updates from HR/CR</li> </ul>
HR/CR	<ul style="list-style-type: none"> <li>Use internal communication channels such as the Wellness Committee and the Staff Intranet to distribute information</li> </ul>
Facilities	<ul style="list-style-type: none"> <li>Provide alcohol-based hand sanitizers and disinfectant wipes for keyboards/mice/telephones</li> </ul>
Library Mgrs	<ul style="list-style-type: none"> <li>Place sanitizing gel or hand wipes next to staff and public computers</li> </ul>
CR	<ul style="list-style-type: none"> <li>Provide signage for staff and patrons regarding daily infection control practices</li> </ul>

**Phase 4:** Sustained disease outbreaks in a community, which mark a significant increase in the risk for a pandemic. However, this does not mean that a pandemic is certain.

## LIBRARY PREPAREDNESS ACTIVITIES FOR PHASE 4

Department	Action
HR/CR	<ul style="list-style-type: none"> <li>Increase level of monitoring of advisements</li> </ul>
HR/CR	<ul style="list-style-type: none"> <li>Notify staff and public of updates</li> </ul>
Technology	<ul style="list-style-type: none"> <li>Consider adding a CDC “widget” or “button” to the homepage and Staff Intranet for access to the latest information on influenza  <a href="http://www.cdc.gov/widgets/">http://www.cdc.gov/widgets/</a>,  <a href="http://www.cdc.gov/SocialMedia/Campaigns/H1N1/buttons.html">http://www.cdc.gov/SocialMedia/Campaigns/H1N1/buttons.html</a></li> </ul>
Technology	<ul style="list-style-type: none"> <li>Post information/updates from HR/CR</li> </ul>
Facilities	<ul style="list-style-type: none"> <li>Call meetings of Safety Committee, as needed</li> </ul>
HR	<ul style="list-style-type: none"> <li>Call meetings of Wellness Committee, as needed</li> </ul>

**Phase 5:** Human-to-human spread of the virus into at least two countries in one WHO region, but most countries will not be affected at this stage. A pandemic is imminent.

**Phase 6:** This pandemic phase is characterized by community level outbreaks in at least one other country in a different WHO region, in addition to the criteria defined in Phase 5. A global pandemic is under way.

LIBRARY PREPAREDNESS ACTIVITIES FOR PHASES 5-6

Department	Action
HR/CR	<ul style="list-style-type: none"> <li>Remain on high alert for advisements from local, state and federal advisements</li> </ul>
HR	<ul style="list-style-type: none"> <li>Consult with the library's healthcare vendors such as WillisHRH, Anthem and Matrix EAP for recommendations and resources</li> </ul>
PT	<ul style="list-style-type: none"> <li>Formulate responses to potential patron and staff inquiries</li> </ul>
HR/CR	<ul style="list-style-type: none"> <li>Increase level of updates to staff and patrons</li> </ul>
Technology	<ul style="list-style-type: none"> <li>Post information/updates from HR/CR</li> </ul>
PT	<ul style="list-style-type: none"> <li>Determine need for additional supplies of surgical masks, disposable latex gloves, disinfecting supplies, hand sanitizers</li> </ul>

PANDEMIC IMMINENT WITHIN FRANKLIN COUNTY

Department	Action
PT	<ul style="list-style-type: none"> <li>Organize response efforts to minimize impact of the pandemic</li> </ul>
HR/CR	<ul style="list-style-type: none"> <li>Remain on high alert for advisements from local, state and federal sources</li> </ul>
PT	<ul style="list-style-type: none"> <li>Consult with other library systems, OLC, local government</li> </ul>
PT	<ul style="list-style-type: none"> <li>Determine need for a Command Center</li> </ul>
PT	<ul style="list-style-type: none"> <li>Prepare for implementation of Pandemic Plan response</li> </ul>
PT	<ul style="list-style-type: none"> <li>Determine whether to modify/limit procedures and services</li> </ul>
HR/CR	<ul style="list-style-type: none"> <li>Encourage all sick people to stay home (patrons and staff)</li> </ul>
PT	<ul style="list-style-type: none"> <li>Monitor staff for any unusual increases in absenteeism</li> </ul>
PT	<ul style="list-style-type: none"> <li>Determine need for more volunteers</li> </ul>
HR/CR	<ul style="list-style-type: none"> <li>Increase level of updates to staff and patrons</li> </ul>
Technology	<ul style="list-style-type: none"> <li>Post information/updates from HR/CR</li> </ul>
PT	<ul style="list-style-type: none"> <li>Determine need for social distancing measures</li> </ul>
Facilities	<ul style="list-style-type: none"> <li>Distribute additional supplies of disposable latex gloves, disinfecting supplies, hand sanitizers</li> </ul>
HR	<ul style="list-style-type: none"> <li>Continue to consult with the library's healthcare vendors</li> </ul>



## PANDEMIC UNDERWAY WITHIN FRANKLIN COUNTY

Pandemic Plan Response	
Department	Action
PT	<ul style="list-style-type: none"> <li>Determine whether to close or reduce hours of operation at some or all locations based on advisement/directives from local and state health agencies</li> </ul>
PT	<ul style="list-style-type: none"> <li>Monitor staff availability at all locations to determine if they may be adequately staffed to provide service</li> </ul>
	<ul style="list-style-type: none"> <li>Determine if staff need to be temporarily reassigned</li> </ul>
PT	<ul style="list-style-type: none"> <li>Follow established procedures for emergency closings</li> </ul>
PT	<ul style="list-style-type: none"> <li>Implement social distancing measures</li> </ul>
Technology	<ul style="list-style-type: none"> <li>Post information/updates from HR/CR</li> </ul>
PT	<ul style="list-style-type: none"> <li>Determine need for all staff to assist in disinfecting high traffic areas and library materials returned by patrons</li> </ul>
HR	<ul style="list-style-type: none"> <li>Inform staff showing signs of illness that they will be expected to stay home during the pandemic period</li> </ul>
PT	<ul style="list-style-type: none"> <li>Explore whether policies and practices, such as telecommuting and flexible work hours, can be established to increase the physical distance among employees and between employees and others</li> </ul>
PT	<ul style="list-style-type: none"> <li>Consider modified leave and attendance policies to require staff to stay home if they are ill, and to allow them to stay home to care for ill family members, or if schools or childcare facilities close</li> </ul>

## POST-PEAK AND POST PANDEMIC PERIODS

**Post-peak period:** Disease levels in most countries with adequate surveillance will have dropped below peak levels, signifying that pandemic activity appears to be decreasing. However, it is uncertain if additional waves will occur. Pandemic waves can be separated by months.

**Post-pandemic period:** Disease activity will have returned to levels normally seen for seasonal influenza. It is expected that the pandemic virus will behave as a seasonal influenza virus. At this stage, it is important to maintain surveillance and update pandemic preparedness and response plans accordingly. An intensive phase of recovery and evaluation may be required.

Department	Action
CR/HR	<ul style="list-style-type: none"> <li>Continue regular communication with public and staff</li> </ul>
PT	<ul style="list-style-type: none"> <li>Continue to monitor staffing levels</li> </ul>
Facilities	<ul style="list-style-type: none"> <li>Buildings may require thorough inspections</li> </ul>
Facilities	<ul style="list-style-type: none"> <li>Thorough cleaning of buildings may be required</li> </ul>
PT	<ul style="list-style-type: none"> <li>Reopen locations or increase hours of operation as staffing availability permits</li> </ul>
PT	<ul style="list-style-type: none"> <li>Consider resuming services and programs</li> </ul>
Technology	<ul style="list-style-type: none"> <li>Post information/updates from HR/CR</li> </ul>
PT	<ul style="list-style-type: none"> <li>Review policies and procedures for revisions that could improve preparedness and response activities</li> </ul>

## SOCIAL DISTANCING MEASURES

- Staff with a high-risk medical condition may want to notify their supervisors so that they can make every effort to reassign them to duties that have minimal contact with people. If they cannot be reassigned to duties that will reduce contact with others, are concerned about their risk of exposure in the workplace, or will be in crowded conditions while commuting to work, then they may be allowed to use sick leave to stay home from work.
- At the beginning of the workday or with each new shift, all employees will be asked about symptoms consistent with an influenza illness, such as fever or chills AND cough or sore throat.
- Staff and patrons identified as being sick will be required to leave the premises.
- Staff who appear to have an influenza-like illness upon arrival or become ill during the day will be promptly separated from other workers and be advised to go home until at least 24 hours after they are free of fever (100°F or greater), or signs of a fever, without the use of fever-reducing medications. When possible and if they can tolerate it, they should be given a surgical mask to wear before they go home if they cannot be placed in an area away from others.
- Staff will be informed of any possible exposure while maintaining confidentiality. Staff exposed to a sick co-worker should monitor themselves for symptoms of influenza-like illness and stay home if they are sick.
- Use of meeting rooms by the public will not be permitted.
- All programs will be canceled.
- Some service points will be closed and equipment will be turned off to maintain a distance of six feet between people.
- Nonessential travel for work will be canceled.

## H1N1 INFLUENZA<sup>3</sup>

### **What is novel H1N1 (swine flu)?**

Novel H1N1 (referred to as “swine flu” early on) is a new influenza virus. This new virus was first detected in people in the United States in April 2009. This virus is spreading from person-to-person worldwide, probably in much the same way that regular seasonal influenza viruses spread. On June 11, 2009, WHO signaled that a pandemic of novel H1N1 flu was underway.

### **How does novel H1N1 flu compare to seasonal flu?**

H1N1 flu has affected people younger than 25 years of age more than older people. Pregnancy and other previously recognized high-risk medical conditions from seasonal influenza appear to be associated with increased risk of complications from H1N1.

### **What are the high-risk medical conditions?**

These underlying conditions include asthma, diabetes, suppressed immune systems, heart disease, kidney disease, neurocognitive and neuromuscular disorders and pregnancy. Children under five years of age are also at a higher risk. People older than 65 years of age are at lower risk of being infected with 2009 H1N1 than younger people. However, similar to seasonal influenza, when people 65 and older become infected with 2009 H1N1, they are at increased risk of severe illness.

### **What should I do if I am in one of the high-risk groups?**

Consider consulting with your healthcare provider for advice about how to reduce the risk of exposure. Consult with your healthcare provider immediately if you become ill. Early treatment with antiviral medications is very important for people at high risk.

### **How does H1N1 spread?**

The spread of H1N1 is thought to occur in the same way that seasonal flu spreads. Flu viruses are spread mainly from person to person through coughing or sneezing. Sometimes people may become infected by touching something – such as a surface or object – with flu viruses on it and then touching their mouth or nose.

### **Can I get H1N1 from eating or preparing pork?**

H1N1 is not spread by food. You cannot get H1N1 from eating pork or pork products. Eating properly handled and cooked pork products is safe.

### **What are the signs and symptoms of this virus in people?**

Influenza viruses infect the human upper respiratory tract. The symptoms of H1N1 in people include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. A significant number of people who have been infected with this virus also have reported diarrhea and vomiting.

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<sup>3</sup> <http://www.cdc.gov/h1n1flu/qa.htm>

**How long can an infected person spread this virus to others?**

People infected with seasonal and H1N1 flu shed virus and may be able to infect others from one day before getting sick to five to seven days after. This can be longer in some people, especially children and people with weakened immune systems.

**How long should I stay home from work if I get sick?**

If you are sick with flu-like illness, the CDC recommends that you stay home for at least 24 hours after your fever (100°F or greater, without the use of fever-reducing medications) is gone, except to get medical care or for other necessities. This means avoiding normal activities, including work, school, travel, shopping, social events and public gatherings. A warning sign, for adults and children, that requires urgent medical attention is when flu-like symptoms improve but then return with fever and worse cough.

**If I have a family member at home who is sick with the flu, should I go to work?**

If you are well but have an ill family member at home, you can go to work as usual. You should monitor your health every day, and take everyday infection control precautions. A warning sign, for adults and children, that requires urgent medical attention is when flu-like symptoms improve but then return with fever and worse cough.

**What kills influenza virus?**

Influenza virus is destroyed by heat (167-212°F). Several chemical germicides, including chlorine, hydrogen peroxide, detergents (soap), iodophors (iodine-based antiseptics), and alcohols are effective against human influenza viruses if used in proper concentration for a sufficient length of time. Wipes or gels with alcohol in them can be used to clean hands.

**What household cleaning should be done to prevent the spread of influenza?**

It is important to keep surfaces (especially bedside tables, surfaces in the bathroom, kitchen counters and toys for children) clean by wiping them down with a household disinfectant according to directions on the product label.

**How should linens, eating utensils and dishes of persons infected with influenza be handled?**

These do not need to be cleaned separately, but these items should not be shared without washing thoroughly first. Linens, such as bed sheets and towels, should be washed by using household laundry soap and tumbled dry on a hot setting. Avoid “hugging” laundry prior to washing it to prevent contaminating yourself. Wash your hands with soap and water or use an alcohol-based hand rub immediately after handling dirty laundry. Eating utensils should be washed either in a dishwasher or by hand with water and soap.

**Is there a risk from drinking water?**

Tap water that has been treated by conventional disinfection processes does not likely pose a risk for transmission of influenza viruses. To date, there have been no documented human cases of influenza caused by exposure to influenza-contaminated drinking water.

**Can H1N1 be spread through water in swimming pools, spas, water parks, interactive fountains, and other treated recreational water venues?**

There has never been a documented case of influenza virus infection associated with water exposure. Recreational water that has been treated at CDC recommended disinfectant levels does not likely pose a risk for transmission of influenza viruses.

## FLU INFORMATION SITES

- **Adult Immunization Coalition of Central Ohio**  
<http://vaccine4me.com/>  
Hotline: 1-888-202-1319, Local: 437-2900
- **CDC H1N1 Flu Information**  
<http://www.cdc.gov/h1n1flu/>
- **CDC Advice on How Long People with Flu Should Stay Home**  
<http://www.cdc.gov/h1n1flu/guidance/exclusion.htm>
- **CDC Outbreak Notices**  
<http://www.cdc.gov/travel/content/outbreak-notice/novel-h1n1-flu-global-situation.aspx>
- **CDC Novel H1N1 Flu and Travel**  
<http://www.cdc.gov/travel/content/novel-h1n1-flu.aspx>
- **CDC Information for Airline Passengers Exposed to H1N1**  
<http://www.cdc.gov/travel/content/SwineFluPassengers.aspx>
- **Central Ohio Pandemic Flu Web Site**  
<http://columbuspandemicflu.com/>
- **Central Ohio Community Flu Hotline - 211**  
Call 211 or 221-2255 for general flu questions 24 hours a day, 7 days a week.
- **Columbus Public Health**  
[http://publichealth.columbus.gov/health\\_ehealthalerts.aspx?id=10154](http://publichealth.columbus.gov/health_ehealthalerts.aspx?id=10154)
- **Ohio Department of Health Pandemic H1N1 Information**  
[http://www.odh.ohio.gov/landing/phs\\_emergency/panflu/panflumain.aspx](http://www.odh.ohio.gov/landing/phs_emergency/panflu/panflumain.aspx)
- **Ohio H1N1 Information Line**  
Call 1-866-800-1404, Monday through Friday, 8:00 a.m. – 5 p.m.
- **U.S. Government H1N1, Avian and Pandemic Flu Information**  
<http://www.flu.gov/index.html>
- **U.S. State Department Travel Alerts**  
<http://www.state.gov/travel/Swine>
- **WHO Pandemic (H1N1)**  
<http://www.who.int/csr/disease/swineflu/en/>