

Preparing for a Pandemic Influenza Event Submission Guidance

This guidance is to be used by departments in conjunction with the Model Pandemic Influenza Safe Work Practice, its appendices and the Pandemic Influenza Job Safety Analysis and Trigger Point Matrix Procedure in preparing the Department Pandemic Influenza Safe Work Practices.

Departments should submit for review their Pandemic Influenza Safe Work Practice to Ken Swisher, Director, Employee Health Management Division, Office of the State Employer (OSE), by August 1, 2009.

The Department's submission should include:

- a. The department's pandemic emergency operations leadership and support team.

Identify the department's pandemic emergency operations leadership and support team members that will be assigned to coordinate preparedness and implementation activities and to respond to pandemic influenza issues and questions.

- b. Within each of the OSHA Risk Categories of Very High, High, Medium, and Lower Exposure (Caution) Risk, provide:
 - i. The total number of employees in each category.
 - ii. A brief description of the task. (The specific job method or physical activity that requires employees to come into close contact; i.e. within 6 feet, with others or potentially contaminated environmental surfaces that results in the placement in the respective risk level category.)
 - iii. An estimate of the percentage of time spent per day performing the task.
 - iv. An estimate of the number of employees performing very high and high risk level tasks that have been medically evaluated and fit tested on the assigned or the specific type of respirator they will be required to wear.
- c. The Department's Trigger Point Matrix. See Model Trigger Point Matrix examples on pages 9, 10 and 11 and Trigger Point Matrix Form – Appendix G on pages 27 and 28 of the [Model Pandemic Influenza Safe Work Practice](#).
- d. The Department's communication plan to provide employee awareness and pandemic information. See Conduct Employee Awareness, Communication, Training and Practice Drills on pages 7 and 8 of the [Model Pandemic Influenza Safe Work Practice](#).