



## SD1's Pandemic Influenza Policy

It is the policy of SD1 to promote a safe and healthy environment for its employees. This policy has been created in an effort to minimize exposure and absenteeism in the event that a pandemic influenza (flu) is a threat to our employees, their families and business.

SD1 acknowledges its role as an essential, public service organization to protect and safeguard the wellbeing of our Northern Kentucky community; therefore, SD1 will remain open in all but the most extreme circumstances. Unless an emergency closing is announced, all employees are expected to work. However, all employees are urged to use their own discretion in deciding whether they can commute safely to work.

### **Pandemic Response Team**

SD1's Pandemic Response Team consists of the following Individuals:

- Safety Manager—Rod Bell
- Safety Coordinator—Pat Diesman
- Employee Benefits Manager—Vicki Crawford
- Employee Development Coordinator—Anne Wolking

This team will be responsible for monitoring emergency conditions for the purposes of communicating and implementing emergency plans to maintain the safety and security of SD1's premises during emergency conditions. The SD1 Safety Committee will also be involved to offer feedback and assistance with any emergency plan set into place.

### **Personal Hygiene and Good Health Practices**

Cough Etiquette—cover your cough by coughing into your elbow or tissue and

Hand Washing—regularly wash hands and use alcohol gel.

Things to Avoid—avoid touching your eyes, nose, and mouth

Things to Practice—are physically fit, eat a healthy diet, control body weight and follow your physician's instructions.

### **Emergency Closings**

SD1 will remain open, unless an emergency closing is issued by the General Manager, or his designees. If offices close prior to the work day, the SD1 phone tree will be activated to notify employees of closings or delays. Employees should refer to section 507 in their handbook for information regarding emergency closings and payroll practices.

If departments have limited personnel due to the flu pandemic, employees from other departments will cover staffing needs until department returns to an operable state.

### **Business Continuity**

If you, or a family member, have not been infected with influenza (flu), then you are expected to report to work.

Standard communications apply for the pandemic flu as with any sick leave occurrence during a non-pandemic. See below for our current leave procedures:

*If you are unable to report to work, employees must notify their supervisors prior to the work day if possible. The direct supervisor must also be contacted on each additional day of absence, unless a continued absence is anticipated in advance and the supervisor is notified and agrees to suspend the daily notification requirement.*

*Employees are required to complete a leave of absence form for every leave occurrence. This notice should be completed within 24 hours of returning to work after a leave. Employees who do not provide notification for an absence may not be eligible to receive the sick leave benefit and their absence would be considered unpaid leave.*

*If an employee is absent for three or more consecutive work days due to illness or injury, a physician's statement must be provided before returning to work indicating the nature of the reason for the disability. The note must also state that the employee may safely return to work.*

For the full policy on sick leave, employees may refer to section 304 in their handbooks. Employees may also refer to the CDC for recommendations on caring for dependents sick with flu.

### **Waived Occurrence during a Pandemic Flu Event**

SD1 recognizes the nature of a flu pandemic and will suspend sick occurrences for employees who fit the following criteria during the pandemic:

1. Employees who notify their supervisor of an illness before reporting to work and submit a doctor's note stating that they or their dependents were sick from the flu.
2. Employees who leave work sick or to care for a dependent that is sick and report back to work with a doctor's note stating they were sick from the flu.
3. Employees who are sent home by their supervisor who report to their family care doctor and return with a note stating they were sick from the flu.

*Employees or dependents who are sick during the flu pandemic but are not diagnosed with the flu will follow the regular sick occurrence policy as outlined in section 304 of the employee handbook.*

### **Communication Outreach**

The SD1 Pandemic Response Team will communicate current pandemic flu information as the company is made aware of new reports and findings.

All bathrooms will have hand washing instructions over the sinks as well as our break room areas. Proper cough etiquette posters will be installed in areas throughout designated work areas.

Signs at the entrance of our facilities will be posted stating flu symptoms and what to do if you are feeling ill.

SD1's employee newsletter will have up-to-date information on pandemic situations as well as any updates to our pandemic policy.

A flyer has been sent to employee's homes to communicate current flu information to their families.

Employees are encouraged to communicate with the Pandemic Response Team regarding any questions relating to the pandemic to ensure that accurate information is being communicated throughout the company.

### **Preventative Measures**

The following preventive measures have been enacted to keep our employees and customers safe and healthy:

1) SD1's cleaning company cleans and sanitizes bathrooms daily and disinfects phones weekly. The Pandemic Response Team will disinfect the handrails and main doorknobs weekly.

2) Hand sanitizer bottles have been set out at high traffic areas:

- SD1 vehicles
- Lobby and receptionist areas
- Break rooms
- Fitness center
- Meeting rooms

3) SD1 utilizes a strong sanitizing solution called Myclyns as a current safety precaution for several departments and affected employees. Myclyns is a tasteless, odorless solution that can be sprayed in your eyes and mouth to disinfect you after coming in contact with infectious diseases. It has been shared with employees already carrying Myclyns, that it may be used if you come in contact with someone ill with the flu.

4) During a flu pandemic, employees are instructed to refrain from using other employees' phones, desks, offices, personal work tools and equipment. In shared work spaces, employees are encouraged to sanitize the workspace before using it as a preventative measure.

### **Social Distancing**

Social distancing is a public health action that limits exposure to highly communicable diseases by restricting person-to-person contact. Social distancing is designed to limit the spread of a disease by reducing the opportunities for close contact between people.

Examples include:

- Reducing face-to-face exposure by using conference calls and video conferencing

- Avoiding unnecessary travel
- Canceling meetings, workshops, training sessions and scheduled events

Employees are encouraged to read the CDC's recommendations for social distancing measures during a flu pandemic.

### **Employee Flu Shots**

Although a vaccine for the current pandemic flu (H1N1) has not been released to the general public, SD1 still feels there is value with protecting its employees with the seasonal flu vaccine. During the pandemic event, flu vaccines will be administered to employees wishing to be inoculated. The cost break down is as follows:

Employees: \$0.00

Employees Spouse: \$10.00

We will keep employees updated with news regarding the H1N1 vaccine and if we will be able to offer it to our employees.

### **Emergency Medical Procedures**

If an employee is in need of medical attention, please notify your immediate supervisor and request assistance. If you believe the situation merits trained medical personnel, please contact 911 immediately and inform 911 of the individual's symptoms, location and any other information 911 requests.

### **Employee Assistance Program**

SD1 offers all employees a free confidential counseling service through St. Elizabeth Business Health. The phone number is 859-301-2570. Please see the Employee Benefits Manager or Employee Development Coordinator for additional information regarding the Employee Assistance Program (EAP).

The EAP may be helpful during the Influenza Pandemic to counsel employees or their dependants coping with stress, grief relating to the pandemic.

### **Comments or Suggestions**

Should you have any comments or suggestions regarding SD1's preparedness for the pandemic flu, please email them to one of the following email addresses:

Rod Bell: [rbell@sd1.org](mailto:rbell@sd1.org)

Pat Diesman: [pdiesman@sd1.org](mailto:pdiesman@sd1.org)

Vicki Crawford: [vcrawford@sd1.org](mailto:vcrawford@sd1.org)

Anne Wolking: [awolking@sd1.org](mailto:awolking@sd1.org)