

Business Continuity & Relocation Plan ~ Appendix A ~ Proximity of Influenza Pandemic Matrix

Severity of Influenza Pandemic		Influenza pandemic but not affecting U.S.	Pandemic influenza identified in U.S.	Pandemic influenza identified in Florida or Alabama	Pandemic influenza identified in or adjacent to the coop service area	Pandemic influenza affected cooperative employees/ family members
	Low Similar to seasonal flu/ slight increase in absenteeism.	Normal business operations, promote flu prevention practices (promote good hand washing hygiene, monitor CDC website to track pandemic flu progress.		Issue hand sanitizer & nitrile gloves to employees exposed to general public (i.e. MSRs, marketing, engineering). Wipe down (sanitize) shared work stations and vehicle cabs at each shift change. Continue to monitor CDC website to track pandemic flu progress.		
	Moderate Higher rate of hospitalizations, quickly spreads, significant increase in absenteeism.	Preparation actions should be completed: • Identify critical tasks/ telecommuting capabilities • Back-up plans for key suppliers (materials) • Plan for increased absenteeism levels.		Sick employees stay home until 24 hours after fever or symptoms have resolved (w/out use of fever suppressant.)	Issue N95 particulate respirators to <u>critical</u> employees who <u>must deal with public</u> . Sick employees stay home (at least 24 hours after symptoms resolve).	
	High High hospitalization/ mortality rate (25 - 50%). School & day care center closures.	• Track flu spread on CDC site • Review continuity plans • Determine availability of vaccination	Cancel non-essential business travel.	Begin social distancing: • Increase telecommuting. • Cancel face-to-face meetings. • Reduce front desk traffic of general public. • Routinely sanitize front desk area.	<ul style="list-style-type: none"> • Temporarily close office to the general public. • Temporarily shut down deliveries and shipments unless direct contact is not required. • Temporarily shut down operations with the exception of necessary repairs or maintenance. • Utilize telecommuting to the extent available. • Continue social distancing practices for employees who must come into the office. • Sick employees remain home at least 7 days even if symptoms resolve sooner. If symptoms not resolved after 7 days, wait 24 hours after symptoms resolve before returning to work. 	

Color Code Matrix

	Level 1: Low to high severity level, but not impacting locally.
	Level 2: Low to moderate severity level, but local impact is limited to low severity.
	Level 3: High severity level, but not within the state.
	Level 4: Moderate severity impacting the community and/or cooperative, or high severity within the state but not yet local.
	Level 5: High severity level at the local level.

Guide for using matrix:

- This is a guide to help access the threat level of a potential pandemic flu spread. It factors in the severity of the flu strain (hospitalization rates, ability to spread, mortality rate, etc.), and the proximity of the pandemic to the cooperative.
- The suggested practices are guidance only and should be matched on an on-going basis with federal, state and/or local recommendations.
- The color code progresses with recommended actions to be considered for implementation at each level. Where the color changes on the matrix an evaluation will be made by senior management of the current available information and practices to determine if additional measures should be implemented.