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# Sharing of Pandemic Preparedness Planning

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## Background



## Facts About Seasonal Flu

- The flu is:
- a contagious respiratory illness caused by flu viruses
- different from a cold
- infects 5% to 20% of the population
- spreads between people in droplets from coughs and sneezes



## Facts About Seasonal Flu

The flu virus can:

- spread before you feel sick
- travel at the speed of sound from a single cough
- remain alive on surfaces for 48 hours



## Facts About Pandemic Flu

- Pandemics: virus mutates to new strain with no human immunity
- Most recent pandemics: 1918, 1957, and 1968
- WHO: another pandemic likely in the near future
  - pandemics occur in 2-3 "waves"
  - each wave lasts 3-5 months over 1-2 years



## The Human Toll

Each year, seasonal flu in the US:

- puts 200,000 people in the hospital
- kills 36,000 people



Pandemic	Date	Global Deaths
Asiatic (Russian) Flu	1889–1890	1 million
Spanish Flu	1918–1920	40-50 million
Asian Flu	1957–1958	1 to 1.5 million
Hong Kong Flu	1968–1969	0.75 to 1 million

## Where are we now?

### World Health Organization (WHO) Pandemic Phases

Inter-pandemic phase New virus in animals; no human cases	Low risk of human cases	1
	Higher risk of human cases	2
Pandemic alert	No or very limited human-to-human transmission	3
New virus causes human cases	Evidence of increased human-to-human transmission	4
	Evidence of significant human-to-human transmission	5
Pandemic	Efficient and sustained human-to-human transmission	6

## What can you do?



Don't Panic!

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## Developing Pandemic Preparedness Plan

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### Responsibility of Pandemic Preparedness Team

To develop and implement a recovery plan to:

- Assess the current situation
- Review available information
- Seek further information
- Decide what actions are necessary
- Undertake actions
- Monitor and review progress

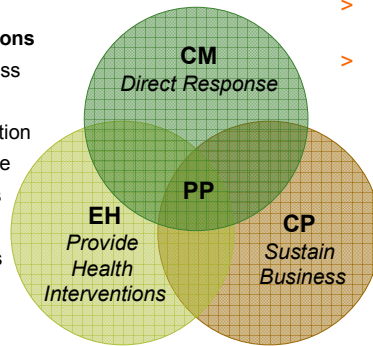
\* *Members shall remain contactable through telephone, mobile phone or email*

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## Leverage from Existing Plans

### Employee Health (EH)

- > Policy & Plan
- > **Non-Pharma Interventions**
  - Education/Awareness
  - Social distancing
  - Cleaning & disinfection
  - Respirator/Mask use
  - Modify site services
- > **Pharma Interventions**
  - Strategic Stockpiles
  - Antiviral
  - Vaccine (future)



### Crisis Mgmt. (CM)

- > Corporate plan (*global*)
- > Regional plan (*country/region*)
- > Local plan (*site*)

### Continuity Planning (CP)

- > Global Policy & Guidance
- > Business plans
- > Facilities/Site plans
- > Technology plans
- > Vendor plans

## Identify Potential Assets and Challenges

### Assets

- **Products & Services**
- **Commitment to Employee Health**
- **Established Plan**
  - Business Continuity Plan
  - Crisis Mgmt Plan
  - EHS Polics
  - HR Polics

### Challenges

- **Uncertainty about timing, severity, etc**
- **Ethical**
- **Pandemic outside “traditional” BCP scope**
- **Access to Antiviral/Vaccines**
- **Employee Health Network (MNCs)**
- **and hundreds of others.....!**

## Develop Key Plan Design Principles

- Act transparently & employees' best interests
- Build in flexibility to address uncertainties
- Consistency within countries and business units
- Comply with local laws on prescribing and distribution AV;
- Comprehensive set of interventions including anti-virals and other evidence based solutions
- Maximise use of existing business processes

## Develop Assumptions

- Using SARS experiences to develop what might happen to your operations and employees, eg:
  - Employees refuse to turn up for work!
  - Supply chain disruptions?
  - Integrity IT infrastructure?
  - Borders remains open?

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## Resources for All!

- World Health Organization
  - Singapore Ministry of Health
  - Health Promotion Board
  - Singapore Ministry of Manpower
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## Core Elements

- Surveillance
  - Communications
  - Employee's Health
  - Facilities Management
  - Define Business Critical Process
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## Surveillance

- Be aware of development, locally & globally
    - WHO
    - MOH
    - Local news
  - Trigger to activate the Pandemic Preparedness Team (PPT)
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## Communications

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| <ul style="list-style-type: none"><li>■ Internal Communications<ul style="list-style-type: none"><li>□ Email</li><li>□ LAN/Mobile phone</li><li>□ Internet Chat (free!)</li><li>□ Intranet (Build awareness)</li><li>□ Meetings</li><li>□ Develop calling trees</li></ul></li></ul> | <ul style="list-style-type: none"><li>■ External Communications<ul style="list-style-type: none"><li>□ Press releases</li><li>□ Holding statement</li><li>□ Email</li><li>□ LAN/Mobile phone</li><li>□ Internet</li></ul></li></ul> |
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## Employee Health Preparedness

### ■ Medical Intervention

- Season Flu Vaccination
- Antiviral
- Vaccination
  - H1N1
  - H5N1, etc



### ■ Non-medical Intervention

- Provision of Personal Protective Equipment
- Travel Policy
- Absent policy
- Social Distancing



HR and EHS to work together to develop quantity and programs

## Facilities Management

- Management of Visitors
  - Holding areas for suspected case
- Increase Cleaning and Sanitizing
- Train employees proper
  - Use of thermometers
  - N95 masks
  - Surgical masks
- Implement MOH guidelines

## Critical Processes

### Define Critical Process

- Essential process should include outsourced partners
- Critical process to be automated to minimize human interaction

### Identify Critical Roles

- Employees named in critical process to maintain the operations
- Roles to be performed remotely with a few exceptions
- Nominated staff in business critical roles to remain contactable

### Non-Critical Roles

- Employees not required to work during an outbreak

## Overview of PP Plan (PPP)

WHO Phase	WHO phase 3	WHO phase 4	WHO phase 5	WHO phase 6
MOH Alert	MOH Alert Green	MOH Alert Yellow	MOH Alert Orange	MOH Alert Red/ Black
Management of anti-viral & other medications				
Distribution of Protective Kits				
Communications (Internal & External)				
Information Technology				
Facility Management				
Social distancing				
Business Process				
Travel				

Build response plan  
wrt to this framework

## Overview of Pandemic BCP

WHO Phase	WHO phase 3	WHO phase 4	WHO phase 5	WHO phase 6
MOH Alert	MOH Alert Green	MOH Alert Yellow	MOH Alert Orange	MOH Alert Red/Black
HR: Payroll process				
Finance: Month end reporting				
Logistic: Supply to customers				
IT: Ensure servers are working				
FM: Security guards				

Each functions to plan  
wrt to company's  
Pandemic Preparedness Plan

## Other considerations

- Home Working
  - For employees supporting critical processes to work from home
  - HR policy for these group of employees (Rewards and recognitions)
- Site closure
  - When and communication methods?
    - Schools closure
    - Breakdown of public transportation system
    - Quarantining of affected area by local authority
- Site opening
  - Communication methods
  - By phases?

## Testing and Simulations and Reviews

- Conduct test and simulations
  - Desk top exercise (Scenarios based)
  - Calling tree simulations
- Identify gaps and revise plans

## Questions / Discussions



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“Everything you need to know about preventing  
a pandemic you learned in kindergarten:  
Wash your hands.”

*- Dr. Michael Greger, U.S. Humane Society*

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