

SOUTH WAIRARAPA DISTRICT COUNCIL

5 APRIL 2017

AGENDA ITEM C2

INFECTIOUS DISEASE AND PANDEMIC POLICY (I100) AND PANDEMIC ACTION PLAN POLICY REVIEW

Purpose of Report

To inform Councillors of the proposed changes to Policy I100 Infectious Disease and Pandemic Policy and the Pandemic Action Plan.

Recommendations

Officers recommend that the Council:

1. *Receive the Infectious Disease and Pandemic Policy (I100) and Pandemic Action Plan.*
2. *Approve the amendments to the policy and action plan following review by officers and Regional Public Health personnel.*
3. *Submit the approved policy to the SWDC Health and Safety committee for review at their next meeting.*

1. Executive Summary

The Policy I100 Infectious Disease and Pandemic Policy and the Pandemic Action Plan was reviewed by council officers and submitted to the Policy and Finance committee for approval in February 2016. It was agreed at that meeting that it would be prudent to have the appropriate personnel from Wairarapa District Health Board review the policy and the action plan and add any additional requirements from their perspective.

Both documents have now been reviewed by the Regional Public Health team at Wairarapa DHB and are now resubmitted with updated wording to council to approve.

Once approved, they will be forwarded to the next Health and Safety Committee meeting for their review and action as appropriate.

Any changes made are shown as tracked changes on the attached documents.

2. Appendices

Appendix 1 - Infectious Disease and Pandemic Policy (I100) and Pandemic Action Plan and Policy

Contact Officer: Paul Crimp, Chief Executive Officer

**Appendix 1 - Infectious
Disease and Pandemic Policy
(I100) and Pandemic Action
Plan and Policy**

Infectious Disease **Aa**nd Pandemic Policy

1. RATIONALE:

This policy has been written in line with World Health Organisation ([WHO](#)) guidelines and the New Zealand Ministry of Health ([MOH](#)) guidelines to provide policy, procedure, guidance and information for management and employees relating to any infectious diseases, particularly in preparation for an influenza **or other** pandemic. Practices in this policy must be carried out in conjunction with the South Wairarapa District Council's Pandemic Action Plan.

2. PURPOSE:

South Wairarapa District Council are committed to the health and safety of employees, customers and visitors to their workplaces. Management shall take all practicable steps to isolate infected employees, monitor the health of employees who have been in contact with infected employees, and close and sanitise a workplace before re-opening it to customers or visitors, should an infectious disease, notifiable to the Ministry of Health, be suffered by a member of staff.

Elected Members

This Policy is also applicable to the Elected Members. For the purpose of this policy, Elected Members are regarded as employees and the Chief Executive Officer has the same role as the Workplace Managers.

Volunteers

This Policy is also applicable to volunteers or people on work experience but not on the SWDC payroll.

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3. GUIDELINES:

Notification of a pandemic¹

Upon alert from the WHO the NZ Ministry of Health will advise when a disease is approaching or at pandemic status. The different stages of the health response are Code White (information) Code Yellow (standby) Code Red (response) Code Green (move to recovery-).

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Avian or other Pandemic Influenza

SWDC ACTIVATION OF THE PANDEMIC POLICY

Immediately upon being advised that the influenza virus has mutated to human-to-human infection, the Emergency Safety Manager shall:

- Advise Management & Environmental Health Officer
- Advise the CEO to activate the pandemic policy and disseminate information to staff

¹ Pandemic means the worldwide spread of a new infectious disease (usually viral).
Adopted 5/08/09 Amended March 2017 Review: Aug-2
March 01/2020 Amended 10/3/2010

- Review info provided by MOH in of health and modify the policy accordingly e.g. if this virus is particularly severe for elderly or pregnant women greater consideration may need to be given to specified people

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Workplace Managers' Procedures

Will review their work areas and institute all practicable measures as advised by Min of health. This may include daily illness registers, alcohol hand gel at work stations, additional cleaning or other measures. Staff should be advised of who to call if they or a family member becomes unwell with suspected Pandemic Influenza

Immediately upon learning that an employee of the workplace has been at work while infected with a communicable notifiable disease or suspected Pandemic Influenza, managers or supervisors shall:

Suspected Pandemic Influenza

- If the employee is still at work, send the employee home, avoiding public transport, and advise them to telephone their doctor immediately.
- Follow the requirements and recommendations of the Ministry of Health and Medical Officer of Health.
- Ensure workplace safety equipment is up to date and that employees will use it.

Other communicable notifiable diseases

- Follow the requirements and recommendations of the Ministry of Health and Medical Officer of Health.

Avian or other Pandemic Influenza

Immediately upon being advised that the influenza virus has mutated to human to human infection, the Emergency Safety Manager shall:

- ◆ Advise Management & Environmental Health Officer
- ◆ CEO to disseminate information to staff.

Other communicable notifiable disease

- Re-issue instructions for all staff re hygiene.
- Follow the requirements and recommendations of the Ministry of Health and Medical Officer of Health. These may include:
 - Providing staff list or illness register ○ _____
 - Providing information to staff
 - Additional cleaning
 - Offering staff immunisations and or antibiotics if appropriate Sanitising the workplace
 - Closure of premises

All Employees During a Pandemic

Should an employee feel they are developing symptoms of influenza, employees shall:

- Immediately notify their manager and GO HOME.
- Notify their doctor by telephone.
- Stay at home until their infection is over.

Should an employee suffer from a communicable disease notifiable to the Ministry of Health, employees shall:

- Notify their manager/supervisor of the type of ill-health they are suffering from.
- Follow the requirements and recommendations of the Ministry of Health and Medical Officer of Health.

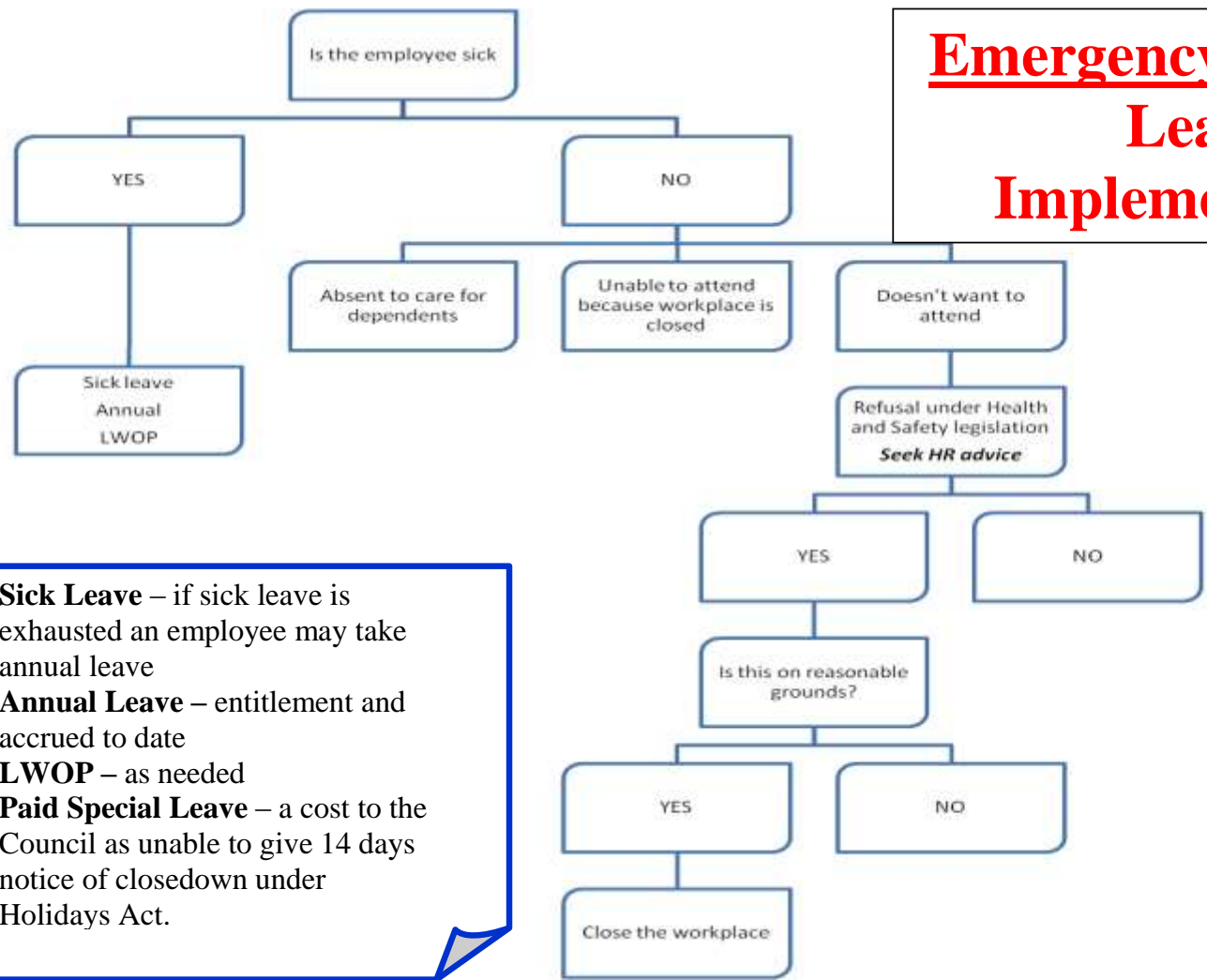
References:

[The New Zealand Influenza Pandemic Plan 2015](#)

[Communicable Disease Control Manual 2012](#)

[The Health Act 1956](#)

Emergency Planning Leave Implementation



Sick Leave – if sick leave is exhausted an employee may take annual leave
Annual Leave – entitlement and accrued to date
LWOP – as needed
Paid Special Leave – a cost to the Council as unable to give 14 days notice of closedown under Holidays Act.



**South Wairarapa District Council
Pandemic Action Plan
20176**

This action plan is to provide procedure, guidance and information for management and employees relating to any infectious diseases, particularly in preparation for an influenza pandemic.

REDUCTION

Reduction requires action before an influenza or other pandemic outbreak occurs to reduce the likelihood and consequences of the event.

Responsibility to Employees – The first priority for local authorities is the wellbeing of its staff.

Public Services – Because ~~pandemic~~ influenza or other pandemic may directly affect employees; illness may interrupt local authority services such as water supply, wastewater, and environmental protection. Some public buildings may be closed by the Medical Officers of Health or used for health assessment, treatment or welfare services. Such decisions will be made by Medical Officer of Health in discussion with h, so local government and CDEM groups. Local authorities still have welfare and other functions under the CDEM Aact 2002 to carry out. ~~will not be required to identify what may or may not be used.~~

READINESS

Employee Protection – Protocols and training should be put in place prior to a pandemic to enhance the safety of the work environment for local authority staff. This pandemic action plan should be reviewed ?? yearly or in response to a change in global alert levels.

Staff awareness – Staff must be aware of plans for pandemic response within the organisation. Please spend 2-5mins during staff meetings discussing – symptoms, contingency plan scenarios etc.

Employee preparedness

All employees should be aware of the core services that the council will need to continue in a pandemic or other emergency. ?? aAs such, staff -and their families should be well prepared with adequate food and water and other supplies and have arrangements to support care of their dependent family members

Staff contingency/redeployment training

Essential public services such as provision of potable water, and disposal of rubbish and sewerage will need to continue. Identification of key staff and tasks including the training of sufficient additional staff to perform roles is a core part of South Wairarapa District Council's business continuity planning.

The Medical Officer of Health may request the secondment of Environmental Health Officers (EHOs)- to the Public Health Unit to support the operational pandemic response.

Supplies – Once a pandemic occurs, there may be difficulties in securing essential equipment and supplies. Readiness includes identifying supplies that will be required for local authority response and acquiring essential items ahead of time.

- Regular checks of in-house supplies to ensure optimum levels are maintained will be carried out by Amenities eg cleaning products and paper towels.
- CD supplies; water; food requirements; masks; hand sanitizer; toilet paper; janola; sufficient soap; rubbish bags are the responsibility of the Health and Safety committee.

RESPONSE

Employee Protection – If pandemic -influenza occurs breaks-out in the community, the first response of the local authority will be to protect its employees. This includes monitoring staff health to identify cases of pandemic -influenza early, and taking steps to reduce the internal spread of the disease.

Facility Closures – If ordered by the Medical Officer of Health, some facilities under control of the local authority may be closed or restricted to assist in controlling the spread of infection.

Continue Public Services – In the face of possible staff shortages, local authorities' response to a pandemic influenza situation should include continuing essential -public services eg such as provision of potable water, disposal of rubbish and sewerage, to the best of their ability. Inadequate provision of these services will lead to significant public health issues. This may require the redeploy~~ment~~ of available personnel to roles that they do not normally perform.

- Contingency plans – Pandemic folder consists of Contractors' plans.

RECOVERY

Internal organisational recovery – Be actively involved in the restoration of personnel, data, financial viability and service quality.

Staff welfare – Counselling support may be required as a result of illness or death-mortality rates.

Backfilling unwell employees – New staff may need to be recruited or existing staff redistributed. The continuity of essential public services will be the Council's highest operational priority.

Organisational debriefing – The conduct of organisational debriefs is common practice following emergency events

CEO and Group Managers

Immediately upon learning that an employee of the Council has been at work while infected with a suspected pandemic illness or other serious disease as advised by the Medical Officer of Health, communicable-notifiable disease or suspected Flu or other infectious-notifiable disease, managers shall:

- Follow the advice of the Ministry of Health which may include the information below:
- If they are still at work, send the employee home, and advise them to telephone their doctor immediately.
- Follow the **Screening checklist for Detection and Management of suspected pandemic influenza cases.** (APPENDIX A)
- Record details of the infected person on the **Notification Form** (APPENDIX B) and give to Communications Officer GM Corporate Support.
- If requested by the Medical Officer of Health cComplete a **Contact List** (APPENDIX D)

	<p>identifying who the infected person has been in contact with and e-mail/advise CEO.</p> <ul style="list-style-type: none"> Once advised by the ill employee, sanitise the workplace, particularly the employee's workstation, kitchen and bathrooms, telephones, photocopiers. Ensure workplace safety equipment is up to date and that employees use it. <ul style="list-style-type: none"> <input type="checkbox"/> Safety equipment checked Date..... Signed..... <input type="checkbox"/> Cleaning products at optimum level Date..... Signed..... Reiterate to other staff <u>health advice which may include</u>, social distancing, covering of nose/mouth when coughing or sneezing, hand washing and thorough hand drying and avoidance of public places. (APPENDIX F) Put up signage (APPENDIX F) Stop staff doing site visits and advise consultants to stay away. Update CEO of the situation. Stay in touch, by telephone, with the infected employee. <p>Once the employee has recovered from the <u>pandemic influenza or other disease</u>, encourage them to return to work <u>when they are non-infectious and well enough to return</u>.</p>
Group Manager Corporate Support	<p><u>Suspected Flu or other communicable notifiable disease</u></p> <p>Immediately upon being advised that <u>a pandemic disease Swine flu or other notifiable disease</u> is spreading, the GM Corporate Support shall:</p> <ul style="list-style-type: none"> Re-issue instructions for all staff re hygiene. Provide guidelines for sanitising the workplace. Send procedures to managers on actions to take should an employee fall ill and potentially infect the workplace. Nominate personnel who will receive information from managers, as above. Notify managers. Follow the Screening checklist for Detection and Management of suspected pandemic influenza cases.
AMENITIES MANAGER	<ul style="list-style-type: none"> <u>If advised to ec</u>During a closure <u>the workplace or facilities,</u> check the workplace/ <u>council facilities have been</u> has been sanitised. <u>If</u> this work is to be done by members of staff, full protective equipment should be provided. (APPENDIX E)
CEO	<p><u>Follow the advice of the Ministry of Health which may include the information below:</u></p> <ul style="list-style-type: none"> <u>Ensure the Council has an illness register that</u>

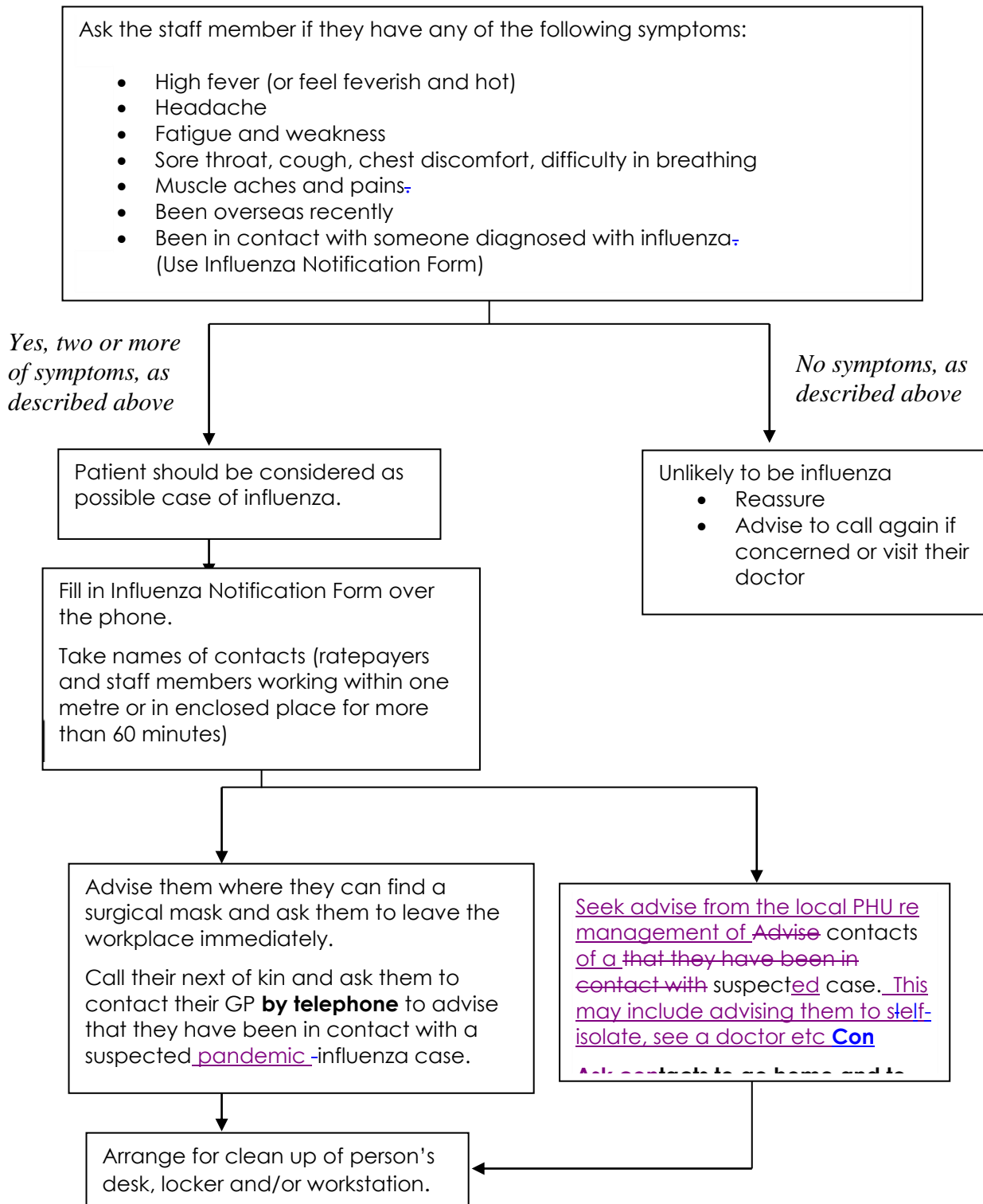
	<p><u>is being updated daily and that all staff are aware who to advise if they are ill of suspected pandemic illness</u></p> <ul style="list-style-type: none"> • <u>Make contact with ill staff by telephone</u>Investigate and follow up any suspect cases, by telephone. • Quarantine all staff returning to New Zealand after overseas travel <u>or travel to an affected region in NZ</u> for the recommended number of days <u>if applicable</u>. • <u>Restrict overseas or local travel to any notified areas at risk if applicable</u>. • <u>Support staff to work from home</u> • Close the workplace for <u>the specified time period 48 hours</u> and send staff home on pay <u>if applicable</u>.
ALL EMPLOYEES	<p>Should an employee feel they are developing symptoms of <u>pandemic influenza influenza or or other high risk disease as advised by the a communicable disease notifiable to the Medical officer of Health Ministry of health</u>, employees shall:</p> <ul style="list-style-type: none"> • Immediately notify their manager of the type of ill-health they are suffering from and go home. • Avoid public transport and public places <u>if applicable</u>. • Notify their doctor by telephone. • If a vaccine has been developed, take steps to protect themselves through their doctor. • Stay at home until their infection is over. • Notify the workplace when they are able to return to work. • Practice strict hygiene at work, following guidelines. • Avoid travelling overseas or to notified infected areas <u>if applicable</u>. • If returning home from overseas travel from infectious areas, stay at home (working from home if possible) for <u>the incubation period of the illness or time specified by the Medical officer of Health – as applicable</u>five days. • Ensure their Civil Defence Kit at home is up to date and adequate for at least <u>3 weeks 7 days</u>.

SCREENING CHECKLIST FOR DETECTION OF PANDEMIC INFLUENZA CASES

Process

- 1) The Manager receives a call from a staff member suspecting they may have pandemic influenza
- 2) Do not visit the person if this can be avoided – manage the process over the telephone
- 3) Follow the flowchart below

NB Symptoms may change so please refer to the Ministry of Health website.



SUSPECTED PANDEMIC INFLUENZA CASE AT WORK NOTIFICATION FORM

Details of Affected Staff

Name:

Job Title:

Worksite:

Location of Isolation:

Nationality if Visitor to Site:

Date of Birth:

Address:

Telephone Numbers:

(W):

(H):

(M):

Symptoms noticed

- Fever
- Headache
- Dry cough
- Cold
- Body ache
- Fatigue
- Others - Details:

Travel history over the past 8 days or time period advised by Ministry of Health

Countries visited:

Flights taken:

Where referred:

- Tick when Contacts List is completed.

Details of Reporter

Name:

Job title:

Telephone numbers

(W):

(H):

(M):

Copy taken for Council records
Date..... Signed.....

THE DIFFERENCE BETWEEN THE INFLUENZA AND A COMMON COLD

SYMPTOM	INFLUENZA	COMMON COLD
Fever	Usual, sudden onset 38°-40° and lasts 3-4 days.	Rare
Headache	Usual and can be severe	Rare
Aches and pains	Usual and can be severe	Rare
Fatigue and weakness	Usual and can last 2-3 weeks or more after the acute illness	Sometimes, but mild
Debilitating fatigue	Usual, early onset can be severe	Rare
Nausea, vomiting, diarrhoea	In children over 5 years	Rare
Watering of the eyes	Rare	Usual
Runny, stuffy nose	Rare	Usual
Sneezing	Rare in early stages	Usual
Sore throat	Usual	Usual
Chest discomfort	Usual and can be severe	Sometimes, but mild to moderate
Complications	Respiratory failure; can worsen a current chronic condition; can be life threatening	Congestion or ear-ache
Fatalities	Well recognised	Not reported
Prevention	Influenza vaccine; frequent hand-washing; cover your cough	Frequent hand-washing, cover your cough

Patient to retain this list and provide to the Medical Officer of Health or his/her designated officer on request.

Contacts List

Persons Whom the Affected Staff Has Interacted with Since Displaying Symptoms

Name	Email	Telephone no.	Address
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Copy taken for Council records

Date..... Signed.....

WORKPLACE CLEANING

During a risk period all cleaning will be done following the below recommendations.

Disinfectants	Recommended use	Precautions
<p>Sodium hypochlorite (Janola or similar – check the use-by date if you already have some)</p>	<p>Disinfection of material contaminated with body fluids</p>	<ul style="list-style-type: none"> • Should be used in well-ventilated areas • Protective clothing required if using undiluted bleach • Do not mix with strong acids to avoid release of chlorine gas. • Corrosive to metals.
<p>Alcohol e.g. Isopropyl 70%, ethyl alcohol 60%</p>	<p>Smooth metal surfaces, table tops and other survaecesurfaces on which bleach cannot be used</p>	<ul style="list-style-type: none"> • Flammable and toxic. • To be used in well-ventilated areas. • Avoid inhalation.

PANDEMIC INFLUENZA

Signage

The following signs to be placed in all [South Wairarapa District Council](#) workplace wash rooms and kitchens in an obvious place.

[To assist in identifying the symptoms here are the main differences between influenza and a common cold](#)

Symptom	Influenza	Common cold
Fever	Usual, sudden onset 38° – 40° and lasts 3-4 days.	Rare
Headache	Usual and can be severe	Rare
Aches and pains	Usual and can be severe	Rare
Fatigue and weakness	Usual and can last 2-3 weeks or more after the acute illness	Sometimes, but mild
Debilitating fatigue	Usual, early onset can be severe	Rare
Nausea, vomiting, diarrhoea	In children younger than 5 years old	Rare
Watering of the eyes	Rare	Usual
Runny, stuffy nose	Rare	Usual
Sneezing	Rare in early stages	Usual
Sore throat	Usual	Usual
Chest discomfort	Usual and can be severe	Sometimes, but mild to moderate
Complications	Respiratory failure; can worsen a current chronic condition; can be life threatening	Congestion or ear-ache
Fatalities	Well recognised	Not reported
Prevention	Influenza vaccine, frequent hand-washing, cover your cough	Frequent hand-washing, cover your cough

Pandemic INFLUENZA

If you think you have caught pandemic influenza the flu (should the virus enter New Zealand)

- ◆ Advise your workplace, and immediately go home
- ◆ Try not to take public transport
- ◆ ~~Contact your Dr by phone before visiting if you suspect you have the~~ PANDEMIC INFLUENZA flu
- ◆ The Dr will report this notifiable disease to the Medical Officer of health as appropriate ~~communicable disease to the Department of Health through the NODS system if required~~
- ◆ Stay at home, allow no visitors
- ◆ Use ~~antiviral~~ tissues, not handkerchiefs, and dispose of them into a separate bag
- ◆ Drink plenty of liquid, have bed-rest if required, take paracetamol (not for children under 12 years)
- ◆ The infected person needs some one to keep an eye on them and seek medical attention if they deteriorate
- ◆ For caregivers, gloves and a P2 mask should be worn when within 3 feet of infected or potentially infected person
- ◆ Protective gloves should be worn
- ◆ ~~Handwashing should be done before and after removing gloves and barrier crèmes or antibacterial non-water wipes~~
- ◆ Wipe communal things, such as phones, toilets with disinfectant
- ◆ There is no need to separately wash infected persons linen
- ◆ Eye protection is suggested for caregivers of infected persons
- ◆ ~~The infected person~~ Where possible the ill person should be in a separate room and limit contact with other members of the household, especially people at high risk of severe disease eg young babies, elderly, pregnant women or Immunocompromised people.
- ◆ isolated from the rest of the household but
- ◆ Paracetamol is the pain killer recommended
- ◆ Antibiotics are not effective against viruses, but would be prescribed should a secondary infection set in.
- ◆ When a person has recovered from the flu, they should be encouraged to return to work when they are non infectious and well enough to return, as they would then have immunity to this strain of the flu.

Vaccinations may be available. We recommend caregivers consider having them.

In the workplace

- Remove all magazines/papers from common areas, such as lunch rooms, kitchens
- The work area where the unwell employee worked will be thoroughly cleaned and disinfected, including the telephone
- Regular contact with the unwell person will be made only by telephone
- Encourage staff to avoid recreational or other leisure classes/meetings etc where they might come into contact with infectious people
- For face-to-face meetings at work, choose a large meeting room and sit at least one metre away from each other if possible; avoid shaking hands or hugging. Consider holding meetings in the open air
- Avoid public transport
- Do not congregate in lunchrooms or other areas where people socialise

- Avoid any unnecessary travel and cancel or postpone non-essential meetings, use the telephone as much as possible.

PROTECTING YOURSELF AND OTHERS AGAINST RESPIRATORY ILLNESS

→ **HANDWASHING WITH SOAP AND WATER, ALCOHOL-BASED HAND RUB, OR ANTISEPTIC IS THE MOST IMPORTANT THING YOU CAN DO TO PROTECT YOURSELF.** Hands should be thoroughly dried, preferably using disposable tissues or towels. Use the disposable towel to open the door.



→ **Ensure you and others cover their nose and mouth with a tissue when coughing or sneezing.**

→ **Dispose of used tissues in the waste.**

→ **Always wash hands after coughing and sneezing or hand to face contact or disposing of tissues or after touching objects, materials or hard surfaces that may have been contaminated by someone else with the infectious illness.**

→ **Keep your hands away from your mouth, nose and eyes.**

→ **Avoid contact with individuals at risk (e.g. small children or those with underlying or chronic illnesses such as immune suppression or lung disease) until influenza-like symptoms have resolved.**

→ **DO NOT share cups, dishes and cutlery and ensure they are thoroughly washed with soap and hot water after use**

→ **Ensure the workplace has a good throughput of air**

→ **Air conditioned workplaces should have their filters checked regularly**

→ **People with respiratory infection symptoms should use a disposable surgical mask to help prevent exposing others to their respiratory secretions. Any mask must be disposed of as soon as it becomes moist or after any cough or sneeze, in an appropriate waste receptacle, and hands must be thoroughly washed and dried after the used mask has been discarded.**

→ **Hand sanitisation after handling money or books in the library should be done during an 'at risk' time, so keep a bottle of hand sanitiser on the counter**

→ **Avoid contact with people who have influenza-like symptoms.**

Don't spread disease, wash your hands correctly

