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Standard Operating Procedure
for
PANDEMIC PREPAREDNESS PLAN

REVISION

| Rev No. | DCN No. | Change Summary (Revised sections are in blue font.) | Release Date | DCN Initiator | Document Owner |
|---------|---------|--|--------------|---------------|----------------|
| 1 | DCN0588 | Initial Release | 9-7-10 | J. Trodden | R. Segura |

Prior revision history, if applicable, is available from the Document Control Office.

1. INTRODUCTION

- 1.1 A pandemic is a global disease outbreak. An influenza pandemic occurs when a new influenza virus emerges for which there is little or no immunity in the human population, and begins to cause serious illness; then spreads easily person-to-person worldwide. A worldwide influenza pandemic could have a major effect on the global economy, including travel, trade, tourism, food, consumption and eventually, investment and financial markets. Planning for pandemic influenza is essential to minimize a pandemic's impact. As with any catastrophe, having a contingency plan is essential.
- 1.2 In the event of an influenza pandemic, CNSE will play a key role in protecting employees' health and safety, as well as, in limiting the impact on the economy and society. CNSE will likely experience employee absences, changes in patterns of commerce and interrupted supply and delivery schedules. Proper planning will allow CNSE to better protect its employees and lessen the impact of a pandemic on our tenants.

2. DEFINITIONS

- 2.1 **Seasonal influenza** refers to the periodic outbreaks of respiratory illness in the fall and winter in the United States. Outbreaks are typically limited; most people have some immunity to the circulating strain of the virus. A vaccine is prepared in advance of the seasonal influenza; it is designed to match the influenza viruses most likely to be circulating in the community. Employees living abroad and international business travelers should note that other geographic areas (for example, the Southern Hemisphere) have different influenza seasons which may require different vaccines.
- 2.2 **Pandemic influenza** refers to a worldwide outbreak of influenza among people when a new strain of the virus emerges that has the ability to infect humans and to spread from person to person. During the early phases of an influenza pandemic, people might not have any natural immunity to the new strain; so the disease would spread rapidly among the population. A vaccine to protect people against illness from a pandemic influenza virus may not be widely available until many months after an influenza pandemic begins. It is important to emphasize that there currently is no influenza pandemic. However, pandemics have occurred throughout history and many scientists believe that it is only a matter of time before another one occurs. Pandemics can vary in severity from something that seems simply like a bad flu season to an especially severe influenza pandemic that could lead to high levels of illness, death, social disruption and economic loss. It is impossible to predict when the next pandemic will occur or whether it will be mild or severe.

- 2.3 **Avian Influenza (AI)** - also known as the bird flu - is caused by virus that infects wild birds and domestic poultry. Some forms of the avian influenza are worse than others. Avian influenza viruses are generally divided into two groups: low pathogenic avian influenza and highly pathogenic avian influenza. Low pathogenic avian influenza naturally occurs in wild birds and can spread to domestic birds. In most cases, it causes no signs of infection or only minor symptoms in birds. In general, these low path strains of the virus pose little threat to human health. Low pathogenic avian influenza virus H5 and H7 strains have the potential to mutate into highly pathogenic avian influenza and are, therefore, closely monitored. Highly pathogenic avian influenza spreads rapidly and has a high death rate in birds. Highly pathogenic avian influenza of the H5N1 strain is rapidly spreading in birds in some parts of the world.
- 2.3.1 **Highly pathogenic H5N1** is one of the few avian influenza viruses to have crossed the species barrier to infect humans and it is the most deadly of those that have crossed the barrier. Most cases of H5N1 influenza infection in humans have resulted from contact with infected poultry or surfaces contaminated with secretions/excretions from infected birds.
- 2.4 **Novel H1N1 Flu**, popularly known as swine flu, is a respiratory infection caused by an influenza virus first recognized in spring 2009. The new virus, which is officially called swine influenza A (H1N1), contains genetic material from human, swine and avian flu viruses. Technically, the term "swine flu" refers to influenza in pigs. Occasionally, pigs transmit influenza viruses to people, mainly through hog farm workers and veterinarians. Less often, someone infected occupationally passes the infection to others. You can't catch swine flu from eating pork. Unlike typical swine flu, H1N1 flu spreads quickly and easily. In June 2009, when the infection's spread had been verified worldwide, the World Health Organization declared H1N1 flu a global pandemic. An H1N1 vaccine has been developed for the 2009-10 flu season.

3. **HOW A SEVERE PANDEMIC INFLUENZA COULD AFFECT WORKPLACES**

- 3.1 Unlike natural disasters or terrorist events, an influenza pandemic will be widespread, affecting multiple areas of the United States and other countries at the same time. A pandemic will also be an extended event, with multiple waves of outbreaks in the same geographic area; each outbreak could last from 6 to 8 weeks. Waves of outbreaks may occur over a year or more. CNSE will likely experience:
- 3.2 **Absenteeism** - A pandemic could affect as many as 40 percent of the workforce during periods of peak influenza illness. Employees could be

absent because they are sick, must care for sick family members or for children if schools or day care centers are closed, are afraid to come to work, or the employer might not be notified that the employee has died.

- 3.3 **Change in patterns of commerce** - During a pandemic, consumer demand for items related to infection control is likely to increase dramatically, while consumer interest in other goods may decline.
- 3.4 **Interrupted supply/delivery** - Shipments of items from those geographic areas severely affected by the pandemic may be delayed or cancelled.

4. HOW INFLUENZA CAN SPREAD BETWEEN PEOPLE

- 4.1 Influenza is thought to be primarily spread through large droplets (droplet transmission) that directly contact the nose, mouth or eyes. These droplets are produced when infected people cough, sneeze or talk, sending the relatively large infectious droplets and very small sprays (aerosols) into the nearby air and into contact with other people.
- 4.2 Large droplets can only travel a limited range; therefore, people should limit close contact (within 6 feet) with others when possible.
- 4.3 To a lesser degree, human influenza is spread by touching objects contaminated with influenza viruses and then transferring the infected material from the hands to the nose, mouth or eyes.
- 4.4 Influenza may also be spread by very small infectious particles (aerosols) traveling in the air. The contribution of each route of exposure to influenza transmission is uncertain at this time and may vary based upon the characteristics of the influenza strain.

5. CLASSIFYING EMPLOYEE EXPOSURE TO PANDEMIC INFLUENZA AT WORK

- 5.1 Employee risks of occupational exposure to influenza during a pandemic may vary from very high to high, medium, or lower (caution) risk. The level of risk depends in part on whether or not jobs require close proximity to people potentially infected with the pandemic influenza virus, or whether they are required to have either repeated or extended contact with known or suspected sources of pandemic influenza virus such as coworkers, the general public, outpatients, college students or other such individuals or groups.
- 5.2 *Very high exposure risk* occupations are those with high potential exposure to high concentrations of known or suspected sources of pandemic influenza during specific medical or laboratory procedures.

- 5.3 *High exposure risk* occupations are those with high potential for exposure to known or suspected sources of pandemic influenza virus.
- 5.4 *Medium exposure risk* occupations include jobs that require frequent, close contact (within 6 feet) exposures to known or suspected sources of pandemic influenza virus such as coworkers, the general public, college students or other such individuals or groups.
- 5.5 *Lower exposure risk (caution)* occupations are those that do not require contact with people known to be infected with the pandemic virus, nor frequent close contact (within 6 feet) with the public. Even at lower risk levels, however, employers should be cautious and develop preparedness plans to minimize employee infections.
- 5.6 Managers of critical infrastructure and key resource employees, such as those listed below, may consider upgrading protective measures for these employees beyond what would be suggested by their exposure risk due to the necessity of such services for the functioning of CNSE operations as well as the potential difficulties in replacing them during a pandemic.
- 5.7 In order to prepare for this potential impact on the CNSE operations the following essential services groups have developed group specific plans to deal with the potential of a reduced work force as a result of absenteeism or due to an outbreak at the facility where daily operations have been modified or reduced:
- 5.7.1 Site Services: Janitorial Services (general and cleanroom), Shipping and Receiving, Security Services.
 - 5.7.2 Facilities: Operation of Water Treatment plant, Di-ionized Water Plant, Operation of Heating, Ventilation and Air Conditioning systems.
 - 5.7.3 Cleanroom Operations: Work Station Operators.
 - 5.7.4 Human Resources
 - 5.7.5 Equipment Services Group
 - 5.7.6 Chemical Gas Management: Air Liquide
 - 5.7.7 Student Services
 - 5.7.8 Community Outreach/Events Planning
 - 5.7.9 Café
- 5.8 CNSE management have determined that those working at the facility would fall under the medium and lower exposure risk occupant groups and

have developed the following appropriate work practices and precautions based on this determination.

6. WORK PRACTICES AND CONTROLS

At CNSE, **all employees** will be responsible for implementing and practicing proper hygiene (disinfecting hands and surfaces) and practicing social distancing. Social distancing means reducing the frequency, proximity, and duration of contact between people to reduce the chances of spreading infection from person-to-person.

A framework called the "hierarchy of controls" is used to select ways of dealing with workplace hazards. The hierarchy of controls prioritizes intervention strategies based on the premise that the best way to control a hazard is to systematically remove it from the workplace, rather than relying on employees to reduce their exposure. In the setting of a pandemic, this hierarchy should be used in concert with current public health recommendations. The types of measures that may be used to protect employees at CNSE (listed from most effective to least effective) are: engineering controls, administrative controls/work practices, and personal protective equipment (PPE). The following are descriptions of the types of controls that have been implemented at CNSE.

6.1 Work Practice/Administrative Controls

Historically, infection control professionals have relied on personal protective equipment (for example, surgical masks and gloves) to serve as a physical barrier in order to prevent the transmission of an infectious disease from one person to another. Work practice/administrative controls are practices that have been developed to reduce the duration, frequency or intensity of exposure to a hazard. These controls should be understood and followed by managers, supervisors and employees at CNSE. But when work practices or administrative controls are insufficient to protect employees, CNSE may also need to implement engineering controls and/or PPE.

6.1.1 Examples of Work Practice Controls implemented at CNSE include:

- CNSE provides resources and work environments that promote personal hygiene. For example, provide tissues, no-touch towel and soap dispensing, hand sanitizer, disinfectants and disposable towels for employees to clean their work surfaces.
- CNSE encourages employees to obtain a seasonal influenza vaccine (this helps to prevent illness from seasonal influenza strains that may continue to circulate).

- CNSE provides employees with up-to-date education and training on influenza risk factors, protective behaviors, and instruction on proper behaviors (for example, cough etiquette, social distancing and avoid touching your nose and mouth). “Health Alert” posters have been posted in each bathroom that summarizes this information and the CNSE intranet has been updated to include the most up-to-date information on H1N1 as well as a section on frequently asked questions.
- CNSE asks that employees consider minimizing face-to-face contact between employees and using alternative communication methods such as e-mail, websites and teleconferences. And where possible, encourages flexible work arrangements such as telecommuting or flexible work hours to reduce the number of your employees who must be at work at one time or in one specific location.
- CNSE urges employees to avoid close contact with their coworkers and tenant employees (maintain a separation of at least 6 feet). They should avoid shaking hands and always wash their hands after contact with others. If a meeting must take place the number of people in a meeting should be limited to 25 or less.
- CNSE encourages employees to wash their hands frequently with soap and water or with hand sanitizer if there is no soap or water available. Also, encourage employees to avoid touching their noses, mouths, and eyes.
- CNSE encourages employees to cover their coughs and sneezes with a tissue, or to cough and sneeze into their upper sleeves if tissues are not available. All employees should wash their hands or use a hand sanitizer after they cough, sneeze or blow their noses.
- In accordance with the Research Foundation sick leave policy, the Research Foundation encourages ill employees to stay at home without fear of any reprisals. Those that stay home for 5 or more consecutive work days are required to produce a return to work form filled out by a physician before returning to work.
- CNSE encourages the discontinuation of unessential travel to locations with high illness transmission rates.
- CNSE have initiated a clean-work environment program, encouraging employees to clean their work surfaces daily with a disinfectant. Please contact the Site Services group for more information on products that are readily available for you to do this.

- In addition to the janitorial services currently provided by the CNSE Site Services group, they will also begin disinfecting door handles, conference room tables, stair rails, elevator buttons, drinking fountain buttons, etc at least once per day.
- CNSE believes that reducing or eliminating unnecessary social interactions can be very effective in controlling the spread of infectious diseases. CNSE are considering all situations that permit or require employees and visitors (including family members) to enter the workplace and will restrict/eliminate visitors during an influenza pandemic.

6.2 Engineering Controls

Engineering controls involve making changes to the work environment to reduce work-related hazards. These types of controls are preferred over all others because they make permanent changes that reduce exposure to hazards and do not rely on employee or customer behavior. By reducing a hazard in the workplace, engineering controls can be the most cost-effective solutions for employers to implement.

During a pandemic, engineering controls may be effective in reducing exposure to some sources of pandemic influenza and not others. For example, installing sneeze guards between employees and visitors and those at the Security Control Center would provide a barrier to transmission. The use of barrier protections, such as sneeze guards, is common practice for both infection control and industrial hygiene. However, while the installation of sneeze guards may reduce or prevent transmission between customers and employees, transmission may still occur between coworkers. Therefore, administrative and work practice controls should be implemented along with engineering controls.

6.2.1 Examples of Engineering Controls implemented at CNSE include:

- Installing physical barriers, such as clear plastic sneeze guards at the Security Control Center.
- Installing automatic flushing devices in toilets.
- Installing automatic soap and paper towel dispensers.

6.3 Personal Protective Equipment (PPE)

While administrative and engineering controls and proper work practices are considered to be more effective in minimizing exposure to the influenza virus, the use of PPE may also be indicated during certain exposures. If used correctly, PPE can help prevent some exposures; however, they should not take the place of other prevention interventions, such as engineering controls, cough etiquette, and hand hygiene. Examples of personal protective equipment are gloves, goggles, face shields, surgical masks, and respirators (for example, N-95).

6.3.1 It is important that personal protective equipment be:

- Selected based upon the hazard to the employee;
- Properly fitted and some must be periodically refitted (e.g., respirators);
- Conscientiously and properly worn;
- Regularly maintained and replaced, as necessary;
- Properly removed and disposed of to avoid contamination of self, others or the environment.

NOTE: In the event that respiratory protection should be used. CNSE have elected to use surgical masks instead of a N95 respirator for this purpose. And such respirators will be used in conjunction with work practices that are known to prevent the spread of infection, such as respiratory etiquette, hand hygiene, and avoidance of large gatherings.

7. WHAT EMPLOYEES LIVING ABROAD OR WHO TRAVEL INTERNATIONALLY FOR WORK SHOULD KNOW

7.1 Employees living abroad and international business travelers should note that other geographic areas have different influenza seasons and will likely be affected by a pandemic at different times than the United States.

7.2 Employees who travel out of the US should take precautionary measures in advance of their travel, including immunizations against measles, hepatitis, and other appropriate diseases to protect themselves and prevent introducing infectious diseases to their co-workers and families upon their return home

7.3 Employees coming back from a location that had a confirmed case of H1N1 shall be isolated for (work from home) 5 days *before returning to work*.

7.4 Travel shall be restricted to business critical only as determined by CNSE Senior Vice President.

7.5 Travel will not be permitted to/from affected area.

8. REPORTING

8.1 In the event that you confirm or suspect that you have contracted the H1N1 virus, we encourage you to contact your Human Resource department representative via email or telephone so that this information can be communicated to employee and tenant employees.

8.2 Under no circumstances will the employee's name be released.

8.3 Positive confirmations will be reported by the EHS department to the University of Albany Health Service Center.

Table 1
Phases of a Pandemic

| | |
|----------------|--|
| Phase 1 | No new highly pathogenic flu virus has been detected in humans or animals |
| Phase 2 | Epizootic development caused by highly pathogenic virus, with no cases of human infection |
| Phase 3 | Isolated cases of human infection with no human-to-human transmission |
| Phase 4 | Limited and localized cases of infected human groups (with limited human-to-human transmission because the particular virus does not spread easily between humans) |
| Phase 5 | Large outbreaks of human infections |
| Phase 6 | Flu pandemic |
| Phase 7 | End of pandemic |

Table 2
Essential Services Groups

The following groups consist of positions and people required to sustain CNSE-necessary functions and operations.

| Group | Normal Operations* (Ex: Staff = 100%) | Modified Operations** (Ex: Staff = 50%) | Reduced Operations*** (Ex: Staff = 10%) |
|---|--|---|--|
| <u>Janitorial Services (general)</u> | Stockpile items such as soap, tissue, hand sanitizer, cleaning supplies. Work with suppliers to ensure that CNSE can continue to operate and provide services. Install hand sanitizers, wipes, automatic flushers, soap & towel dispensers. Disinfect restroom facilities, door handles, conference room tables, elevator buttons, stair railings, food preparation areas daily. Cross train cleanroom cleaners in general cleaning. | Restrict cleaning/sanitizing to restrooms and public areas only. Maintain entry areas such that slipping hazards caused by adverse elements are mitigated. Ensure soap dispensers, sanitizers are filled. Reduce trash removal from offices to three times a week. Request contract services support. | Restrict cleaning/sanitizing to restrooms. Ensure soap dispensers, sanitizers are filled. Require that trash be placed outside of door or cubicle. Request increased contract services support. Directly supervise using site services supervisors. |
| <i>Number of staff available</i> | | | |
| <u>Janitorial Services (cleanroom)</u> | Stockpile items such as soap, tissue, hand sanitizer, cleaning supplies. Work with suppliers to ensure that CNSE can continue to operate and provide services. Develop a list of essential areas (gowning room, mini environment, pass-through areas) . | Restrict cleaning to essential areas (gowning room, mini environment, pass-through areas). Ensure soap dispensers, sanitizers are filled. Remove trash. Request contract services support. Evaluate personnel who are | Restrict cleaning/sanitizing to essential area of gowning room. Ensure soap dispensers, sanitizers are filled. Remove trash. Request increased contract services support. Evaluate personnel who are entering the cleanroom for |

| Group | Normal Operations* (Ex: Staff = 100%) | Modified Operations** (Ex: Staff = 50%) | Reduced Operations*** (Ex: Staff = 10%) |
|--------------------------------------|--|---|---|
| | Stockpile essential supplies. Cross train general cleaners in cleanroom cleaning. | entering the cleanroom for influenza symptoms. | influenza symptoms. |
| <i>Number of staff available</i> | | | |
| <u>Grounds</u> | Cross train Site Services supervisors in snow removal operations, emergency eye wash station testing, key management and issuance, security systems repair, general cleaning. | Contract outside vendor to assist snow removal, key system repair, security systems repair. | Contract outside vendor to provide snow removal, key system repair, security systems repair. |
| <i>Number of staff available</i> | | | |
| <u>Shipping and Receiving</u> | Cross train site services supervisors. | Advise only basic shipping services to occur. | Advise only critical shipments to occur. |
| <i>Number of staff available</i> | 3 | 2 | 1 |
| <u>Security Services</u> | Contact Security agency to ensure adequate trained people are available if needed. Cross train security and access control personnel. Cross train site services supervisors in the conduct of basic patrol. Develop policies and practices that allow employees to stagger their work shifts as absenteeism rises. | Prepare to implement contract agency support. Implement work shift policy. Focus patrols on high security areas. Only CNSE security personnel to staff Security Control Center. Solicit support of ERT in observation and reporting. Evaluate personnel/visitors who are entering for influenza symptoms. | Implement contract agency support. Focus patrols on critical security areas. Only CNSE security personnel to staff Security Control Center. Solicit support of ERT in patrol of facility. Site Services supervisors to assist supervision and patrol staffing. Evaluate personnel/visitors who are entering for influenza symptoms. Request increased exterior patrol of site by UPD and APD. |
| <i>Number of staff available</i> | | | |

| Group | Normal Operations* (Ex: Staff = 100%) | Modified Operations** (Ex: Staff = 50%) | Reduced Operations*** (Ex: Staff = 10%) |
|---|--|---|--|
| Operation of Water Treatment Plant | Develop policies and practices that allow employees to stagger their work shifts as absenteeism rises. Work with your suppliers to ensure that you can continue to operate and provide services. Make list of essential systems/services. Cross train | Prepare to implement policy Conduct rounds, readings, inspections to essential systems only. | Implement policy |
| <i>Number of staff available</i> | | | |
| Operation of Di-ionized Water Plant | Develop policies and practices that allow employees to stagger their work shifts as absenteeism rises. Make list of essential systems/services. Work with your suppliers to ensure that you can continue to operate and provide services. Cross train | Prepare to implement policy Conduct rounds, readings, inspections to essential systems only. | Implement policy |
| <i>Number of staff available</i> | | | |
| Operation of Heating, Ventilation and Air Conditioning systems | Develop policies and practices that allow employees to stagger their work shifts as absenteeism rises. Make list of essential systems/services. | Prepare to implement policy | Implement policy |

| Group | Normal Operations* (Ex: Staff = 100%) | Modified Operations** (Ex: Staff = 50%) | Reduced Operations*** (Ex: Staff = 10%) |
|--|--|--|--|
| | Work with your suppliers to ensure that you can continue to operate and provide services. Cross train | | |
| <i>Number of staff available</i> | | | |
| Cleanroom Operations - Work Station Operators | Develop policies and practices that allow employees to stagger their work shifts as absenteeism rises. Make list of essential systems/services. Cross train | Prepare to implement policy | Implement policy |
| <i>Number of staff available</i> | | | |
| Human Resources | Develop a sick leave policy that does not penalize sick employees, thereby encouraging employees who have influenza-related symptoms (e.g., fever, headache, cough, sore throat, runny or stuffy nose, muscle aches, or upset stomach) to stay home so that they do not infect other employees. Recognize that employees with ill family members may need to stay home to care for them. Cross train and discuss plans for substituting essential personnel | Implement social distancing and other applicable policies. Maintain ongoing campus communications. | |
| <i>Number of staff available</i> | | | |

| Group | Normal Operations* (Ex: Staff = 100%) | Modified Operations** (Ex: Staff = 50%) | Reduced Operations*** (Ex: Staff = 10%) |
|--|---|---|--|
| <p>Equipment Services Group</p> | <p>Cross train</p> <p>Develop policies and practices that allow employees to stagger their work shifts as absenteeism rises</p> | | |
| <p><i>Number of staff available</i></p> | <p>5</p> | <p>2</p> | <p>1</p> |
| <p>Chemical Gas Management: Air Liquide</p> | <p>Develop policies and practices that allow employees to stagger their work shifts as absenteeism rises.</p> <p>~First confirmed case of H1N1 in Air Liquide staffing- CSR restricted to telecommuting.</p> <p>N1 or N2 Lead Absent- Other night shift Lead to backfill ~ N1 or N2 tech absent- Other night shift tech to backfill D1 or D2 Lead Absent- Other day shift Lead to backfill ~ D1 or D2 tech absent- Other day shift tech to backfill ~Both night shift Leads absent- Suspend night shift coverage ~Both day shift Leads absent- Suspend night shift coverage ~CSR Absent- Supply Chain Management to be covered by TGCM Specialist or TGCM Manager ~Manager Absent- Duties to be covered by TGCM Specialist</p> | <p>~Temporarily suspend night shift coverage. Nigh shift activities restricted to drum changes based on pages. ~ Manager, Specialist, CSR restricted to telecommuting. ~Minimal or delayed support for tool installations based on availability of Manager and TGCM Specialist ~Temporary suspend scheduled PM's ~ Temporarily suspend Safety Inspections</p> | <p>~No support for tool installation ~ Meetings restricted to phone conferencing ~Temporary suspend scheduled PM's ~ Temporarily suspend Safety Inspections ~ Re-evaluate factory (CSR) requirements and request outside resources as necessary. To be billed through Special Dock Services Fee.</p> |

| Group | Normal Operations* (Ex: Staff = 100%) | Modified Operations** (Ex: Staff = 50%) | Reduced Operations*** (Ex: Staff = 10%) |
|---|--|--|--|
| | ~TGCM Specialist Absent- Duties to be covered by TGCM manager ~TGCM manager and TGCM Specialist Absent- Duties to be covered by Day Shift Leads. No tool installation support. | | |
| <i>Number of staff available</i> | 12 | 6 | 2 |
| Student Services/Affairs | Inform students of site policies Determine method to communicate campus closure. Identify number and names of students who would be unable to return home. Identify location for international students to be housed. | Restrict travel to and from the site. Implement social distancing and other applicable policies. Maintain ongoing campus communications. | Prohibit travel to and from the site. |
| <i>Number of staff available</i> | | | |
| Academics Research | Identify research areas unable to tolerate interruption (e.g. laboratory animals, cell cultures, etc); identify all personnel necessary for maintenance of research areas | Communicate to all constituencies campus policies concerning research areas and research projects | Full implementation of policy |
| <i>Number of staff available</i> | | | |
| Community Outreach/Events Planning | Develop policies and practices that distance employees from each other and the general public. | Restrict visitors entering the site. | Prohibit visitors from entering the site. |
| <i>Number of staff available</i> | | | |

| Group | Normal Operations* (Ex: Staff = 100%) | Modified Operations** (Ex: Staff = 50%) | Reduced Operations*** (Ex: Staff = 10%) |
|----------------------------------|---|---|---|
| Finance | Identify Essential Personnel Identify alternative worksites, which may include working from home. Identify equipment and supplies needed for alternative worksites (e.g., additional furniture, computers, computer, water and electrical hook-ups, etc.) | Re-evaluate essential personnel and alternative worksites. Notify all personnel of policy | Prepare to implement policy |
| <i>Number of staff available</i> | | | |
| IT/Help Desk | Cross train Identify alternative worksites, which may include working from home. Identify equipment and supplies needed for such work sites. | Re-evaluate essential personnel and alternative worksites. Notify all personnel of policy | Prepare to implement policy |
| <i>Number of staff available</i> | | | |
| EHS | Determine essential PPE needs and stock accordingly Develop policies and practices that allow employees to stagger their work shifts as absenteeism rises. Cross train to be able to provide adequate EHS coverage | Train essential personnel in use of PPE. Maintain ongoing campus communications. Provide basic EHS services only. | Assemble PPE and issue to essential personnel. Provide critical/essential EHS services only. |
| <i>Number of staff available</i> | 8 | 4 | 1 |
| Café | Work with your suppliers to ensure that you can continue to operate and provide services. | Restrict services/menu provided. Stockpile additional food stuffs | |

| Group | Normal Operations* (Ex: Staff = 100%) | Modified Operations** (Ex: Staff = 50%) | Reduced Operations*** (Ex: Staff = 10%) |
|----------------------------------|--|--|--|
| | Cross train | and water. | |
| <i>Number of staff available</i> | | | |

NOTE: All of the above groups should prepare to cross-train or develop ways to function in the absence of these positions. It is recommended that at a minimum, managers cross train 30% or more of their employees to be able to sustain business-necessary functions and operations, and communicate the expectation for available employees to perform these functions if needed during a pandemic.

***Normal:** Pre-event planning and preparation; communicate, work practices and controls implemented.

****Modified Operations:** Imminent danger to students, faculty and staff; confirmed cases on site (example: >10% of population).

*****Reduced Operations:** Health emergency in progress. Significant risk to students, faculty and staff; confirmed fatalities on site.

Number of staff available: Identify the number of people that are necessary to maintain functionality within the group during normal, modified and reduced operations.