



PANDEMIC PREPAREDNESS PLAN

Spring 2020

Table of Contents

Purpose	3
Pandemic Defined	3
Infection-Control Measures	4
Ill employees:	4
Personal-protection equipment:	5
Employee Leave and Pay	5
Continuation of Village Operations	5
Business Travel.....	5
Emergency Contact Information.....	6
CDC Recommendations	6
Coronavirus (known as COVID-19).....	6
How COVID-19 Spreads.....	6
Person-to-person spread	6
Can someone spread the virus without being sick?	7
How easily the virus spreads	7
Situation in the United States.....	7
CDC Fact Sheets	8
What You Need to Know.....	8
What to Do If You Are Sick.....	8
Who to Contact.....	8

PANDEMIC PREPAREDNESS PLAN

Purpose

The Village of Kimberly strives to provide a safe and healthy workplace for all employees.

This pandemic preparedness guidance outlines our overall response to a pandemic outbreak and our emergency preparedness and continuity plan. It outlines specific steps the Village of Kimberly takes to safeguard employees' health and well-being during a pandemic while ensuring our ability to maintain essential operations and continue providing essential services to our community. In addition, it provides guidance on how we intend to respond to specific operational and human resource issues in the event of a pandemic.

Pandemic Defined

According to the Federal Centers for Disease Control, the Occupational Safety and Health Administration, and other organizations that monitor public health threats, influenza or flu is caused by a variety of influenza A viruses. These viruses can cause different diseases: avian (or bird) flu, H1N1 (swine flu), pandemic influenza, and seasonal flu.

Pandemic influenza can occur when mutating flu viruses become transmissible to humans, who generally lack any natural immunity to fight off the viruses' adverse health effects. Because infected humans are so contagious, they become the primary vehicle for pandemic influenza's spread. The more humans who become contagious, the more widespread the disease becomes and the more rapid the spread is.

Generally, pandemic influenza occurs in waves, with each new group of infected people in turn infecting others. Each such wave of infection can last as long as eight weeks, resulting in steadily increasing numbers of infections, and the disease itself can take 12 months to 18 months to run its course through the population. Subsequently, the viruses sparking pandemic influenza "settle" and thereafter can cause a type of seasonal flu (also known as "human flu") that produces the symptoms and illness many of us experience during annual "flu season."

A pandemic is not specific to only influenza and can be applicable to other viruses or disease. Of specific concerns in 2020, the Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including the United States. Depending on the severity of COVID-19's international impacts, outbreak conditions – including those rising to the level of a pandemic – can affect all aspects of daily life, including trade, tourism, food supplies and financial markets.

A pandemic poses the most serious global threats to public health and our economy. It conceivably can cost billions of dollars in productivity losses resulting from absenteeism, and payouts of sick leave or workers' compensation; disrupt transportation and communication services on which we all depend; and impede delivery of necessary goods and services. Inability to predict when such a disease might strike and with what severity makes it incumbent on the Village of Kimberly to consider how we might be affected and to articulate what needs to be done to respond to an outbreak.

In the event of an outbreak, the Village of Administrator, or in the event of injury or absence the Village President, will make the decision to implement the agency's pandemic response procedure. Communication to the Village Board, employees, residents, and other business contacts, as appropriate, will be distributed by email with additional notifications via our website, Facebook social media accounts, and phone, as needed.

The Village of Kimberly acknowledges that during a pandemic, state or federal authorities might prohibit or severely curtail individuals' access to and use of public services and public transportation; close or prevent access to buildings or public highways; isolate or quarantine buildings' occupants; and prevent inter- or intrastate delivery of goods and services. We cannot predict and have no control over such authorities' actions and acknowledge our legal duty to comply with outside authorities' directives.

Infection-Control Measures

The Village of Kimberly takes several steps to minimize—to the extent practicable—exposure to and spread of infection in the workplace, which is an ideal site for contagion because of workers' proximity to one another. As appropriate, we recommend measures that employees can take to protect themselves outside the workplace and encourage all team members to discuss their specific needs with a family physician or other appropriate health or wellness professional.

Ill employees:

Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.

The Village of Kimberly's sick leave policies are flexible and consistent with public health guidance. Our sick leave policies are flexible and allow employees to stay home to care for a sick family member. We are aware during this time that more employees may need to stay at home to care for sick children or other sick family members than is usual. Make sure you are aware of these policies and if you have questions, please see your supervisor immediately.

At our discretion or the direction of outside authorities, we can require the isolation and quarantine of any infected employees who come to work despite exposure or need for medical attention. In the event that an employee is exposed to a resident, community member, family member or other business partner that becomes ill with pandemic symptoms, said employee must immediately communicate such knowledge to the Village Administrator and direct supervisor and will be asked to implement remote work quarantine until additional information about the situation can be determined.

Personal-protection equipment:

The Village of Kimberly maintains on site supplies of recommended personal-protection equipment, such as eye protection, rubber gloves, and anti-bacterial hand gels and soap, which we may require workers to use. We urge all employees to speak with their personal physician about types and proper use of personal-protection equipment in the home.

Employee Leave and Pay

In the event of a pandemic event, the Village of Kimberly will grant personnel the ability to utilize personnel leave in accordance with the Village of Kimberly employee handbook. In the event of operation coverage concern, the Administrator and your Department Head/Supervisor will ensure or designate onsite coverage of all essential functions. The Village of Kimberly will monitor emergency conditions daily.

Continuation of Village Operations

We believe the normalcy of operations is important for the residents and our community coping with the anxiety and fear a pandemic situation may produce. The Village of Kimberly will continue operations regardless of how the situation evolves. The Village Administrator, Director of Operations and Community Enrichment Director will be responsible for monitoring and following guidance from the Health Departments as well as Federal guidance from the Centers for Disease Control (CDC). Until otherwise noticed, based on this guidance, the Village of Kimberly will continue to conduct operations, meetings, and essential activities as planned while continually monitoring new developments. If and when official guidance changes, the Village of Kimberly will notify employees immediately via email and phone and communicate with all involved residents, businesses, and partners immediately via email with additional notifications via the Village of Kimberly website, Facebook social media accounts, and phone, as needed.

Business Travel

The Village of Kimberly makes all reasonable efforts to eliminate the need for travel by taking advantage of technology that allows us to communicate or otherwise operate electronically. Generally, in the event of a pandemic, travel on the Village of Kimberly's behalf is immediately suspended and limited to a select group of essential personnel who have obtained required travel authorizations from the Village Administrator and, if necessary, outside authorities. Essential personnel or other employees traveling anywhere on the Village of Kimberly's behalf and exposed to the flu or pandemic viruses are eligible for workers' compensation benefits pending an investigation on a case-by-case basis.

If a Village of Kimberly employee is planning to travel for personal reasons, and knows or comes to know that there has been recent pandemic activity in that area, we request said employee to take necessary precautions to minimize or eliminate interaction with Village of Kimberly employees and program participants for up to two weeks. Employees are encouraged to proactively communicate with their direct supervisor and/or the Village Administrator if they have further questions about this. We honor each employee's right to personal travel plans while also upholding the safety of those on the team and within the community.

Emergency Contact Information

Employees are required to notify their immediate supervisor of any change in emergency contact information. When providing such information, employees, especially those who have children or care for elderly relatives, should identify individuals the Village of Kimberly should contact if the employees themselves become sick at work and must be isolated and quarantined.

CDC Recommendations

Everyone can do their part to help us respond to emerging public health threats. During flu and respiratory disease season the CDC recommends: (1) getting a flu vaccine, (2) taking everyday preventive actions to help stop the spread of germs, and (3) taking flu antivirals if prescribed.

Coronavirus (known as COVID-19)

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as *asymptomatic cases*, have experienced no symptoms at all.

According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

People who, for example, recently traveled to an affected area where a pandemic has been identified, and who have symptoms associated with COVID-19, and people who have been in close contact with someone with COVID-19 or pneumonia of unknown cause are the most vulnerable populations to this virus.

- If you are a close contact of someone with COVID-19 and develop symptoms of COVID-19, call your healthcare provider and tell them about your symptoms and your exposure.
- If you are a resident in a community where person-to-person spread of COVID-19 has been detected and you develop COVID-19 symptoms, call your healthcare provider and tell them about your symptoms.
- For people who are ill with COVID-19, but are not sick enough to be hospitalized, please follow CDC guidance on how to reduce the risk of spreading your illness to others. People who are mildly ill with COVID-19 can isolate at home during their illness.
- If you have been in China or another affected area or have been exposed to someone sick with COVID-19 in the last 14 days, you will face some limitations on your movement and activity for up to 14 days. Please follow instructions during this time. Your cooperation is integral to the ongoing public health response to try to slow spread of this virus.

How COVID-19 Spreads

Person-to-person spread

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about six feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.

- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

Can someone spread the virus without being sick?

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads.

How easily the virus spreads

How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious (spread easily), like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, spreading continually without stopping.

The virus that causes COVID-19 seems to be spreading easily and sustainably in the community (“community spread”) in some affected geographic areas.

Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected.

Situation in the United States

Imported cases of COVID-19 in travelers have been detected in the United States.

- Person-to-person spread of COVID-19 was first reported among close contacts of returned travelers from Wuhan, China.
- As of March 12, 2020, there have been numerous cases in the United States in at least 42 states reported confirmed or potential cases of the virus.¹
 - For most of the American public, who are unlikely to be exposed to this virus at this time, the immediate health risk from COVID-19 is considered low.
 - People in communities where ongoing community spread with the virus that causes COVID-19 has been reported are at elevated, though still relatively low risk of exposure.
 - Healthcare workers caring for patients with COVID-19 are at elevated risk of exposure.
 - Close contacts of persons with COVID-19 also are at elevated risk of exposure.
 - Travelers returning from affected international locations where community spread is occurring also are at elevated risk of exposure.

¹ Source: CDC <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>. (12 March 2020).

CDC Fact Sheets

[Corona Virus Fact Sheet](#)

What You Need to Know

[English](#)

[Spanish](#)

What to Do If You Are Sick

[English](#)

[Spanish](#)

Who to Contact

Village Administrator – Danielle Block 920-788-7500 (office) or at dblock@vokimberly.org