

**Sevee & Maher Engineers, Inc.**  
**Cumberland, Maine**

**PANDEMIC RESPONSE PLAN**

**I. INTRODUCTION**

This plan is intended as a guide for Sevee & Maher Engineer (SME) employees' decision making during the 2009/2010 flu season, recognizing that, because of pandemic H1N1 flu, the incidence of flu may reach a level that requires extraordinary measures, up to and including the closure of the office. This plan is designed to implement measures to prevent or reduce the transmission of flu among SME employees, to monitor levels of illness, and to support orderly operation in the event that a large number of employees become ill.

The recommendations of the US government Centers for Disease Control (CDC), contained in its Guidance for Responses to Influenza for Businesses and Employers during the 2009/2010 calendar year, will form the basis of the SME Pandemic Response Plan.

Peter Maher, Vice President, will serve as coordinator of the Pandemic Response Plan. He will work with a task force consisting of Guy Cote, Health and Safety Officer, John Sevee, President, and Nancy Wildes, Administrative Assistant. This team will meet bi-weekly with designated staff to assess the situation with employees, collect information about the incidence of flu, and monitor institutional responses to the situation based on this Pandemic Response Plan.

Contact Information:

- Peter Maher, 207-829-5016 x351 or [pmm@smemaine.com](mailto:pmm@smemaine.com)
- Guy Cote, 207-829-5016 x303 or [guy@smemaine.com](mailto:guy@smemaine.com)
- John Sevee, 207-829-5016 x301 or [jsevee@smemaine.com](mailto:jsevee@smemaine.com)
- Nancy Wildes, 207-829-5016 x304 or [njsw@smemaine.com](mailto:njsw@smemaine.com)

## **II. INFORMATION RESOURCES**

1. There is a link to the Pandemic Response Plan on the Sevee & Maher Engineer website ([www.smemaine.com](http://www.smemaine.com)).
2. Governmental information resources include the following web sites:
  - a. US Centers for Disease Control: <http://www.cdc.gov/H1N1FLU/>
  - b. Maine Department of Health and Human Services:  
<http://www.maine.gov/DHHS/boh/maineflu/index.shtml>
  - c. World Health Organization:  
<http://www.who.int/csr/disease/influenza/pandemic/en/>
3. Posters with information about appropriate hygiene will be placed in appropriate locations throughout the building.

## **III. ACTION STEPS FOR EMPLOYEES TO PREVENT THE SPREAD OF FLU**

1. Follow CDC recommendations for hand hygiene and respiratory etiquette.
  - Wash hands frequently with soap and hot water.
  - Use alcohol-based hand sanitizer after shaking hands or touching surfaces such as handrails, doorknobs, and so forth.
  - Cover your mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your elbow or shoulder, not into your hands.
2. Soap and hand sanitizer are provided in all restrooms and hand sanitizer dispensers will be made available in public places throughout the building.
3. CDC recommends that people talk with their health care provider to find out if they should be vaccinated for seasonal flu or H1N1 flu.

4. SME encourages all employees to receive the seasonal flu and H1N1 influenza vaccinations and encourages all employees to visit their doctor or local health clinic. A list of local health clinics offering these vaccines is available on the CDC website.
  
5. Employees should stay home if they have a fever greater than 100.4 degrees Fahrenheit (38° C), combined with one or more of the following symptoms:
  - Cough
  - Sore throat
  - Runny or stuffy nose
  - Body aches
  - Headache
  - Chills
  - Fatigue
  - Diarrhea and/or
  - Vomiting

Employees should not return to work until at least 24 hours after they are free of fever without the use of fever reducing medicines.

6. Employees with special risk factors (<http://www.flu.gov/professional/business/index.html>) are encouraged to self-identify. As recommended by the CDC, SME will support “social distancing” strategies (alternative work areas away from others) for those individuals, whenever possible.

#### **IV. HUMAN RESOURCE POLICIES**

##### 1. HR Policies and Procedures

- Employees who become sick with flu or flu-like symptoms should stay home and not return to work until at least 24 hours after they are free of fever without the use of fever reducing medicines
- Regular, benefited employees will be expected to use accrued sick time for flu-related time off. In the event that an employee does not have enough time to cover such an absence, employees should contact Peter Maher. Whenever possible, SME will be flexible and accommodating to ensure that all employees are able to stay home when ill to avoid the spread of illness in the workplace.
- Every department will identify essential functions and develop a contingency plan for addressing them under conditions of high absenteeism.
- Temporary or back-up employees will be used as appropriate.

#### **V. ENHANCED HOUSEKEEPING PRACTICES**

1. Sufficient hygienic supplies (hand sanitizer, tissues, receptacles) will be provided around the office.
2. Enhanced cleaning schedules for high-touch surfaces will be followed during the flu season (i.e. bathrooms, doorknobs, copy machines, conference room tables, counters, hand railings).

## **VI. MONITOR OFFICE CLOSELY**

A Pandemic Response Plan coordinator has been appointed to monitor the situation and consolidate information.

All employees are instructed to report flu-related absences to Nancy Wildes, Administrative Assistant. Ms. Wildes summarizes absence information and reports daily to the coordinator. All information related to levels of flu absenteeism and related conditions of employees will be consolidated by the coordinator, and reported to SME officers on a regular basis.

## **VII. DECISION MAKING**

- All decisions to close the office will be made by Peter Maher, or in his absence John Sevee.
- Individual employees do not have the authority to make closure decisions unless officially designated to do so by a company officer.
- In addition to CDC or World Health Organization (WHO) guidance, other conditions to be considered in closure decisions will include: disease severity, levels of absenteeism, and prevalence of regional closings.