# Epidemic/Pandemic ER Plan

* (Company Name) will designate a coordinator who will monitor public health services for information concerning outbreak/epidemic occurrence and potential. The coordinator will be responsible for dealing with all issues related to epidemic/pandemic disease as they might affect the workplace. This may include staying in up-to-date or in communication with local health departments and health care providers; and developing and implementing protocols for response to ill individuals depending upon the nature of the disease and the recommendations of public health authorities.
* Where an epidemic or outbreak is considered likely, all employees will be advised of the potential for an outbreak or epidemic using approved government sources of information.
* The coordinator will be responsible for establishing and maintaining hand washing facilities, hand cleansers, and other hygiene items required to assist in containing the spread of any disease. Use of these measures will be encouraged by all supervisors at all times and any specific requirements relative to a disease outbreak will be implemented by the supervisors under the care of the coordinator. Emphasis will be placed on items that sanitize, are disposable, do not require touching to operate, and do not otherwise spread disease.
* The coordinator will communicate this program to all employees and this review will include the symptoms, how to prevent spreading, when not to report to work, and the containment plans according to known or likely disease types that could result in an epidemic/pandemic. This review will be appropriate for those who may have barriers to understanding such as disabilities or those who do not speak the prevailing workplace language.
* Available Immunizations against known seasonal diseases or emerging diseases will be encouraged through clinics at work and time-off to be inoculated.
* All employees will be informed of the methods by which any identified epidemic/pandemic disease is transmitted, and the immediate steps being taken to reduce the potential for contact and transmission.
* Employees who are at higher risk of contracting the disease, will be identified by their physiology, health conditions, through travel, by working closely with others or the public, or being exposed to items and surfaces that may harbour the disease.
* These employees at higher risk will be advised of the symptoms, hazards and the control measures that are to be taken.
* When faced with an epidemic/pandemic and based on public health information specific control measures will be implemented and communicated to all employees and will include:
* The universal precautions to be used (assume that all persons in close contact are infected);
* Physical barriers to prevent contact;
* Ventilation and air filtering changes;
* Monitoring of employee health;
* Immunizations and other preventative medical treatment;
* New or increased first aid supplies and infection control supplies;
* Location and contact of new or changed emergency health services;
* Additional first aid training;
* Self-quarantine requirements for individuals experiencing any symptoms or exposed to the disease;
* Immediate reporting of any disease symptoms or contact with individuals who have contracted the disease;
* Social distancing and avoiding large gatherings or participating on them;
* Working from home and/or telecommuting in lieu of travel;
* PPE requirements such as gloves, respirators, goggles, etc.; and
* Specific hygiene requirements, increased hand washing, sneezing protocol, disposal of infected items, increased surface cleaning of frequent hand contact surfaces, increased cleaning of work surfaces, food handling precautions, etc.
* (Company Name) will include epidemic planning in its business continuity program that will address:
* High levels of absenteeism from illness or caregiving in an epidemic/outbreak;
* Business disruption from travel restrictions and changes in logistics resulting from public measures to control disease;
* The emergency communication program with a list of clients and suppliers to contact in the event that an outbreak of disease has impacted the company’s operations in any manner;
* Alternatives to critical services, supplies, or raw materials; and
* Alternate key persons.
* The epidemic/pandemic plan will be reviewed annually or when conditions change. The coordinator will initiate a review of the plan after any epidemic/pandemic incident in order to determine what went well and provide improvements as well as any deficiencies that must be corrected.

References

* Alberta Government Emergencies and Public Safety

<https://www.alberta.ca/emergencies-public-safety.aspx>

* Public Health Agency of Canada – Pandemic Plans (Canada and International) <https://www.canada.ca/en/public-health/services/flu-influenza/pandemic-plans.html>

## Emergency Phone List

An emergency response plan must include the location and use of emergency facilities. For off-site locations, outside services that can aid in the event of an emergency should be identified and reviewed with workers prior to commencing work activities.

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| **EMERGENCY PHONE LIST** |
| **EMERGENCY RESPONSE NUMBERS** |
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| **HOSPITAL AND CLINICS** |
| **Hospital/Clinic** | **Address** | **Number** |
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| **KEY COMPANY CONTACTS** |
| **Name** | **Office** | **Cell** | **Residence** |
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The (Company Name) communication protocol will establish the emergency notification protocol, command structure, emergency assembly areas, and evacuation procedures.