



Memorandum

MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Reviewed by Wmk Date 9/11/09
General Manager

DATE: September 11, 2009
TO: General Manager
FROM: Administrative Services Manager
SUBJECT: H1N1 Pandemic Influenza (Swine Flu) Preparations and Response Plan

RECOMMENDATION: That the Board authorize the General Manager to prepare final plan subject to review by District Legal Counsel.

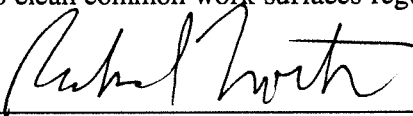
BACKGROUND

The world health community is monitoring the emergence of a pandemic influenza, through the novel H1N1 virus; however, no one knows how severe the pandemic will be. Consistent with guidelines from the Centers of Disease Control and Prevention (CDC) and the Monterey County Health Department, Jack Cook, District Safety Manager, has developed a draft preparedness and response plan which is attached for your review.

The plan includes a service continuity element to maintain essential services in the context of a major reduction in available personnel and disruption in operational supplies. It also lists various response components or potential actions that will need further development over the next few weeks. We are monitoring flu conditions through the CDC and County Health Department. Meetings have been scheduled next week to gather suggestions and reach consensus on how best to protect District employees and the general public. With Board approval, staff would like to initiate common sense components of the plan beginning October 1st that are designed to reduce the spread of the illness. Some will involve modifications to current policy or practices which will be discussed further in closed session.

These common sense strategies include the following:

1. Encourage employees to get vaccinated – for both seasonal flu and H1N1 flu.
2. Encourage ill workers to stay home.
3. Training and reminders to wash hands frequently; cover coughs and sneezes.
4. Supply employees with tissues and hand sanitizers.
5. Install hand sanitizers at strategic locations for use by the general public and District customers.
6. Discontinue nonessential travel to locations with high incidences of illness.
7. Apply social distancing where appropriate, minimize crowded situations; limit unnecessary meetings.
8. Provide personal protective equipment such as respirators and disposable gloves where suitable.
9. Establish cleaning schedules and issue disinfectants to clean common work surfaces regularly.


Richard Norton

Attachment

Monterey Regional Waste Management District**PANDEMIC INFLUENZA PREPAREDNESS AND RESPONSE PLAN**

September 2009

Introduction

The pandemic influenza is a worldwide outbreak of disease which occurs when a new influenza virus appears in the human population. It differs from seasonal outbreaks because seasonal outbreaks are caused by subtypes of influenza viruses that are already in circulation and most people have some immunity. This current outbreak is an entirely new subtype to which the population has no immunity.

The upcoming flu season is expected to be more intense than usual with both the seasonal and the Novel H1N1 virus involved. Transmission of the virus is anticipated in the workplace, from customers and coworkers in various work settings. Fortunately, the vast majority of cases are mild and, at this point, the H1N1 virus appears no more virulent or severe than seasonal flu. However, this could change if it mutates as many flu viruses do, and if that happens, it could become more dangerous.

Given this uncertainty, the MRWMD is taking proactive steps to address a number of concerns. First and foremost, we want to maintain a safe workplace and encourage and/or adopt practices protecting the health of employees, customers, visitors, and others. We also want to ensure the continuity of District services. The processes and policies described below are intended to achieve these objectives. As always, our efforts will be guided by and in accordance with all applicable federal and state laws. We will continue to monitor information from the health community and the Monterey County Health Department and modify these policies as necessary.

Planning Assumptions

1. Influenza pandemic may result in the rapid spread throughout the county, state, country, and world;
2. Influenza pandemic may occur in waves and last for 12 to 24 months;
3. District operations will remain open to the public;
4. Schools and daycare center may close in our area;
5. There may be a 25% to 50% percent reduction in available staff.

Emergency Management Organization

Monterey County Health Department in coordination with the Operational Area's Emergency Operations Center (EOC) will be the lead agencies for response to a Pandemic outbreak. A pandemic can last for continuous months or come in waves which would make maintaining a formal Incident Command system problematic. This plan is scaleable and will have trigger points that may be directed by the Monterey County Health Department (MCHD) or other agencies having the authority to direct District operations.

The Safety Manager has been identified the administrator of the plan; the Assistant General Manager has been identified for the implementation of the plan; and Public Education Manager has been identified as the public communicator. These employees would work under close direction of the General Manager.

Operations

Disposal of municipal solid waste is the primary function of the District and will be maintained above all other functions if staffing level reaches a critical level. Therefore, essential functions and key positions have been identified to maintain minimum operation of the District. We will reduce operation as needed as staffing levels decrease until we get to minimum staffing to run only the essential function of the District.

Minimum Staffing level:

- 2 scale operators
- 2 landfill operators
- 1 Household Hazardous Waste Technicians
- 2 mechanics
- 2 Material Recovery Facility operators
- 2 site personnel

Essential Operating Supplies

During a pandemic outbreak there may be an interruption in the delivery of supplies such as fuel, water, and safety supplies. The District will maintain an adequate amount of the following:

- Diesel Fuel - 10,000 gallons (sufficient to operate essential equipment for two weeks or more if we scale back operations);
- Gasoline - 1,000 gallons (sufficient for four weeks of operation). Site vehicles can fill off site.
- Drinking water - 455 gallons (up to 9 days for 100 employees);
- N-95 respirators - 1,500 (Only employees with medical clearance will be allowed to use respirators.)

Training and Education

- Guidelines for Proper Hand hygiene, Cough etiquette, Social distancing techniques;
- Personal Protective Equipment training on proper use of N-95 respirators;
- Guidelines for managers on monitoring and mandatory sick leave;
- Signs and symptoms of the flu - +100 degrees Fahrenheit, cough, sore throat, a runny or stuffy nose, body aches, headache, and feeling very tired. Some people may also vomit or have diarrhea.
- Prominent Signage will be placed as reminders to employees concerning what is expected

Work Practices

- Encourage employees to get vaccinated – for both seasonal flu and H1N1 flu;
- Training and reminders to wash hands frequently; cover coughs and sneezes;
- Supply employees with tissues and hand sanitizers;
- Install hand sanitizers at strategic locations for use by the general public and District customers;
- Apply social distancing where appropriate, minimize crowded situations; limit unnecessary meetings;
- Provide personal protective equipment such as respirators and disposable gloves where suitable;
- Establish cleaning schedules and issue disinfectants to clean common work surfaces regularly.

Work Policies

- Encourage ill workers to stay home;
- Institute greater flexibility in work schedules;
- Define conditions and process related to mandatory sick leave.