

# PREPARING SCHOOLS AND WORKPLACES FOR AN INFLUENZA PANDEMIC

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## **MINIMUM STEPS ALL WORKERS SHOULD TAKE:**

**GOOD HYGIENE** Stockpile items such as soap, tissue, disposable towels, hand sanitizer, and office cleaning supplies. Provide your employees and customers easy access to these infection control supplies. Provide no-touch trash cans.

**CLEANLINESS** Keep work surfaces, telephones, computer equipment and other frequently touched surfaces and office equipment clean.

**COUGH ETIQUETTE** Cover your mouth and nose with a tissue when you cough or sneeze or cough or sneeze into your upper sleeve, not your hands. Put your used tissue in the waste basket. Clean your hands after coughing or sneezing. Wash hands with soap and warm water for 20 seconds or clean with alcohol-based hand cleaner.

**SOCIAL DISTANCING** Avoid crowded settings and other situations that increase the risk of exposure. Stay at least six feet away from fellow employees and the general public, as much as possible.

Discourage employees from using other employees' phones, desks, offices or other work tools and equipment.

Consider practices to minimize face-to-face contact between other people such as using e-mail, websites and teleconferences. If possible, plan to have some employees work from home.

From Guidance on Preparing Workplaces for an Influenza Pandemic OSHA 3327-02N 2007

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## **MINIMUM STEPS ALL WORKERS SHOULD TAKE:**

### **SOCIAL DISTANCING** (continued from page 1)

Reduce or eliminate all unnecessary social interaction. Reconsider all situations that permit or require employees, customers and visitors (including family members) to enter the work place.

### **HEALTHY LIFESTYLES** Promote good nutrition and exercise and smoking cessation.

**COMMUNICATION** Monitor public health recommendations about pandemic flu and make sure that all employees have access to this information.

Work with employees to designate a person(s), website, bulletin board or other means of communicating important pandemic flu information.

**GOOD JUDGMENT** Do not come to work when you are sick with influenza-related symptoms such as fever, cough, sore throat, stuffy nose and muscle aches, so that you will not infect other employees.

Employees who stay home because they are ill should not be penalized. Recognize that employees with ill family members may have to stay home to care for them.

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**IF YOU ARE IN A MEDIUM RISK ENVIRONMENT, FOLLOW THESE STEPS, IN ADDITION TO THE GUIDANCE ON PAGES ONE AND TWO:**

**WORK PRACTICE AND ENGINEERING CONTROLS** Expand internet, phone-based, drive through window, or home delivery customer service strategies to minimize face-to-face contact.

Communicate the availability of medical screening or other employee health resources (e.g., on-site nurse or employee wellness program to check for flu-like symptoms before employees enter the workplace)

Install physical barriers, such as clear plastic sneeze guards, to protect employees where possible (such as cashier stations).

**PERSONAL PROTECTIVE EQUIPMENT (PPE)** For additional information, see: **Guidance on Preparing Workplaces for an Influenza Pandemic OSHA 3327-02N 2007**

If you have high-frequency, close contact with the general population, that cannot be eliminated using work practice or engineering controls, and where contact with symptomatic ill persons is not expected, use personal protective equipment, such as:

- Surgical facemask
- Face shield that can be decontaminated

Barrier protection, such as a surgical facemask or face shield, will protect against droplet transmission of an infectious disease.

From **Guidance on Preparing Workplaces for an Influenza Pandemic OSHA 3327-02N 2007**