

Roles and Responsibilities of Influenza Point Persons

12 May 2006

Two staff (one primary and one backup) will be assigned the role of Influenza Point Person (IPP) in SC home offices (Westport, Washington), US field offices, and in each Country Office. Selected IPPs should be familiar with Save the Children policies and procedures, preferably have a health background, and be able to communicate clear, timely and appropriate information to all staff. IPPs will be the first point of contact for any influenza-related communications from SC headquarters, and are responsible to: 1. update staff with essential information regarding avian and pandemic influenza; 2. support the development of a preparedness plan for his/her office; 3. adopt and promote preventative and protective measures among staff; and 4. liaise regularly with partners including the Alliance, home office, and other IPPs.

In addition to supporting the development of a preparedness plan, specific activities of the IPPs include:

Updating staff

1. Establish/update and maintain (test) a system to locate and communicate with all staff (e.g., a “communications tree”), including regularly-updated contact information for each staff;
2. Discuss health and safety issues with staff and families, and communicate and distribute all relevant information to the appropriate staff;
3. Regularly update the SMT, partners and home office as needed on issues related to influenza;
4. Alert staff to new outbreaks in the country/region and to changes in pandemic status;
5. Establish an Influenza Working Group at the CO level, including IPPs in each sub-office, and ensuring that they have the appropriate information and training;
6. Review office policies and procedures and revising as necessary in light of influenza-related issues;

Adopting and promoting preventative and protective measures

7. Post signs with hygiene, prevention and protection information around the office, and conduct preparedness sessions for staff;
8. Identify and implement ways to increase “social distancing” in the workplace;
9. Set up a process to facilitate/encourage staff to stay home when ill (and to return when better);
10. In offices with a staff canteen, ensure that food preparation is done hygienically, and suspended if and when appropriate;
11. Ensure that personnel responsible for cleaning offices are trained and equipped in influenza prevention and related hygiene issues, and are protected from same;

Liaising with Alliance and other partners, home office and the IPP network

12. Coordinate with and support staff in the implementation of influenza-related activities or policies as part of the Office preparedness plan;
13. Adapt the SC preparedness plan to the local setting and update as needed in conjunction with partners including the Alliance, home office and other IPPs;
14. Ensure that Save the Children is represented at relevant influenza-related meetings and other events; and
15. Update health officials, partners and communities in project areas of SC preparedness activities and program response.

(Adapted from the New Zealand Business Continuity Planning Guide, Oct 05; SC/US Vietnam Field Office AI Preparation and Action Plan, Nov 05; and SC/UK Vietnam Preparedness Plan, Oct 05)