

Pandemic Influenza Procedures and Supplies for Westport and Washington Offices

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Note to IPPs: This document should be used as a guide and adapted to your own office supply needs. Not all of these products will be available in every Country Office. Contact Van Kolton (vkolton@savechildren.org) or Kathryn Bolles (kbolles@savechildren.org) for comments or questions regarding how to adapt this list and procure items you need for your office.

I. Preparedness

- **Posting and distribution of information on limiting transmission among staff**
 - Guidelines on Social Distancing and Health/Hygiene Information included in Track I manual and posted on Savenet.
- **Distribution of supplies to staff**
 - Individual hand sanitizers, tissues and anti microbial surface wipes for phones and other hard surface areas. (Note: hand sanitizer is not necessary if soap and water is available to all staff for frequent hand-washing.)
 - Latex or rubber gloves
 - Disposable thermometers available at central location
- **Supplies for handling spills and contaminated areas**
 - Caution tape to close off any area that may have become contaminated for at least 48 hours.
 - Cleaning materials, including disposal bags, liquid absorbers and hard surface wipes.
- **Influenza Point Persons (IPPs) will help make critical decisions on an ongoing situation- by- situation basis.**

II. Procedures (these will vary depending upon the disease severity)

- **Limit access to the building**
 - Set up foyer area as prescreen area with precautionary information symptom checklist, disposable thermometers, and hand sanitizer. Reception to admit only after precautions have been observed and signed for each guest.
 - Post Influenza Notification on all doors directing everyone to enter only thru the front door. All other doors become exit only.
 - Café/lunchroom will close for duration. Staff will be instructed to bring food and eat privately.
- **Cleanup and containment**
 - General Service will seal off the area with caution tape, wait at least 48 hours before entering the area, and then disinfect.

III. Outside Vendors and Service Continuity

- **Outside Vendors-**
 - A written copy of each vendor’s service continuity plans (if they have one), has been requested and will be reviewed for potential gaps in essential services. Plans will be formulated for coverage contingency.
- **Onsite Vendors-**
 - Food service, cleaning and all onsite vendors will be asked to suspend non-essential services for the duration and to limit contact with staff for those services that are essential.

Example: SCUS Home Office Supply Order *(covers an estimated 350 staff)*

<u>Item</u>	<u>Cost</u>	<u>Quantity</u>
1. N95 Particulate Respirator and Surgical Mask	\$20 USD/box of 40	800
2. Individual hand sanitizers	\$1.75 USD	350
3. Large-size hand sanitizers for public areas	\$11.20 USD	18
4. Germicidal wipes	\$11 USD/box of 400	8 boxes
5. Disposable gloves (small, med, large)	\$6/box of 100	6 boxes
6. Disposable thermometers	\$14.25 USD/box of 100	4 boxes
7. Rolls of caution tape	\$7 per roll	2 rolls