

[Your Company]
Pandemic Crisis Management Plan

1. PURPOSE

- A. The objective of this plan is to reduce the adverse impact of a pandemic outbreak by implementing pre-established procedures. This plan will be followed to advise and inform **[Your Company Name]** personnel of the impending emergency condition and instruct them on the specific actions to be taken.
- B. [Your Company Name]'s employees are responsible for ensuring the health and safety of themselves and their families. **[Your Company Name]** will endeavor to assist in this regard by providing the best possible information to employees.
- C. Nothing in this plan is to be construed as medical advice. Each employee should consult a qualified health care provider for medical advice.

2. OBJECTIVE

- A. Ensure Employee Safety and Security (ESS)
 - i) [Your Company Name] employees can expect to work in a safe and secure workplace;
 - ii) **[Your Company Name]** will comply with all relevant laws and regulations; and
 - iii) [Your Company Name] will establish and enforce an appropriate absence policy during any pandemic outbreak.
- B. Preserve Mission Critical Activities
 - i) [Your Company Name] will disseminate critical information and messages to all employees, including:
 - Country disease surveillance information – e.g. from the World Health Organization (WHO), Center for Disease Control (CDC), etc.
 - Community messages and recommended actions from federal, state, or local agencies.
 - Recommended best practices for preparation and prevention.
 - Contact information for relevant personnel and services.
 - ii) [Your Company Name] will promote employee safety and provide appropriate support.
- C. The [Your Company Name] Pandemic Crisis Management Team (PCMT) will track emerging news and guidance to adjust this plan appropriately.

3. SCOPE

The Pandemic Crisis Management Plan applies to all employees, contractors, visitors or vendors working at [Your Company Name].

4. PANDEMIC CRISIS MANAGEMENT TEAM

- A. The Pandemic Crisis Management Team (PCMT) will be a sub-group of the larger [Your Company Name] Crisis Management Team.
- B. The PCMT will be led by the ESS Health & Safety Leader and will consist of selected members of the Management Team, supported by additional resources on an as-needed basis.
- C. The PCMT will have overall responsibility for the following:
 - i) Monitoring potential pandemic threats
 - News and information from WHO, CDC, and other appropriate agencies
 - Associate communications related to pandemic preparedness
 - ii) Managing response to pandemic threats
 - Review the [Your Company Name] Pandemic Plan, and revise as necessary
 - Activate the Pandemic Response Team (PRT)
 - Set the Company Pandemic Threat Level
 - Liaise with local business for mutual aid, if needed
 - Ensure business continuity by identifying essential personnel and critical activities
 - Ensure policies are in place, as needed, for work-at-home, paid and unpaid leave, reasonable accommodations, and absenteeism
 - Set travel restrictions based upon threat level and pandemic exposure
 - iii) Communicating information related to pandemic threats
 - Communications with appropriate federal, state, or local agencies
 - Communications with Associates
 - Establish secure means of communication with local media outlets
 - Ensure an effective plan is in place to communicate with Company employees
- D. The roster in Appendix A may be used to document team members and their contact information.

5. PANDEMIC RESPONSE TEAM

- A. The Pandemic Response Team (PRT) will be a cross-functional team composed of members with defined roles and responsibilities.
- B. The PRT will be led by the PRT Leader and will consist of representatives from various units. Additional resources will be added on an as-needed basis.
- C. The primary roles and responsibilities of the PRT are as follows:
 - i) PRT Leader –Team Leader [Insert Name]
 - Review the requirements of the [Your Company Name] Pandemic Management Plan;
 - Lead the Pandemic Response Team (PRT)
 - Schedule drills and tabletop exercises to validate the integrity of the plan;
 - Communicate recommendations to the Pandemic Crisis Management Team (PCMT)
 - Keep PRT members informed of important news and follow-up actions; and

vii) Information Services – IS Team Leader [Insert Name]

- Provide support for work-at-home initiatives as needed;
- Assist with implementation of remote meetings;
- Provide support for “paperless” initiatives; and
- Review system redundancies and back-up procedures.

viii) Human Resources – HR Team Leader [Insert Name]

- Assist with the development and communication of information related to medical health care and other support services; and
- Implement and communicate temporary policies related to work-from-home, paid or unpaid leave, and absenteeism.

D. The roster in Appendix B may be used to document team members and their contact information.

6. PANDEMIC ALERT LEVELS AND ACTIONS

A. The pandemic alert level will be set by the Pandemic Crisis Management Team (PCMT) based upon local conditions and recommendations from WHO; CDC; Local, State, and Federal agencies; and the Associates.

Description	Exposure	Alert Level
New virus in animals, no human cases	Low risk of human cases	1
	Higher risk of human cases	2
Pandemic alert New virus causes human cases	None to very limited human-to-human transmission	3
	Increased human-to-human transmission	4
	Significant human-to-human transmission	5
Pandemic	Efficient and sustained human-to-human transmission	6

B. The minimum response to each alert level can be summarized as follows:

i) Level 1 – Low risk of human cases

- No action required

ii) Level 2 – Higher risk of human cases

- Assemble Pandemic Crisis Management Team (PCMT);
- Activate Pandemic Response Team (PRT);
- Review Pandemic Crisis Management Plan, revising as necessary; and
- Define individual responsibilities.

iii) Level 3 – No or very limited human-to-human transmission

- Review policies, procedures and level of preparedness;
- Development of business continuity plans;
- Initial communications and education; and
- General preparations for a pandemic event.

iv) Level 4 – Increased human-to-human transmission

- Implement infection control plans;
- Implement temporary policies for work-from-home, paid leave, absenteeism, etc., if needed;
- Implement travel restrictions; and
- Evaluate contractor and vendor preparedness.

v) Level 5 – Significant human-to-human transmission

- Implement screening procedures for everyone entering sites;
- No work-related travel;
- No non-essential vendor, visitor, or contractor access; and
- Reduce face-to-face contact between employees.

vi) Level 6 – Sustained human-to-human transmission

- Site closed to all but essential personnel, and
- Use of masks and gloves is required.

C. A detailed list of recommended actions for each level can be found in Appendix C.

7. SITE ACCESS CONTROL

A. Site access restrictions will be based upon the Pandemic Alert Level set by the Pandemic Crisis Management Team, beginning at Alert Level 4.

B. Site access restrictions are cumulative, adding new restrictions with each increase in level.

i) Alert Level 4 Restrictions

- Access may be restricted to designated entrances only;
- Personnel will be assigned to prescreen persons entering the site; and
- Persons with obvious signs of illness will be denied entry and encouraged to seek medical attention.

ii) Alert Level 5 Restrictions (additional)

- Card readers for all other entrances will be disabled, to force entry through the designated entrances;
- No visitors allowed;
- Operating hours will be reviewed and adjusted if necessary;
- Enhanced prescreening will be performed before allowing entry; and
- Delivery restrictions will be imposed.

iii) Alert Level 6 Restrictions (additional)

- Site closed to non-essential personnel
- Badges of non-essential personnel will be turned off

8. MEDICAL PRESCREENING

A. The minimum level of prescreening will be based upon the Company Pandemic Alert Level.

i) Beginning at Alert Level 3 and 4, employees will be asked to screen themselves and stay home from work if they are experiencing symptoms of the pandemic illness.

ii) At Alert Level 4, cursory screening will be conducted of all visitors entering the site.

- Baseline temperature screening as a one-time event may be instituted
- Entrants will be observed and may be questioned about symptoms
- Some entrants may be checked for fever

iii) At Alert Level 5 or above, more detailed screening will be conducted.

- Entrants will be observed for signs of symptoms
- Entrants will be required to answer questions about their current health
- Entrants will be checked for fever

B. Specific assessment protocols will be created, based upon recommended guidelines from the CDC, for the specific pandemic illness.

9. COMMUNICATIONS

A. A formal communication plan will be developed if a pandemic threat reaches Alert Level 3.

B. The method(s) used to communicate information will be determined based upon the target audience, content of the communications, and level of urgency.

C. Public communications may only be initiated by the President.

10. VACCINES AND ANTI-VIRAL MEDICATION

- A. It is unlikely [Your Company Name] will have access to vaccines or anti-viral medication during the early stages of a pandemic situation.
- B. If [Your Company Name] can obtain a vaccine for the pandemic illness, criteria will be established to prioritize vaccinations.

11. EDUCATION AND AWARENESS

- A. At Company Alert Level 3 or higher, methods shall be identified and implemented to ensure personnel are aware of the pandemic exposure and understand methods of controlling exposure.
- B. Depending upon the pandemic threat level and the nature of the pandemic illness, this may include the following content:
 - i) Signs and symptoms of the pandemic illness;
 - ii) Methods for employees to protect themselves and their families;
 - iii) Overview of the current pandemic response plan;
 - iv) Directions to report suspected or confirmed cases of the pandemic illness;
 - v) Specialized or temporary procedures enacted as part of the pandemic response plan;
 - vi) Information related to infection control;
 - Social distancing
 - Reduced interaction and contact (discourage shaking hands, face-to-face meetings, etc.)
 - Frequent hand washing and use of hand sanitizer
 - Methods of cleaning and disinfecting
 - Sneeze and cough etiquette

12. ESSENTIAL EQUIPMENT AND SUPPLIES

- A. [Your Company Name] will maintain an inventory of basic supplies likely to be needed in a pandemic situation:
 - i) Liquid hand sanitizer
 - ii) Gloves
 - iii) Disinfectants (wipes and spray)
- B. The Pandemic Response Team (PRT) will evaluate the best available information about the pandemic illness and identify additional supplies to be purchased.

13. INFECTION CONTROL PROCEDURES

- A. Beginning at Alert Level 4, the following procedures will be implemented to reduce the spread of infection:
 - i) Distribution of infection control supplies such as hand sanitizer stations, sanitizing wipes, facial tissues, and waste receptacles for their disposal;
 - ii) Advise employees to notify their team leader to report an absence related to the pandemic illness;

- iii) Instruct team leaders to report pandemic related absences to PRT Leader. Team Leaders must also notify the site cleaning contractor to have the employee's workstation disinfected, if appropriate; and
 - iv) Individuals displaying symptoms of the pandemic illness will be sent home and referred to local medical facilities for treatment.
- B. At Alert Level 5 and above, the following additional procedures will be followed:
- i) Increased availability of hand sanitizer and disinfecting wipes;
 - ii) Employees will sanitize their workplace daily, wiping down all surfaces, phones, keyboards, etc.; and
 - iii) The site cleaning contractor will sanitize all common areas daily, including tables, counters, door handles, washbasins, toilets and urinals.

14. TRAVEL

- A. Exposure to business travelers will be monitored and managed by the Pandemic Crisis Management Team (PCMT).
- i) All business travel must be entered into the online traveler database, so it may be reviewed by the PCMT.
 - ii) Business travel restrictions may be enacted at any time, based upon the destination threat level.
 - iii) Additional travel restrictions will be enacted at Company Alert Level 4.
 - iv) At Company Alert Level 5 or higher, all business travel will be cancelled.
- B. Support will also be provided to employees conducting personal travel.
- i) Employees will be encouraged to report personal international travel or travel to high-risk areas to the PRT Leader.
 - ii) Employees will be provided with timely information regarding pandemic exposure at their destination as well as possible restrictions upon their return.
- C. Any employee traveling internationally or to high-risk areas will be subject to screening and evaluation before being allowed to return to work
- i) Cases will be evaluated based upon the pandemic alert levels at Company and the travel destination
 - ii) A case-by-case determination will be made regarding the employee's ability to return to work

15. SITE CLOSING

- A. The Company Crisis Management Team will make and announce the final decisions regarding the full or partial closure of the site due to a pandemic situation;
- B. Decisions on closure and reopening will be based upon the following:
- i) Ability to safely conduct operations;
 - ii) Recommendations or requirements of federal, state, or local agencies; and

Appendix B – Pandemic Response Team (PRT) Roster Template

Pandemic Response Team (PRT) Contact Information			
Role	Name	Title	Phone Number
PRT Leader		Health & Safety Leader	
ESS Coordinator		Safety & Security Specialist	
Emergency Services Coordinator		Emergency Services Specialist	
Industrial Hygiene		Industrial Hygienist	
Human Resources / Medical		BMW Leader Nurse Nurse	
Security		Loss Prevention Team Leader	
Information Technology		IS Technology Team Leader	

Appendix C – Pandemic Crisis Management Checklist Template

Pandemic Alert Level 2 – Higher risk of human cases		
Action	SPA	Results / Comments
Assemble Pandemic Crisis Management Team (PCMT)	ESS Manager	
Activate Pandemic Response Team (PRT)	ESS Manager	
Review Pandemic Crisis Management Plan	Health & Safety Leader	
Define Individual Responsibilities	Health & Safety Leader	

Pandemic Alert Level 3 – No or very limited human-to-human transmission

Action	SPA	Results / Comments
Identify essential personnel (employees and contractors), inputs, vendors, suppliers and activities	PCMT	
Establish pandemic communication plan	PCMT	
Develop and distribute pandemic education and awareness materials	PRT	
Initiate plant-wide communications regarding pandemic planning and preparedness	PCMT	
Develop pre-screening questionnaire based upon pandemic illness	PRT	
Encourage employees to pre-screen themselves and stay home when ill	PRT	
Establish return to work protocol and criteria for employees recovering from the pandemic illness	PRT	
Encourage annual flu vaccination	PRT	
Ensure the One Call Now database is updated as needed	PRT	
Obtain PPE and stockpile required supplies	PRT	
Review medical provider coverage and preparedness in case of pandemic	PRT	
Review company absenteeism and leave policies to identify potential temporary changes	PCMT	
Ensure units have up-to-date contact information for all employees	PRT	
Update personnel emergency contact information	PRT	
Define requirements for work-from-home plan	PCMT	
Develop supporting elements for work-from-home plan	PRT	
Develop protocols for building access restrictions and closure during pandemic	PRT	
Develop business continuity plan at plant and unit level	PCMT	
Meet with unit managers to determine the state of preparedness for each unit	PCMT	

Pandemic Alert Level 4 – Increased human-to-human transmission

Action	SPA	Results / Comments
Initiate plant-wide communications regarding change in alert status	PCMT	
Implement infection control procedures for Level 4: <ul style="list-style-type: none"> • Hand sanitizer dispensers • Availability of sanitizing wipes • Availability of facial tissues • Receptacles for disposal 	PRT	
Determine availability of vaccine	PRT	
Implement temporary procedures, as needed, for absence or leave related to the pandemic	PCMT	
Advise employees to notify their team leader of an absence related to the pandemic illness	PRT	
Instruct managers and team leaders to notify Medical and the ESS Manager of any pandemic related absences. Also, to notify 4M to have the ill employee's work area disinfected (for employees who call in sick or who leave work due to illness)	PRT	
Implement travel restrictions	PCMT	
Review business and personal travel to evaluate pandemic exposure and controls	PCMT	
Verify preparedness of Tier One contractors and critical suppliers	PCMT	
Place prominent signage at all entrances advising entrants not to enter if they have symptoms of the pandemic illness	PRT	
Initiate cursory pre-screening of all persons entering site. Deny access to anyone existing symptoms of the pandemic illness.	PRT	
Employees exhibiting symptoms of the pandemic illness will be sent home and advised to seek medical treatment	PRT	
Implement policies for increased work-from-home	PCMT	
Establish secure method of communicating with local media	PCMT	
Identify and develop platforms (hotlines, websites, etc.) for communicating pandemic related information to employees	PCMT	

Pandemic Alert Level 5 – Significant human-to-human transmission

Action	SPA	Results / Comments
Provide daily updates to the full Crisis Management Team	PCMT	
Initiate plant-wide communications explaining the change in alert level	PCMT	
Prohibit visitors to the plant site	PRT	
Review operating capability and change operating hours as needed	PCMT	
Perform detailed pre-screening of all persons entering the site <ul style="list-style-type: none"> • Observe for signs of symptoms • Require entrants to answer questions about their health • Check entrants for fever 	PRT	
Increase availability of hand sanitizer and sanitizing wipes	PRT	
Require employees to sanitize their workplace daily	PRT	
Ensure daily sanitization of all common areas including tables, counters, door handles, washbasins, toilets and urinals	PRT	
Reduce face-to-face contact among employees <ul style="list-style-type: none"> • Conduct meetings via telephone or web • Reduce use of break rooms and cafeteria • Social distancing 	PRT	
Cancel all business-related travel	PCMT	
No non-essential vendor or contractor access	PCMT	
Restrict deliveries	PCMT	
Define essential staffing and encourage work-from-home for others	PCMT	
Follow leadership continuity plan	PCMT	
Review package and mail delivery procedures and implement any necessary restrictions	PRT	
Inform employees of Pandemic Alert Level 6 procedures, restrictions and limitations	PCMT	

Pandemic Alert Level 6 – Sustained human-to-human transmission

Action	SPA	Results / Comments
Close site to all but essential personnel	PCMT	
Turn off badge access to non-essential personnel	PRT	
Require use of masks and gloves on site	PRT	
Continue detailed pre-screening of all persons entering the site	PRT	
Continue following infection control procedures	PRT	
Provide daily communications to all employees via email or other methods	PCMT	