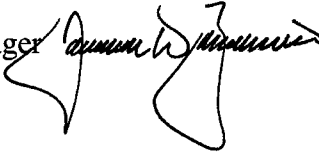




MEMORANDUM

TO: Directors

CC: Mayor and Commissioners, Charles Ross

FROM: James Zumwalt, City Manager 

SUBJECT : City H1N1 Flu Plan

DATE: May 1, 2009

The outbreak of disease in people caused by a new influenza virus continues to grow in the United States and internationally. Kentucky has confirmed one case. The Kentucky Department for Public Health reported one confirmed case and one probable swine flu to the Centers for Disease Control and Prevention yesterday. Governor Beshear, in a statement yesterday elaborated that the confirmed case involves a woman from Warren County who had recently traveled to Mexico and that she is currently hospitalized in Georgia. He further stated that the probable case involves an infant from another area with Barren River Health District who had been in close contact with an individual who recently traveled to Mexico. It is unrelated to the confirmed case. The child has been hospitalized.

The total number of cases is only a miniscule part of nation's population and it is highly likely that the disease will fade away with no significant impact other than media publicity on the nation as a whole or on the City of Paducah. However, there is a possibility that the virus will impact a large number of people and we will find ourselves with a significant crisis to manage.

The following will serve as a guideline for the measures the City of Paducah is taking to protect employees and serve citizens and visitors. This plan will evolve and change as health professional's knowledge about the virus grows and as the situation changes here in Paducah.

CITY OF PADUCAH H1N1 FLU PLAN

May 1, 2009

Management of City's Response

Risk Manager, Cindy Medford, will serve as the City's H1N1 flu coordinator. Her responsibilities will include:

- Maintaining and amending this plan.
- Monitoring information from the Federal Center for Disease Control and the Kentucky Health Department and incorporating guidance from them into the City's response.
- Assist the City Manager in monitoring City staff compliance with provisions in this plan.

Staff Education

By the end of work Wednesday, May 6, each City supervisor will hold a brief meeting with all his/her employees in order to:

- Review the Proper Hand Washing and Dr. Joe Bresee CDC flu overview videos posted on the

City's intranet

- Distribute and discuss the attached H1N1 flu brochure from the Kentucky Health Department
- Summarize this plan

Workplace Propagation Prevention

- When a City employee exhibits flu symptoms, his/her supervisor will send the employee home on sick leave.
- Employees sent home because of flu symptoms who has expended their full leave balance leave would be eligible for a sick leave advance according to existing City policy.
- When an employee is sent home with flu symptoms, his/her supervisor is responsible for ensuring that the employee's work area is cleaned with a disinfectant.
- Supervisors will report employees off work with flu symptoms to Risk Manager Cindy Medford.
- Supervisors with employees who deal with the public will review their work procedures for opportunities to employ social distancing techniques that will reduce the probability of exposure for City employees while still allowing them to provide customer friendly services to the citizens they serve.

Supplies

- Risk Manager, Cindy Medford, will monitor the City's stockpile of masks, gloves, disinfectant, alcohol-based hand rubs and similar supplies to help protect City employees from infection.
- The City Manager will provide an allocation of \$1,000 from Administrative Contingency for supplies that are not available through departmental budgets for routine operations.
- Risk Manager, Cindy Medford, is authorized to approve requisitions drawn from this allocation of contingency funds.

Sanitation

- Public Works custodial staff will make a daily check to assure that all City restrooms are well supplied with soap and hand towels.
- The City will provide hand sanitizer for every City vehicle and at every City work site.
- Staff members will be provided with disinfectant to sanitize phones, computer keyboards, copiers, etc., after every shift or change of user.
- Public Works custodial staff will add to their custodial routine sanitation of faucet handles, door handles, light switches, lunchroom tables, counter and desk tops, and similar surfaces that are touched by multiple employees and customers.

PROCEDURES FOR SPECIFIC WORK GROUPS

Solid Waste

- Solid Waste collection employees will use hand sanitizer at the beginning of every work break.

Custodial Staff

- Custodial staff will use hand sanitizer at the beginning of every break in their work routine.
- Use extra diligence in sanitation techniques as outlined above.

911

The CDC recommends that all Public Safety Answering Points call takers screen all medical related callers for any symptoms of acute febrile respiratory illness. Mercy and/or 911 personnel dispatch will be asking if they, or someone at the incident location, has had fever, nasal congestion or other flu-like symptoms. If the caller is noting symptoms of acute febrile respiratory illness, dispatchers will make sure any first responders are aware of the need to use "universal precautions" before the responders arrive on scene.

Police and Fire

EMTs and Law Enforcement responding to incidents with persons who have known or suspected fever, cough and/or rash or to those described generically as sick or with "flu-like" symptoms should use the following PPE

- Gloves
- Eye Protection
- Respiratory Protection

Patients meeting the criteria of "flu-like" symptoms should be provided with either a surgical mask (if no oxygen therapy or nasal cannula oxygen therapy is initiated) or a non-re-breather oxygen mask if higher concentrations of oxygen are indicated by patient assessment/status.

EMTs should enhance the patient interview to include specific inquiry as to recent travel, with an emphasis on Mexico, or contact with someone who has recently traveled to Mexico. Additionally, EMTs should also establish if a relationship exists with anyone who has been at or in contact with a known high risk location. This information shall be passed on to the receiving EMS personnel.

Personnel should practice aggressive hand washing/hand sanitization after all patient contacts as standard protocols already require and should practice it prior to any contact with mucous membranes (e.g. Eating, drinking).

Standard Decontamination procedures apply for all equipment, vehicles and uniforms.

PUBLIC INFORMATION

Lead responsibility for recommendations to the General Public regarding the H₁N₁ flu will rest with the local office of the Kentucky State Health Department. The City of Paducah will follow the lead of the State Health Department and will support the department in promulgating public information as they develop it.

PLANNED COMMUNICATION AND REVISION

This plan will be updated as new information becomes available. The latest version of the plan will be maintained on the City Intranet and broadcast emails will be sent to all City department directors when major changes are made to the plan.