



Big Brothers
Big Sisters.
OF MIAMI

PANDEMIC PREPAREDNESS PLAN

March 2020

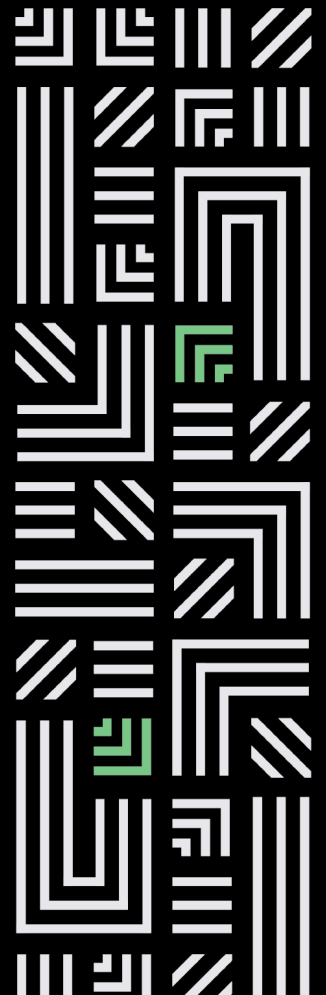


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PANDEMIC PREPAREDNESS PLAN

Purpose

Big Brothers Big Sisters of Miami strives to provide a safe and healthy workplace for all employees.

This pandemic preparedness policy outlines our overall response to a pandemic outbreak and our emergency preparedness and business continuity plan. It outlines specific steps Big Brothers Big Sisters of Miami takes to safeguard employees' health and well-being during a pandemic while ensuring Big Brothers Big Sisters of Miami ability to maintain essential operations and continue providing essential services to our community. In addition, it provides guidance on how we intend to respond to specific operational and human resource issues in the event of a pandemic.

Pandemic Defined

According to the Federal Centers for Disease Control, the Occupational Safety and Health Administration, and other organizations that monitor public health threats, influenza or flu is caused by a variety of influenza A viruses. These viruses can cause different diseases: avian (or bird) flu, H1N1 (swine flu), pandemic influenza, and seasonal flu.

Pandemic influenza can occur when mutating flu viruses become transmissible to humans, who generally lack any natural immunity to fight off the viruses' adverse health effects. Because infected humans are so contagious, they become the primary vehicle for pandemic influenza's spread. The more humans who become contagious, the more widespread the disease becomes and the more rapid the spread is.

Generally, pandemic influenza occurs in waves, with each new group of infected people in turn infecting others. Each such wave of infection can last as long as eight weeks, resulting in steadily increasing numbers of infections, and the disease itself can take 12 months to 18 months to run its course through the population. Subsequently, the viruses sparking pandemic influenza "settle" and thereafter can cause a type of seasonal flu (also known as "human flu") that produces the symptoms and illness many of us experience during annual "flu season."

Pandemic influenza poses the most serious global threats to public health and our economy. It conceivably can cost billions of dollars in productivity losses resulting from absenteeism, and payouts of sick leave or workers' compensation; disrupt transportation and communication services on which we all depend; and impede delivery of necessary goods and services. Inability to predict when such a disease might strike and with what severity makes it incumbent on Big Brothers Big Sisters of Miami to consider how our business might be affected and to articulate what needs to be done to respond to an outbreak.

Identification of Essential Personnel

Big Brothers Big Sisters of Miami is identified and designated as essential personnel certain employees whose jobs are vitally important to our continued operation in emergencies. We expect only designated essential personnel to be available for work during a pandemic. We acknowledge, however, that even essential personnel might become ill and unavailable to work or not be able to reach our worksite because of conditions beyond their own or our control. Consequently, Big Brothers Big Sisters of Miami has devised and agreed on back-up arrangements under which designated personnel in locations outside our respective areas are trained and equipped to fulfill the duties of unavailable essential employees. In

addition, we have equipped our most essential personnel with all the resources (including computers, cell phones, and back-up generators) that essential employees need to work remotely during emergencies.

1. *Gale Nelson 305-409-6157*
2. *Richard Perez 305-301-6789*
3. *Aimee Mir Ariola 305-305-5490*
4. *Lourdes Rey 305-219-9255*
5. *Ana Sosa 786-252-5505*
6. *Marlene Fearon 954-701-4078*

Remote Work Locations

Big Brothers Big Sisters of Miami acknowledges that during a pandemic, local, state, or federal authorities might prohibit or severely curtail individuals' access to and use of public services and public transportation; close or prevent access to buildings or public highways; isolate or quarantine buildings' occupants; and prevent inter- or intrastate delivery of goods and services. We cannot predict and have no control over such authorities' actions and acknowledge our legal duty to comply with outside authorities' directives.

We are prepared to continue key operations from essential employees' home offices. We have set up remote access to network through VPN and preparing loaner laptops for off-site telecommuting operations. In addition, we have designated a secure call in number 786-275-4406 through which staff can reach essential personnel and/or notification.

Infection-Control Measures

Big Brothers Big Sisters of Miami takes several steps to minimize—to the extent practicable—exposure to and spread of infection in the workplace, which is an ideal site for contagion because of workers' proximity to one another. As appropriate, Big Brothers Big Sister of Miami recommends measures that employees can take to protect themselves outside the workplace and encourages all workers to discuss their specific needs with a family physician or other appropriate health or wellness professional.

Ill employees:

Big Brothers Big Sisters of Miami expects employees who contract the flu or have been exposed to infected persons have been in contact to stay home and seek medical attention as necessary and appropriate. Big Brothers Big Sisters of Miami expects such workers to notify us as soon as possible of exposure or illness, using our secure telephone hotline, which channels calls to Agency Emergency Contact number: 786-275-4406. At our discretion or the direction of outside authorities, we can require the isolation and quarantine of any infected employees who come to work despite exposure or need for medical attention.

Personal-protection equipment:

Big Brothers Big Sisters of Miami maintains on site adequate supplies of recommended personal-protection equipment, such as rubber gloves, and anti-bacterial hand gels and wipes, which Big Brothers Big Sisters of Miami may require workers to use. We urge all employees to speak with their personal physician about types and proper use of personal-protection equipment in the home.

Employee Leave and Pay

In the event of a pandemic event, Big Brothers Big Sisters of Miami grants all nonessential and essential personnel will telecommute and perform duties as prescribed from supervisor and will continue to be

paid. If an employee is exposed or sick due to the virus and cannot work remotely, employee will be expected to use accrual time (vacation, personal and sick).

Big Brothers Big Sisters of Miami monitors emergency conditions daily to determine how long leave must continue and, following consultation with outside authorities, advises employees when to expect to return to work.

Business Travel

Big Brothers Big Sisters of Miami makes all reasonable efforts to eliminate the need for travel by taking advantage of technology that allows us to communicate or otherwise operate electronically. Generally, in the event of a pandemic, travel on Big Brothers Big Sisters of Miami's behalf is immediately suspended and limited to a select group of essential personnel who have obtained required travel authorizations from Big Brothers Big Sisters of Miami and, if necessary, outside authorities. Essential personnel or other employees traveling anywhere on Big Brothers Big Sisters of Miami's behalf and exposed to avian flu or pandemic influenza are eligible for workers' compensation benefits. (See description of Big Brothers Big Sisters of Miami's workers' compensation benefits.)

Emergency-Contact Information

Employees are required to notify their immediate supervisor and Human Resources of any change in emergency-contact information within 24 hours. When providing such information, employees, especially those who have children or care for elderly relatives, should identify individuals on whom they can depend if the employees themselves become sick at work and must be isolated and quarantined.

CDC Recommendations

Everyone can do their part to help us respond to this emerging public health threat. It is currently flu and respiratory disease season, and the CDC recommends: (1) getting a flu vaccine, (2) taking everyday preventive actions to help stop the spread of germs, and (3) taking flu antivirals if prescribed.

Coronavirus (known as COVID-19)

People who, for example, recently traveled to an affected area where a pandemic has been identified, and who have symptoms associated with COVID-19, and people who have been in close contact with someone with COVID-19 or pneumonia of unknown cause are the most vulnerable populations to this virus. (Consult the most recent definition for patients under investigation [PUIs].)

- If you are a close contact of someone with COVID-19 and develop symptoms of COVID-19, call your healthcare provider and tell them about your symptoms and your exposure.
- If you are a resident in a community where person-to-person spread of COVID-19 has been detected and you develop COVID-19 symptoms, call your healthcare provider and tell them about your symptoms.
- For people who are ill with COVID-19, but are not sick enough to be hospitalized, please follow CDC guidance on how to reduce the risk of spreading your illness to others. People who are mildly ill with COVID-19 can isolate at home during their illness.
- If you have been in China or another affected area or have been exposed to someone sick with COVID-19 in the last 14 days, you will face some limitations on your movement and activity for up to 14 days. Please follow instructions during this time. Your cooperation is integral to the ongoing public health response to try to slow spread of this virus.

How COVID-19 Spreads

Person-to-person spread

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about six feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Can someone spread the virus without being sick?

People are thought to be most contagious when they are most symptomatic (the sickest). Some spread might be possible before people show symptoms; there have been reports of this occurring with this new coronavirus, but this is not thought to be the main way the virus spreads.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

How easily the virus spreads

How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious (spread easily), like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, spreading continually without stopping.

The virus that causes COVID-19 seems to be spreading easily and sustainably in the community (“community spread”) in some affected geographic areas.

Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infected.

Situation in U.S.

Imported cases of COVID-19 in travelers have been detected in the U.S.

- Person-to-person spread of COVID-19 was first reported among close contacts of returned travelers from Wuhan.
- As of March, there have been numerous cases in the United States in at least 11 states reported confirmed or potential cases of the virus.
 - For most of the American public, who are unlikely to be exposed to this virus at this time, the immediate health risk from COVID-19 is considered low.
 - People in communities where ongoing community spread with the virus that causes COVID-19 has been reported are at elevated, though still relatively low risk of exposure.
 - Healthcare workers caring for patients with COVID-19 are at elevated risk of exposure.
 - Close contacts of persons with COVID-19 also are at elevated risk of exposure.
 - Travelers returning from affected international locations where community spread is occurring also are at elevated risk of exposure.¹

¹ Source: CDC <https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>. (06 March 2020).

CDC Fact Sheets

[Corona Virus Fact Sheet](#)

What You Need to Know

[English](#)

[Spanish](#)

What to Do If You Are Sick

[English](#)

[Spanish](#)

Who to Contact at Your Agency

Gale Nelson President & CEO

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