

Licking County Board of Developmental Disabilities

Administrative Policy Manual

Policy: Pandemic Response Plan (PRP)

Board Approved: 11/09

Revised:

Reviewed: 10/14, 4/18

Section: 3.11

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I. Purpose

The purpose of this Pandemic Response Plan (PRP) is to provide the framework for the Board to respond to a pandemic. A pandemic is a widespread epidemic occurring worldwide or over a very wide area, crossing international boundaries and usually affecting large numbers of people. This PRP addresses actions prior to a pandemic, as well as communications and emergency responses during a pandemic. Since a pandemic will affect the entire geographical area, this plan contains guidance beyond the scope of the Board so that information disseminated and decisions made by the Board are consistent with local, state, and national entities. This plan also serves to inform and assist Board staff, people supported and their families and providers, and agencies involved in the care of people with developmental disabilities in Licking County. Other pertinent information is expected to come from the U.S. Department of Health & Human Service (HHS), Center for Disease Control (CDC), Ohio Department of Health (ODH), Licking County Health Department, and the Licking County Emergency Operations Center.

II. Concept of Operations

A. The Board's leadership team will oversee implementation of the Pandemic Response Plan. Pandemic phases used by the World Health Organization (WHO), HHS, OHD, and others, identify the levels of threat and the general remediation efforts as detailed below. It is expected that the Board will be provided specific information and guidance from proper authorities when there are indications of a Phase 4 or 5 threat.

B. Pandemic Phase Definition

- Phase 1: No viruses circulating among animals have been reported to cause infections in humans.
- Phase 2: An animal influenza virus circulating among domesticated or wild animals is known to have caused infection in humans, and is therefore considered a potential pandemic threat.
- Phase 3: An animal or human-animal influenza virus has caused sporadic cases of disease in people, but has not resulted in human-to-human transmission sufficient to sustain community-level outbreaks.
- Phase 4: There is verified human-to-human transmission of an animal or human-animal influenza virus able to cause "community-level outbreaks".
- Phase 5: While most countries will not be affected at this stage, the declaration of Phase 5 is a strong signal that a pandemic is imminent and that the time to finalize the organization, communication, and implementation of the planned mitigation measures is short.
- Phase 6: A global pandemic is under way.

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- Some steps that will be taken at phases 4 through 6 are:
 - Community-level interventions, quarantine, and travel restrictions;
 - Immunization programs will begin once vaccine becomes available;
 - Antiviral prophylaxis and therapy may be targeted to maximize impact;
 - Local coordination of hospital and outpatient medical care and triage;
 - Activation of emergency response plans to preserve community services will occur.

III. Responsibilities Actions Prior to a Pandemic

1. The Board's Leadership Team will work with provider contract agencies and residential providers in Licking County to develop and establish memorandums of understanding outlining organizational responsibilities (i.e. back-up staffing), resource availability and support requirements for the people receiving services prior to a pandemic.
2. Service Coordinators will educate people we support, their families and their providers as to what to do in an emergency so they are better prepared. They will establish a database that will identify the people supported who will need assistance and the type of assistance needed.

IV. Functions and Responsibilities

Upon notice from the Licking County Health Department, the Superintendent will implement the procedures in this plan.

- A. **Communication:** The Board's Leadership Team will provide notification and information of a pandemic or pandemic alert to staff, people supported and their providers, and other agencies involved in the support of people as directed by the proper authority. The Superintendent and the Public Information Officer are the spokespersons for the Board when communicating with the press, newspapers or radio. Updated information relative to any building closures will be posted on the LCBDD website at www.LcountyDD.org.
- B. **Emergency Response:** At the local level, the Licking County Health Department will coordinate with the Licking Emergency Operations Center. It is the intent of the Board to be proactive in the coordination effort by providing assistance, support, and information to the Licking County Health Department regarding all aspects of caring for the people we support and for our staff.
- C. **Strategies to Limit Transmission:** The ability of containment strategies to substantially slow the spread of a pandemic may be limited by the short incubation period for influenza, the large proportion of people presenting no symptoms, and the non-specific nature of clinical illness from influenza infection. However, there are two main strategies for the prevention of transmission:

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- a. Decrease contact between infected and uninfected persons (social distancing/quarantine).
 - b. Decrease the probability that contact will result in infection if contact occurs. This is possible through proper infection control procedures such as universal precautions, personal protective equipment, proper hygiene, and use of influenza vaccine and antivirals.
1. In the pre-pandemic period, LCBDD will:
 - a. continue to encourage the use of county-sponsored influenza vaccine programs to staff;
 - b. continue to encourage the influenza vaccine especially for persons at increased risk of influenza complications;
 - c. encourage the use and application of infection control and proper sanitation procedures;
 - d. identify people supported that will need assistance (e.g. living alone, needing special care, medical devices, etc.) and be sure to include their needs in the Board's response;
 - e. develop memorandums of understanding between the Board and other agencies for mutual support;
 - f. make no home visits to families of infant and toddlers receiving Early Intervention services if any member of the family is symptomatic; and
 - g. update the plan as necessary.
 2. During a pandemic, the Board will work with the Licking County Health Department to:
 - a. assist people supported and their providers and families, and agencies with confirmed or suspected influenza that are isolated at home, as needed;
 - b. discourage or cancel large gatherings depending on the level of person-to-person transmission;
 - c. discourage or ban large indoor gatherings (such as meetings and conferences);
 - d. close specific buildings, cancel activities, and/or services as needed or directed;
 - e. provide personnel to support the community as deemed necessary by proper authority;
 - f. utilize Board facilities and equipment in support of public health needs as deemed necessary by proper authority;
 - g. support staff who are called upon or volunteer to support public health needs (Medical Reserve Corp, etc.); and

