Hiawatha National Forest

Pandemic Response Plan

Submitted By: _____ Digitally signed by RICHARD SWAFFORD Date: 2020.03.09 12:36:20 -04'00' Date: Mar 9, 2020

Forest Safety Manager

Approved By: _____ Digitally signed by Keith Ryan Oloughlin Date: 2020.03.09 12:39:11 -04'00' Date: Mar 9, 2020

KEITH R. O'LOUGHLIN, Admin Officer

LEI Approval: BRANDY HILL Digitally signed by BRANDY HILL Date: 2020.03.09 13:30:50 -04'00' Date: Mar 9, 2020

BRANDY A. HILL, Patrol Captain

Union Review: LINDA PETERSON Digitally signed by LINDA PETERSON Date: 2020.03.10 12:01:15 -04'00' Date: Mar 10, 2020

Union Representative

Enacted By: CID MORGAN Digitally signed by CID MORGAN Date: 2020.03.10 13:08:49 -04'00' Date: Mar 10, 2020

CID H. MORGAN, Forest Supervisor

The Contents herein will be reviewed annually for accuracy.

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1.0 Purpose

A pandemic is a global disease outbreak.

This Pandemic Response Plan has been developed to:

- Protect Hiawatha National Forests employees, facilities, and resources by instituting measures to prevent or reduce the rate of spread of the pandemic pathogen.
- Define and sustain critical business processes that are within the scope of our control.
- Contribute to National, State, or local efforts to minimize the spread of the pandemic pathogen.
- Resume normal operations as quickly as possible after a pandemic affects our facilities.

People in leadership/management positions may be affected by a pathogen so deputies/acting individuals may need to assume the leadership positions until the pandemic passes or the affected leader has fully recovered.

We place a high priority on developing, validating, and, if necessary, implementing our Forest's Pandemic Response Plan. If after reading this plan, you see the need for changes, please contact the Forest Safety Manager. We encourage employee suggestions.

The Forest Safety Manager is responsible for preparing our written Pandemic Response Plan. The Forest Safety Manager or the Pandemic Response Team shall have the authority to make necessary changes to this plan to ensure its success within government or agency directives or policy.

2.0 Pandemic Response Team

Team activation

The Forest Supervisor will convene a Pandemic Response Team if employees begin reporting they have become sick with the pandemic pathogen of issue at the time.

Team roles

This team will:

- Assess the situation and oversee the implementation of this plan.
- Supplement this plan if necessary, with a short-term action plan tailored to the pathogen of concern at the time.
- Determine if other Critical Business Processes exist at the time.
- Consult with appropriate technical specialists on methods to deal with the pandemic pathogen of concern the time.

- Maintain technical information flow to employees and the Forest Leadership Team. Adjust Employee Notification Strategy (Appendix 1) if needed.
- Coordinate and share information with the Regional Forester

The team will consist of the following positions at a minimum:

Forest Supervisor
Roles:

1. Convene team.
2. Communicate with employees as needed.
3. Decide when to implement exposure control options.
4. Implement travel and off-site worker restrictions.

Safety and Occupational Health Manager

Roles:

1. Prepare and update Pandemic Response Plan.
2. Serve as technical advisor on exposure control options.
3. Conduct employee awareness training.
4. Contact health officials for advice and coordination before and during an outbreak.

LE&I Patrol Captain

Roles:

1. Analyze needs for employee safety and security measures necessitated by pandemic outbreak.
2. Implement or arrange for implementation of those measures.

Public Affairs Officer

Roles:

1. Set up telephone communication links in accordance with Employee Notification Strategy, Appendix 1.
2. Prepare messages for contacts listed in this plan and for employees.

Administrative Services business processes expert – Contracting Officer

Roles:

1. Assign alternative Contracting Officer's Technical Representatives (COTRs) and Special Use Permit (SUP) or Agreement Administrators for ongoing contracts and cooperative agreements where work is active.
2. Arrange for increased frequency or different types of office sanitation when employees begin to report they have become ill with the pandemic illness circulating at the time.
3. Acquire special supplies, equipment, or Personal Protective Equipment (PPE) that may be needed to mitigate impacts of pandemic.

3.0 Sustaining Critical Business Processes

We will attempt to sustain the following critical business processes unless the pandemic situation significantly escalates and adversely affects available forest personnel or public activities in general.

People in the positions needed to sustain Critical Business Operations in Table 1 will require special attention for Pandemic Pathogen Exposure Control:

Table 1 Critical Business Processes and Positions

Critical Business process:	Entities affected:	Positions needed to sustain Critical Business Process:	Backup(s) for each critical person:
Public and Employee Safety Facility Security	All employees and Forest facilities	LE&I Patrol Captain	On-forest LEO or Special Agent
		Law Enforcement Officer (LEO) West Zone	Other LEO or Forest Protection Officers (FPOs)
		Law Enforcement Officer East Zone	Other LEO or FPOs
			Local Law Enforcement Agencies for any of the above
Contract Administration	Active Construction and Maintenance contracts	C&M COTRs	Alternate COTR
		Contracting Officer(s)	
	Active Timber Sale Contracts	Timber Sale Administrators	Contracting Officer
		Resource Specialist	Resource Assistant

Volunteer or Cooperative Agreements Administration	Active field work by volunteers cooperator under agreement	Field going volunteer or agreement administrator	Another field going volunteer or agreement administrator from same or other unit
Special Use Permit Administration		On-ground permit administrator	Admin Supervisor/Rangers to appoint.
Employee pandemic information and awareness	Forest employees	Public Affairs Officer	Forest Supervisor to appoint
Contact/Health Officials. Plan Updates		Safety Manager	District Safety Rep
Employee pay	Forest employees	Individuals via Paycheck 8	Designate a backup to do Paycheck 8 for you before Pandemic breakout
Incident Management	Forest employees and buildings	ICS Qualified Overhead (specific positions)	On-forest ICS staff
		LE&I Patrol Captain	Forest LEO
Sanitation or disinfection in buildings special needs	Forest and other Forest Service visiting employees, visitors.	Contracting Officer and COTRs	
		Janitorial Services COTR on each unit	

4.0 Scenario Impacts

Certain scenarios are likely to decrease our ability to sustain critical business processes and workflow during a pandemic and therefore will heighten exposure control efforts:

1. Serious disease outbreak that:
   a. Infects large numbers of employees directly and puts them out of work.
   b. Affects school and day care operations that could affect working parents' abilities to be in the workplace.
   c. Creates local, regional, or national travel restrictions for either common carrier or government or personal motor vehicles.
2. Forest Service, USDA, or other Federal government agency direction dictating cessation of operations.

3. Local or state emergency agency direction that would require some or all operations to be curtailed or stopped.

5.0 Travel and Off-Site Worker Restrictions

A serious Pandemic situation could result in quarantines or restrictions that would limit travel.

Once the Pandemic Response Team has been activated, the Budget Officer will monitor travel advisories for national and international locations. Employees will be required to check with the Budget Officer before scheduling business travel.

This CDC website provides information on worldwide travel guidelines and restrictions (if any):

http://wwwnc.cdc.gov/travel/

If the Budget Officer detects a travel advisory for any destination or location, use the following procedure:

If there are travel advisories for anticipated employee destinations:

1. The Budget Officer communicates the detection to Forest Supervisor and the Pandemic Response Team.

2. The Forest Supervisor in consultation with the Pandemic Response Team, along with the affected employee and his/her supervisor, determine whether to cancel any planned business travel. If so, the employee notifies the current Forest Service travel agency to cancel.

3. The Forest Supervisor in consultation with the Pandemic Response Team, along with the affected supervisors, determine whether to block all travel to the destination. If so, the employees notify the current Forest Service travel agency to cancel.

4. The Budget Officer will notify the Forest Supervisor and all employees when a travel advisory for the destination has been lifted.

5. The Pandemic Response Team will determine whether to re-open bookings to the destination. If so, Forest Supervisor will notify employees that they may open bookings to the destination.

If there are travel advisories for off-site locations issued while employees are located there:

1. The Forest Supervisor will communicate the detection to applicable employees by telephone.

2. The Safety Manager and the Forest Supervisor, along with the affected employee and his/her

supervisor, determine whether to evacuate the employee [and his/her family if applicable] from that location. If so, the Forest Supervisor will notify the employee to evacuate with his/her family, to take certain exposure control measures, to watch for pandemic disease symptoms, to seek medical advice if symptoms appear, and to notify the Safety Manager by telephone upon his/her return.

3. Upon the employee's return, the Forest Supervisor may inform him/her to stay home until further notice, to watch for pandemic disease symptoms, and to seek medical advice if symptoms appear. Per OPM guidance, employees participating in the telework program, are authorized telework for the incubation period. For those employees not participating in the telework program, weather and safety leave is authorized during the incubation period. If employees are diagnosed with a quarantinable communicable disease, then they will use of sick leave, annual leave, leave without pay or donated leave unit recovered and released back to work.

4. Once the incubation period has passed, the Safety Manager will contact the employee to see if symptoms appeared. If so, the medical surveillance procedure is activated. If not, the Forest Supervisor may instruct the person to report to work.

5. The Forest Supervisor will notify employees when a travel advisory for off-site locations have been lifted.

6. The Safety Manager along with the Forest Supervisor and the affected employees' supervisors will determine when it is okay to send employees to the affected off-site locations. The Forest Supervisor will notify affected employees of the change.

6.0 Medical Surveillance

The Pandemic Response Team will ensure that supervisors and employees know the signs and symptoms of the pandemic disease of current concern and the latest procedures for handling a potentially infected or infected employee. Communicate these procedures by e-mail or in briefing sessions prior to an outbreak or by using e-mail or the Employee Notification Strategy in Appendix 1 after an outbreak.

All employees must abide by the following procedure to contain the spread of a pandemic pathogen:

1. If a person is sick at home just before his/her workday, becomes ill at work, or another person detects that a person has signs and symptoms of pandemic disease, the person must notify their Supervisor and stay or go home to reduce spread to other employees.
2. The employee's supervisor then will notify the Forest Supervisor and Safety Manager.
3. The Pandemic Response Team may further require the following protocols if the Pandemic Pathogen at the time warrants these actions:

a) If a person is sick at home just before his/her workday, becomes ill at work, or another person detects that a person has signs and symptoms of pandemic disease, the person must call their Physician or Licensed Health Care Provider (PLHCP).
b) The PLHCP will ask the ill person questions to see if he/she has symptoms of pandemic disease.
c) If the ill person is determined not to currently have any symptoms of pandemic disease, he PLHCP will inform the person of this fact and instruct the ill person to call again or contact a physician if he/she is still concerned. The ill person may then contact his/her supervisor to notify him/her that the ill person is staying or going home for a personal illness that is not pandemic disease.
d) If the ill person is determined to have any symptoms of pandemic disease, the PLHCP will:
    - Record the case as "suspect" for tracking purposes.
    - Ask the ill person which co-workers he/she has had face-to-face contact with for the last _____ days (depends upon the disease of concern at the time).
    - Instruct the ill person to go home immediately, not to use public transportation if possible, and contact a physician.
    - Instruct the ill person that he/she will not be able to return to work until a physician has declared him/her well.
    - Instruct the ill person to contact his/her supervisor to inform him/her they have gone home sick with _____ disease/illness, under quarantine.
    - Notify recent contacts that a person suspected of having pandemic disease may have infected them, that they must go home, and that they may not return until a physician has declared him/her well or until the disease incubation period has passed.
    - The ill person will contact his/her supervisor once a physician has declared him/her well.

4. If the incubation period has passed, then the Forest Supervisor may allow affected employees to return to work.
5. Once a formerly ill person or recent contact returns to work, he/she must complete an appropriate leave form for leave in excess of three consecutive days and submit it to their Supervisor.

The Pandemic Response Team will update the above procedure as necessary to make it specific to the pathogen of concern.

7.0 Data Systems needed to Sustain Critical Business Processes

To keep critical business processes operational during a pandemic pathogen outbreak, critical databases, data networks, and similar systems must remain functional if we are to sustain the identified Critical Business Processes. We have analyzed the infrastructure and databases

needed to do so and found none that the forest directly controls or maintains. We must rely upon the contingency plans of other parts of our organization to keep computer networks, servers, and databases such as TIMS or IAS functional during a Pandemic outbreak.

8.0 Communications

Communications Goals:	Tactics
Maintain employee situational awareness	Provide updated information on the virulence, spread rate of the pathogen, and general risk of exposure
	Provide information to minimize exposure
Reduce spread of pathogen of concern amongst employees, especially those involved in Critical Business Processes, while maintaining workflows to the extent possible	Provide information to recognize symptoms in self and others
	Provide information to employees on hygiene and other methods to minimize spread of pathogens
	Notify employees of any mandatory exposure control options
	Allow maximum use of telecommuting if needed.
	Enable continued flow of work and services
Ensure that Critical Business Process continuity strategies are viable	Update Critical Business Process continuity strategies by meeting with FLT weekly or as frequently as needed if the situation is rapidly changing.
Coordinate with other entities	Keep Regional Office apprised of Forest situation and capabilities
	Regularly contact Michigan State Police, Emergency Management and Homeland Security Division, Delta/Schoolcraft County Emergency Management Coordinator, Alger County Emergency Management, Chippewa County Emergency Preparedness Coordinator, Mackinac County Emergency Management

9.0 Facility and Employee Security

If offices are closed for extended periods or large numbers of employees are out sick, special measures such as increased local L.E. patrols may be needed to protect the Forest property and employees during a pandemic outbreak. If the Pandemic Response Team is activated, that team should evaluate the situation then.

10.0 Coordination/Collaboration with Forest Service and Outside Entities

It is important that we be able to reach our Forest employees and other entities effectively to inform them of the status of the pandemic that might affect our Forest employees and their responsibilities during the pandemic. Communicating with our agency and employees about our current capabilities, plans, and changes in operations will help to reduce unnecessary tensions and fears.

We must also coordinate with other agencies and emergency operations centers to receive advice and for us to provide input.

Our primary audiences during a pandemic are:

- Forest Employees
- Region 9 Regional Office
- Michigan State Police, Emergency Management and Homeland Security Division, Delta/Schoolcraft County Emergency Management Coordinator, Alger County Emergency Management, Chippewa County Emergency Preparedness Coordinator, and Mackinac County Emergency Management if a health emergency is declared.
- The public if cessation or resumption of operations or service curtailments might affect them

The Forest Supervisor will officially declare the dates on which our pandemic containment period begins and ends and will use the established employee notification strategy[1] to notify employees of such.

The Pandemic Response Team will:

- Prepare message content and methods appropriate for the situation and audience.
- Coordinate/collaborate with the following entities before and during a pandemic:

[1] Appendix 1

Entity:	Phone e-mail:	Description of coordination/collaboration:
Hiawatha National Forest Employees	**In office** by e-mail or in-person briefings **Out-of-office** use employee notification strategy, Appendix 1	Updates, instructions, feedback/status from employees
Region 9 Regional Forester	414-297-3765 (office) 414-391-6449 (cell)	Updates on health issues as they affect work capacity
Region 9 Regional Safety Manager	414-297-3718 (office) 414-239-3062 (cell)	Updates or advice on technical health issues and procedures
Michigan State Police, Emergency Management and Homeland Security Div.	517-284-3946	Coordinate actions if a health emergency is declared
Delta/Schoolcraft County Emergency Management Coordinator	906-789-5121	Coordinate actions if a health emergency is declared
Alger County Emergency Management	906-387-7029 906-387-7023	Coordinate actions if a health emergency is declared
Chippewa County Emergency Preparedness Coordinator	906-635-3627 (office) 906-748-0216 (cell)	Coordinate actions if a health emergency is declared
Mackinac County Emergency Management	906-643-6731 906-430-1466	Coordinate actions if a health emergency is declared

11.0 Pandemic Pathogen Exposure Control Options

The Pandemic Response Team will implement the following measures as needed to prevent the exposure to and spread of pandemic pathogens. The Pandemic Response Team will evaluate which measures need to be implemented or if other measures need to be added to deal with the pathogen of concern at the time.

Training

Information and training are at the heart of pandemic planning and containment. Our goal is to ensure employees know and understand how they can be exposed to the pandemic pathogen of concern, what their responsibilities are, and what protective measures they can take. Due to the complexity of a pandemic and the recovery process, the Safety Manager will prepare and implement training or orientation appropriate for the pandemic pathogen at the time prior to an outbreak if possible.

Technology – Telecommuting, videoconferencing, and teleconferencing

Telecommuting, videoconferencing, and teleconferencing can reduce the spread of a communicable pathogen. During a Pandemic pathogen outbreak, we will:

1. Encourage employees to telecommute and use remote network access.
2. Encourage employees with notebook computers to set up VPN accounts prior to an outbreak to enable them to work from home or other alternative locations if necessary.
3. Utilize video and teleconferencing to minimize the risk of pathogen spread amongst our employees and public with whom we meet.

Vaccination and Antivirals

We encourage immunizations based upon consultation with their physician. Consult with your doctor on immunization safety, benefits, efficacy, methods of administration, and availability.

Vaccination

Employees are strongly encouraged to obtain pandemic pathogen immunizations at their own expense.

The Forest Service will not cover the cost of these pandemic pathogen immunizations unless future agency direction stipulates otherwise. Health insurance providers often cover all or most of the cost of such preventive measures.

Antivirals

Employees should consult with a physician or licensed health care provided on the efficacy of antiviral medications and obtain them if advised by their provider.

Employees are responsible for obtaining antivirals at their own expense.

Hygiene and Housekeeping

Sound hygiene and housekeeping can reduce the spread of a pandemic.

The Contracting Officer Pandemic Response Team member will be responsible for directing increased housekeeping and sanitation if employee pandemic cases begin to appear.

If employees begin to report they have become ill with a pandemic pathogen, the Contracting Officer will contact janitorial contractors for each office and require extra, daily sanitation to include disinfection of “common” surfaces such as doorknobs or handles and tables surfaces. The team will seek advice from the OSF St. Francis Hospital, Occupational Health division on specific measures.

Because good hygiene and housekeeping practices may lower any potential risk of pandemic infection and prevent its spread, we encourage employees to take the following precautions before and during a pandemic outbreak:

To reduce the risk of contracting a pandemic disease:

- √ Wash hands often with soap and water for at least 15 seconds, especially after you cough, sneeze, or touch surfaces potentially contaminated with the pathogen of concern.
- √ Alcohol-based hand sanitizers will work if there is no running water available. The Forest will provide hand sanitizer to employees who must work in locations where soap and running water are not available.
- √ Do not cough or sneeze into hands or into the open air. Cough or sneeze into upper sleeve or cover nose and mouth with a tissue when coughing or sneezing. Throw the tissue in the trash after use.
- √ Avoid touching your eyes, nose, or mouth unless you have just washed them.
- √ Avoid close contact (within six feet) with sick people or any co-worker or public during an outbreak.
- √ If you get the pandemic disease, minimize the spread:
- √ Stay home from work for not less than 7 days and limit contact with others to keep from infecting them.

Personal Protective Equipment

The Safety Manager is responsible for ensuring that this Forest provides necessary protective equipment, including personal protective equipment (PPE), without cost to employees.

The Safety Manager will determine which PPE will be needed for the pathogen of concern. During the early or pre-planning stages for each pandemic incident, the Safety Manager, in consultation with OSF Occupational Health, will determine what if any PPE may be effective against the pathogen of concern at the time.

The Safety Manager will choose protective equipment based on existing exposure levels to pandemic disease.

The Forest Service will clean, launder, and dispose of all protective equipment at no cost to employees.

The Safety Manager will determine what procedures and intervals will be necessary for cleaning, disinfecting, inspecting, disposing of, and repairing protective equipment.

Surgical masks will not protect you from infection; their seals and fabric cannot stop viruses which are a millionth of an inch in size and invisible. They can be effective at preventing the spread of aerosol droplets (which are visible and much larger) to others if you sneeze or cough.

In other words, they can help prevent you from spreading disease when you have it but will not keep you from getting it.

Social Distancing

Social distancing is taking measures to keep employees away from other people, including other employees, customers, and the public, in order to prevent exposure and spread of the pandemic. The Pandemic Response Team will determine which one or more of the following social distancing measures should be taken, the specifics of each measure, and the affected employees.

The Forest Supervisor will issue a directive implementing them and notifying employees of the determination. State, local, or federal health agencies could also issue social distancing directives.

Examples of social distancing measures include, but are not limited to:

- Cessation of non-essential business functions that require regular public contact such as outdoor visitor contacts and office reception services.
- Prohibit hand shaking or hugging.
- Prohibit face-to-face meetings and gatherings.
- Prohibit socializing.
- Prohibit public events.
- Prohibit sporting/group activities.
- Prohibit group training.
- Encourage people to meet in a large room where they can spread out.
- Prohibit shared workstations.
- Arrange the workplace layout to prevent crowding.
- Allow or require staggered work hours to keep employees apart.
- Split teams into two or more locations or shifts.
- Prohibit employees from eating in lunchrooms, break rooms, or restaurants.
- Allow or require staggered lunch periods.
- Encourage employees to bring a lunch.
- Prohibit carpools.
- Prohibit unnecessary travel.
- Encourage walking, biking, or driving to work, instead of using public transportation.
- Allow or require flexible hours to avoid public transport rush hours.
- Allow or require telecommuting.
- Require people who work face-to-face with the public to work ten feet away or to have a see-through barrier between them and the customer.
- Install systems for customers to obtain permits, services, and information over the telephone, fax, and e-mail, or Internet. Items that must be picked up should be ready for pickup to reduce exposure time.
- Implement quarantine or isolating those who are or may be infected.

- Close the workplace.

Time and Attendance, Sick Leave, and Time Off

Employees should prepare ahead for a possible extended time out of the office:

1. Authorize one or two other people to prepare and submit Time and Attendance reports on their behalf.
2. Obtain VPN access if they will need to use a notebook computer at home.

Inform employees of their leave options so they can reduce exposure to or avoid spreading pandemic pathogen, seek medical attention, care for ill family members, care for children whose schools or day care centers have closed.

These options include:

- Sick leave.
- Advanced sick leave.
- Annual leave.
- Work at home.
- Group dismissal or office closure.
- Family leave to care for sick family members or children whose school or daycare has closed due to the outbreak of a pathogen of concern.
- Flexible schedules for employees whose children's school or daycare has closed.
- Flexible time-off days.
- Family Medical Leave Act benefits.
- Overtime pay, in accordance with the law, for all overtime hours worked if approved.
- Maxi-flex work schedule

Utilize a liberal approach when approving annual leave in situations where an employee may have concerns about contracting the virus by coming into the workplace. If this situation occurs, sick leave is not appropriate.

The Forest Service Handbook provides direction on the appropriate use of administrative release of employees. The Forest Supervisor is delegated authority, along with the District Rangers and Program Managers, to close the office for up to 5 workdays. Extensions beyond 5 workdays must be submitted to ASC-HCM to obtain USDA approval. The use of administrative release of employees should be rare; however, in the event it becomes necessary, all guidelines found in FSH 6109.11 Chapter 38 (enclosed) must be documented and followed.

If employees are returning from traveling abroad, they must follow CDC (Centers for Disease Control) travel warnings and guidelines.

12.0 Stress Management

Fear, stress, frustration, anxiety, and loss are to be expected during a pandemic disease outbreak. Rumors and misinformation may abound. This may cause increased absenteeism, distress, and lowered productivity. For these reasons, the Safety Manager in consultation with our EAP provider and/or the OSF Occupational Health staff will ensure the following measures are taken in hopes that stress will be reduced:

- √ Employees are informed of the status of the pandemic and the contents of our Pandemic Response Plan.
- √ Inform employees of necessary changes well ahead of time.
- √ Inform employees what the Forest Service is doing about the current situation.
- √ An employee assistance program is available.
- √ Inform employees of the location and counseling capabilities of the Forest Service's employee assistance program.
- √ Inform employees of the more lenient sick leave, time off, and compensation policies implemented during the pandemic disease containment period.
- √ Employees are encouraged to stay home when they are sick.
- √ The Forest Supervisor, Public Affairs Officer, and the Safety Manager will be available to answer questions about our plan, the status of the pandemic, the status of the Forests, changes, what the Forest is doing, sick leave, time off, and compensation policies.

Employees may also call our Employee Assistance Program (EAP) provider at 1-800-222-0364.

13.0 Plan Evaluation

Periodically, the Forest Safety Manager will evaluate and update this plan. Also, following the Forest Supervisor's declaration of the end of a Pandemic Containment Period, the Pandemic Response Team will assess this plan's effectiveness and will update the Pandemic Response Plan based upon lessons learned. Plan evaluation involves the following: pre-pandemic planning, readiness, information flow, pandemic procedures, required equipment and resources, specific pandemic procedures, expected results, and pandemic closeout.

It is important to note that the pandemic is predicted to occur in waves over as much as a two-year period. Each wave offers a more deadly virus than the first. Therefore, our Forest cannot afford to drop its guard once the first wave passes. Our employees too must remain vigilant. After each wave, the Pandemic Response Team will evaluate our plan's effectiveness and revise it as necessary.

Appendix 1 - Employee Notification Strategy

If it becomes necessary to maintain contact with employees who have been directed to not report to the office, two methods will be used:

1. The Forest Supervisor will send communications to appropriate Forest employee mail distribution lists and;
2. The Forest Supervisor will assign Information Staff person to establish and update central or unit call-in telephone number(s) where necessary message(s) will be recorded by 6:00 A.M. If the Information Officer is unavailable, the Forest Supervisor's Administrative Assistant or other person with the knowledge to do this will be assigned this task.
3. As a backup communication method, Supervisors will be asked to update emergency contact information for their employees (home and/or personal cell phone numbers, etc.) using the form below, Appendix 2.

Employees will be instructed to check either e-mail or the recorded voicemail message(s) at least daily by 8:00 A.M.

Depending upon the situation, the Pandemic Response Team may change this strategy to fit new circumstances as they unfold, providing they can ensure that all employees can be made aware of the changes.

Appendix 2 – Employee Emergency Notification Card

USDA - FOREST SERVICE	
EMPLOYEE EMERGENCY INFORMATION CARD	
(Print or type all entries)	
Employee's name:	Date prepared:
Home address *(#, street, apt. etc.):*	Home Telephone No.
City/Town *(including ZIP code):*	Cell Phone No.
In case of emergency contact *(name):*	Emergency contact telephone
Emergency contact's address *(#, street, apt. etc.):*	Emergency contact cell phone
Emergency contact's City/Town *(including ZIP code):*	Supervisor's Name:
	FS 6100-17 (08/2009)