



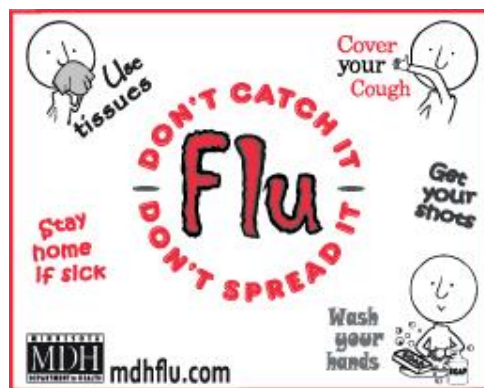
# ***Top Ten Checklist - H1N1 Pandemic Influenza***

## **Community Organizations**

- Develop, update or review a Continuity of Operations Plan (COOP)**
  - Identify your organization's essential functions and the individuals who perform them.
  - Make sure you have trained enough people to properly work in these essential functions and allow for potential absenteeism.
  - Develop a plan that will sustain your core business activities for several weeks.
  - Make sure you have alternate plans for critical supplies in case there is disruption in the supply chain.
  
- Plan for increased demands for your services**
  - Develop, update or review plans for dealing with lack of resources due to higher than expected demand and a potential decrease in staff.
  - Review mutual aid agreements.
  - Review and evaluate the prioritizing of response to requests.
  
- Inform employees about your H1N1 plan for coping with additional surge**
  - Provide clear and frequent communication to ensure that your staff is aware and understand the plan.
  - Encourage employees have a family emergency plan where they stockpile extra supplies such as food, over the counter medications, thermometer and tissues.
  
- Encourage employees to get the seasonal vaccine available now and the H1N1 vaccine if they fall into the high risk group**
  - High risk groups for H1N1 vaccine includes: Pregnant women; children, adolescents and young adults from 6 months to age 24; household and caregiver contacts of children younger than 6 months; health care and emergency service personnel; healthy adults 25-64 with certain medical conditions.
  
- Encourage good hand hygiene**
  - Wash your hands frequently with soap and water for 20 seconds.
  - Maintain a supply of hand sanitizer for use when it is not convenient to use soap and water.

Visit [www.DakotaCounty.us](http://www.DakotaCounty.us) – search "H1N1"

- Encourage good respiratory hygiene**
  - Cover your cough.
  - Use tissues or the sleeve of your arm.
  
- Maintain good infection control**
  - Follow guidance from Centers for Disease Control and Minnesota Department of Health regarding recommendations for personal protective equipment (PPE).
  - Maintain an inventory of PPE supplies such as masks, gloves and eye protection.
  
- Stay home if you are sick**
  - Remain at home until at least 24 hours after you are free of fever.
  - Be sure to align your sick leave policies so ill staff can stay home.
  
- Clean surfaces and equipment**
  - Have sufficient disinfectant supplies handy for staff.
  - Keep surfaces clean by wiping them down with a household disinfectant according to directions on the product label.
  
- Stay Informed**
  - Monitor updates from the following websites:
    - Dakota County Web site - [www.DakotaCounty.us](http://www.DakotaCounty.us) (search “H1N1”)
    - Minnesota Department of Health - [www.health.state.mn.us](http://www.health.state.mn.us) or call the public information line 651-201-5414
    - Centers for Disease Control and Prevention - [www.cdc.gov](http://www.cdc.gov) or [www.flu.gov](http://www.flu.gov)



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