



Broomfield Health and Human Services Department

Public Health & Environment Division

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Pandemic Flu Planning for Businesses

Below are some suggested steps that businesses may take to help protect their business, their customers, and their employees.

Educate:

- **Learn More about the Flu:** Take the time to learn what it is and how it can be spread. Go to <http://www.cdphe.state.co.us/epr/H1N1.html> or http://www.broomfield.org/hhs/swine_flu_information.shtml to get the latest information. To see more of what Colorado has specifically done on business planning look at the guidelines from the Colorado Department of Public Health and Environment at <http://www.cdphe.state.co.us/epr/pandemic.html>.
- **Educate Staff:** Smaller businesses may want to hold a staff meeting to present the latest information about the flu. Larger businesses may decide to send an email or memo to all staff that includes basic information about the flu. Implement a mechanism for employees to provide feedback and ask questions so that they can learn more.
- **Educate Customers:** Communicate with customers about steps the business is taking to protect them. Make flyers or fact sheets about the flu available to customers or refer them to appropriate websites or trustworthy sources of information. Many examples of helpful handouts on the flu can be found at www.pandemicflu.gov.

Be Prepared:

- **Preparedness begins at home:** Develop a personal preparedness plan. As in any emergency or potential threat, be it a flood, hurricane, or earthquake, a 72-hour emergency preparedness kit is a very useful set of tools. This is a great opportunity to create one. For more information on how to develop a 72-hour emergency kit please go to: http://www.broomfield.org/police/i/2008_PREPAREDNESS_MANUAL_WEB.pdf.
- **Individuals are encouraged to stay home if they are or think they may be ill:** Individuals that have influenza-like symptoms should remain home. Encourage employees to stay home if they are showing signs of influenza. This is one of the best ways to prevent the further spread of influenza. Try to be as flexible as possible if employees need to stay home because they are sick or serving as a caregiver to someone that is ill with the flu.
 - **Influenza Symptoms:** *fever AND any combination of* headache, extreme tiredness, dry cough, sore throat, runny or stuffy nose, muscle aches, stomach symptoms (nausea, vomiting, and diarrhea)
- **Business Preparedness/Continuity of Operations Planning:** For detailed information on continuity planning for large and small businesses, go to: http://www.broomfield.org/police/i/Business_All_Hazard_Preparedness_Guide.pdf. Continuity planning for a potential pandemic may focus more on human capital than on physical or structural issues.

- **Telework:** For smaller businesses that either go out and meet with clients or bring clients in for meetings start thinking about a way to do this virtually. There are a large number of free or low cost teleconference services available. Search out services that will meet the needs of the organization.

For more information about H1N1 Influenza (Swine Flu), the following are some helpful resources:

Centers for Disease Control and Prevention (CDC), www.cdc.gov/h1n1flu/

Colorado Department of Public Health and Environment, www.cdphe.state.co.us/epr/H1N1.html

Broomfield Health and Human Services Department (720) 887-2295,
www.broomfield.org/hhs/swine_flu_information.shtml