



SUBJECT: Pandemic Preparedness Protocol

CCI has been preparing for a potential influenza pandemic since 2005 when worldwide concerns about avian influenza surfaced and we are closely monitoring the current situation involving H1N1 Flu (Swine Flu). CCI's pandemic strategy is directed toward protecting the health of our people and the safety of our workplaces, maintaining continued operations of critical functions and services, supporting people and infrastructure required to perform these functions and services. Our plans identify business critical functions, services, employees, suppliers, applications and sites required to support the CCI business enterprise and to help support our clients.

In the process of developing its pandemic response strategy, CCI has used the guidance of national and global health organizations, as well as strong industry practices for business continuity. The principles of CCI's pandemic strategy are the following:

- Use scientific evidence and public health policy and intelligence to support decision-making
- Provide a consistent global framework with the flexibility to adapt to local conditions and to address rapidly changing circumstances
- Communicate accurate, timely, and reliable information
- Comply with government mandates and directives and demonstrate responsible corporate behavior
- Engage clients to develop awareness of common needs and help coordinate pandemic plans
- Leverage experience and expertise gained from CCI pandemic initiatives to assist society
- Engagement of the CCI Crisis Management Teams worldwide

Requirements:

CCI is taking important steps to coordinate with these elements of our pandemic planning that will apply when any of your personnel are working on CCI locations.

The following are key components of CCI's plan:

- Hygiene education
- Social distancing
- Workplace disinfection
- Personal protective equipment (select circumstances)
- Mechanisms to keep ill individuals from entering workplace
- Illness management practices
- Exposure notification

Though there has been no disruption to CCI's operations during the rapid evolution of H1N1 to World Health Organization (WHO) Pandemic Alert Level 5, we have conducted a risk assessment and a precautionary measure, CCI has implemented certain elements of our plan now

Work Instructions When Ill or Exposed

Individuals who pose a risk of infecting others as a result of H1N1 Flu (Swine Flu) illness may not enter CCI work environments until the risk ceases. Individuals who have been exposed to H1N1 Flu may also be excluded from the CCI work environment though this will depend on specific circumstances.

Illness

If you have been diagnosed with H1N1 Flu or have symptoms that could mean you have this illness including fever, cough, headache, body aches, chills, fatigue, sneezing, sore throat, runny nose, diarrhea or vomiting, **you cannot return to an CCI work environment for a minimum of seven calendar days following the onset of symptoms or at least 24 hours after symptoms have resolved whichever is longer.**¹

For all other (non-influenza) illnesses and symptoms, the above requirement does not apply. Contact your manager or Integrated Health Services (for CCI employees) and follow the normal return to work practices.

Exposure

Management of H1N1 Flu exposure situations can vary based on the nature of exposure, country requirements and business considerations. In some circumstances, individual risk assessments may be required. Integrated Health Services (IHS) should participate in those risk assessments.

1. Travel from an H1N1 Flu affected community/country
 - a. CCI does not require self quarantine.
 - b. Some countries may impose a period of self quarantine. In such cases, country regulations apply.
 - c. Some customers may require a period of self quarantine. In such cases, a business unit decision along with IHS consultation is appropriate.
2. If an individual has had direct contact (within 3 feet/1 meter) with a confirmed or suspected case of H1N1 Flu, the individual should not come into the CCI work environment for seven calendar days from the last date of exposure. Daily screening for illness is advised (see attachment *Self Screening*).
 - a. A confirmed case is defined as a diagnosis of H1N1 by a health care provider; lab testing for subtype is not required.
 - b. A suspected case is defined as someone who has symptoms including fever, cough, headache, body aches, chills, fatigue, sneezing, sore throat, runny nose, and diarrhea or vomiting. If it is determined by a health care provider that the illness is not H1N1 Flu, the exposed individual may return to the CCI work environment.
3. If there are questions about an exposure situation not described above, please have your contractor manager contact Integrated Health Services.

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¹ U.S. CDC H1N1 Flu (Swine Flu) and You @ <http://www.cdc.gov/h1n1flu/qa.htm>

Hand Washing/Cough Etiquette

General Guidance

The main way that illness like H1N1 Flu (Swine Flu) is spread is from person to person in respiratory droplets of coughs and sneezes. Germs can also spread when a person touches something contaminated and then touches their eyes, nose or mouth. Some viruses and bacteria can live up to 48 hours or longer on surfaces like cafeteria tables, doorknobs, keyboards and desks. To help stop the spread of germs:

- Avoid touching eyes, nose, or mouth.
- Avoid close contact with people who are sick. When you are sick, keep your distance (e.g. 1 meter/3 feet or more) from others to protect them from getting sick².

Hand Washing

- Wash hands:
 - before eating or preparing food.
 - after coughing, sneezing, or blowing your nose.
 - after using restroom facilities.
 - after shaking hands, or touching another person.

Hand Washing Technique

- The recommended technique is to wash your hands with soap and water for 20 seconds. Rinse well and dry with a paper towel or single use linen towel.
- If soap and water are not available, use an alcohol-based hand cleanser to clean your hands.

Cough Etiquette

Cover your mouth and nose when coughing or sneezing, using tissues and disposing of them in a trash receptacle. If tissues are not available, cough or sneeze into your sleeve. Then wash your hands.

Self Screening

Individuals are asked to perform H1N1 Flu (Swine Flu) illness self screening following exposure to a confirmed or suspected case. CCI Integrated Health Services may require or recommend self screening in other situations including travel from an affected community or country or prior to entering an CCI work environment including CCI vehicles for transporting individuals to work. Requirements and updates will be posted on W3.

To conduct self screening, please perform the following steps:

1. Answer the following questions:
 - a) Do you have any symptoms of illness to include fever, cough, headache, body aches, chills, fatigue, sneezing, sore throat, runny nose, diarrhea or vomiting?
 - b) Have you had direct contact (within 3 feet/1 m) of a confirmed or suspected case of H1N1 Flu in the past seven days?
 1. A confirmed case is defined as a diagnosis by a health care provider of H1N1 Flu (Swine Flu); lab testing for subtype is not required
 2. A suspected case is defined as someone who has symptoms including fever, cough, headache, body aches, chills, fatigue, sneezing, sore throat, runny nose, and diarrhea or vomiting³. If it is determined by a health care provider that the illness is not H1N1 Flu, the exposed individual may return to the CCI work environment).
2. Check your temperature using a standard, good quality thermometer following the manufacturer's instructions.

² U.S. CDC H1N1 Flu (Swine Flu) and You @ <http://www.cdc.gov/h1n1flu/qa.htm>

³ U.S. CDC H1N1 Flu (Swine Flu) and You @ <http://www.cdc.gov/h1n1flu/qa.htm>

3. If you answer yes to either 1a or 1b or you have a temperature greater than 100.4° F or 38° C, you must not go into the workplace. You should:
 - Notify your manager that you are unable to report to work;
 - Contact Integrated Health Services (if an CCI employee); if a contractor, please have the contractor manager notify the CCI contract owner.
 - Seek medical attention if they have, or develop, signs/symptoms of illness.
 - Refer to Appendix G Work Instructions When Ill or Exposed.