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1. Purpose

This document provides guidelines on the Prevention Program against Avian Flu Infection. It is designed to minimize risks to the health and safety of staff and is intended to facilitate compliance with the Canada Labour Code Part II and the Canada Occupational Health and Safety (COHS) Regulations.

There has been no reported case of Avian Influenza among CBC /Radio-Canada staff, however the corporation has developed this guideline as a precautionary measure.

2. Application

These guidelines apply to all CBC/Radio-Canada locations and staff.

3. Basic Precautions

Although there is not yet any vaccination that may help prevent Avian Influenza, it is still strongly recommended that you obtain a flu shot. This may actually help your overall immune system, the immunization carries minimal risk to recipients and prevents up to 85% of infections.

The most important thing to do to prevent catching the flu is frequent hand washing with soap and water or use of an alcohol-based hand rub. You should also avoid touching your eyes, nose, and mouth with unclean hands and encourage people around you to cover their nose and mouth with a tissue when coughing or sneezing.

If you do become infected with the flu, you should avoid face-to-face meetings by using alternate means of communication; if you must meet people, try to stay at least one (1) meter away from them; cover your nose and mouth if coughing or sneezing; and most important of all, wash your hands frequently using soap and water or an alcohol based hand rub.

4. Basic Information about Avian Influenza (Bird Flu)

Avian Influenza, or Bird Flu, is a disease having symptoms similar to the regular flu. It was first detected in its current form in Hong Kong in 1997, and has since spread to other Asian and some European countries.

The World Health Organization is monitoring the disease in an attempt to prevent human-to-human transmission.

4.1 Symptoms

Avian Flu symptoms include fever accompanied by one or more of the following respiratory symptoms :

- coughing

- shortness of breath
- difficulty breathing and / or
- conjunctivitis.

4.2 Situation around the world

It is known that humans have contracted Avian Influenza directly from birds, and although it is not known for certain whether there has been human-to human transmission, it is suspected that there has been limited inefficient human-to-human transmission in some cases.

The first documented human infection by the virus occurred in Hong Kong in 1997. In that first outbreak, 18 people were hospitalised and 6 of them died.

In British Columbia, two people were infected with avian influenza during an outbreak of the virus among poultry in 2004. Both cases of infection followed close contact with the infected poultry and contaminated materials and resulted in mild symptoms. Both recovered fully.

Since January 2004, outbreaks of Avian Influenza in birds in Asian countries have been associated with human cases and deaths in Indonesia, Vietnam, Cambodia and Thailand. Avian Influenza in birds continues to persist in Cambodia, China, Indonesia, Vietnam and Laos. Outbreaks in birds have also recently been confirmed in the previously unaffected countries of Russia, Kazakhstan, Mongolia and Turkey. This information is updated daily and may be found at < <http://www.voyage.gc.ca/main/sos/ci/cat-en.asp?cat=Health> >

5. What is Avian Influenza?

Avian Influenza is a contagious viral infection that can affect all species of birds. Humans can be infected by contact with infected poultry and poultry products, infected wild or pet birds, contaminated surfaces, manure and litter containing high concentrations of the virus and by contact with contaminated vehicles, equipment, clothing and footwear at involved sites (e.g., infected poultry farms). Other animals such as pigs may also have become infected with the avian influenza virus and may be a source of infection in affected areas.

If human-to-human spread were to occur, it would spread in the same manner as human influenza viruses. Transmission in all cases is limited to cases of close contact. Close contact is defined as

- persons caring for an Avian Influenza patient.
- direct contact with respiratory secretions (saliva, sputum) of an Avian Influenza patient, or
- direct contact with bodily fluids of an Avian Influenza patient.

5.1 Avian Influenza transmission

In general, influenza viruses spread through droplets that have been coughed or sneezed into the air by someone who has the infection. You can become infected by the influenza by breathing in these droplets through your nose or mouth, or by the droplets

landing directly on your eyes. Influenza viruses are also found on the hands of people with the infection and on surfaces they have touched. You can become infected if you shake hands with infected persons or touch contaminated surfaces and transfer the virus to your own eyes, nose or mouth.

6. Action plan for employees assigned abroad

Transmission does not occur easily, so under normal conditions there are no grounds for not going to work or for not using public transit.

However, extended air travel may be regarded as close contact if your flight neighbour presents Avian Influenza symptoms (see section 3.1)

If you have any doubts, or are working in a known affected area, you should wear an N-95 mask.

If you plan to cover a story in a known affected area, you must follow the precautions listed in sections 6 & 8 of these guidelines.

6.1 In preparation for departure

As soon as you know you may assigned abroad, contact Health Safety and Environment in Toronto or Montréal; all other locations please call 1-866-742-8681 (Mtl) or 1-866-551-0004 (Tor) to arrange an appointment with the Travel Clinic. You will then receive the recommended immunizations including Influenza vaccine and preventive medication.

6.2 If you have been in close contact with an Avian Influenza case

The incubation period for this disease is less than 10 days. If you have travelled in a risk area or have been in contact with a case more than 10 days previously, you have nothing to worry about. If you were in contact more recently than 10 days,

- Monitor the state of your health for the next 10 days.
- Wash your hands frequently using soap for at least 15 seconds or use an Alcohol-based antiseptic hand rinse such as Purel.

6.3 If you think you have Avian Influenza symptoms

1	Contact MEDEX global medical assistance at the telephone number indicated on your medical card or call collect 410-453-6330. The group number is 7333. Medex will refer you to a local physician, clinic or hospital, as necessary, and depending on the circumstances, may arrange for you to travel back to Canada.
2	Consult a physician as soon as possible. Specify the place and dates of your trip or contact with a case.
3	Wear a surgical mask – available at any pharmacy - when you leave the house and when in contact with those around you, in order to limit the risks of contamination.
4	Notify any health worker examining you to wear a mask.
5	Avoid crowded public places and public transit. Avoid close contact with others.

6	Stay at home until 24 hours after resolution of the fever unless there is a different diagnosis or testing demonstrates that you are not infected with the influenza virus.
7	Wash your hands frequently using soap for at least 15 seconds or use an Alcohol-based antiseptic hand rinse (e.g. Purel).

6.4 If you are returning from abroad

1	Follow the instructions of the public health authorities.
2	Self-monitor, or be monitored by medical authorities, for the development of febrile illness, respiratory symptoms, and/or conjunctivitis (eye infection).
3	Consult a physician as soon as possible if you have a fever accompanied by one or more of the following respiratory symptoms: ↳ Coughing ↳ Shortness of breath ↳ Difficulty breathing
4	If symptoms develop you should remain at home except to see a physician (call and notify the physician in advance that you may have been exposed to avian influenza) ↳ observe appropriate infection control practices; ↳ contact health care authorities (public health); and ↳ notify a Health, Safety and Environment representative and local HR.

6.5 If you visited a farm while abroad:

- Avoid contact with birds for 10 days after arrival in Canada
- Avoid visiting a Canadian farm for at least 14 days after arrival
- Follow the instructions provided by Canada Customs or Agriculture Canada

7. Visiting an animal farm in an area where the disease is active

Visiting an animal farm in an area where the disease is active, must be considered as a high risk of exposure. A complete Risk Assessment must be conducted and approved by line management in consultation with Health Safety and Environment, prior to beginning any such assignment. In such cases, the following personal protective equipment **must** be worn:

1	N-95 mask fitted over the nose and under the chin without visible face hair
2	Rubber boots (impervious to mud and water and easily cleaned) or disposable cover boots
3	Coveralls that are impervious to water. If using reusable protective clothing it must be washed immediately after use. If this is not possible, disposable coveralls should be used
4	2 pairs of gloves that are impervious (latex, nitrile, PVC, hospital gloves)
5	Goggles or other eye protection to protect against splashes to eyes
6	Disposable cover to keep the head or hair clean
7	See also Section 8 of this guideline

[In Canada, this equipment should be available through your supervisor. Overseas, the equipment may be purchased from any safety equipment supplier, or arrangements can be made to ship it to you]

Employees assigned to visit an animal farm should be trained by a qualified instructor in proper techniques of donning, removing and disposing personal protective equipment without contaminating him/herself. This is available from Health, Safety and Environment or from the supplier from where the equipment was obtained.

8. Newsroom employees reporting on the situation in Canada

This section applies to work assignments of employees covering an Avian Influenza event in Canada, where there is a possible/probable contact, close or not, with a person potentially carrying the virus.

8.1 Contact Health, Safety & Environment before the assignment

The person responsible for the assignment should ensure that a Risk Assessment is conducted and all potential hazards considered, prior to the assignment beginning. All employees assigned to cover the event in a place where infected persons or birds may be found, must first contact Health, Safety & Environment to obtain the latest recommendations and protective equipment, prior to the assignment beginning.

8.2 Follow the instructions of the public health authorities

The public health authorities, including Health Canada, are constantly monitoring the situation. It is essential therefore that the official recommendations of these authorities are followed.

In certain circumstances, medical authorities may recommend that some individuals put themselves in “preventive quarantine” and thus remain in isolation at home. If this happens, the recommendations must be followed and you should notify your supervisor, Health, Safety & Environment and local HR without delay.

9. Preventive Measures

The wearing of personal protective equipment should not be considered as “full-proof” protection and does not provide invincibility to the wearer. Nevertheless, the following precautions must be taken in all instances, if covering a story where contact with the virus may be an issue:

1	Avoid close contact with any person potentially affected by the Avian Influenza virus.
2	If planning to interview a patient, or an individual covered by quarantine or an isolation directive, or even someone who has been in contact with a person in isolation, do NOT enter the home.
3	Do the interview by phone or arrange for the guest to appear at their door. Those in

	isolation are required to wear a mask.
4	All members of the CBC/Radio-Canada team are REQUIRED to wear personal protective equipment including <ul style="list-style-type: none"> ↳ N-95 mask fitted over the nose and under the chin without visible face hair ↳ Nitrile gloves ↳ Disposable, impervious-to-water gown or disposable raingear After use, dispose these items in a garbage bag, tie it and put it in a regular garbage disposal unit.
5	Shoot the interview from the exterior/ sidewalk. Use a boom mike if possible.
6	Refrain from giving interview subjects microphones or having them touch production equipment. If it is necessary to do so, the microphone must be bagged and disinfected afterwards.
7	Avoid touching your face and mucous membranes, including your eyes, with your hands whether you are wearing gloves or not.
8	If you have visited a place where the presence of persons infected with Avian Influenza is suspected, even if it is a hospital: Wash your hands frequently using soap for at least 15 seconds.
9	Hand hygiene must be performed before putting on and after removal of personal protective equipment. Hand hygiene can be done by washing with soap and water or using alcohol based hand sanitizer (Purel) if hands are not visibly soiled.
10	Avoid sharing microphones, desk phones and cell phones with others.
11	If microphones or phones have been shared, replace the wind cover and disinfect the equipment with a chlorine solution (Presept or 10% bleach to water solution).

10. Management of possible employee case of Avian Influenza infection

If you suspect that you may have the Avian Influenza symptoms, you **must** consult a physician immediately and:

- minimize contact with others and wear a surgical mask – available at any pharmacy - fitted over your nose and under your chin. These are preventive measures to minimize propagation and limit the risk of contamination.
- inform Health, Safety and Environment of the results of the medical examination
 - ↳ Judith Nielsen in Toronto 1-866-551-0004 or 416-205-3273 (1-151-3273), or
 - ↳ Louise Nault in Montréal 1-866-742-8681 or 514-597-5830 (1-141-5830)

10.1 Disinfecting Equipment

If you have covered an Avian Influenza story and suspect you have symptoms of the flu, in addition to the above, it is essential that you confirm to your supervisor that the proper precautions were taken: that a microphone cover, N-95 mask, nitrile gloves, gown or disposable raingear were used, bagged and properly disposed in a garbage container.

It is also important to verify that you avoided sharing cell and desk phones. Other objects (e.g., cameras, desks, tapes, etc.) do not usually carry the virus but standard clean-up procedures should be used as a preventative measure.

10.2 Exclusion from work

Exclusion from work is recommended for persons who have been in close contact with an Avian Influenza patient only if a fever or respiratory symptoms develop during the 10 days following the exposure. Exclusion from work is not recommended for exposed persons who do not develop either fever or respiratory symptoms.

Exclusion from work of patients diagnosed with Avian Influenza should be continued for 24 hours after the fever and respiratory symptoms have disappeared or as per the Doctor's recommendations. During this period, an infected person should also avoid contact with other persons in the community.

10.3 Leave due to Avian Influenza:

For leave recording purposes, follow these instructions:

- Employee advised by physician to stay home for a period of time, (this is preventive quarantine) or, employee not ill, but quarantined by Health Authorities
 - ↳ Employee Record: **Authorized Paid Leave**
- Employee diagnosed by physician as having the illness and being work related as a result of having contracted the virus when covering a news story, should submit claims to WCB/CSST via HR/Health, Safety & Environment.
 - ↳ Employee Record: **Workers Compensation Claim**
- Employee diagnosed by physician as having contracted the virus not as a result of covering a news story.
 - ↳ Employee Record: **Sick Leave / Short Term Disability**

11. Need More Information?

For more information, or if you have reasons to suspect you have been in contact with an infected person or have become infected yourself, contact your local public health department or your health care provider and notify Health, Safety and Environment.

We will continue to monitor the situation. In the meantime, if you plan to travel abroad, please contact Health, Safety and Environment:
in Montreal at 1-866-742-8681 or 514-597-5830 (1-141-5830)
in Toronto at 1-866-551-0004 or 416-205-3273 (1-151-3273)

Information and related links are available on the Intranet:

http://intranet.cbc-radio-canada/hr_hses_en/Avian

Public Health Agency of Canada on the Web:

http://www.phac-aspc.gc.ca/influenza/avian_e.html

Appendix A

Advice on safe food practices

The basic principles for good food handling are of importance when handling all types of foods. In view of the present situation with Avian Influenza, these principles are particularly important when handling poultry and eggs or egg products. While to date there has been no proof that the virus is transmitted through properly cooked food, as a precaution it is recommended that you apply the following principles:

1	Avoid live animal food markets and wash your hands immediately after any contact with animals
2	Wash your hands before handling food (especially poultry and eggs) and after handling uncooked food (especially after handling uncooked eggs or poultry and before handling cooked food). Using hot, soapy water and lathering for at least 15 seconds is the single most important procedure for preventing infections. Alcohol-based antiseptic hand rinses can also be used
3	Do not cross contaminate. Wash, rinse and disinfect all surfaces that come into contact with food (equipment, cutting boards, counters, utensils). Disinfectant contact time should be a minimum of 2 minutes then rinse again with potable water, before and after food preparation and as often as required during the process (e.g. when switching from raw to cooked foods)
4	Use bleach with 5 % sodium hypochlorite, 5 tbsp. per gallon of water or ; 2 ½ tsp. per litre of water or; 10 ml per litre of water. Presept tablet can also be used as disinfectant solution
5	Do not eat raw or partially cooked eggs or egg products. Cook eggs until both the yolks and whites are FIRM. Do not taste uncooked dough (e.g. cookie dough) that contains eggs
6	Respect the cooking temperatures (poultry has to reach an internal temperature of 85 °C (185 °F) for 15 seconds)
7	Refrigerate eggs, egg containing foods, poultry at a temperature equal or below 4 °C (40 °F) or freeze at a temperature equal or below -18 °C (0 °F)
8	Keep all potentially hazardous foods at a temperature below or equal to 4 °C or above 60 °C, except during the preparation process
9	Do not thaw under any circumstances potentially hazardous foods at room temperature. Only the following thawing methods are recommended: under refrigeration at 4 °C; under cold potable water; in a microwave oven, followed immediately by cooking
10	Do not to bring fowl or egg products from affected countries into Canada
11	Be aware that it is possible for the avian influenza virus to stick to hair and clothing, and it may be inhaled

Appendix B

Approved Personal Protective Equipment

Item	Purpose	Available Sizes	Comment
Kimberly Clark Kleenguard Extra suits with hoods	Body / hair / clothing protection	M / L / XL / XXL / XXXL / XXXXL	This is the preferred suit
Tyvek suits with hoods	Body / hair / clothing protection	S / M / L / XL / XXL / XXXL	This is acceptable, but the Kleenguard Extra suit is preferred (because it ‘breathes’)
N95 Disposable masks Boxes <ul style="list-style-type: none"> • 3M 8211 with valve • 3M 8210 without valve Individually wrapped <ul style="list-style-type: none"> • 3M 9211 with valve • 3M 9210 without valve 	Respiratory Protection	N/A	Fit testing is required
Impervious gloves <ul style="list-style-type: none"> • Nitrile • latex 	Hand protection	S/M/L/XL	
Goggles <ul style="list-style-type: none"> • UVEX 	Eye protection	N/A	Any goggle that prevents splashes into the eyes is acceptable http://www.uvex.com/products/products1.asp?id=2
Boot or shoe covers Poly coated Tyvek	Footwear protection	Universal Size	

1. The masks, gloves and goggles are intended to provide immediate protection.
2. The suits and shoe covers are intended to protect against contamination of the wearer’s hair, clothing and footwear.