

Table of Contents

1. Purpose

2. Application

3. Basic Precautions

4. Basic Information about Flu Pandemics

- 4.1 About Pandemic Flu
- 4.2 Symptoms
- 4.3 Transmission
- 4.4 Situations around the world

5. Action Plan for Employees Assigned Abroad

- 5.1 In preparation for departure
- 5.2 If you have been in close contact with a flu case
- 5.3 If you think you have pandemic flu symptoms
- 5.4 If you are returning from abroad

6. Visiting an Area Where a Pandemic Flu is Active

- 6.1 Contact local, state, and federal health authorities before the assignment
- 6.2 Follow the instructions of the local health authorities

7. Preventive Measures

8. Management of Possible Employee Case of Pandemic Flu infection

- 8.1 Disinfecting Equipment
- 8.2 Exclusion from work

9. Need More Information?

1. Purpose

This document provides guidelines on the Prevention Program against Seasonal and Pandemic Flu infection. It is designed to minimize risks to the health and safety of staff.

All local, state, and federal safety's health regulation governing prevention and personal protective equipments must be strictly adhered to.

2. Application

These guidelines apply to all NABA locations and staff.

3. Basic Precautions

It is strongly recommended that you consult your physician to obtain a seasonal or specific flu shot.

The most important thing you can do to prevent catching a flu is frequently wash your hands with soap and water or use an alcoholic-based hand sanitizer. It is also advised that you avoid touching your eyes, nose, and mouth with unclean hands, and encourage people around you to cover their nose and mouth when coughing or sneezing.

If you do become infected with a seasonal or pandemic flu, avoid face-to-face meetings by using alternate means of communication; if you must meet people, attempt to stay at least 1 meter away from them; cover your nose and mouth if coughing or sneezing; and wash your hands using soap and water or an alcoholic based hand sanitizer.

4. Basic Information about Pandemic Flu

4.1 About Pandemic Flu

A Pandemic Flu is any flu that spreads through human populations across a large region, such as a continent, or worldwide.

Flu refers to illnesses caused by a number of different influenza viruses. Depending on the strain, it can cause a range of symptoms that has effects from mild to lethal.

Two strains of flu - seasonal flu and the H1N1 flu – are currently circulating around the world. The World Health Organization (WHO) has been tracking a third, highly lethal H5N1 (Avian) flu in some Asian and European countries.

Most healthy people recover from the flu without problems; however certain people are at high risk for serious complications. This includes pregnant women, or people diagnosed with diabetes, heart disease, asthma, and kidney disease.

Extensive efforts are currently underway to track and monitor the spread of all flu viruses.

4.2 Symptoms

Seasonal Flu	H1N1 Flu	H5N1 Flu
All types of flu can cause:	Similar to seasonal flu, as well as include:	Similar to seasonal flu, as well as include:
Fever	Vomiting	Shortness of breath
Coughing and/or sore throat	Diarrhea	Difficulty breathing and / or
Runny or stuffy nose		Conjunctivitis
Headaches and/or body aches		
Chills		
Fatigue		

If you become ill and experience any of the following warning signs, seek emergency medical care immediately.

4.3 Transmission

Influenza viruses spread through droplets that have been coughed or sneezed into the air by someone who has been infected. 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 who are infected as well as 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.

4.4 Situations around the world

On June 11, 2009, the World Health Organization (WHO) declared H1N1 flu a global pandemic, raising the worldwide pandemic alert level to Phase 6. It should be noted that action was a reflection of the spread of the new H1N1 flu virus, not the severity of illness caused by the virus. As of now, more than 70 countries have reported cases of H1N1 flu

infection. The United States continues to report the largest number of H1N1 flu cases of any country worldwide, however, most people who have been infected have recovered without requiring medical treatment. Continuous global surveillance, rapid detection, and isolation of influenza are ongoing.

5. Action Plan for Employees Assigned Abroad

Transmission of influenza viruses does not occur easily, so there are no grounds for failing to attend work or avoid public transit. However, extended air travel may be regarded as close contact if fellow passengers present flu symptoms.

If you have any doubts, or are working in a known affected area, you are advised to wear an N-95 mask, as well as follow the precautions listed in section 3 of these guidelines.

5.1 In preparation for departure

As soon as you know you may be assigned abroad, or in a known affected area, contact your local government Health and Safety Advisor. They should be able to provide you with the recommended immunizations including Influenza vaccine and preventive medication.

5.2 If you have been in close contact with a flu case

The incubation period for influenza is less than 10 days. If you have traveled in a known affected area or have been in contact with a case for more than 10 days previously, you have not been infected. If you have been in contact more recently than 10 days, abide by the following:

- 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 Purell.

5.3 If you think you have pandemic flu symptoms

1.	Contact your local, state, and federal health authorities.
2.	Consult a physician as soon as possible. Specify all details of your trip and / or details of the symptoms you experience.
3.	Wear an N-95 mask – available at any pharmacy – when you leave the house and when in contact with those around you.
4.	Notify any health worker who examines you to wear a mask
5.	Avoid close contact with others; avoid crowded public places and public transit.
6.	Stay at home until 24 hours after the fever subsides, unless testing demonstrates that you have not been infected with an influenza virus.

5.4 If you are returning from abroad

1.	Follow the instructions of the local public health authorities.
2.	Self-monitor (or have medical authorities monitor you) for the development of the symptoms listed below.
3.	Consult a physician as soon as possible if you have a fever accompanied by one or more of the following symptoms: <ul style="list-style-type: none">• Difficulty breathing or shortness of breath• Pain or pressure in the chest or abdomen• Sudden dizziness• Confusion• Severe or persistent vomiting• Worsening cough
4.	Remain at home if symptoms develop, except to see a physician. (When making an appointment, notify the physician that you may have been exposed to a pandemic flu.)

6. Visiting an Area Where a Pandemic Flu is Active

This section applies to employees who have been assigned to work in a known affected area where there is a possible/probable chance of contact with an Influenza virus.

6.1 Contact local health authorities prior to the assignment

The person responsible for the assignment should ensure that a Risk Assessment is conducted and all potential hazards are considered prior to beginning the assignment. All employees assigned to work in an area where infected persons may be found must first contact the local health authorities to obtain the latest recommendations and protective equipment for that area.

6.2 Follow the instructions of the local health authorities

Local health authorities are constantly monitoring pandemic flu. Therefore, it is essential to follow the official recommendations of these authorities.

In certain circumstances, medical authorities may recommend that certain individuals put themselves in a “preventive quarantine” and thus remain in isolation at home. If this

happens, follow the recommendation, as well as notify your supervisor and local health authority.

7. Preventive Measures

The wearing of personal protective equipment should **NOT** be considered as foolproof protection, and does not provide invincibility to the protected person. 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 H1N1 or H5N1 viruses.
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 their home or affected area or affected area.
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 broadcasting team are REQUIRED to wear personal protective equipment (listed on front page). After use, dispose of these items in a garbage bag, tie up and place within a regular disposal unit.
5	Shoot the interview from the exterior/sidewalk. Use a boom microphone 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 the H1N1 or H5N1 viruses are suspected, even if it is in a hospital; wash your hands frequently using soap and hot water 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 hot water, or using alcohol-based hand sanitizer 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 (10% bleach to water solution)
12	Replace all personal protective equipment after use, and have all items ready for next trip.

8. Management of a Possible Employee Case of Pandemic Flu

If you suspect that you may have been infected with a Pandemic Flu, you **must** consult a physician immediately and abide by the steps instructed in section 5.3 of these guidelines.

8.1 Disinfecting Equipment

If you have worked in a known affected area and suspect you have symptoms of the flu, in addition to following the steps instructed in section 5.3 of these guidelines, it is essential that you confirm with 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 such as cameras, desks, tapes, etc. do not usually carry influenza viruses but standard clean-up procedures should be used as a preventative measure.

8.2 Exclusion from work

Exclusion from work is recommended for persons who have been in close contact with an Influenza patient **ONLY** if a fever or respiratory symptoms develop during the 10 days following the exposure.

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

9. 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 departments or your health care provider and notify your local, state, and federal authorities.

Information and related links are available on the Internet:

Center Of Disease and Control and Prevention:
<http://www.cdc.gov/>

World Health Organization:
<http://www.who.int/en/>