



Pandemic Influenza Continuity of Operations Integ

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I. INTRODUCTION

Organizations across the Nation perform essential functions and services that may be adversely affected in the event of a natural or man-made disaster. In such events, organizations should have continuity plans to assist in the continuance of their essential functions. Continuing to perform essential functions and provide essential services is vital to an organization's ability to remain a viable entity during times of increased threats from all hazards, manmade or natural. Since the threat to an organization's continuity of operations is great during a pandemic outbreak; it is important for organizations, in particular Integ to have a Pandemic Influenza Continuity of Operations plan (or annex) in place to ensure it can carry out its essential functions and services. While organizations may be forced to suspend some operations due to the severity of a pandemic outbreak, an effective Continuity of Operations Plan can assist an organization in its efforts to remain operational, as well as strengthen the ability to resume operations.

II. PURPOSE

This plan/annex provides guidance to Integ and may serve as the plan for maintaining essential functions and services during an influenza pandemic. This guidance/annex neither replaces nor supersedes any current, approved Integ continuity plan; rather it supplements it, bridging the gap between the traditional, all-hazards continuity planning and the specialized continuity planning required for a pandemic by addressing additional considerations, challenges, and elements specific to the dynamic nature of a pandemic.

This guidance/annex stresses that essential functions can be maintained during a pandemic outbreak through mitigation strategies, such as social distancing, increased hygiene, the vaccination of employees and their families, and similar approaches. Influenza may not, in itself, require a traditional continuity response, such as partial or full relocation of the organization's essential functions, although this response may be concurrently necessary due to other circumstances.

III. CONCEPT OF OPERATIONS

The Integ will monitor the severity of the pandemic and establish continuity activation triggers to address the unique nature of the pandemic threat. The Pandemic Influenza Continuity Plan will be implemented as needed to support the continued performance of essential functions. This plan is to be read in conjunction with the **Disaster Recovery Plan**, as appropriate. It supplements the plan by addressing considerations and elements specific to pandemic events and emerging infectious diseases.

IV. CONTINUITY PLANNING

Organizations must develop operational plans to provide and implement selected mitigation, prevention, protection, or control measures, to decrease the threat of and impact from identified risks, to include pandemic. Organizations must conduct an analysis of the remaining risk based on

implemented measures. In accordance with Federal Continuity Directive 1, Federal Executive Branch Continuity Programs and Requirements, October 2012, continuity pandemic plans/guidance should address the following:

- Identification of appropriate mitigation and protective measures, to include measures necessary during a pandemic influenza;
- An operational plan to provide and implement selected mitigation, prevention, protection, or control measures, to include those necessary during a pandemic; and
- For those essential functions that employees must conduct onsite, organizations must classify jobs by exposure risk level to pandemic influenza. Organizations must notify these employees that they are expected to work onsite during an influenza pandemic.

All organization personnel are to be informed regarding protective actions and/or modifications related to this plan. Messaging and risk communications during an emerging infectious disease or pandemic will be conducted by **Human Resources**. Guidance and instructions on established infection control measures such as social distancing, personnel protective equipment and telework polices are provided by **Human Resources** to assist in limiting the spread of influenza at the primary and alternate worksite.

Within the workplace, social distancing measures could take the form of: modifying the frequency and type of face-to-face employee encounters (e.g., placing moratoriums on hand-shaking, substituting teleconferences for face-to-face meetings, staggering breaks, posting infection control guidelines); establishing flexible work hours or worksite, (e.g., telecommuting); promoting social distancing between employees and customers to maintain three-foot spatial separation between individuals; and implementing strategies that request and enable employees with influenza to stay home at the first sign of symptoms.

Organizations are encouraged to communicate with their employees, particularly any who are in harm's way. The messages should follow **David Anderton's** message, should echo that message's themes, and should be in the same voice employees' associate with their leader.

Frequent, daily contact is important to keep employees informed about developments in the organization's response, impacts on the workforce, and to reassure employees that the organization is continuing to function as usual.

Planners and pandemic response teams should include deliberate methods to measure, monitor, and adjust actions to changing conditions and improved protection strategies.

- Implement a formal worker and workplace protection strategy with metrics for assessing worker conformance and workplace cleanliness.
- Monitor and periodically test protection methods.
- Track and implement changes in approved or recommended protection measures.
- Pre-position material and equipment onsite.
- Ensure essential personnel are at the primary worksite.
- Reaffirm that essential suppliers have their material and personnel on-hand and are able to respond and support as planned.
- Coordinate with local public health and emergency response points of contact to ensure open, adequate communications.

Component-specific risk assessments that identify actual control band designations for all personnel and/ or positions will be conducted initially and periodically thereafter for each participating organization by the **IT staff** in coordination with a component POC. These assessments are kept as part of each component's specific action plan documentation.

D/As are encouraged to add their component specific plan and procedures on their selected mitigation, prevention, protection, or control measures, to include those necessary during a pandemic

V. PANDEMIC PLANNING ASSUMPTIONS

A. NATIONAL STRATEGY FOR INFLUENZA IMPLEMENTATION ASSUMPTIONS

- Susceptibility to the pandemic influenza virus will be universal.
- Efficient and sustained person-to-person transmission signals an imminent pandemic.
- The clinical disease attack rate will likely be 30 percent or higher in the overall population during the pandemic. Illness rates will be highest among school-aged children (about 40 percent) and decline with age. Among working adults, an average of 20 percent will become ill during a community outbreak.
- Some persons will become infected but not develop clinically significant symptoms. Asymptomatic or minimally symptomatic individuals can transmit infection and develop immunity to subsequent infection.
- While the number of patients seeking medical care cannot be predicted with certainty, in previous pandemic about half of those who become ill sought care. With the availability of effective antiviral drugs for treatment, this proportion may be higher in the next pandemic.
- Rates of serious illness, hospitalization, and deaths will depend on the virulence of the pandemic virus and differ by an order of magnitude between more and less severe scenarios. Risk groups for severe and fatal infection cannot be predicted with certainty but are likely to include infants, the elderly, pregnant women, and persons with chronic or immunosuppressive medical conditions.
- Rates of absenteeism will depend on the severity of the pandemic. In a severe pandemic, absenteeism attributable to illness, the need to care for ill family members and fear of infection may reach **40 percent** during the peak weeks of a community outbreak, with lower rates of absenteeism during the weeks before and after the peak. Certain public health measures (closing organizations, quarantining household contacts of infected individuals, “snow days”) are likely to increase rates of absenteeism.
- The typical incubation period (interval between infection and onset of symptoms) for influenza is approximately two days.
- Persons who become ill may shed virus and can transmit infection for up to one day before the onset of symptoms. Viral shedding and the risk of transmission will be greatest during the first two days of illness. Children usually shed the greatest amount of virus and therefore are likely to post the greatest risk for transmission.
- On average, infected persons will transmit infection to approximately two other people.

- A pandemic outbreak in any given community will last about six to eight weeks for each wave of the pandemic.
- Multiple waves (periods during which community outbreaks occur across the country) of illness could occur with each wave lasting two-three months. Historically, the largest waves have occurred in the fall and winter, but the seasonality of a pandemic cannot be predicted with certainty.

B. ORGANIZATIONAL ASSUMPTIONS

- Organizations will be provided with guidance and/or direction by Federal, State, local and/or Tribal governments regarding current influenza pandemic status in its area.
- Organizations will have actionable plans and procedures to assist in the ability to remain operational during a pandemic. Plans and procedures may include social distancing protocols, personal protection equipment (PPE), and temporary suspension of some non-essential activities.
- Integ has a viable Agency-wide continuity capability, a Integ HQ Pandemic Plan and each Integ component has a Pandemic Implementation Plan.
- Integ will review its continuity communications programs to ensure they are fully capable of supporting pandemic and other related emergencies, and give full consideration to supporting social distancing operations, including telework and other virtual office options.
- Integ-controlled buildings will be accessible, but right of entry may be limited.
- Integ may deploy to its alternate facilities.
- During a PANDEMIC event, Integ may make its alternate facilities available for staff to implement social distancing protocols.
- Essential functions, operations, and support requirements will continue to be people dependent. However, human interactions may be remote or virtual, resulting in the employment of appropriate teleworking and other approved social distancing protocols.
- Travel restrictions, such as limitations on mass transit, implemented at the Federal, State, tribal, territorial, and local levels may affect the ability of some staff to report to work.
- Additional funding will be budgeted for the acquisition of additional equipment required for a possible surge in teleworking capabilities.

VI. PANDEMIC RESPONSE

A. PANDEMIC COORDINATORS AND PANDEMIC RESPONSE TEAMS:

The Integ Pandemic Influenza Coordinator will oversee a Pandemic Response Team (PRT) to anticipate the impacts of a pandemic on Integ and to assist with developing strategies to manage the effects of an influenza outbreak. The Integ IT Director has been designated as the Agency Pandemic Influenza Coordinator who will work with a team of advisors from Integ.

Each organization will identify and designate a Pandemic Continuity Coordinator and component-level PRT, with representatives of all relevant stakeholders, to support the Pandemic Continuity Coordinator. Integ has designated the **IT Director** as the HQ Pandemic Influenza Continuity Coordinator. Each organization's Pandemic Continuity

Coordinator should work closely with the component's PANDEMIC Program Manager. The PANDEMIC Program Manager will also serve as a member of the component-level's PRT if he or she is not already designated as the Pandemic Continuity Coordinator.

The Integ is comprised of the following:

1. David Anderton, CEO, President
2. Phil Roach, VP Speight Location
3. Kyle Dewitt, VP Bryan Location
4. Bennie Spiegel, VP Austin Location
5. Carson Hosch, HR Corporate Location
6. Russell Landry, Speight Production Manager
7. Brandon Biggs, Waco Production Manager

B. RISK COMMUNICATIONS:

Integ will develop influenza pandemic risk communications procedures for communicating with all internal and external stakeholders. This includes the use of existing notification rosters with names and telephone numbers for Emergency Relocation Group (ERG) personnel and non-ERG personnel. These rosters are maintained and updated by the PANDEMIC points of contact (POC) and posted in the Integ Domain Controller Server. Hardcopies are maintained at the **HR and IT Offices**

VII. ELEMENTS OF A VIABLE PANDEMIC INFLUENZA CONTINUITY CAPABILITY

A. ESSENTIAL FUNCTIONS

Given the expected duration and potential multiple waves of pandemic outbreaks, organizations must review the process involved in carrying out essential functions and services in order to develop plans that mitigate the effects of the pandemic while simultaneously allowing the continuation of operations which support essential functions. Integ has identified essential functions and services needed to sustain its mission and operations during a pandemic.

Integ Essential Functions

Receive data and communication

Manage Production to process and deliver all jobs requested

ORDERS OF SUCCESSION

Since influenza pandemic may affect regions of the United States differently in terms of timing, severity, and duration, Integ has identified orders of succession that are at least three deep per position while considering dispersing successors to various geographically separated locations, as appropriate.

B. DELEGATIONS OF AUTHORITY

At the height of a pandemic wave, absenteeism maybe significant, as such, Integ has established delegations of authority that are at least three deep to take into account the expected rate of absenteeism and regional nature of the outbreak to help assure continuity of operations over an extended time period. The Integ Delegations of Authority for the senior leadership and ERG members (as appropriate) are placed here.

David Anderton

Phil Roach

Kyle Dewitt

C. CONTINUITY FACILITIES

The traditional use of continuity facilities to maintain essential functions and services may not be a viable option during a pandemic. Rather, safe work practices, which include social distancing and transmission interventions, reduce the likelihood of contacts with other people that could lead to disease transmission. Integ has developed preventative practices such as social distancing procedures, hygiene etiquette, and cancellation of organizations non-essential activities to reduce the spread of the pandemic. Plans have also been established to relocate to an alternate facility, if applicable.

The Integ Continuity Facilities

Integ Corporate 700 W. Loop 340 Waco, TX

Integ Speight 4500 Speight Waco, TX

Integ Austin 1606 Headway Circle Waco, TX

Integ Bryan 123 E. Wm. J Bryan Pkwy Bryan, TX

Integ Temple 2335 Industrial Blvd. Temple, TX

Integ Gatesville 817 Main, Gatesville, TX

D. CONTINUITY COMMUNICATIONS

According to the National Strategy Implementation Guidance, workplace risk can be minimized through implementation of systems and technologies that facilitate communication without person- to-person contact. Integ has identified communication systems needed to perform essential functions.

- We have an external employee webpage (TheIntegWay.com)
- Integ contact information for each employee.
- Company email

E. ESSENTIAL RECORDS MANAGEMENT

Integ shall identify, protect, and ensure the ready availability of electronic and hardcopy documents, references, records, and information systems needed to support essential functions during a pandemic outbreak. Integ has identified systems, databases, and files that are needed to

ensure essential functions remain operational.

The Integ Essential Records

All servers are in the cloud and accessible to any facilities. External access can be made via a secure VPN connection.

F. HUMAN RESOURCES

Although a pandemic influenza outbreak may not directly affect the physical infrastructure of an organization, a pandemic will ultimately threaten all operations by its impact on an organization's human resources. The health threat to personnel is the primary threat to maintaining essential functions and services during a pandemic outbreak. Integ has established plans to protect the entire employee population and their families, with additional guidance for key personnel, ERG members, and other essential personnel, should a pandemic influenza outbreak occur.

The Integ Human Resource Plan

Integ needs to consider how best to decrease the spread of acute respiratory illness and lower the impact of COVID-19 in our workplace in the event of an outbreak in the US. We will identify and communicate our objectives, which may include one or more of the following: (a) reducing transmission among staff, (b) protecting people who are at higher risk for adverse health complications, (c) maintaining business operations, and (d) minimizing adverse effects on other entities in their supply chains. Some of the key considerations when making decisions on appropriate responses are:

- Disease severity (i.e., number of people who are sick, hospitalization and death rates) in the community where our business is located;
- Impact of disease on employees that are vulnerable and may be at higher risk for COVID-19 adverse health complications. Inform employees that some people may be at higher risk for severe illness, such as older adults and those with chronic medical conditions.
- Prepare for possible increased numbers of employee absences due to illness in employees and their family members, dismissals of early childhood programs and K-12 schools due to high levels of absenteeism or illness:
 - Integ should plan to monitor and respond to absenteeism at the workplace. We will implement plans to continue our essential business functions in case we experience higher than usual absenteeism.
 - Integ will cross-train personnel to perform essential functions so that the workplace is able to operate even if key staff members are absent.
 - Integ will assess our essential functions and the reliance that others and the community have on our services or products. We will be prepared to change our business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of our operations if needed).

Important Considerations for Creating an Infectious Disease Outbreak Response Plan

Integ is ready to implement strategies to protect our workforce from COVID-19 while ensuring continuity of operations. During a COVID-19 outbreak, all sick employees should stay home and away

from the workplace, respiratory etiquette and hand hygiene should be encouraged, and routine cleaning of commonly touched surfaces should be performed regularly.

Integ will:

- Ensure the plan is flexible and involve our employees in developing and reviewing your plan.
- Conduct a focused discussion or exercise using our plan, to find out ahead of time whether the plan has gaps or problems that need to be corrected.
- Share our plan with employees and explain what human resources policies, workplace and leave flexibilities, and pay and benefits will be available to them.
- Share best practices with other businesses in our communities (especially those in your supply chain), chambers of commerce, and associations to improve community response efforts.

G. TEST, TRAINING AND EXERCISES

Testing, training, and exercising are essential to assessing, demonstrating, and improving an organization's ability to maintain its essential functions and services. The organization conducts annual tests, training, and exercises to ensure sustainable social distancing techniques, and to assess the impacts of reduced staff on the performance of essential functions. The organization conducts continuity exercises to examine the impacts of pandemic influenza on performing essential functions, and to familiarize personnel with their responsibilities. The organization has identified resources and trained continuity personnel, needed to perform essential functions.

The Integ continuity test, training and exercise plan:

Each year we have a Disaster Recovery Exercise to ensure that the plans we have in place can be performed as expected.

H. DEVOLUTION OF CONTROL AND DIRECTION

Devolution is the process of transferring operational control of one or more essential functions to a pre-determined responsible party or parties. Pandemic outbreaks will occur at different times, have variable durations, and may differ in the severity; therefore, full or partial devolution of essential functions may be necessary to continue essential functions and services. Integ has established plans and procedures for devolution, which identifies how it will transfer operations, if pandemic influenza renders leadership and essential staff incapable or unavailable.

The Integ Devolution of Control and Direction plan for pandemic

Because Integ has multiple locations we are easily able to transfer functions and controls to those locations. The order by which they would be transferred is: Corporate, Speight, Bryan, Austin, Temple, Gatesville.

I. RECONSTITUTION

Reconstitution is the process whereby an organization has regained the capability and physical resources necessary to return to normal (pre-disaster) operations. The objective during reconstitution is to effectively manage, control, and, with safety in mind, expedite the return to normal operations. Integ has developed reconstitution plans and procedures, in conjunction with local public health authorities, to ensure facilities/buildings are safe to return. The organization's reconstitution plan should consider the possibility that not all employees may be able to return to work at the time of reconstitution and that it may be necessary to hire temporary or permanent

workers in order to complete the reconstitution process.

The Integ Reconstitution plan for pandemic influenza

Before employees are allowed back at the workplace, they must be free of fever for 24+ hours and no visible signs of contagion. As part of our daily routine during the pandemic, all workplaces will be wiped down with a solution of 90% alcohol.

Integ is able to continue operations with as low as 1/3 of it's employees.

VIII. CONCLUSION

Maintaining Integ essential functions and services in the event of pandemic influenza requires additional considerations beyond traditional continuity planning. Unlike other hazards that necessitate the relocation of staff performing essential functions to an alternate Operating facility, an influenza pandemic may not directly affect the physical infrastructure of the organization. As such, a traditional "continuity activation" may not be required during a pandemic influenza outbreak. However, a pandemic outbreak threatens an organization's human resources by removing essential personnel from the workplace for extended periods of time. Accordingly, the Integ continuity plan addresses the threat of a pandemic influenza outbreak.

Continuity Plans for maintaining essential functions and services in a pandemic influenza should include implementing procedures such as social distancing, infection control, personal hygiene, and cross-training (to ease personnel absenteeism in a critical skill set). Protecting the health and safety of key personnel, ERG members, and other essential personnel must be the focused goal of the organization in order to enable the organizations to continue to operate effectively and to perform essential functions and provide essential services during a pandemic outbreak