Human Resources Pandemic Influenza Planning

Abstract
The intention of the document is to assist managers to understand the staff management implications and the Human Resources (HR) support available during a pandemic. The document also identifies actions required by HR Section to ensure business continuity in support of HR functions. The document is a supplement to the University Pandemic Influenza Business Continuity Plan (PIBCP).

A Manager’s role during a time of uncertainty is to keep in touch with staff so that they know what is expected of them. Central to the pandemic planning is working together to take all necessary precautions to ensure the safety and wellbeing of staff.

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Responsible party code indicated for each item

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Consultation History

11 July 2006  Plan drafted based on early draft of Ministry of Internal Affairs
August 2006  Review by HR Deputy Director
13 September 2006  Scenario review with HR Advisors
19 September 2006  Funding certainty review, absence anticipation, reformatted
24 September 2006  Include data for TEO’s from Ministry of Education
23 November 2006  Associated University Staff union briefed and provided with hard copy
12 April 2007  Electronic copy to AUS for comment
27 April 2007  Tabled with Safety Consultative Committee
30 April 2008  AUS request another copy – directed to web site

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Doug Pringle: Manager Health and Safety, and
Alan Wheeler: Human Resources (Deputy Director)  Date: 29 September 2006
1. Pandemic characteristics and impacts

A pandemic will not be like a physical disaster. A pandemic has unique characteristics when compared with a more "typical" disaster as detailed below. More information on influenza and its spread is detailed in the fact sheets at the end of this guide.

1.1. Notice

It is quite likely that there will be some advance warning from the development of the pandemic overseas, but it is always possible that any warning period may be very short. Should pandemic influenza spread within New Zealand there will be immediate impact on the University through containment measures and cessation of crowd activities.

1.2. Primary effect is on staffing levels

Unlike natural disasters, where any disruption to business service provision is likely to be hardware-related, disruption to business operation in the event of a pandemic is anticipated to be mainly human-resource oriented. An Influenza Pandemic is expected to come in three waves of eight weeks each. The Ministry of Health advises that businesses should plan for up to 50% staff absences for periods of about two weeks at the height of a severe pandemic wave, and lower levels of staff absence for a few weeks either side of the peak.

1.3. Staff absences can be expected for many reasons

- illness / incapacity (suspected / actual / post-infectious);
- some employees may need to stay at home to care for the ill;
- people may feel safer at home (e.g. to keep out of crowded places such as public transport);
- some people may be fulfilling other voluntary roles in the community; and
- others may need to stay at home to look after school-aged children (as schools are likely to be closed).

A pandemic could last many months and may contain peaks followed by periods of reduced illness. The 50% is an estimate of staff absences at peaks of a significant pandemic.
2. Human Resources issues

2.1. Any risks to employees and others must be reasonable
Massey University is responsible for the health and safety of employees and others in the workplace, and to ensure that employees' actions or inactions do not cause harm to others.

Independent contractors and volunteer workers have the right to withdraw their labour or services at any time, including when they feel the work environment presents an unsatisfactory level of risk.

2.2. Health and safety in the workplace
Influenza Pandemic is a health and safety issue because it is a contagious disease, spread by social contact, with potentially serious consequences. It is a known hazard with known risk factors.

The University must take all practicable steps to mitigate the risk and protect employees and students from Influenza Pandemic. The most relevant sections of the Health and Safety in Employment Act 1992 are:

Section 6: Employers to ensure safety of employees.
"Every employer shall take all practicable steps to ensure the safety of employees while at work; and in particular shall take all practicable steps to:
(a) provide and maintain for employees a safe working environment;
(b) provide and maintain for employees while they are at work facilities for their safety and health..."

Sections 7-10 describe a hierarchy of controls for the management of hazards
Where a significant hazard, including the likelihood of an influenza pandemic, is identified, the Act sets out the steps an employer must take:
1. Where practicable, the significant hazard must be eliminated (section 8); This may involve removing the hazard or hazardous work practice from the workplace.
2. If elimination is not practicable, the significant hazard must be isolated (section 9); This may involve isolating or separating the hazard or hazardous work practice from people not involved in the work or the general work areas. It could mean reducing the potential for contamination through changing work practices to achieve a greater degree of social distancing, or installing screens or barriers.
3. If it is impracticable to eliminate or isolate the hazard completely, then the employer must minimise the likelihood that the hazard will harm employees (section 10). In addition, the employer must, where appropriate:
   - Provide, make available to, and ensure the use of suitable clothing and equipment to protect the employees from any harm arising from the hazard;
   - Monitor employees' exposure to the hazard;
   - Seek the consent of employees to monitor their health; and
   - With their informed consent, monitor employees' health.

This includes introducing work practices that reduce the risk. It could limit the amount of time a person is exposed to the potential hazard, or the use of protective clothing and/or equipment. Employers should refer to MoH's website for detailed guidance on appropriate personal protective equipment (PPE) for workplaces, especially where work must continue for humane reasons or the maintenance of civil order.

Section 28A: Employees may refuse to perform work likely to cause serious harm
Employees have the right to refuse to perform work if they believe it is likely to lead to their suffering serious harm. However, their belief must be on reasonable grounds, and they must have attempted to resolve the matter with their employer before they can continue to refuse. The right to refuse unsafe work does not apply unless the understood risks of the work have materially increased.
Independent contractors and volunteer workers have the right to withdraw their labour or services at any time, including when they feel the work environment presents an unsatisfactory level of risk.

2.3. Other Human Resources legislation

The following employment relations legislation will continue to apply. Obligations under this legislation will be factored into the HR business continuity planning processes.

- State Sector Act 1998
- Employment Relations Act 2000
- Holidays Act 2003 (sick, bereavement and annual leave, and public holidays)
- Wage Protection Act 1983
- Volunteers Employment Protection Act 1973
- Law Reform (Epidemic Preparedness) Bill
- Parental Leave and Employment Protection Act 1987
- Crimes Act 1961

2.4. Pandemic planning - Guidelines for the University

The Ministry of Education (MoE) has prepared a Pandemic Planning Guide and Action Plan for Tertiary Education Organisations. The following assumptions underpin the MoE guide:

1. Tertiary organisations are encouraged to maintain as full a service as possible for as long and as safely as possible during an influenza pandemic emergency.
2. Closing education sites to students is part of the pandemic influenza section of New Zealand's National Health Emergency Plan to help prevent the influenza spreading. Adults remain infectious for eight days; children have been known to remain infectious for up to 21 days.
3. During a pandemic emergency tertiary education organisations may consider alternative means of delivering education to their students (such as distance learning options).
4. Although organisations might be closed to students they will not necessarily be closed for quarantine. With the employer’s prior approval staff may continue working at the site, work remotely (for example, from home), or carry out additional or 'alternative duties' for their employer or another agency. Tertiary education organisations may also be used for alternative purposes such as Community Based Assessment Centres.
5. A pandemic may come in several waves over a six to eight month period. At the peak of the worst pandemic wave up to 50 percent of the workforce may be sick, looking after sick dependents, or carrying out 'alternative duties' in priority areas for their employer or another agency (for example, in health or welfare roles).

Within the MoE assumptions there are employment issues. These employment issues have been addressed by Pandemic Planning Guidelines for the State Services. The key employment issues are:

- Attendance in the workplace, the issues that relate to an employee's refusal to do so and utilization of remote working (usually working from home)
- Salary payments during a pandemic and related issues of additional paid leave over and above an employee's accrued entitlement
- The ability to require staff to provide wider support during a pandemic by undertaking additional duties that are not in the employee's job description; and
- Approaches to take if there is a request for workplace closure by the Ministry of Health.
2.5. Preparing for the possibility of the University or campus workplace closure in the event of a pandemic

There are several scenarios which could occur in a pandemic. The most likely are:

1. Business as usual
2. Campus workplace closed to students
3. Campus workplace becomes unsafe due to infected colleague or students
4. Campus workplace closed to staff and students
5. Campus workplace used for an alternative purpose.

Managers should discuss these possibilities with their staff, staff representatives and contractors as part of their preparedness planning. This discussion should include identifying whether research, teaching, and other services can be delivered in a way that does not pose any health and safety risk, and implementing methods of communicating campus closure to students and employees.

Statutory requirements relating to the employment relationship (e.g. the Employment Relations Act, Holidays Act, and Wages Protection Act) and any specific requirements of employment agreements will not be affected by campus closure to students in a pandemic.

The University and staff also have statutory and moral responsibilities towards each other and students as defined by the Crimes Act1.

In the event that the University decides, or is required to, close to students or suspend business during a pandemic, it is important that the employment conditions during the business suspension are discussed with, and made clear to, employees. Those discussions may include, for example, the use of annual leave.

Contractors for services will be subject to their contracts, and contract law generally.

In the event of a pandemic, employees have the right to refuse to perform work if they believe it is likely to lead to their suffering serious harm. However, their belief must be on reasonable grounds, and they must have attempted to resolve the matter with their employer before they can continue to refuse. The right to refuse unsafe work does not apply unless the understood risks of the work have materially increased. To avoid such situations, it is best for managers to have had discussions with staff prior to any pandemic occurring. The right to refuse work is detailed in “Working in a Situation likely to cause Serious Harm Policy” in the University Policy guide.

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1 Tertiary education organisations have responsibilities under the Crimes Act including in a pandemic emergency.

For example, imagine that a cluster outbreak is declared in Wellington in the morning. By the afternoon public gatherings are banned and education facilities have been directed to close by the Medical Officer of Health. Your organisation finds that eight of its 400 students have become seriously ill during the day. Public transport has ceased to operate in your area and ambulance services have been overwhelmed in the city. The moral requirement is obvious. You cannot leave the ill students at your closed site and go home.

Legal requirements in this situation are: Section 151 - Duty without lawful excuse to provide the necessities of life. This would apply to all persons who have de facto charge of other persons and includes lecturers or tutors. This section makes a person in charge criminally responsible for omitting without lawful excuse to provide the ‘necessaries of life’ to a person if death or injury occurs or the person’s life is endangered.

(MoE, 14 August 2006, Influenza Pandemic, Planning guide for tertiary education organisations)

HR Pandemic Planning3.doc      9 June 2009
2.6. **If a campus workplace or business unit stays open**

If a campus workplace or business unit stays open during a pandemic, employment relations legislation will continue to apply according to the circumstances.
3. Business continuity planning for a pandemic

3.1. Human Resources business continuity plan
The following HR plan has been developed to supplement the University Pandemic Influenza Business Continuity Plans developed by the University Risk Management Office.

3.2. Activation of Human Resources plan
The table below provides a summary of Human Resources actions as different stages of a pandemic are reached. As these actions affect the university they should be appended to the Pandemic Influenza Business Continuity Plan.

Preparedness planning (MoH – Alert Code White)
1.15 Define HR Policies and publish internally
1.16 Establish effective payroll system for deployment under social distancing and banking disruptions
1.17 Establish effective HR advisory and administration services able to operate under social distancing
1.18 Establish effective Health and Safety services to act as Influenza Managers
1.19 Seek to brief staff unions on evolving development of HR policy on pandemic and continuance planning.

Advanced Preparedness planning (MoH – Alert Code Yellow)
1.24 Ensure HR pandemic policies have been signed off and communicated
1.25 Communicate with offshore staff and ask them in advance what their preference would be as to country of residence (likely less than 10 staff affected, usually part-time)
1.26 Ensure all HR factsheets are available to all CMT members
1.27 Develop systems for employees and family support, medical and welfare provisions
1.28 Tamiflu vaccination for essential staff.

Active Response – Pandemic Management Control or Cluster Control, (MoH – Alert Code Red)
3.11 HoD’s to advise HR by telephone status of staff weekly or more frequently if required
3.12 Ensure human resources policies are being followed
3.13 Implement and maintain HR payroll staff distanced systems, employment advice, and influenza controls
3.14 Monitor adequacy of personal protective equipment kits
3.15 Ensure adequacy of systems for employee and family support, medical and welfare provision

Active Response – Recovery (MoH – Alert Code Green)
5.1 (preceded existing 5.1) Monitor return to work conditions and review workplace in terms of:
(1) Health hazards
(2) Security and personal safety
(3) Facilities operational
5.2 (after 5.2) Assess situation of NZ staff members offshore and their needs
5.4 (after 5.4) Assess and report on employment relationship and conditions any impacts resulting from crisis, including leave, pay, cessations

2 Numbering reflects recommended location in Pandemic Influenza Business Continuity Plan
5.4 (part of 5.4) Ensure EAP support required for those in need, and support arrangements due to staff or family member deaths or injury
5.5 (precedes review and debrief) Process any residual sick leave, special leave or annual leave claims, and terminations.

3.3. Essential Services - Human Resources
The following essential services have been defined by HR.

<table>
<thead>
<tr>
<th>Essential Human Resources Services</th>
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<tbody>
<tr>
<td><strong>Service</strong></td>
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<tr>
<td>Payroll</td>
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<tr>
<td>HRIS</td>
</tr>
<tr>
<td>HR Advisory services and administration</td>
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<tr>
<td>Health &amp; Safety</td>
</tr>
</tbody>
</table>

HR is dependent on the following services being maintained. As such, they become essential also.

<table>
<thead>
<tr>
<th>Essential Services on which Human resources is Co dependent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Service</strong></td>
</tr>
<tr>
<td>Finance Operations</td>
</tr>
<tr>
<td>Regional H&amp;S advisors</td>
</tr>
<tr>
<td>Elected H&amp;S reps</td>
</tr>
<tr>
<td>Infrastructural Services</td>
</tr>
<tr>
<td>Corporate communications</td>
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<tr>
<td>Security</td>
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<tr>
<td>Cleaning</td>
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<tr>
<td>Telephony</td>
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<tr>
<td>RFM</td>
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<tr>
<td>Residential services</td>
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3.3.1 Payroll
Human Resources will continue to be responsible for the processing of pay in conjunction with Finance Operations to be released to online banking facility for payment to staff.

Pay run procedures are to be developed to ensure employees will receive their average/standard fortnightly pay. During the pandemic situation, no reports will be produced. A wash-up will occur post-recovery.

Requirements:
- HRIS -Payroll system PSE payrun operating procedures
- HRIS –Back up for HRIS systems administrator
- HR -Finance operations payroll support
3.3.2 HR advisory and administration Services

Staff Contact details (including full time, part time, contractors and casual)
Working with Strategic Projects Management Services the PSE staff portal will be revised to allow staff to enter their own contact details by end of December 2006

An agreed communication strategy will be developed to advise all staff of the purpose and use of the portal for information the University needs to maintain. HoD’s will be requested to discuss the portal with their staff to ensure a high response. Staff will be requested to ensure contact details are maintained via massey-all and staff update once the portal is available.

A month after the portal has been operational HoD’s will receive a report of contact information both in hard copy and soft copy for their records

Requirements:
 HRIS -PSE “Yourself” Portal
 HRIS -Promotion of portal use to update contact information
 HRIS/HR -Statement in portal on storage and use of personal information
 HRIS -Reports for HoD’s of staff member contact details

Keeping in Contact
Staff will need to be made aware of expected communication channels prior to the onset of pandemic. Staff members will be required to keep in contact with their manager or nominated alternative manager on an agreed basis (could be daily, every-other-day, weekly etc - depending on the severity of illness) to update as to their current state of health (or health of family etc).

HoD’s and equivalent are required to advise Human Resources weekly as to availability, or otherwise, of staff members. This also includes the coordination of staff in respect of undertaking alternative duties, and volunteer work for other agencies.

During Pandemic Management Control Stage 3, 4 and 5 (red) HoD’s are required to ensure absences are logged into PSE weekly. HoD’s need to ensure absences are approved and that they confirm the presence, or not, of staff members at work without disclosure of medical status.

Contact/recording/monitoring
To enable Human Resources to record information, provide up to date advice and reporting in the event of a pandemic, the following HRIS requirements will need to be operational:
 HRIS/HR -Leave Portal and PSE leave system
 HR -Absence reporting
 HR -HR advisory team and back ups
 H&S -H&S and back ups

Union Communication
Human Resources will seek to brief staff unions on the evolving development of HR policy in the event of a pandemic.
 HR -Brief Unions on this plan
3.3.3 Health & Safety

It is important to maintain a healthy and safe working environment for University staff and students, ensuring that we provide reasonable support during an event of a pandemic, meeting our obligations under the Health & Safety in Employment Act.

The hazard management is to address the minimization, isolation and preventive methods in the event of a pandemic based on MoH and MoE advice. The protection methods are detailed in the policy and procedures section of this plan.

Influenza managers – Regional Health and Safety Advisors

Regional Health and Safety Advisors are expected to support HR advisors in business continuity on each campus by ensuring effective influenza management occurs as outlined in this plan. They are expected to ensure elected health and safety representatives have information in order to assist with staff and management concerns.

Building Personal Awareness/Hygiene/Self Help

Hygiene communication material (posters, handouts, stickers) have been printed and distributed through all bathrooms. Reminders on hygiene have been placed in staff update.

Infection control information has been printed and is stored pending code yellow or red phase.

Health and safety website needs to be developed to provide university information and FAQ’s (currently hosted by Strategic Finance and Planning).

An 0800 number and answering facility to deal with staff and staff family concerns needs to be established.

Elected Health & Safety Representatives

Elected Health and Safety representatives will have a key role during a pandemic, to assist staff and managers in keeping themselves safe. Their role and responsibilities may include:

- Active measures for social distancing
- Assisting to monitor staff who are ill or suspected to be ill in the event of a pandemic, including contacting staff who are unexpectedly absent from work including:
  - has their medical practitioner been notified of their illness?
  - Have “contact” issues been addressed?
  - Is someone able to care for them?
- Facilitate / encourage the return of staff to work once they are better or at the end of a quarantine period; and
- Ensuring that the workplace has adequate supplies that meet the hygiene standards established by the Ministry of Health for those who become ill at work.

Isolation Facilities/Policy

Policy will need to be developed relating to infection control measures if staff or students develop symptoms but are unable to leave campus.

Residential Advisors

Residential Advisors may need to nurse and care for unwell staff or students quarantined on campus. In a pandemic it is likely Residential Advisors may be required to be on call for
greater periods of time than usual. As such, an emergency duties clause needs to be included in Residential Advisors’ contracts.

**Employee Assistance Programme - EAP**
Check EAP services will continue to provide EAP services to all staff during a pandemic where possible. This is reliant on telecommunications being available. Consultations during this period will be via telephone to ensure that social distancing is maintained.

**Restrict Workplace Entry of People with Influenza Symptoms**
On declaration of Code Red, the blitz email, blog site or equivalent (Corporate Communications) will be used to advise of changed status and advising staff and visitors not to enter if they have influenza symptoms. Processes need to be in place to contact staff not served by electronic computer systems.

Security may need to be deployed if prevention of entry to the workplace is required.

Employees should be advised not to come to work when they are feeling unwell, particularly if they are exhibiting any influenza symptoms. Unwell employees should also be advised to see their own medical practitioner. Staff who are ill should stay at home until symptoms resolve.

**Requirements:**
- H&S - Maintain training of Regional H&S advisors
- H&S - Develop information pack for elected H&S representatives, including safe work environment check sheet
- H&S - Establish isolation facilities and use procedure with Regional Campus Student Services
- HR - Ensure EAP processes adequate
- H&S - Develop fact sheet for management of symptomatic employees and decontamination of workplace using pandemic kit or equivalent
- H&S/SA - Ensure hygiene posters have been placed
- H&S - Health and safety website needs to be developed to provide influenza information
- H&S/RiskMgr – Influenza Manager contacts on web
- H&S - 0800 number and answering facility to deal with staff and staff family concerns.
- H&S - Communication blitz, blog, or equivalent
- H&S - Check system for placement of cough control posters
- H&S - Check if need information poster of differential diagnosis of common cold and influenza.
- H&S - Security arrangements
- HR - Emergency duties clause in Residential Advisors’ contracts (Completed 25 August 2006)
4. Proposed HR emergency management plan

This plan sets out the principal influenza pandemic considerations to ensure that we continue to meet our obligations in providing a safe working environment and set out commitment to employees in the event of a pandemic.

4.1. Payments to Staff

The scenarios identified in this plan are analysed at the end of this section. The scenarios may not be mutually exclusive. The analysis leads to the following general statements:

If campus workplace is open and full funding continues:
- Salaried staff will continue to receive their pay during a pandemic.
- All staff paid on time sheet will need to submit time sheet worked which will be paid as usual.

Leave arrangements are as follows:
- Applicable sick leave schemes will apply for staff absent through their own illness
- Sick or discretionary leave schemes apply for staff absent because they are caring for a family member who becomes dependent on the staff member
- Leave without pay provisions or annual leave will apply to staff absent because they are concerned; about being at work, contracting influenza, refuse to come to work or are attending to other non-work matters.

If the employing campus workplace is closed to students:
- Payment and leave for essential staff as if the campus workplace is open.
- All staff paid on time sheet will need to submit time sheet worked which will be paid as usual.
- Staff sent home by the University will receive special leave on full pay while that campus workplace remains closed and is fully funded. If funding is reduced or ongoing operation is affected then leave without pay will apply. The University will give 14 days notice of changes in leave type. Accumulated annual leave may be used.
- The University will seek to provide alternative work if a closure is prolonged.
- Staff can offer to cover duties performed by absent essential colleagues.

Staff ill or caring for family member who has become dependent can elect to apply for sick leave. The University cannot require staff to take sick leave, unless the staff member is ill.

If the employing campus workplace is closed to staff and students:
- Payment and leave for after hours staff and additional skeleton staff who agree to assist as normal.
- Staff sent home by the University will receive special leave on full pay while that campus workplace remains closed and is fully funded. If funding is reduced or ongoing operation is affected then leave without pay will apply. The University will give 14 days notice of changes in leave type. Accumulated annual leave may be used.
- The University will seek to provide alternative work if a closure is prolonged.
- Staff can offer to cover duties performed by absent essential colleagues.
• Permanent staff and fixed term contract staff on time sheet will be based on an average of previous 4 weeks that campus workplace was open. Necessary retrospective adjustments to this will be made during the Recovery Phase.

Staff ill or caring for family member who has become dependent can elect to apply for sick leave. The University cannot require staff to take sick leave, unless the staff member is ill.

If the campus workplace becomes unsafe, but remains operating:
• Payment and leave to essential staff as if the campus workplace is open.
• Hazard management strategies of remote working, relocation, social distancing personal protective equipment (PPE) and cleaning regimes deployed.
• Non essential staff sent home by the University will receive special leave on full pay. If reduced funding and on going operation is affected then leave without pay will apply. The University will give 14 days notice of changes in leave type. Accumulated annual leave may be used.
• The University will seek to provide alternative work if a closure is prolonged.
• Staff can offer to cover duties performed by absent essential colleagues.

Staff ill or caring for family can elect to apply for sick leave because they are caring for a sick family member who has become dependent. The University cannot require staff to take sick leave, unless the staff member is ill.

Campus workplace used for another purpose
Payments to staff would be as if the campus workplace is closed. Staff who volunteer to assist other pre-approved agencies would receive remuneration as arranged with that agency.
## Scenario Analysis (Scenarios may not be mutually exclusive)

<table>
<thead>
<tr>
<th>Workplace</th>
<th>Scenarios</th>
<th>Steps in utilizing Entitlements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Workplace is safe</td>
<td>Normal work</td>
<td>Normal remuneration.</td>
</tr>
<tr>
<td>2 Workplace is safe</td>
<td>Staff refuse to come to work due concern regarding the safety of work place or public transport.</td>
<td>Staff members elect to take annual leave or leave without pay³.</td>
</tr>
<tr>
<td>3 Workplace is safe</td>
<td>Staff declines to come to work due to unavailability of public transport.</td>
<td>Staff members elect to take annual leave or leave without pay⁴, unless provision for remote working has been made.</td>
</tr>
<tr>
<td>4 Workplace is safe</td>
<td>Staff member calls in sick. Staff will also be sent home so they do not present a risk to the workplace.</td>
<td>Staff member takes sick leave which will be managed as per employment agreement. Entitlement schemes may need to anticipate sick leave.</td>
</tr>
<tr>
<td>5 Workplace is safe</td>
<td>Dependents are sick. Staff will also be sent home so they do not present a risk to the workplace.</td>
<td>Staff member takes sick leave which will be managed as per employment agreement. Entitlement schemes may need to anticipate sick leave.</td>
</tr>
<tr>
<td>6 Workplace is safe</td>
<td>Dependents require supervision (eg school is closed, and staff members children are at home).</td>
<td>Staff members elect to take annual leave or leave without pay, unless provision for remote working has been made.</td>
</tr>
<tr>
<td>7 Workplace is closed to students</td>
<td>Essential staff requested to work</td>
<td>Normal remuneration</td>
</tr>
</tbody>
</table>

³ It is reasonable for staff to be expected to attend work where practicable measures have been taken to protect them and where they are physically able to attend. If staff are still concerned they need to raise it with their supervisor (or their Health and Safety representative) and explain the reasons for their concern. If, after discussion, staff members are still concerned that the measures taken are insufficient to respond to an elevated risk of infection, they can refuse to do a job they believe is likely to cause them serious harm. However, they are obliged to work with their supervisor to resolve the matter, and can only continue to refuse to do the job if they have reasonable grounds for considering it dangerous. If staff choose to stop work without talking to you about their concerns or ways to protect themselves, they are putting their relationship, and ultimately their employment, at risk. Obviously, managers will want to avoid making judgements or taking action about absences before you talk to the staff member and gather all the information.  

⁴ The University will while funding permits continue to pay employees their normal salary during a pandemic, provided, with their employer’s pre-approval they:
- come to their usual place of work (with suitable protection measures in place – such as social distancing, personal hygiene, cleaning regimes) or
- work remotely (for example, from home); or
- carry out pre-approved alternative duties for their employer or another agency; or
- are on sick leave (using sick leave entitlements, anticipated sick leave or other leave entitlements); or
- are looking after sick dependents (using sick or other leave entitlements or anticipated sick leave).  
(From State sector employees section of MoE, 14 August 2006, Influenza Pandemic, Planning guide for tertiary education organisations).
<table>
<thead>
<tr>
<th></th>
<th>Workplace is closed to students</th>
<th>Non essential staff members sent home</th>
<th>Staff paid special leave while funding permits. 14 days notice of change in leave type. Accumulated annual leave can be used. Alternative work provided if possible.</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Workplace is unsafe</td>
<td>Staff requested or required to work in contaminated area</td>
<td>Normal remuneration. Hazard management strategies deployed of remote working, social distancing, relocation, or PPE.</td>
</tr>
<tr>
<td>10</td>
<td>Workplace is unsafe</td>
<td>Non essential staff members sent home</td>
<td>Staff paid special leave while funding permits. 14 days notice of change in leave type. Accumulated annual leave can be used. Alternative work provided if possible.</td>
</tr>
<tr>
<td>11</td>
<td>Workplace is closed</td>
<td>After hours and any additional skeleton staff requested to assist</td>
<td>Normal remuneration.</td>
</tr>
<tr>
<td>12</td>
<td>Workplace is closed</td>
<td>Non essential staff members sent home</td>
<td>Staff paid special leave while funding permits. 14 days notice of change in leave type. Accumulated annual leave can be used. Alternative work provided if possible.</td>
</tr>
<tr>
<td>13</td>
<td>Workplace used for alternative purpose.</td>
<td>Volunteers to assist with alternative duties for pre approved agencies.</td>
<td>Remuneration basis needs to be established.</td>
</tr>
</tbody>
</table>

**Actions:**
- ☒ HR/H&S - Determine funding arrangement for staff who are assisting another agency
- ☒ HR - approval process for other agencies

### 4.2. Casual staff and Contractors

If a contractor or casual is sick or not able to come to work or directed not to come to work no payment will be made.

---

5. "Wages are normally payable if the employee is ready and willing to perform work. However, a pandemic scenario is likely to create some uncertainties as to how long businesses, as employers, can financially sustain wage payments if they are closed for an extended period.

It is, therefore, important to have developed a plan with your employees’ involvement that allows you to be able to respond flexibly. Together you may be able to think of ways that some work can be done differently and still carried on safely. It is in both yours and your employees’ interest that your business survives and recovers after a pandemic.

If you are unable to make the workplace safe for your employees, then you can require them to stay at home. You can also require employees to stay at home if they are sick and they represent a safety risk to the workplace. In any situation where you as an employer direct staff to stay home, you will need to be clear on what basis they are doing so, particularly if you expect the time at home to be taken as any form of paid or unpaid leave. For example, you can require an employee to take accrued annual leave if you give your employee 14 days notice. If your employee refuses to take annual leave on less than 14 days notice you cannot force them to. In any other case, wages are normally payable if the employee is ready and willing to perform work, even if the workplace is closed.

In a serious pandemic scenario, there will eventually be limits, for all organisations, on how long they can continue to afford to pay staff if the business is closed for an extended period.” (Department of Labour Guide, Minimizing the risk and impact of an influenza pandemic on your business. A practical guide for employers, [http://www.dol.govt.nz/PDFs/pandemic-practical-guide.pdf](http://www.dol.govt.nz/PDFs/pandemic-practical-guide.pdf))

6. See section 2 detailing scenario in which the workplace may become unsafe.

---

*HR Pandemic Planning 3.doc* 9 June 2009
4.3. Sick Leave

Arrangements within University agreements vary considerably from entitlement, wellness, and epidemic disregard arrangements as detailed in the table at the end of this section. All contracts (and Holidays Act 2003) allow sick leave to be taken for caring for dependents.

The University will endeavour to maintain regular reviews of absences as detailed in employment agreements.

Staff members are required to keep in contact with their manager or nominated alternative manager within 30 mins of normal starting time on first day of absence and then weekly (depending on the severity of illness) to update their current state of health or health of family.

It is recognized that employee absences may create pressure for other employees, if willing, to work longer hours in order to keep essential processes going. In this event, the manager will work with the employees at work to ensure that their health and safety is maintained and the wellbeing of the employee and family is being met.

In the event of a death of a staff member for reasons directly relating to Influenza Pandemic, the salary or wages will cease at date of death. Assessment of other termination payments will be made by HR after the recovery phase.

<table>
<thead>
<tr>
<th>Analysis of sick leave entitlement of University Employment Agreements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collective Employment Agreement, Standard Individual Employment Agreement</td>
</tr>
<tr>
<td>Salaried General Practitioners (medical doctors)</td>
</tr>
<tr>
<td>Centre for Educational Development (40 to 60 staff)</td>
</tr>
<tr>
<td>Wellington Lecturers (ASTE)</td>
</tr>
<tr>
<td>Flight Instructors (Alpa) - Farms Wharerata</td>
</tr>
<tr>
<td>Management Individual Employment Agreement’s Residential Advisors</td>
</tr>
</tbody>
</table>

Supporting Processes:
- ☑️ H&S - Voluntary home quarantine - 1 incubation period/5 days (or advised by Ministry of Health)
- ☑️ H&S/HR - Sick Leave Procedure, develop; Guidance for employees returning to work – may require full medical clearance required for staff returning to work after absence due to their own illness or caring for ill dependents
- ☑️ HR - Anticipating Sick Leave for staff on entitlement schemes
- ☑️ HR - Special Purpose Leave guideline, authorization and delegations
- ☑️ HR/HRIS - Death of an Employee, guidelines for termination
4.4 Anticipating sick leave

University employees will be expected to use their leave entitlements (sick, domestic, annual or other, with the ability to anticipate some sick leave) if they are sick or looking after sick dependents during a pandemic emergency. An employee who contracts pandemic influenza could be sick for up to two weeks. When sick leave entitlements and advances are exhausted, Massey University may provide additional paid special leave during Stages 2 and 3 of a pandemic, but only where this will contribute to preventing the arrival or spread of a pandemic.

The approach to leave usage during a pandemic is detailed below;

4.5 Determination of essential and non essential staff

HoD’s are required to determine with staff essential functions which would be required to operate during a pandemic. Essential functions are to be documented in Business Continuity plans for each campus workplace. Employees in essential functions are essential staff in the advent of pandemic.

4.6 Social Distancing, and other influenza protection methods

Campus workspaces can be made safer by minimising contact with others. Crowded places and large gatherings of people should be avoided, whether in internal or external spaces. It is recommended that a distance of at least one metre should be maintained between persons.
wherever practical, however larger distances are more effective. Visiting of or other contact with, unwell people should be avoided wherever practicable.

- Suggestions on how to minimise contact, and other influenza protection methods are expanded in the procedures section of this plan.

Supporting Procedures:
- HR - Working from home, equipment and IT
- HR - Distance working Code of Conduct
- HR - Flexible worksite
- HR/HRIS - Flexible working hours
- HR - Work & Family/Whanau Guidelines

4.7 Travel - Offshore and Nationally
The Ministry of Foreign Affairs and Trade, in conjunction with Ministry of Health will publish appropriate travel advisories for New Zealanders travelling to other countries infected by the pandemic (www.mfat.govt.nz). The University has a travel policy and draws upon advice of SOS international www.sosinternational.com for authorized travel on university business. Once a pandemic is recognised, the border may immediately be closed to all incoming passengers and aircrew, possibly for several days.

It is likely that quarantine measures will be instituted before passenger movements resume. It is possible that all incoming people will be required to complete at least 8 days quarantine in specially designated places before being allowed landside of the New Zealand border.

If we have staff travelling overseas for business reasons, we need to consider how we will keep in contact and provide support to those staff. For example, on declaration of a pandemic, if any staff had recently (within the last 4-5 days) travelled to countries known to be affected by the disease, we should consider:

- Advise the employee not to report for work for the duration specified by Ministry of Health for the disease (as at May 2006, this was 8 days).
- Ask them to follow instructions on Ministry of Health's website for self-checking for influenza symptoms, which may include advice to telephone (rather than visit) their medical centre to seek advice immediately if symptoms occur. They should report their travel history to the treating doctor. Ask them to document all the people they have been in contact with since returning to New Zealand;
- Check on the staff member or student during his/her absence from work; and
- Set up a process for ensuring that the employee or student has completed the time duration and is healthy before allowing them to return to work.

Things to consider:
Working with different campuses in the event that we can manage the different scenarios including:

- Border closures overseas may also cause disruption to travel.
- Make sure we have full contact details for any staff who are overseas, are about to go, or have recently returned.
- International borders may be closed, so cancel travel early to avoid having staff stranded.
- Check insurances will cover support to any employees who can not return home.
- Contact overseas staff and determine preferred place of
- Control movement of people in and out of NZ
- Contingency plan for staff travel
• Supporting our staff who are not able to return to their home location or who are asked to work at another location
• Remain at destination
• Massey to meet reasonable costs of meals and accommodation
• Massey seek to return staff member to home location at its cost as soon as is practicable
• Financial Assistance?
• Ensure compliance travel policy and procedures for pandemic scenarios
• Ensure guidelines for travel including the restriction of travel to affected areas are followed.

Supporting policies and processes:
- HR/FinOps - Ensure support to staff who are not able to return to their home location
- RiskMgr - Travel Policy and Procedures (covered in PICIB)
- RiskMgr - Guidelines for Travel including the restriction of travel to affected areas (covered in PICIB)
- RiskMgr - Evacuating employees (covered in PICIB)

4.8. Alternative Duties/Skill capability
In the event of a civil emergency the Pandemic Influenza Business Continuity Plan and campus workplace continuance plans are to identify essential University services that will be required.

It is important the HoD obtain agreement of staff to undertake alternative duties as deemed necessary to support campus workplace essential functions. This may require a change in usual location and or duties. Alternative duties may include covering for essential staff who are unable to attend work, assisting colleagues or students who may develop symptoms at work or infection control of that work place so it is safe to use. Assistance and infection control has to be provided in a way that the assisting employee is kept safe.

If the campus workplace is used for an alternative use, such as Community Based Assessment Centres, then staff who are available for alternative duties may volunteer to assist with the alternative use of University facilities.

To assist in planning stages of a pandemic/or any civil emergency HoD’s need to discuss with their staff members, as to who would be prepared to undertake alternative duties. This information will be recorded in PSE

Checklist:
- HRIS - Mission critical essential positions flag
- HRIS - Staff who are available for alternative duties in case of a civil emergency flag
5. **Policies and procedures**

5.1. **Management of cases at work (also see University Pandemic Influenza Business Continuity Plan)**

In the event an employee or manager observes or receives a report of an employee who is unwell in the workplace with symptoms suggestive of pandemic influenza, or if the staff member feels ill, they are to contact the Health and Safety Advisors by telephone who will:

- Avoid visiting the person if possible.
- Check if the sick person has any of the symptoms outlined in the first section of the flowchart.
- If the sick person does not have symptoms like those listed (refer to the table outlining the difference between a common cold and influenza in the Resources section of this guide) they are unlikely to have influenza and should be reassured. The student or staff member should call their doctor if still concerned.
- If the sick person does have symptoms that match some of those listed, they should be treated as a “suspect case”. It may be helpful to have an influenza notification form completed, including details of any staff, students and/or visitors they have been in contact with. This information will permit identification of recent movements and monitor well-being during the pandemic.
- The sick person should be isolated and moved to a room or area away from other people.
- The sick person advised to use only the toilet facility designated for him/her (if possible)
- Keep the number of staff attending to the ill person to a minimum. Staff attending to the ill person should wear masks and disposable gloves.
- The sick person should be informed where they can obtain a surgical mask and instructed to wear it immediately. This is to help protect others from respiratory droplets. Masks should be changed if they become wet, hard to breathe in, physically damaged or visibly soiled. Advise the employee to cover their mouth and nose with tissues when coughing or sneezing if a surgical mask is not available.
- The sick person should be sent home and they or their family or flatmates should immediately contact a health professional in the manner advised by the Ministry of Health on its website at that time. This may involve phoning the person’s normal doctor or nurse, parents or a specially designated Community Based Assessment Centre (CBAC) to seek further advice. Management and staff should be informed.
- If sending the person home or getting them collected is not possible the sick person should be isolated from others in a designated space (such as the student health service) until suitable arrangements can be made for them to leave the premises.
- The sick person should, if possible, avoid public transport when going home.
- It is helpful for employers to:
  - identify contacts (once an employee or student is suspected to be infected)
  - advise contacts that they have been in contact with a person suspected of having influenza
  - The employee's manager should contact HR to advise status of employee to be recorded on the central HRIS H&S database and those people whom they have had contact with (record either as disease event or attached document)
  - ask contacts to go home and stay at home until advised otherwise.

- Whenever practicable the employee’s or student’s work area should be cleaned and disinfected (see the section on workplace cleaning).
- The manager to arrange to place the employee on telephone surveillance.
• Employees are required to contact their manager (by telephone) weekly to provide an update on their wellbeing and support requirements.
• Some issues to consider include:
  • advice to the staff member or student on how long to stay away (the Ministry of Health website will have advice on this once the characteristics of a pandemic are known)
  • decisions on the leave and cover arrangements for staff
  • establishing a process in your plan for ensuring that the staff member or student is healthy before allowing them to return; and that they are encouraged to return once they are well.

Screening Checklist for Detection and Management of Suspected Pandemic Influenza Cases

<table>
<thead>
<tr>
<th>Yes, two or more symptoms, as described above</th>
<th>No symptoms, as described above</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff member should be considered as possible case of influenza</td>
<td>Unlikely to be influenza</td>
</tr>
<tr>
<td>Fill in the Influenza Notification Form</td>
<td>Reassure</td>
</tr>
<tr>
<td>Take names and contacts (those working within one metre or in enclosed space for more than 60 minutes)</td>
<td>Advise to call again if concerned or visit their medical practitioner</td>
</tr>
<tr>
<td>Advise the staff member where to find a surgical mask and ask them to leave work immediately</td>
<td>Advise contacts that they have been in contact with suspect case.</td>
</tr>
<tr>
<td>Advice the staff member to call their medical practitioner by telephone to advise that they have been in contact with a suspected influenza case.</td>
<td>Ask contacts to go home and to stay there until they have received further notice.</td>
</tr>
<tr>
<td>Arrange for clean up of staff member's workstation</td>
<td></td>
</tr>
</tbody>
</table>

Checklist:
☑ HRIS -PSE H&S report to display disease events
5.2. Checklist - Contact list

The Ministry of Health currently defines Influenza Pandemic contacts as people who have had close physical (less than one metre) or confined airspace contact with an affected person, within four days of that person developing symptoms. These are likely to include family members and/or other living companions, workmates (if in close contact situations or confined airspace environments), and some recreational companions.

Epidemiological evidence from a developing pandemic may change the definition of a "contact". HR to continue to check the Ministry of Health website for updated definitions and advice should a pandemic occurs.

Retain this list and provide to the Health and Safety Advisors on request.

Persons whom affected staff member has interacted with since displaying symptoms

<table>
<thead>
<tr>
<th>Name</th>
<th>Physical Address</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Under the Health Act 1956 both highly pathogenic avian influenza (HPAI) and influenza are classed as infectious diseases. HPAI is also a notifiable disease meaning that some additional provisions of the Health Act apply to it, over and above the provisions that apply to influenza.

To reduce the risk of further infection contacts will be expected to stay at home and avoid contact with others for a recommended period. This period will be set by health officials and is not at the discretion of the employer.

The role of contact tracing may vary according to the stage of the pandemic. At an early stage when efforts are directed at keeping the pandemic out or managing small clusters, contact tracing and quarantine of cases and contacts will be vigorous. If, however, the pandemic affects larger numbers of people across the country, it will not be effective as a strategy to contain the pandemic and may be dropped.

In any circumstance, employers and managers should urge sick staff members and students with influenza-like symptoms to return home immediately and contact a health professional in the manner advised by the Ministry of Health on its website at that time. This may involve phoning the person’s doctor or nurse or a designated CBAC to seek further advice. If a health professional identifies the patient as being a suspect or confirmed case, then the health professional will commence contact tracing in accordance with the protocols set by the Ministry of Health. This is likely to involve making contact with the patient’s workplace (or your tertiary education organisation).

- As indicated in the previous section, it is helpful for employers and managers to:
- identify contacts (once anyone from the organisation is suspected to be infected)
• advise contacts in person that they have been in contact with a person suspected of having influenza
• ask contacts to go home and stay at home until advised otherwise.

5.3. Notification form - Suspected influenza case at workplace

Details of Affected Person
☐ Staff  ☐ Contractor  ☐ Visitor  ☐ Student
Name:__________________________________ Date of Birth:___/___/____
Nationality if visitor:_____________________
Work site location:________________________

Personal Contact Details:
Residential Home address:__________________________
Phone numbers; Home:______________, Cell phone:______________
Work:______________, Other:______________
Email:__________________________________________

Symptoms Displayed:
☐ High fever (or feel feverish and hot)  ☐ Headache
☐ Fatigue and weakness  ☐ Muscle aches and pains
☐ Sore throat, cough, chest discomfort, difficulty in breathing
☐ Been in contact with someone diagnosed with influenza
☐ Been overseas recently (complete details below)
Time of fever onset:______________, Time of Isolation:______________
Where referred (Medical Centre, Doctor):________________________
☐ Contact List form completed:

Travel History over past 8 days:
Countries Visited:__________________________________________
Flights Taken:_____________________________________________

Where referred:__________________________________________

Contact list (see separate page):

Details of Reporting Person:
Name:_____________________,
Phone numbers; Home:______________, Cell phone:______________
Work:______________, Other:______________
5.4. Restricting campus workplace entry of people with influenza symptoms

On declaration of Code Red (pandemic influenza outbreak) all workplaces/facilities of the Department entry points will be posted with signage advising staff and visitors not to enter if they have influenza symptoms.

Managers need to advise Human Resources of any updates of employees’ wellbeing or support required

Proposed notice:

<table>
<thead>
<tr>
<th>INFLUENZA NOTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Influenza is a contagious disease. There is currently an increase in the numbers of people in New Zealand with influenza.</td>
</tr>
</tbody>
</table>

**Flu symptoms are:**
- chills, shivering and a fever
- onset of muscle aches and pains
- sore throat
- dry cough
- trouble breathing
- sneezing
- stuffy or runny nose
- tiredness

**To help prevent the spread of influenza please inform your:**
- lecturer/tutor
- student health service
- pandemic manager

**if any of these symptoms appear during the day.**
Closure Notice

Massey University

CAMPUS NAME CLOSED

DUE TO THE INFLUENZA PANDEMIC,

MASSEY UNIVERSITY IS CLOSED TO STUDENTS

UNTIL FURTHER NOTICE

DO NOT ENTER

For urgent enquiries, contact
Influenza Manager 0800 XXXXXX
## 5.5 Fact sheet – Influenza protection measures

<table>
<thead>
<tr>
<th>Protection measure</th>
<th>Where applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hand hygiene, cough etiquette, ventilation</td>
<td>Everyone, all the time</td>
</tr>
<tr>
<td>Increased cleaning, infection control awareness</td>
<td>Tertiary education organisations, all the time</td>
</tr>
<tr>
<td>Social distancing</td>
<td>Everyone, whenever practical</td>
</tr>
<tr>
<td>Protective barriers</td>
<td>In situations where regular work practice requires unavoidable, relatively close contact with the public, for example, reception areas</td>
</tr>
<tr>
<td>Disposable surgical mask</td>
<td>Sick people coughing and sneezing</td>
</tr>
<tr>
<td></td>
<td>Staff having close contact with suspected infected people, for example, in sick bay caring for the sick (this includes first aiders)</td>
</tr>
<tr>
<td></td>
<td>Also as a possible adjunct to protective barriers</td>
</tr>
<tr>
<td>Disposable particulate respirator masks, eye protection, gloves, gowns, aprons</td>
<td>Health care workers participating directly in close contact patient care when there is a high risk of contact with respiratory secretions, particularly via aerosols (mostly inpatient settings).</td>
</tr>
</tbody>
</table>

### Personal hygiene

Education programmes can make a major contribution to national preparedness and safety. Personal hygiene measures have been and will continue to be reinforced as a key way to minimise influenza transmission. These include:

- Cover nose and mouth when sneezing and coughing (preferably with a disposable single use tissue).
- Immediately dispose of used tissues.
- Adopt good hand washing and drying practices, particularly after coughing, sneezing or using tissues.
- Keep hands away from the mucous membranes of the eyes, mouth, and nose.
- Ensure that adequate supplies of hand hygiene products are available. This is a high planning priority as there may be shortages of liquid soap and paper towels.
- Communicate hand and personal hygiene information to staff and visitors:
  - Hygiene notices
  - Use of brochures, newsletters, global emails, and notice boards to inform staff and students of the importance of hand hygiene and workplace cleaning at all times, especially during a pandemic.

### Ventilation

There is scientific and medical evidence that influenza can spread in inadequately ventilated rooms. The Ministry of Health and the Department of Labour recommend that all internal spaces be well ventilated, preferably by fresh air via opening windows, or by properly designed and maintained air conditioning systems.

If you have air conditioning systems, as part of your health and safety monitoring you should ensure that they are maintained regularly, to the standard of the New Zealand Building Code, Clause G4, Ventilation. If your organisation leases or rents property, seek this assurance from the property owner.
All air handling systems that condition shared spaces are to be set to 100% fresh air with no recirculation of internal building air.

**Cleaning**

During a pandemic there is a need to clean more thoroughly to minimise the spread of the virus, particularly hard surfaces (for example, sinks, handles, railings, objects and counters). Influenza viruses may live up to two days on hard surfaces.

Influenza viruses are inactivated by alcohol and by chlorine. Cleaning surfaces with a neutral detergent followed by a disinfectant solution is recommended. Surfaces that are frequently touched with hands should be cleaned often, preferably daily. Information about the appropriate choice and concentration of disinfectants can be found on the Ministry of Health website.

- Your usual hygiene practices should be elevated in a pandemic to an even higher level than usual.
- Staff and students should not share cups, dishes and cutlery, and ensure they are thoroughly washed with soap and hot water after use.
- Remove books, magazines and papers from common areas.
- Consider ways of cleaning and/or restricting communal use of some equipment, such as computers and photocopiers.
- When a person with suspected influenza is identified and has left the site, it is important that their work area/office and any other known places they have been are thoroughly cleaned and disinfected.
- Planning should identify the basic hygiene practices (including hand hygiene) to be followed by cleaners, protocols for the use of personal protection equipment (if recommended by Ministry of Health), and methods for waste disposal.

**Social distancing**

Social distancing may be difficult to achieve but any raising of awareness or any level of compliance will be useful. This advice applies in the “plan for it”, “keep it out” and “stamp it out” stages when your tertiary education organisation is expected to remain open to students because it is operating in an unaffected area.

Social distancing is a strategy to protect staff and students during a pandemic by minimising their close contact with others. Events involving large gatherings should be avoided, whether inside or outside.

A distance of at least one metre should be maintained between people wherever practical. Larger distances are more effective. Visiting people who are unwell should be avoided unless essential.

The Ministry of Health has the following suggestions for minimising contact, however, your organisation will need to decide which of these measures are practicable for you:

- Where possible avoid meeting people face to face – use the telephone, video conferencing and the internet as much as possible – even when people are in the same building.
- Avoid any unnecessary travel and cancel or postpone non-essential meetings, gatherings, workshops or training sessions.
- Avoid public transport: walk, cycle, drive a car or go early or late to avoid rush hour crowding on public transport.
- Bring your lunch and eat it away from others (avoiding the staff room and crowded cafes). Introduce staggered lunchtimes, morning teas to reduce numbers in the staff and student common areas. Consider how your cafeteria(s) should be managed.
• Avoid congregating in staff rooms or other areas where people socialise. Do what needs to be done and then leave the area.
• If a face-to-face meeting with people is unavoidable minimise the meeting time, choose a large meeting room and sit at least one metre away from each other if possible. Avoid shaking hands or hugging. Consider holding meetings via conference call or outside.
• Establish systems where students and staff can request information via phone, email, or fax and have information ready for fast pick-up or delivery.
• Encourage students and staff to avoid recreational or other leisure classes or meetings where they might come into contact with infectious people.

Restrict workplace entry of people with influenza symptoms
On declaration of Code Red, Massey will put up notices at all entry points, advising staff, whānau and visitors not to enter if they have influenza symptoms.

Students and staff who are unwell should stay home, particularly if they are exhibiting any influenza symptoms. It may be helpful to inform staff and family/whānau of the differences in symptoms between influenza and a common cold. Unwell staff and students should be advised to ring their doctor and to stay at home until symptoms resolve.

Students and staff who have recovered from the pandemic influenza are unlikely to be re-infected (they will have natural immunity) and should be encouraged to return to study or work as soon as they are well and your organisation has re-opened.

Protective barriers
Protective barriers in the form of perspex or glass may provide useful protection for people such as front-reception staff whose duties require them to have frequent face-to-face contact with members of the public, where social distancing is either not possible or not practical.

Using masks
People with influenza symptoms should use a disposable surgical mask to help prevent exposing others to their sneezes and coughs. Used masks must be disposed of as soon as they become moist or after any cough or sneeze, and hands must be thoroughly washed and dried after the used mask has been discarded.

Emergency supplies
The following generic list has been approved by the Department of Labour. It is an 'over-the-top' type list to cover all contingencies. Emergency kits purchased are shown. The table needs to be updated to reflect currently held stocks.

<table>
<thead>
<tr>
<th>Emergency Supplies</th>
<th>Std 5p kit content</th>
<th>Total</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suggested list - stock pile one to two weeks’ supply</td>
<td></td>
<td>50</td>
<td>1500</td>
</tr>
<tr>
<td>Breathing mask (box 50) 3 per person per day</td>
<td>0</td>
<td>0</td>
<td>22500</td>
</tr>
<tr>
<td>Breathing mask (box 20) P2 3 per person per day</td>
<td>20</td>
<td>1000</td>
<td></td>
</tr>
<tr>
<td>Eye goggles (1 per staff dealing closely with sick person)</td>
<td>0</td>
<td>0</td>
<td>200</td>
</tr>
<tr>
<td>Latex/non-latex gloves (100s) 10 per staff per day</td>
<td>50</td>
<td>2500</td>
<td>75000</td>
</tr>
<tr>
<td>Disposable apron for staff (1 per staff per day)</td>
<td>0</td>
<td>0</td>
<td>7500</td>
</tr>
<tr>
<td>Item</td>
<td>Quantity</td>
<td>Cost per Item</td>
<td>Total Cost</td>
</tr>
<tr>
<td>-----------------------------------------------------------</td>
<td>----------</td>
<td>---------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Tissues (box 200) 3 boxes per person per week</td>
<td>1</td>
<td>50</td>
<td>4500</td>
</tr>
<tr>
<td>Paracetamol (box 20) 1 box per person per week</td>
<td>1</td>
<td>50</td>
<td>1500</td>
</tr>
<tr>
<td>Disinfectant (2 litres) 1 bottle per 15 people per day</td>
<td>0</td>
<td>0</td>
<td>500</td>
</tr>
<tr>
<td>Janola (2 litres) 1 bottle per 15 people per day</td>
<td>0</td>
<td>0</td>
<td>500</td>
</tr>
<tr>
<td>Cleaning fluid (1 litre) 1 bottle per 15 people per day</td>
<td>0</td>
<td>0</td>
<td>500</td>
</tr>
<tr>
<td>Toilet paper minimum 2 rolls per person per week</td>
<td>0</td>
<td>0</td>
<td>15000</td>
</tr>
<tr>
<td>Paper towels (2 packet per person over 3 weeks)</td>
<td>2</td>
<td>100</td>
<td>1000</td>
</tr>
<tr>
<td>Carton of Chux cloths</td>
<td>0</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>Liquid soap/alcohol wash (1 litre)- Mu 250ml</td>
<td>1</td>
<td>50</td>
<td>200</td>
</tr>
<tr>
<td>Antiseptic wipes</td>
<td>10</td>
<td>500</td>
<td>0</td>
</tr>
<tr>
<td>Disposal bags</td>
<td>2</td>
<td>100</td>
<td>0</td>
</tr>
</tbody>
</table>

- H&S Assess currently held supplies and case for balance
- H&S Staff education and training in the use of personal protection equipment:
5.7. Fact sheet - What are the symptoms of influenza?
Influenza is a highly contagious viral disease of the respiratory tract. Influenza is characterized by rapid onset of respiratory and generalized signs and symptoms including: a high fever, headache, muscle aches and pains, fatigue, cough, sore throat, or a runny nose.

What is the Difference between Influenza and a Common Cold?

<table>
<thead>
<tr>
<th>SYMPTOM</th>
<th>INFLUENZA</th>
<th>COMMON COLD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fever</td>
<td>Usual, sudden onset 38°C-40°C and lasts 3-4 days</td>
<td>Rare</td>
</tr>
<tr>
<td>Headache</td>
<td>Usual and can be severe</td>
<td>Rare</td>
</tr>
<tr>
<td>Aches and pains</td>
<td>Usual and can be severe</td>
<td>Rare</td>
</tr>
<tr>
<td>Fatigue and weakness</td>
<td>Usual and can last 2-3 weeks or more after the acute illness</td>
<td>Sometimes, but mild</td>
</tr>
<tr>
<td>Debilitating fatigue</td>
<td>Usual, early onset can be severe</td>
<td>Rare</td>
</tr>
<tr>
<td>Nausea, vomiting, diarrhoea</td>
<td>In children &lt; 5 years old</td>
<td>Rare</td>
</tr>
<tr>
<td>Watering of the eyes</td>
<td>Rare</td>
<td>Usual</td>
</tr>
<tr>
<td>Runny, stuffy nose</td>
<td>Rare</td>
<td>Usual</td>
</tr>
<tr>
<td>Sneezing</td>
<td>Rare in early stages</td>
<td>Usual</td>
</tr>
<tr>
<td>Sore throat</td>
<td>Usual</td>
<td>Usual</td>
</tr>
<tr>
<td>Chest discomfort</td>
<td>Usual and can be severe</td>
<td>Sometimes, but mild to moderate</td>
</tr>
<tr>
<td>Complications</td>
<td>Respiratory failure; can worsen a current chronic condition; can be life threatening</td>
<td>Congestion or ear-ache</td>
</tr>
<tr>
<td>Fatalities</td>
<td>Well recognised</td>
<td>Not reported</td>
</tr>
<tr>
<td>Prevention</td>
<td>Influenza vaccine; frequent hand-washing; cover your cough</td>
<td>Frequent hand-washing, cover your cough</td>
</tr>
</tbody>
</table>
5.8. Fact sheet - How is influenza spread?
Influenza is spread from person to person in the respiratory droplets generated by coughs and sneezes. It can also be spread when a person comes into contact with the respiratory droplets of another person by touching items on which droplets are present, and then touches their own eyes, mouth or nose before washing their hands. The virus may enter through the eyes, or more commonly through the nose or mouth, and into the throat and lungs where it begins to multiply. The time from first exposure to when symptoms begin is one to four days.
5.9 **Best practice guidelines for hand hygiene**

Effective hand washing and drying routines are a primary means of reducing infections in students and staff. Many disease causing virus and bacteria are carried on hands and can be passed from person to person through direct contact with the person’s hands or through objects or food that the person has touched. Students should be encouraged to take responsibility for their own hand washing and drying but to do so they need a supportive environment.

**Recommended technique for good hand hygiene practice**

- Wet hands, preferably with warm water and apply liquid soap.
- Rub hands vigorously together and rub all areas.
- Wash for 20 seconds (about the same time as it takes to sing Happy Birthday).
- Rinse well and dry hands thoroughly. The following examples are considered thorough:
  - 20 seconds by paper towel (2 towels 10 seconds on each towel)
  - 20 seconds by clean roller towel
  - 45 seconds by air dryer
  - 10 seconds by towel followed by 20 seconds by air dryer.

**Times when hands should be washed**

- After coughing or sneezing (when the hands have been used to cover the mouth or nose).
- After using the toilet or after handling animals.
- Before, during and after the preparation of food.
- When hands are dirty.
- More often if someone is sick.

**Rationale and tips for use of:**

**Liquid soap**

- Lowers the likelihood of the transfer of infection from person to person.
- Wall mounted dispensers are preferable to hand held dispensers.
- Pump action dispensers help reduce soap wastage.
- Research the best soap and dispenser deal, getting a free dispenser from a supplier might be a good option, but beware of deals that lock you into higher priced bulk soap.

**Paper towels**

- Lowers the likelihood of the transfer of infection from person to person.
- To make these more economical, half-sized paper towels are available that can be used with standard dispensers.
- Research the best towel and dispenser deal.

**Roller towels**

- Ensure these are the type that roll and retract once used to avoid spread of infection.

**Air dryers**

- Hands must be dried thoroughly to stop the spread of infection (takes approximately 45 seconds).

**Warm water**

- Warm water is preferable to cold water.
• Providing warm water improves the rate of people washing their hands at all. People are more likely to put their hands under warm, rather than ice-cold water in the winter.
• If warm water is supplied it should not exceed 40°C.

Wash troughs

• A long stainless steel wash trough has several advantages over basins that make them economic to install and maintain.
• A wash trough with enough space for five students to use only takes the space of three wash hand basins.
• By having temperature controlled warm water (40°C maximum), you only need warm water taps, not cold taps. This means for example, five taps for five students instead of six taps for three students.
• A wash trough only needs one waste outlet. Three basins need three outlets.
• Wash troughs are easier to clean than multiple hand basins.

The Ministry of Education has worked with the Ministry of Health to produce these best practice guidelines.