

Business Sector

Level	Actions								
Level 1: Small numbers of cases of H1N1 flu or ILI	Promote prevention messages, including vaccination; this may include informational meetings, posting information, using social marketing tools to push out prevention messages	Ensure that employees have access to soap and water and/or hand sanitizer	Emphasize prevention message of staying home when ill; send ill employees home	Offer employees paid time off to obtain flu shots for themselves and their children	Monitor attendance	Finalize COOP plans; include modifications to work site that offer opportunities for social distancing (both physical space changes and work schedule changes) and establishing communication network with all employees that can be used for emergencies	Ensure that custodial services are appropriately cleaning frequently used surfaces	Sign up for alerts on BPHC web site	Offer on-site vaccination clinics when possible
Level 2: Significant numbers of cases or clusters of H1N1 flu or ILI and/or increasing severity of illness	Emphasize prevention message of staying home when ill; send home ill employees	Modify HR policies to allow staff to remain home when ill or when caring for ill family member for 4 days w/o requiring physicians note to return to work	Implement modest social distancing measures such as closing off common areas, allowing as flex time and cancelling non-essential large-scale social events	Report any known clusters of ILI to BPHC	Upon request, assist with mass vaccination planning/execution				
Level 3: Widespread illness in the city	Implement COOP plans including working from home, cancelling all large gatherings, and adapting work to accommodate reduced workforce	Use emergency communication network to broadcast public health messages to all employees	Respond to any requests by BPHC to close facilities						