

## City Departments

Level	Actions						
<b>Level 1:</b>  <b>Small numbers of cases of H1N1 flu or ILI</b>	Send a letter to every COB employee with information about flu prevention measures, the need for each family to have a contingency plan in place for caring for a sick child and/or school closing, and promoting vaccination; remind employees to take advantage of 2 hour paid leave to get themselves and their children vaccinated.	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	Begin attendance monitoring	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
<b>Level 2:</b>  <b>Significant numbers of cases or clusters of H1N1 flu or ILI and/or increasing severity of illness</b>	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 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		
<b>Level 3:</b>  <b>Widespread illness in the city</b>	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 and their families	Respond to any requests by BPHC to cancel events and close facilities				