

## 1 Scope

The documents covers the readiness and response plan for novel acute respiratory infections with pandemic potential and recommends appropriate health measures and response actions.

Millennium shall be responsible for the implementation of the Pandemic Response Plan in all workplaces under the direct control of Millennium. Where our employees are engaged to provide services in workplaces not under our direct control, Millennium shall consult the client or representative responsible for the workplace to ensure their Pandemic Response Plan provides appropriate health measures and response actions for our employees.

## 2 Introduction

A pandemic is an epidemic of an infectious disease that has spread through human populations across geographical regions globally. Pandemics occur when the general population has no or little immunity against an emerging or re-emerging pathogen. This document focuses on a response framework against acute respiratory infections with pandemic potential.

Both the ability of respiratory pathogens to spread (transmissibility) and the ability to cause serious illness (virulence) determine the extent of the outbreak and its resulting public health impact.

Currently, the primary risk factor for human infection for avian influenza and novel coronaviruses appears to be direct or indirect exposure to contaminated environmental sources, with some human spread among close contacts.

## 3 Symptoms

Symptoms of different acute respiratory infections may vary depending on the pathogen. General symptoms may include constitutional symptoms such as fever, myalgia (muscle pains), headache, malaise (body discomfort), and respiratory symptoms such as cough, sore throat, and rhinitis (nasal inflammation). Certain populations such as the young, and elderly and those with underlying medical conditions may be at risk of developing a more severe illness including pneumonia.

## 4 Incubation Period

The incubation period will vary depending on the pathogen, and will have to be determined through surveillance. The incubation period for human influenza is typically 2 days, with a range of 1 - 4 days. However, human cases of avian influenza have incubation periods around 2 - 8 days and as long as 14 - 17 days. The incubation period for SARS was up to 10 days, and MERS-CoV up to 14 days. The incubation period for 2019-nCoV (COVID 19) is up to 14 days. Depending on the pathogen, the incubation period for field investigations and monitoring of contacts will also vary correspondingly.

## 5 Transmission

There are three modes of transmission for respiratory pathogens:

- Large droplet spread (the main route of transmission for influenza);
- Transmission through droplet nuclei, i.e. airborne spread (Sneezing, coughing and even talking can produce droplets of wide variety of particle sizes that can facilitate droplet or droplet nuclei infection); and
- Contact, either direct or indirect, with respiratory secretions.

## 6 Strategy for Pandemic Response

Millennium shall monitor and follow the advice of official bodies in the development of a specific response to a possible pandemic that may impact our workers.

These official bodies include:

- World Health Organization
- Australian Government Department of Health
- Ministry of Health NZ

Millennium shall adopt an Acute Respiratory Disease Alert level system. The rises of the alert level shall be the responsibility of the CEO or nominated representative.

### 6.1 Alert Green:

Isolated overseas or local cases of animal to human transmission. Threat of human-to-human transmission remains low.

### 6.2 Alert Yellow:

Some human-to-human transmissions. Risk of it being imported from overseas but not resulting in a sustain spread.

### 6.3 Alert Orange:

World Health Organization (WHO) confirms several outbreaks spreading to other countries. Confirmation of local transmission with deaths expected.

### 6.4 Alert Red:

Risk of widespread local infection with increasing deaths and the healthcare system overwhelmed.

## 7 Responses

### 7.1 Alert Green Response:

- Plan & prepare:
  - Identify critical business functions;
  - Consider the impacts on our operations and workplaces;
  - Plan for absenteeism rate increase;
  - Identify functions that can be conducted offsite or from home with telecommunications access;
  - Define screening and isolation requirements for employees;
  - Co-ordinate business continuity plans with clients and suppliers; and
  - Develop internal & external communication plans including methods of

communication.

- Update contact details of staff, suppliers and clients.
- Update staff on policies on:
  - Travel;
  - Absenteeism and extended medical leave.
- Review PPE and equipment requirements such as gloves, facemasks, antiseptic sanitizer.
- Create general awareness of disease and preventative measures.

#### 7.2 Alert Yellow Response:

- Update planning based on advice from health authorities.
- Communicate advice issued by health authorities such as hygiene, vaccine and medication.
- Implement applicable health authority advice including screening and isolation requirements for employees.
- Monitor the developments in affected geographical areas.
- Review travel restrictions policy.
- Issue PPE and equipment as recommended.
- Provide training to employees on the Pandemic Response and External Communication Plan.
- Consult with clients regarding Pandemic Response arrangements in workplaces not under the direct control of Millennium.
- Consult with other interested parties including health authorities, industry bodies and suppliers of goods and services.

#### 7.3 Alert Orange Response:

- Updates staff regularly on health advisories issued by health authorities.
- Encourage staff to stay home if unwell and seek medical clearance.
- Activate remote access systems for employees as applicable.
- Clean and disinfect common areas more frequently.
- Inform external parties of restricted access to company premises as applicable.
- Implement travel restrictions as applicable.
- Notify interested parties if employees have been quarantined.
- Review Pandemic Response Plans in workplaces not under the direct control of Millennium with clients or representatives.
- Consult with other interested parties including health authorities, industry bodies and suppliers of goods and services.

#### 7.4 Red Alert Response:

- Updates staff regularly on health advisories issued by health authorities.
- Review Pandemic Response Plans in workplaces not under the direct control of Millennium with clients or representatives.
- Non-critical staff to work from home.
- Arrange for counseling and support.

- Monitor and maintain contact with external parties through remote access.
- Monitor inventory levels of PPE and equipment.
- Modify business operations in accordance with health authority advice.