

**GUIDELINES ON PROTECTING WORKPLACES FROM
PANDEMIC INFLUENZA**

**Pandemic Influenza Experts Conference
March 26, 2007**

SAMPLE ONLY

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INTERNATIONAL BANKERS ASSOCIATION

Ark Mori Building, 14F
1-12-32 Akasaka
Minato-ku, Tokyo, Japan 107-6014

Telephone: (03) 5545-7511
Facsimile: (03) 5545-0502
E-mail: g-info@ibajapan.org
Website: www.ibajapan.org

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Basic Facts on Pandemic Influenza

Pre-Outbreak Preparation

1. Check crisis management systems (create a team responsible for pandemic preparation and response and establish an emergency communications plan)
2. Establish methods of gathering and disseminating information
3. Plan ways to mitigate the impact of large scale absentees on business
4. Take preventative measures before an influenza outbreak (e.g., hand washing, consideration of flexible working styles such as telecommuting)
5. Stockpile equipment (masks, gloves, rubbing alcohol for hands, etc.)
6. Plan for the continuation of business critical for maintaining the functioning of society (business continuity planning)



Immediately Following an Outbreak

1. Gather and disseminate information
2. Introduce measures to prevent the spread of infection (Cancel or postpone conferences, meetings, and training. Use audio and video conferencing, etc.)
3. Protect employees (and their families) who are working abroad (repatriation of employees/families in affected areas, reconsideration of the necessity of business trips, etc.)
4. Raise awareness of and encourage personal protective measures (coughing etiquette, self-monitoring of health conditions, etc.)



Upon Pandemic Spread

1. Gather and disseminate information
2. Alter business operations (downsize business as needed, have employees stay at home, etc.)
3. Take measures to prevent the spread of infection
4. Stress the importance of following personal protective measures
5. Adopt measures to ensure the continuation of business critical for maintaining the functioning of society