



**State of New Jersey**  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
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**DEPARTMENT DIRECTIVE**  
**NO. 700**

**05 October 2009**

**NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS**  
**INFLUENZA PANDEMIC POLICY**

**1. PURPOSE.**

The purpose of this policy is to set forth guidelines to ensure the Continuity Of Operations and the Continuity Of Government (COOP/COG) at all New Jersey Department of Military and Veterans Affairs (DMAVA) locations and facilities during an influenza pandemic in order to maintain occupational health and safety.

**2. APPLICABILITY.**

- a. This policy applies to all state employees. The term Employee is defined in paragraph 4 below. It also applies to all federal employees assigned to DMAVA Headquarters building.
- b. The Phases of this policy become effective upon activation by The Adjutant General (TAG) or his designee.

**3. REFERENCES.**

- a. **U.S. Department of Health and Human Services (US-DHSS):** Pandemic Influenza Plan (undated).
- b. **Centers for Disease Control (CDC):** Guidance for Business and Employers to Plan and Respond to the 2009-2010 Influenza season, 19 AUG 09.
- c. **Department of Labor (DOL):** Guidance on Preparing Workplaces for an Influenza Pandemic (OSHA 3327-02N-2007)
- d. **National Guard Bureau (NGB):** Pandemic Influenza Office Guidelines, 23 AUG 09.
- e. **New Jersey Department of Health and Senior Services (NJ-DHSS):** Memorandum-H1N1 Update and Flu Season Planning Guide, 09 SEP 09.

#### 4. DEFINITIONS.

- a. **Cluster:** Three or more cases of acute febrile respiratory illness occurring within 48-72 hours, in employees who are in close proximity to each other (e.g. same division).
- b. **Core Functions:** Those operations which are essential for the Department of Military and Veterans Affairs to accomplish to satisfy both its Federal and State Mission requirements.
- c. **Cough and Sneeze Etiquette:** Properly covering coughs or sneezes with tissue or sleeve.
- d. **Department:** New Jersey Department of Military and Veterans Affairs (DMAVA).
- e. **Employee:** All state employees of the Department whether full-time or part-time and whether in the career service, executive service, or unclassified service, and all federal employees assigned to DMAVA Headquarters. This term includes contracted employees, hourly employees and paid or un-paid interns.
- f. **Febrile:** Relating to or characterized by fever, or having a high temperature.
- g. **Flu:** Influenza, see below.
- h. **Influenza:** An acute infectious viral disease marked by fever, cough, sore throat, nausea/vomiting, diarrhea, body aches, headache and chills.
- i. **Outbreak:** A sudden increase of acute febrile respiratory illness cases affecting employees, in different divisions, over the normal rate.
- j. **Pandemic:** An epidemic or disease spread over a wide area, or widespread within a population.
- k. **Quarantine:** Enforced isolation or restriction of movement imposed to prevent the spread of a contagious disease.
- l. **Self-Quarantine:** Voluntarily removing oneself from social interaction when infected.
- m. **Social Distancing:** Increasing the physical distance separating employees in the workplace to reduce contagion. There should be at least six (6) feet between working spaces during the onset of a pandemic.
- n. **Telecommuting:** To be authorized to work from home on a computer linked to the workplace via Broadband Service.
- o. **Vaccination:** The inoculation with a vaccine to produce immunity.
- p. **Vaccine:** A serum incapable of inducing a severe infection, but capable when inoculated of counteracting a more serious disease.
- q. **Workplace:** The physical area of operations of a department or agency, including the buildings, grounds, and parking facilities provided by the State of New Jersey.

#### 5. BACKGROUND INFORMATION.

- a. Influenza is thought to be primarily spread through large droplets (droplet transmission) that directly contact the nose, mouth or eyes.
- b. These droplets are produced when infected people cough, sneeze or talk, sending the relatively large infectious droplets and very small sprays (aerosols) into the nearby air and into contact with other people.
- c. Large droplets can only travel a limited range; therefore people should limit contact (within 6 feet) with others when possible.

- d. To a lesser degree, human influenza is spread by touching objects contaminated with the influenza viruses and then transferring the infected material from the hands to the nose, mouth or eyes.
- e. Influenza may also be spread by very small infectious particles (aerosols) traveling in the air.
- f. The contribution of each route of exposure to influenza transmission noted above is uncertain at this time and may vary based upon the particular influenza strain.
- g. Several influenza strains can occur at the same time; for instance a Seasonal Flu with H1N1 (Swine) Flu. Different vaccines would be required for each type of major different strain.
- h. Based on the OSHA Occupational Risk Pyramid for Pandemic Influenza; **DMAVA** has been deemed a **Lower Exposure Risk** (Caution) flu environment; while Doyle Cemetery is considered a **Medium Risk**. The VMHs, ChalleNGe Academy and Veterans Haven are classified as a **High Exposure Risk** for influenza.

## 6. OBJECTIVES.

- a. To mitigate/lessen the spread of an influenza infection within the Department of Military and Veteran Affairs.
- b. To insure that the Department of Military and Veterans Affairs maintains its core functions and services during an influenza pandemic.
- c. To reasonably maintain a healthy working environment for all employees during an influenza pandemic.
- d. This policy also recognizes the fact that employees, who may or may not be sick, will have to be absent from work because children are sick or at home due to school closures. Likewise, it recognizes that employees may be absent from work to take care of other sick family members as well.

## 7. POLICY.

- a. Personnel/Time Accountability.
  - (1) In the event of a pandemic, Employees may use accrued sick leave, vacation, administrative time, FMLA, FLA, etc. for absenteeism related to the flu. If all time has been used, employees may request a leave without pay (LWOP) status.
  - (2) No disciplinary actions will occur because of absenteeism caused by the pandemic.
  - (3) Employees may change or modify their temporary furlough requested days for flu absenteeism.
  - (4) Employees may be required to produce either a doctor's note or a school closure note if absent for more than five days because of the flu; or whatever they are contractually required to submit for absenteeism.
  - (5) Flexible work hours and staggered shift schedules may be considered for all employees, based on mission requirements, upon approval by the Director.
  - (6) Telecommuting may be considered for all employees, based on mission requirements, upon approval of the Director.

- (7) Employees who come to work obviously sick or get flu like symptoms at work may be asked to self-quarantine; that is to leave immediately using their appropriate time.
  - (8) The COOP/COG Essential Employee Plan may be put into effect, should the pandemic become wide-spread.
  - (9) Employees are not authorized to bring children and/or other family members to work.
- b. Vaccination Policy.
- (1) **ALL** employees are **strongly encouraged** to receive both Seasonal Flu and Non-seasonal Flu (e.g. H1N1 [Swine], Avian, etc) vaccinations as soon as they are available.
  - (2) Employees will be allowed to use their accrued leave time (subject to approval based on operational needs) to receive Non-Seasonal Flu vaccination, if not available from the Department.
  - (3) Departments/Divisions authorized to order vaccines, will do so as soon as they are available and establish a plan for administering inoculations as soon as they are received by the facility.
- c. The Physical Environment.
- (1) Installations Division will provide sufficient and accessible infection control stations throughout the DMAVA facilities. Those stations would include hand sanitizers and disposable wipes.
  - (2) Installations Division will place Flu Posters/Signage in all DMAVA facilities to include rest rooms; excluding the VMHs.
  - (3) Installations Division will check the ventilation system, both for cleanliness of filters and the mixture of outside air to recycled-air circulating in the facility.
- d. Information/Information Technology.
- (1) DMAVA will maintain Pandemic information updates on both its WEB Site and the DMAVA NET Homepage by IASD.
  - (2) There will be a Pandemic message placed on the DMAVA **Emergency Hot-Line (866-232-5798)** by HRD.
  - (3) There will also be a **REPORT-THE-FLU** number established at **609-530-6723** where employees can confidentially report absenteeism because of flu.
  - (4) The HSCOE Communicator system will have a separate Pandemic message for notification.
  - (5) The PAO will be the focal point for any inquiries pertaining to a Pandemic within the Department.
  - (6) Selected individuals may receive, on loan/hand-receipt, emergency lap-top computers for use during a Pandemic. These individuals will be given access to the DMAVA Server from their home of record.

**8. DMAVA PANDEMIC OPERATIONAL PHASES (DPOP).****a. PHASE I - PREPARATORY.**

- (1) This Phase begins prior to the start of the typical flu season; generally in August or September of each calendar year.
- (2) Mandatory Employee pandemic training is scheduled and conducted with handouts provided.
  - (a) DMAVA conducts this training under the direction of the Human Resource Division en mass.
  - (b) VMHs conduct this training as part of an Infection Control in-service.
  - (c) The ChalleNGe Academy and Veterans Haven conduct this training under the direction of the staff nurse.
- (3) Pandemic related signs are posted in all DMAVA facilities.
- (4) Pandemic related expendable supplies are purchased and stored at DMAVA and are distributed and placed in DMAVA facilities.

**b. PHASE II – CLUSTER.**

- (1) This Phase occurs when a cluster (3 or more employees) at a site (e.g. DMAVA Campus, Doyle Cemetery, etc.) becomes infected and either call in sick or leave work sick.
- (2) Meetings, ceremonies and social events may be cancelled or postponed to a later date. Directors will conduct business via teleconferencing and/or video-teleconferencing.
- (3) Pandemic related supplies are checked on a regular schedule and replenished by ID/FMO.
- (4) Social distancing is enforced (e.g. closing the cafeteria); Employees may be considered for flexible work hours and staggered shifts.
- (5) Where applicable, armorers are diverted from the normal maintenance schedule to additional cleaning assignments.
- (6) Visitors will be discouraged from entering DMAVA.
- (7) Employees, at work, who exhibit flu-like signs and symptoms, may be requested by a Director or supervisor, to self quarantine and leave the facility immediately.
- (8) A Bi-weekly Report to DMAVA Human Resource Division is required for all Employees that are not in work due to influenza related issues.
  - (a) At DMAVA, Directors are required to render the Report for their Employees.
  - (b) The VMHs will report only the number of Employees that are absent.
  - (c) The ChalleNGe Academy and Veterans Haven will only report Employee absenteeism.
  - (d) Doyle Cemetery will also report Employee absenteeism to the HRD
- (9) If the situation permits, ANG/ARNG medical personnel will be placed on State Active Duty (SAD) Orders or other pay status as appropriate, to examine Employees returning to work. This action will be under the supervision of the NJNG State Surgeon.
- (10) Management will review and update the Essential Employee List and inform each Employee of their status.

c. PHASE III – OUTBREAK/SURGE.

- (1) This Phase will be triggered either by a pandemic announcement by County and/or State Health Offices/ Emergency Operations Centers or a point at which absenteeism at DMAVA exceeds 10% above the normal absentee rate.
- (2) The DMAVA Emergency Essential Employee list is put into effect, as per COOP/COG; COP/COG Plan activated IAW the Business Continuity Plan.
- (3) Selected individuals may be allowed to telecommute and may be given loaner DMAVA laptop computers.
- (4) Very strict social distancing will be maintained.
- (5) Restrictions placed on which Employees may enter DMAVA.
- (6) DMAVA closed to outside visitors-emergencies excepted.

d. PHASE IV – RECOVERY.

- (1) Once it has been determined that the Pandemic surge has abated, Employees will be called back to the workplace as per the COOP/COG and Essential Employee Program.
- (2) Prior to the re-occupation of the headquarters, the building will be thoroughly cleaned.
- (3) Directors, in conjunction with DMAVA HR, will determine that the work status for each employee is correctly placed into the time and attendance records.
- (4) If the situation permits, ANG/ARNG medical personnel will be placed on State Active Duty (SAD) Orders or other pay status as appropriate, to examine Employees returning to work. This action will be under the supervision of the NJNG State Surgeon.
- (5) Unused pandemic supplies are stored and preserved for future use.

e. PHASE V – POST RECOVERY.

- (1) An After Action Review (AAR) will be conducted on the DMAVA response to the pandemic and the implementation of this Directive. The Adjutant General will decide who will conduct the AAR.
- (2) This Directive will be revised, if required, to reflect lessons learned from the AAR.

**9. MANAGEMENT AND EMPLOYEE RESPONSIBILITIES.**

## a. Management.

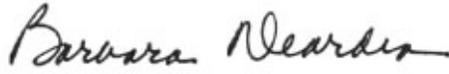
- (1) Management is responsible to disseminate and discuss this Directive with Employees **NLT 01 September annually**.
- (2) DMAVA Human Resources is responsible to collect data on Employees reporting illness due to influenza.
- (3) DMAVA Human Resources is responsible to re-key entry cards for those Employees that have been approved for flexible hours or staggered shifts.
- (4) DMAVA Human Resources to review the Essential Employee Program and in coordination with the Directors, determine appropriate levels for reporting to work.

- b. Employees.
- (1) Employees are responsible for becoming familiar with the content of this Directive.
  - (2) Employees are responsible to self-quarantine, that is to **stay home** if the flu signs and symptoms are present and to remain at home until at least 24-hours after free from fever (100 degrees or higher), or signs of a fever, without the use of fever-reducing medication. This is usually a period of between three (3) to seven (7) days.
  - (3) Employees are responsible to **self-quarantine** and **leave the workplace immediately** should they become ill with symptoms of an influenza-like illness during the work day.
  - (4) Employees are responsible to adhere to cough and sneeze etiquette while in the workplace.
  - (5) Employees are responsible for maintaining updates on the Pandemic through the DMAVA hotline. Additional information can be found on the DMAVA WEB Site.
  - (6) Employees are strongly encouraged to receive both Seasonal and Non-Seasonal Influenza vaccines as soon as they become available.
  - (7) Employees are responsible to attend Pandemic Flu training annually.
  - (8) As responsible citizens, Employees are strongly encouraged to report absenteeism based on influenza to assist in mitigating the spread of the disease. Employees can call the **REPORT-THE-FLU** number at **609-530-6723**. This line will be confidential.
- c. **Appendix 1 to this Directive provides a chart with Cold and Flu Symptoms for reference.**

The proponent of this Directive is the Human Resources Division. Users shall submit comments and suggested improvement directly to NJDMAVA, ATTN: Director, HRD, PO Box 340, Trenton, NJ 08625-0340

OFFICIAL:

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The Adjutant General

  
for DAVID S. SNEDEKER  
Chief Information Officer  
Director, Information and Administrative  
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DISTRIBUTION: A, A1, E, F

**Know the Difference Between  
COLD and FLU Symptoms**

<b>Symptoms</b>	<b>COLD</b>	<b>FLU</b>
<b>Fever</b>	Fever is rare with a cold.	Fever is usually present with the flu in up to 80% of all flu cases. A temperature of 100° or higher for 3 to 4 days is associated with the flu.
<b>Coughing</b>	A hacking, productive (mucus-producing) cough is often present with a cold. (Often referred to as a <b>productive cough</b> ).	A nonproductive (non-mucus-producing) cough is usually present with the flu (Often referred to as a <b>dry cough</b> ).
<b>Aches</b>	Slight body aches and pains can be part of a cold.	Severe body aches and pains are common with the flu.
<b>Stuffy Nose</b>	Stuffy nose is commonly present with a cold and typically resolves spontaneously within a week.	Stuffy nose is <u>not</u> commonly present with the flu.
<b>Chills</b>	Chills are uncommon with a cold.	60% of people who have the flu experience chills.
<b>Tiredness</b>	Tiredness is fairly mild with a cold.	Tiredness is moderate to severe with the flu.
<b>Sneezing</b>	Sneezing is commonly present with a cold.	Sneezing is <u>not</u> common with the flu.
<b>Sudden Symptoms</b>	Cold symptoms tend to develop over a few days.	The flu has a rapid onset within 3-6 hours. The flu hits hard and includes sudden symptoms like high fever, aches and pains.
<b>Headache</b>	A headache is fairly uncommon with a cold.	A headache is very common with the flu. Headache is present in 80% of flu cases.
<b>Sore Throat</b>	Sore throat is commonly present with a cold.	Sore throat is not commonly present with the flu.
<b>Chest Discomfort</b>	Chest discomfort is mild to moderate with a cold.	Chest discomfort is often severe with the flu.

- **If you have 2 or more of these flu symptoms, please self-quarantine.** Do not infect others. Swine Flu (H1N1) has also been associated with vomiting and diarrhea.
- **COUGH and SNEEZE Etiquette** – Always COVER your mouth and nose with a tissue; or cough / sneeze into the crook of your arm.
- **CLEAN YOUR HANDS** often during the day. Wash your hands with soap and warm running water. CLEAN YOUR HANDS after you cough or sneeze.
- **USE ALCOHOL-BASED HAND SANITIZER GEL** if you do not have access to soap and water.