

State of Georgia Pandemic Influenza Planning Kit



Prepared for

the

Georgia Hospital Community Emergency Preparedness Program

Georgia Division of Public Health

by

Clarity Healthcare, Inc.

August 2006

Draft 1

Draft 1

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Goals of this Planning Kit

You have probably heard about avian, or bird, flu and you may be wondering whether there are things you should be doing to get ready for it. The Georgia Division of Public Health developed his planning kit to help organizations such as:

- ♦ Local government agencies,
- ♦ Public health agencies,
- ♦ Health care providers,
- ♦ Media,
- ♦ Business,
- ♦ Schools,
- ♦ Transportation agencies,
- ♦ Community organizations,
- ♦ Faith-based organizations, and
- ♦ Families and individuals

to understand how serious the threat is and to prepare for the possibility of an influenza pandemic.

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We hope this kit will help you to do three things to prepare for a pandemic:

1. Help increase awareness of the threat of a pandemic and educate the people in your organization about how they can prepare,
2. Plan how you will continue your most important activities, perhaps in a different way, during a pandemic, and
3. Plan how you will support your community in its response to a pandemic.

We understand that the types of organizations listed above are very different, and will have very different needs in preparing for a pandemic. Over the coming months, with your input, we plan to develop a separate planning kit for each of the groups above, based on the general approach presented in this kit. Your comments on the usefulness of this kit, or suggestions for how it can be made more useful for your type of organization are welcome and should be sent to planningkits@clarityhealthcare.com.

What is a Pandemic?

A pandemic is a worldwide outbreak of a disease. An influenza (or flu) pandemic occurs when a new flu virus appears or “emerges” in the human population, causes serious illness, and then spreads easily from person to person worldwide.

Pandemics are different from seasonal outbreaks or “epidemics” of the flu.

- **Seasonal outbreaks** are caused by subtypes of flu viruses that already exist among people.
- **Pandemic outbreaks** are caused by new subtypes or by subtypes that have never circulated among people, or that have not circulated among people for a long time.

In a typical flu season, 36,000 people die of the flu in the United States, mostly the elderly. Past influenza pandemics have led to high levels of illness, death, social disruption, and economic loss.

Flu Pandemics During the 20th Century

During the 20th century, the emergence of new flu virus subtypes caused three pandemics.

- The **Spanish flu** pandemic of 1918-1919 is the catastrophe against which all modern pandemics are measured. Between 20 and 40 percent of the worldwide population became ill and over 50 million people died. Between September 1918 and April 1919, approximately 675,000 deaths from the flu occurred in the U.S. alone. Many people died from this very quickly. Some people who felt well in the morning became sick by noon, and were dead by nightfall. Those who did not succumb to the disease within the first few days often died of complications from the flu (such as pneumonia) caused by bacteria.

One of the most unusual aspects of the Spanish flu was its ability to kill young adults. The reasons for this remain uncertain. With the Spanish flu, mortality rates were high among healthy adults as well as the usual high-risk groups. The attack rate and mortality was highest among adults 20 to 50 years old. The severity of that virus has not been seen again.

- In February 1957, the **Asian flu** pandemic was first identified in the Far East. Immunity to this strain was rare in people less than 65 years of age, and a pandemic was predicted. In preparation, vaccine production began in late May 1957, and health officials increased surveillance for flu outbreaks.

Unlike the virus that caused the 1918 pandemic, the 1957 pandemic virus was quickly identified, due to advances in scientific technology. Vaccine was available in limited supply by August 1957. The virus came to the U.S. quietly, with a series of small outbreaks over the summer of 1957. When U.S. children went back to school in the fall, they spread the disease in classrooms and brought it home to their families.

Infection rates were highest among school children, young adults, and pregnant women in October 1957. Most influenza-and pneumonia-related deaths occurred between September 1957 and March 1958. The elderly had the highest rates of death.

By December 1957, the worst seemed to be over. However, during January and February 1958, there was another wave of illness among the elderly. This is an example of the potential "second wave" of infections that can develop during a pandemic. The disease infects one group of people first, infections appear to decrease and then infections increase in a different part of the population. Although the Asian flu pandemic was not as devastating as the Spanish flu, about 69,800 people in the U.S. died.

- In early 1968, the **Hong Kong flu** pandemic was first detected in Hong Kong. The first cases in the U.S. were detected as early as September of that year, but illness did not become widespread in the U.S. until December. Deaths from this virus peaked in December 1968 and January 1969. Those over the age of 65 were most likely to die. The same virus returned in 1970 and 1972. The number of deaths between September 1968 and March 1969 for this pandemic was 33,800, making it the mildest pandemic in the 20th century.

There could be several reasons why fewer people in the U.S. died due to this virus. First, the Hong Kong flu virus was similar in some ways to the Asian flu virus that circulated between 1957 and 1968. Earlier infections by the Asian flu virus might have provided some immunity against the Hong Kong flu virus that may have helped to reduce the severity of illness during the Hong Kong pandemic. Second, instead of peaking in September or October, like pandemic influenza had in the previous two pandemics, this pandemic did not gain momentum until near the school holidays in December. Since children were at home and did not infect one another at school, the rate of influenza illness among schoolchildren and their families declined. Third, improved medical care and antibiotics that are more effective for secondary bacterial infections were available for those who became ill.

Both the Asian flu and the Hong Kong flu pandemics were caused by new viruses created when a human flu virus and an avian (bird) flu virus combined. It is now believed that the 1918-19 pandemic virus was also caused by an avian flu virus, with similarities to the strain of the bird flu virus that currently concerns scientists.

Stages of a Pandemic

The World Health Organization (WHO) has defined the phases of a pandemic:

Interpandemic period (between pandemics)

- Phase 1: No new flu virus subtypes have been detected in humans. A flu virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered to be low.
- Phase 2: No new flu virus subtypes have been detected in humans. However, a circulating animal flu virus subtype poses a substantial risk of human disease.

The difference between phase 1 and phase 2 is based on scientists' judgment of the risk of humans becoming infected by the subtypes that are infecting animals.

Pandemic alert period

- Phase 3: Humans have become infected with a new subtype, but there has been no or limited spreading of the virus from human-to-human.
- Phase 4: There has been some human-to-human transmission, but it has been limited to small, highly localized cluster(s), suggesting that the virus is not well adapted to humans.
- Phase 5: Human-to-human spread is still localized, but now in larger cluster(s), suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).

The distinction between phase 3, phase 4 and phase 5 is based on scientists' judgment of whether the virus is well-adapted to humans, how quickly it will spread, and how sick people will get when they have the virus.

Pandemic period

- Phase 6: Human to human spread has increased and is sustained in the general population

Preparing for the Next Pandemic

Influenza pandemics have historically taken the world by surprise, giving people little time to prepare for them. But this time the world has been warned in advance. For more than a year, conditions favoring another pandemic have been unfolding in parts of Asia. While we can't predict when the next pandemic will occur or how bad it will be, the fact that the virus is now common in bird populations in many parts of the world means that there is a real risk that a pandemic will start. Scientists agree that all countries around the world should prepare for a pandemic.

Computer models suggest that, without vaccination or drugs, a "medium-level" pandemic could cause more than 6,000 deaths in Georgia. A pandemic as bad as the Spanish flu in 1918 – 1919 could cause as many as 57,000 deaths.

The effect of a pandemic will be very widespread. Every community will be affected. Even people who do not get sick will feel the effects of the pandemic because some activities will be cancelled and some businesses will close temporarily.

Preparing for a pandemic involves taking steps to limit, as much as possible, the number of people who get sick, preparing to take care of possibly large numbers of people who do get sick, and planning how you will minimize the disruption to society.

Georgia's pandemic flu community preparedness activities have the following goals:

1. Every resident of Georgia knows how to protect themselves and their families when a pandemic strikes.
2. Every resident of Georgia knows who to call/where to go if someone in their family gets sick during the pandemic.
3. Services and systems are in place to care for large numbers of flu patients.
4. Essential services continue, with changes planned ahead to reduce the impact of the pandemic.
5. Economic disruption is managed through pre-planning and community-wide cooperation.

You may think that preparing for a pandemic is the job of public health officials, doctors and hospitals. They must prepare, but individual citizens and community organizations need to prepare as well. We are used to relying on medicines to cure diseases and make us feel better when we are sick. But during a pandemic, we will not be able to do this because:

- A vaccine probably will not be available in the early stages of a pandemic.
- Antibiotics don't work against viruses
- Antiviral medications will be in short supply, and may not work if the virus becomes resistant.

Fortunately, there are some simple self-care activities that can greatly reduce the chances of getting the flu.

Why Drugs Aren't the Answer



A vaccine probably will not be available in the early stages of a pandemic.

A vaccine probably would not be available in the early stages of a pandemic. Vaccines were available for the 1957 and 1968 pandemic viruses, but arrived too late to do much good.

When a new vaccine against a flu virus is being developed, scientists around the world work together to select the virus strain that will offer the best protection against that virus, and then manufacturers use the selected strain to develop a vaccine. Once a potential pandemic strain of flu virus is identified, it takes several months before a vaccine will be widely available.

Antibiotics don't work against viruses

There are two types of germs - bacteria and viruses. Antibiotics can only kill bacteria - they don't kill the viruses which cause colds and flu. But if a person is already ill with a cold or flu, they may also become ill with an infection caused by bacteria - when this happens a doctor may prescribe antibiotics to treat the bacterial infection.

Antiviral medications will be in short supply, and may not work if the virus becomes resistant.

Four different flu antiviral medications (amantadine (Symmetrel), rimantadine (Flumadine), oseltamivir (Tamiflu), and zanamivir (Relenza)) are approved by the U.S. Food and Drug Administration (FDA) for the treatment and/or prevention of flu. However, sometimes flu virus strains can become resistant to one or more of these drugs, and the drugs may not always work. For example, the flu viruses identified in human patients in Asia in 2004 and 2005 have been resistant to amantadine and rimantadine. Monitoring of avian viruses for resistance to flu antiviral medications is continuing.

Two things that you can do to reduce your chance of getting the flu

Because we will not be able to rely on medications, self care will be key to avoiding getting the flu during a pandemic.



Keep Away from People Who Have a Cold or Flu

Because the viruses that cause these infections are coughed and sneezed into the air you share with other people, it helps to stay away from people who are ill, and to avoid enclosed, crowded places if you can. Don't touch other people's used tissues or handkerchiefs. If you have flu, it's better to stay away from work so you don't pass it on to others.

Wash Your Hands More Often

It's very easy to pick up cold and flu germs from things other people have touched - telephones, door handles or money, for instance - or from shaking hands with someone who is infected. Reduce your risk of catching a cold or flu by washing hands frequently - using warm water and soap removes germs better than a quick rinse under the cold tap. It's also important to avoid touching your eyes, nose or mouth with your hands - these are all ways that germs can get into your system.



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By promoting these measures in our community, we can slow down the spread of the disease. If we can slow down the spread of the disease, we can reduce the number of people who get sick before a vaccine becomes available.

Georgia's Pandemic Flu Planning

A Pandemic Flu Planning Committee is being formed in each county. You can find out more about the committee in your county by contacting the County Board of Health, your local Emergency Management Agency, or your County Commissioners. It is important to have representatives of each segment of the community on this committee. It is also important to have the broadest possible participation by members of the community. Planning kits are being provided by GDPH for organizations in each segment.

Each organization is being asked to do three things to prepare for a pandemic:

1. Help increase awareness of the threat of a pandemic and educate people about how they can prepare,
2. Plan how they will continue their most important activities, perhaps in a different way, during a pandemic, and
3. Plan how they will support their community in its response to a pandemic.

1. Awareness and Education

It is critical that every individual in Georgia know about the possibility of a pandemic, what to do to prepare themselves and their family, and what to do when the pandemic arrives. A well informed public can help to slow the spread of the pandemic. Materials are being developed by CDC and GDPH to inform the public about the pandemic threat.

2. Continuity of Activities/Purpose

During a pandemic, a lot of people will get sick at the same time. Public health authorities will implement what are called social distance measures. These are steps that are taken to reduce the number of contacts between people. This might include closing schools, canceling events, and limiting travel. When many people are sick and social distance measures are implemented, it may be difficult or impossible for you to continue some of your activities. It may be okay if some of your activities are simply canceled until the pandemic is over. But some of your activities may be an important part of how your community responds to a pandemic. Or it may be important that some of your activities be continued so that your community can get back to normal more quickly when the pandemic is over. This planning kit includes ideas for how you can plan which activities you need to continue, and how you can change the way you do them during the pandemic.

3. Support of Your Community's Response

During a pandemic, those who provide essential services like medical care and public safety, and basic supplies like groceries and medicines, will be struggling to continue their activities as well. They will need the help of community volunteers to keep the community going. By working with your County Pandemic Influenza Planning Committee and the Task Force for your segment of the community, you can identify what help you need from others in your community to continue your essential services, and how your organization can help your community, in a way that will not interfere with your ability to take care of your own responsibilities. This planning kit has been designed to help you with this as well.

A Special Word about Medical Care

During a pandemic, doctor's offices and hospitals will need to treat many more patients than they usually do. Doctors, nurses, and other health care workers will also get sick with the flu, making it more difficult for doctor's offices and hospitals to keep up with the increased demand.

Georgia's hospitals have been working with the Georgia Division of Public Health to plan how they can take of more patients in a pandemic or other health emergency. Equipment and supplies are being purchased for these "extra" beds. Plans are also being developed for temporary health care facilities that can be opened if hospitals are full.

Another important part of Georgia's Pandemic Flu Plan is Home Patient Care Management. The goal of this program is to keep people at home as long as they can be safely cared for by family or friends. This will allow hospitals to concentrate on, and provide better care to, the sickest patients. It should also help to reduce the exposure of flu patients in public settings to other infections that they would not be exposed to at home. We are organizing systems to care for as many patients at home as possible:



There will be an 800 number for people to call when someone in their family gets the flu. Nurses will coach them in how to care for their loved one, and will continue to follow-up with them until everyone in their family is well again. They will also help them to decide if or when they do need to go to a doctor's office or the hospital.

Information on how to care for a flu patient will be available in brochures, videos, and television broadcasts. These materials will also include information on how to protect yourself and other family members.



Health care workers may visit homes if the nurse managing the patient's care feels that she needs an evaluation by a trained health care worker.



An important benefit of caring for as many patients at home as possible is limiting the number of people with whom flu patients come in contact. We will be asking people to stay at home and away from others as long as someone in their household is sick with the flu. This plan will only work if there are resources in the community to help. That is where your organization comes in, and why community-wide planning is so important.

Your Role in Georgia's Pandemic Flu Plan

Roles of Each Segment of the Community

County and Municipal Government

Planning:

- Organize local planning committees
- Coordinate with public health and other segments of community (e.g., meetings, newsletter, website)
- Review your plan for maintaining essential services in an emergency to determine whether modifications are needed to address a pandemic, when high rates of absenteeism are to be expected.
- Ensure coordination of flu planning committees efforts with local emergency management agency

When pandemic arrives:

- Implement plan for maintaining essential services
- Coordinate with public health and other segments of community

Resource:

County Pandemic Influenza Planning Committee Kit
Government Segment Task Force Worksheet
Pandemic Influenza Planning Kit for Local Government Agencies

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County Public Health

Planning:

- Develop epidemiological components of county pandemic flu plan consistent with State Pandemic Flu Plan
- Communicate latest information to all segments of community on an ongoing basis
- Support District Public Health in completing the Home Patient Care Management Planning Kit to develop a district-wide plan for caring for flu patients at home, including:
 - Staffing of phone lines
 - Providing support services for affected households through community resources
 - Providing non-emergency patient transportation through community resources
- Complete Pandemic Flu Planning Kit for Outpatient Providers for county health department clinics to plan for maintaining and surging these services.
- Support District Public Health office in planning for temporary health care facilities to be used during a pandemic
- Develop local public information plan consistent with state plan
- Coordinate with other segments of community

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When pandemic arrives:

- Implement epidemiological components of county pandemic flu plan consistent with State Pandemic Flu Plan
- Communicate latest information to all segments of community on an ongoing basis
- Implement local plan for Home Patient Care Management
- Implement surge capacity plan for health department clinics
- Support District Public Health office in implementing plan for temporary health care facilities to be used during a pandemic
- Implement local public information plan in conjunction with activation of state plan
- Coordinate with other segments of community

Resource:

Public Health Segment Task Force Worksheet

Home Patient Care Management Planning Kit

Pandemic Influenza Planning Kit for Outpatient Providers

Health Care System

Planning:

- Develop surge capacity plans using planning kits provided by the Division of Public Health (see below)
- Plan and place caches of critical equipment and supplies
- Ensure that patient care protocols to be used during health emergencies with resource shortages (personnel, supplies, and equipment) are consistent with state and Centers for Disease Control guidelines
- Coordinate with public health and other segments of community

When pandemic arrives:

- Implement surge capacity plans
- Deploy caches, as necessary
- Implement altered standards, as necessary
- Coordinate with public health and other segments of community

Resources:

Healthcare Segment Task Force Worksheet
Hospital Surge Capacity Planning Kit
EMS Surge Capacity Planning Kit
Emergent Care Surge Capacity Planning Kit
Community Health Centers Surge Capacity Planning Kit
Home Health Care Surge Capacity Planning Kit
Long Term Care Facilities Surge Capacity Planning Kit
Community Mental Health Services Surge Capacity Planning Kit
Pandemic Influenza Planning Kit for Outpatient Providers
Portable Acute Care Center Planning Kit
Neighborhood Emergency Help Center Planning Kit
Patient Transportation System Planning Kit

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Schools

Planning:

- Learn, teach and practice protecting behaviors
- Develop plan for continuing instruction during extended closure using Pandemic Flu Planning Kit for Schools provided by the Division of Public Health
- Develop a plan for supporting the community response, through the Schools Segment Task Force of the County Pandemic Influenza Planning Committee
- Coordinate with public health and other segments of community

When Pandemic Arrives:

- Implement home instruction plan when schools are closed
- Implement plan for supporting the community response, through the Schools Segment Task Force of the County Pandemic Influenza Planning Committee
- Coordinate with public health and other segments of community

Resource:

Schools Segment Task Force Worksheet
Pandemic Influenza Planning Kit for Schools

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Volunteer/Service and Faith-based organizations

Planning:

- Learn, teach and practice protecting behaviors
- Using Pandemic Flu Planning Kit for Community Organizations provided by the Division of Public Health
 - Develop plan for canceling activities during pandemic or continuing them in a different way
 - Develop a plan for supporting the community response, through the Community Organizations Segment Task Force of the County Pandemic Influenza Planning Committee
- Coordinate with public health and other segments of community

When Pandemic Arrives:

- Emphasize protecting behaviors to members
- Cancel or change activities as planned
- Implement plan for supporting the community response, through the Community Organizations Segment Task Force of the County Pandemic Influenza Planning Committee
- Coordinate with public health and other segments of community

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Resource:

Community Organizations Segment Task Force Worksheet (and/or Faith-Based Organizations Segment Task Force Worksheet)

Pandemic Influenza Planning Kit for Community Organizations

Transportation

Planning:

- Communicate with employees regularly about protecting behaviors
- Using Pandemic Flu Planning Kit for Transportation Services provided by the Division of Public Health
 - Develop plan for protecting employees at work
 - Develop plan for protecting passengers en route
- Create flu care cache for vehicles/planes/boats and terminals/waiting areas (masks, alcohol-based handwash, etc.)
- Plan for revising/reducing schedules during a pandemic, as appropriate
- Participate in planning for Patient Transportation System
- Develop a plan for supporting the community response, through the Transportation Segment Task Force of the County Pandemic Influenza Planning Committee
- Coordinate with public health and other segments of community

When pandemic arrives:

- Implement plan for protecting employees at work; deploy cached supplies
- Implement plan for protecting passengers en route; deploy cached supplies
- Emphasize importance of protecting behaviors to employees and passengers
- Implement schedule changes
- Participate in implementation of Patient Transportation System
- Implement plan for supporting the community response, through the Transportation Segment Task Force of the County Pandemic Influenza Planning Committee
- Coordinate with public health and other segments of community

Resources:

Transportation Segment Task Force Worksheet

Pandemic Influenza Planning Kit for Transportation Agencies

Patient Transportation System Planning Kit

Businesses – Essential

Planning:

- Communicate with employees regularly about protecting behaviors
- Using Pandemic Flu Planning Kit for Businesses provided by the Division of Public Health:
 - Develop plan for protecting employees at work
 - Develop plan for protecting customers
 - Develop plan for maintaining operations in the face of high absenteeism (business continuity plan)
- Increase inventories of critical supplies
- Create flu care cache for work locations (masks, alcohol-based handwash, etc.)
- Develop a plan for supporting the community response, through the Business Segment Task Force of the County Pandemic Influenza Planning Committee
- Coordinate with public health and other segments of community

When Pandemic Arrives:

- Implement plan for protecting employees at-work; deploy cached supplies
- Implement plan for protecting customers; deploy cached supplies
- Emphasize importance of protecting behaviors to employees and customers
- Implement business continuity plan based on actual absenteeism as pandemic progresses
- Implement plan for supporting the community response, through the Business Segment Task Force of the County Pandemic Influenza Planning Committee
- Coordinate with public health and other segments of community

Resources:

Business Segment Task Force Worksheet

Pandemic Influenza Planning Kit for Businesses

Businesses – Non-Essential

Planning:

- Communicate with employees regularly about protecting behaviors
- Using Pandemic Flu Planning Kit for Businesses provided by the Division of Public Health:
 - Determine if there are ways to continue operations on a limited basis in support of pandemic response; develop plan
- Develop a plan for supporting the community response, through the Business Segment Task Force of the County Pandemic Influenza Planning Committee
- Coordinate with public health and other segments of community

When Pandemic Arrives:

- Implement plan for supporting pandemic response, as appropriate
- Implement plan for supporting the community response, through the Business Segment Task Force of the County Pandemic Influenza Planning Committee
- Coordinate with public health and other segments of community

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Resources:

Business Segment Task Force Worksheet

Pandemic Influenza Planning Kit for Businesses

Local Media

Planning:

- Communicate with employees regularly about protecting behaviors
- Using Pandemic Flu Planning Kit for Media provided by the Division of Public Health:
 - Plan messages about protecting behaviors to be incorporated into regular programming
 - Support schools in development of plan for continuing instruction during extended closure
 - Support public health in developing local public information plan
- Develop a plan for supporting the community response, through the Media Segment Task Force of the County Pandemic Influenza Planning Committee
- Coordinate with public health and other segments of community

When pandemic arrives:

- Communicate with employees regularly about protecting behaviors
- Include messages about protecting behaviors in regular programming
- Support schools in implementation of plan for continuing instruction during extended closure
- Support public health in implementing local public information plan
- Provide information on cancellations and other changes to community activities
- Implement plan for supporting the community response, through the Media Segment Task Force of the County Pandemic Influenza Planning Committee
- Coordinate with public health and other segments of community

Resource:

Media Segment Task Force Worksheet

Pandemic Influenza Planning Kit for the Media

General Public

Planning:

- Learn and practice protecting behaviors (e.g., handwashing)
- Using Pandemic Flu Planning Kit for Families provided by the Division of Public Health:
 - o Stockpile regular supplies
 - o Create flu care kit
 - o Plan for reduced income if furloughed during the pandemic
 - o Plan for family home activities
- Develop a plan for supporting the community response, through the General Public Segment Task Force of the County Pandemic Influenza Planning Committee

When pandemic arrives:

- Children stay home and follow school's home learning plan
- Essential workers use at-work protecting behaviors
- Non-essential workers telecommute, if possible; use at-work protecting behaviors, if not; may be furloughed if employer's business is closed during the pandemic
- Implement plan for supporting the community response, through the General Public Segment Task Force of the County Pandemic Influenza Planning Committee
- Limit activity out of the house to essential activities; avoid gathering with other people

Resource:

General Public Segment Task Force Worksheet
Pandemic Influenza Planning Kit for Families

What You Can Do Now – Decide who will be responsible*

The first thing to do is to identify who within your organization will coordinate your planning for pandemic flu. This individual should familiarize themselves with the information in the introduction on pandemic flu. They will also need to learn and understand how to decrease the spread of the flu. This person would lead your organization's effort, recruit people to serve in the other roles, etc.

Our Pandemic Flu Planning Coordinator will be:

Depending on the size of your organization and for what activities you will be planning, you might want to name someone to do some or all of the following jobs. Smaller organizations with fewer volunteers may need only a Pandemic Flu Planning Coordinator. It would be a good idea to get together with other organizations in your community and do your planning together. The Task Force for your segment can help you do this.

Awareness and Education

This person is responsible for getting the word out to the people in your organization that there could be a pandemic and how they can protect themselves and their families from the flu. They should also be responsible for making sure that your people know about your planning for Continuity and for Supporting Your Community.

Our Awareness and Education Coordinator will be:

Continuity of Activities/Purpose

This person is responsible for coordinating your organizations efforts to define which of its activities are essential services, which are core activities (defined as important, but not essential), and which are neither. They would also lead the effort to develop a plan for maintaining essential services, and core activities to the extent possible.

Our Continuity Coordinator will be:

Support of Community Response

This person is responsible for coordinating your organizations efforts to decide how you will support your community's response to a pandemic: in what types of activities you will participate, what resources your have to offer, etc.

Our Support of Community Response Coordinator will be:

* Worksheets are available starting on page X, for those organizations that prefer a more structured approach.

Coordinator(s) of Volunteers

You may want to have someone responsible for recruiting volunteers, determining their interests and skills, and assigning them to an activity/volunteer pool based on their skills and interests. They may also be responsible for ensuring that each volunteer receives an overview on pandemic influenza and infection control procedures.

If you are a large organization, you may want to have a coordinator for each type of activity you will be doing (e.g, grocery shopping and delivery, meal preparation, phone calls). They would be in charge of orienting volunteers and re-enforcing the procedures for decreasing the risk of spreading of the flu that are relevant for the activities in which they will be involved. They could also be responsible for scheduling the volunteers and the services.

Our Volunteer Coordinator(s) will be:

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What you can do now – Provide Information*

Where can you get information?

Websites where you can get more background information are included in the Appendices of this planning kit.

At the end of this kit there are also copies of CDC brochures that you can duplicate. Other printable copies are available at the websites listed to the right.

<http://www.cdc.gov/germstopper/materials.htm>

www.cdc.gov/flu/professionals/flugallery/index.htm

How and when will you share information on preparing for the flu with the people in your organization?

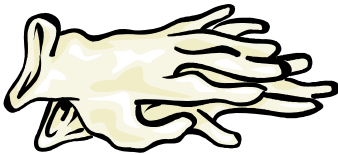
Share with them what a pandemic is and how to prepare for it: What they should do, how to do it, and what supplies that they will need to have on hand.

- Through the mail
- Via Email
- At regular meetings/services
- At special meetings on the flu

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* Worksheets are available starting on page X, for those organizations that prefer a more structured approach.

Preparing ahead for a possible flu pandemic will help to make sure that each of your members knows what they should do, knows how to do it, and has the supplies on hand that they will need.



What you should do:

- Wash your hands frequently
- Wear a mask if you are coughing or sneezing a lot
- Wear gloves and a mask when you are caring for someone with the flu

Know how to:

- Wash your hands effectively
- Take a temperature
- Put on and remove gloves safely
- Put on and remove a mask safely

Supplies to have on hand:

- Gloves
 - Masks
 - Thermometer
 - Over the counter medications for flu symptoms
 - Alcohol based hand sanitizers (e.g. Purell, Microsan)
-



What you can do now - Plan for continuity*

List the essential services you provide and your strategy for continuing them during a pandemic. Include how you would change the way you provide them, and any help that would be needed from other organizations.

Be sure to let your Segment Task Force know about any help you will need in maintaining your essential services.

List your core activities (those that are important, but not essential) and your strategy for continuing them during a pandemic. Include how you would change the way you provide them.

Draft 1

* Worksheets are available starting on page X, for those organizations that prefer a more structured approach.

Georgia Statewide Pandemic Influenza Planning
County Pandemic Flu Planning Committee

List the activities that you will cancel during a pandemic.

--

Draft 1

What you can do now – Plan to help your community*

Decide what your organization will do during the pandemic. You may decide only to keep your members informed of what is happening and what they need to do. We hope that many of you will volunteer to help provide support services in your community to those who become sick.

You will need to decide to whom you will provide support services. You may decide to support only your members. Or you may decide to provide services to anyone in the community around you. If your members are spread over a wide geographic area, you may decide to provide services in many of the communities in which you have members.

Let the people in your organization know how you will be helping the community during the pandemic, so that they can ask to be referred to you for support services if their family needs the type of services that you will be providing.

We can provide volunteers to help with:

- Grocery shopping & delivery
- Meal preparation
- Delivery (meals, medicines, groceries)
- Home visits (personal care)
- Phone calls (checking up, moral support)
- Other: _____

-
- Our members
 - Families who live in our community
 - Families who live near our members
 - Other (describe)
 - Other (describe)
-

* Worksheets are available starting on page X, for those organizations that prefer a more structured approach.

What You Should Do When a Pandemic Begins

No one knows exactly how the pandemic will begin and how quickly it will reach Georgia once it does. Keep informed of what is happening through your Segment Task Force. Follow the instructions of public health officials. Most importantly, coordinate your activities with the rest of your community, according to the plans developed by your County Pandemic Influenza Planning Committee, your Segment Task Force, and your organization.

Draft 1

Where you can get more information

Centers for Disease Control and Prevention (CDC)

<http://www.cdc.gov/flu/>

<http://www.cdc.gov/flu/avian/>

<http://www.cdc.gov/flu/avian/gen-info/pandemics.htm>

or call CDC at 800-CDC-INFO (English and Spanish) or 888-232-6348 (TTY).

Georgia Division of Public Health (GDPH)

<http://www.health.state.ga.us/epi/flu/whatyouknow.asp>

<http://www.health.state.ga.us/epi/flu/recommendations.asp>

<http://www.health.state.ga.us/epi/flu/flu-diabetes.asp>

U.S. Department of Health and Human Services (HHS)

<http://www.hhs.gov/flu/>

<http://www.dhhs.gov/nvpo/pandemics/>

Draft 1

National Library of Medicine

<http://www.nlm.nih.gov/medlineplus/tutorials/influenza/htm/index.htm>

Food and Drug Administration (FDA)

<http://www.fda.gov/opacom/lowlit/clds&flu.html>

World Health Organization (WHO)

<http://www.who.int/topics/influenza/en/>

http://www.who.int/csr/resources/publications/influenza/WHO_CDS_CSR_GIP_2005_5

Worksheets:

Draft 1

Who will be responsible for **Pandemic Flu Planning for Your Organization**? The first thing to do is to identify who within your organization will coordinate your planning for pandemic flu. This individual should familiarize themselves with the information in the introduction on pandemic flu. They will also need to learn and understand how to decrease the spread of the flu. This person would lead your organization's effort, recruit people to serve in the other roles, etc. You should plan for at least one backup, in case the first individual is not able to continue.

Primary	
Position	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

First Backup	
Position:	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

Second Backup	
Position:	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

Draft 1

Georgia Statewide Pandemic Influenza Planning

County Pandemic Flu Planning Committee

Your county should have a County Pandemic Influenza Planning Committee. This committee should have Segment Task Force to coordinate the activities of each different type of organization in your community. You may or may not want to volunteer to serve on the Task Force for your segment. But you should definitely provide them with the names of the individuals responsible for pandemic planning for your organization, and be sure that they know how to contact you when they need to.

Fill in below the contact information for the **Segment Task Force** of your County Pandemic Influenza Planning Committee for your type of organization. Find out how they plan to keep the organizations in your segment informed of community-wide planning efforts.

Primary	
Position	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

First Backup	
Position:	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

Second Backup	
Position:	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

Draft 1

Depending on the size of your organization and for what activities you will be planning, you might want to name someone to do some or all of the following jobs. Smaller organizations with fewer volunteers may need only a Pandemic Flu Planning Coordinator. It would be a good idea to get together with other organizations in your community and do your planning together. The Task Force for your segment can help you do this. You should plan for at least one backup, in case the first individual is not able to continue.

Awareness and Education Activities for Pandemic Flu:

This person is responsible for getting the word out to the people in your organization that there could be a pandemic and how they can protect themselves and their families from the flu. They should also be responsible for making sure that your people know about your planning for Continuity and for Supporting Your Community.

Primary	
Position	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

First Backup	
Position:	
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Cell Phone:	
Fax:	

Second Backup	
Position:	
Name:	
Email:	
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Cell Phone:	
Fax:	

Draft 1

Continuity of Operations Planning for Pandemic Flu:

This person is responsible for coordinating your organizations efforts to define which of its activities are essential services, which are core activities (defined as important, but not essential), and which are neither. They would also lead the effort to develop a plan for maintaining essential services, and core activities to the extent possible. This would include developing an emergency organizational structure in case many key people are not able to continue their normal activities, *either because they are sick, someone in their family is sick, or they are unable to reach the places that they need to be because of travel restrictions or transportation problems.*

Primary	
Position	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

First Backup	
Position:	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

Draft 1

Second Backup	
Position:	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

Planning for Support of Community Response:

This person is responsible for coordinating your organizations efforts to decide how you will support your community's response to a pandemic: in what types of activities you will participate, what resources your have to offer, etc.

Primary	
Position	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

First Backup	
Position:	
Name:	
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Phone:	
Cell Phone:	
Fax:	

Second Backup	
Position:	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

Draft 1

Georgia Statewide Pandemic Influenza Planning
County Pandemic Flu Planning Committee

Coordinator(s) of Volunteers

You may want to have someone responsible for recruiting volunteers, determining their interests and skills, and assigning them to an activity/volunteer pool based on their skills and interests. They may also be responsible for ensuring that each volunteer receives an overview on pandemic influenza and infection control procedures.

If you are a large organization, you may want to have a coordinator for each type of activity you will be doing (e.g. grocery shopping and delivery, meal preparation, phone calls). They would be in charge of orienting volunteers and re-enforcing the procedures for decreasing the risk of spreading of the flu that are relevant for the activities in which they will be involved. They could also be responsible for scheduling the volunteers and the services.

Primary	
Position	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

First Backup	
Position:	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

Second Backup	
Position:	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

Draft 1

<u>Organization</u>	<u>County</u>	<u>District</u>

Awareness and Education

Who will be responsible for **Awareness and Education Activities** for Pandemic Flu for Your Organization? This person is responsible for getting the word out to the people in your organization that there could be a pandemic and how they can protect themselves and their families from the flu. They should also be responsible for making sure that your people know about your planning for Continuity and for Supporting Your Community. You should plan for at least one backup, in case the first individual is not able to continue.

Primary	
Position	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

First Backup	
Position:	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

Second Backup	
Position:	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

Your county should have a County Pandemic Influenza Planning Committee. This committee should have Segment Task Force to coordinate the activities of each different type of organization in your community. You may or may not want to volunteer to serve on the Task Force for your segment. But you should definitely provide them with the names of the individuals responsible for pandemic planning for your organization, and be sure that they know how to contact you when they need to.

<u>Organization</u>	<u>County</u>	<u>District</u>
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Awareness and Education

How will you make your members aware of the pandemic threat and teach them what they can do to prepare for it?

Methods

Resources

Do a presentation at our regular meeting(s) on _____

A **PowerPoint presentation** is available for downloading at www.xxxx.com

Have a special meeting on bird flu and the possibility of a pandemic on _____

Your Segment Task Force may be able to help you identify a speaker for your meeting.

Distribute printed information

Printed materials are available on the following websites:

Through the mail

<http://www.bt.cdc.gov/scripts/emailprint/print.asp>

Via email

<http://www.health.state.ga.us/pdfs/publications/manuals/cough02.pdf>

At meetings on _____

<http://www.health.state.ga.us/pdfs/epi/handwashing.03.pdf>

[Need other references.]

Other _____

[Include some in back of kit?]

Other _____

<u>Organization</u>	<u>County</u>	<u>District</u>
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Awareness and Education

You should have a plan for how you will stay informed about new developments and pass that information along to your members. The Segment Task Force of your County Pandemic Influenza Planning Committee for your segment should be developing a plan for communicating with all of the organizations in your segment in your county. You can also get updates from the websites listed below.

You should plan in advance how you will give your members updates new developments.

Methods	Resources
<input type="checkbox"/> Do presentations at regular meetings	Your Segment Task Force may be able to help you identify a speaker for your meeting.
<input type="checkbox"/> Have a special meeting on bird flu when there are significant new developments	
<input type="checkbox"/> Distribute information <ul style="list-style-type: none"> <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Calling trees <input type="checkbox"/> At meetings <input type="checkbox"/> Other _____ _____ _____ 	Updates are available on the following websites: http://www.cdc.gov/flu/avian/outbreaks/current.htm http://www.who.int/csr/disease/avian_influenza/updates/en/index.html [Need other references?] [Any links provided may become outdated if there are revisions to the websites involved.]

<u>Organization</u>	<u>County</u>	<u>District</u>
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Continuity of Operations Planning

Who will be responsible for coordinating your organizations efforts to continue, as much as possible, its normal operations in a pandemic?

Primary	
Position	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

First Backup	
Position:	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

Second Backup	
Position:	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

Draft 1

The steps in planning for continuity of operations include:

1. Develop an emergency organizational structure in case many key people are not able to continue their normal activities, either because they are sick, someone in their family is sick, or they are unable to reach the places that they need to be because of travel restrictions or transportation problems.
2. Define which of your activities are essential services, which are core activities (defined as important, but not essential), and which are neither?
3. Identify challenges to continuing essential services for your organization.
4. Identify possible ways to overcome these challenges on your own or by working together with other organizations.
5. Identify resources needed from within your organization or from elsewhere to maintain essential services.
6. Develop a plan for maintaining essential services, coordinating with other organizations in your segment and with county pandemic planning effort.
7. Develop a plan for maintaining core activities, to the extent possible.

<u>Organization</u>	<u>County</u>	<u>District</u>

Continuity of Operations Planning

Emergency Organizational Structure

If there is an organizational chart for your organization, identify which of the positions in your organization must continue if your organization is to continue function, which jobs can be combined if you are short of people, and which you can temporarily do without. Identify at least one alternate person to perform each of the essential functions, and cross train them to perform the responsibilities that they might have to assume during a pandemic.

Make sure that you coordinate with the Awareness and Education Coordinator to inform the people in your organization how you plan to keep your organization functioning during a pandemic.

Draft 1

<u>Organization</u>	<u>County</u>	<u>District</u>
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Continuity of Operations Planning

Essential Services

In the first column below, list your activities that are essential services. In the second column, list the challenges that you will face in maintaining this service during a pandemic. In the third column, identify possible ways to overcome these challenges on your own or by working together with other organizations. In the final column, identify resources needed from within your organization or from elsewhere to maintain essential services. *Some examples of challenges, strategies and resource needs are shown on page X.* Once you have completed this table, you will have an outline of your plan for maintaining essential services. Be sure to coordinate with other organizations in your segment and with your county's pandemic planning effort.

Essential Services	Challenges	Strategies	Resources/Help Needed

Draft 1

<u>Organization</u>	<u>County</u>	<u>District</u>
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Continuity of Operations Planning

Core Activities (non-Essential, but Important)

For your core activities, go through the same steps as you did for your essential services, except that you should probably assume that resources from outside of your organization will not be available for services that are not essential.

Core Activities	Challenges	Strategies
	Draft 1	

<u>Organization</u>	<u>County</u>	<u>District</u>
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Continuity of Operations Planning

Non-Essential Activities (likely to be cancelled)

If non-essential activities are cancelled during a pandemic, resources may be freed up that you could use in other parts of your organization to maintain essential services or core activities. Or you could use those resources to help support your community's response to the pandemic.

	Resources Freed Up	Possible Uses in Pandemic
	Draft 1	

Examples of Challenges, Strategies, and Resource Needs

Challenges	Strategies	Resource Needs
Staff absences	<ul style="list-style-type: none"> ◆ Cross train staff to perform other jobs ◆ Train volunteers to perform jobs normally handled by staff ◆ Encourage vaccination ◆ Allow and facilitate working from home where possible ◆ Mandatory sick leave for ill staff ◆ Health screening of staff at beginning of shift 	Volunteers
Supply shortages	<ul style="list-style-type: none"> ◆ Stockpile essential supplies ◆ Work with suppliers to develop a plan for a pandemic 	
Unavailability of transportation	<ul style="list-style-type: none"> ◆ Allow and facilitate working from home where possible ◆ Provide transportation for essential staff 	
Stress for staff and members	Provide trained support to staff and members	Psychosocial support training
Cancellation of public gatherings	<ul style="list-style-type: none"> ◆ Hold meetings via conference call ◆ Use email to maintain contact and activities 	
Closure of schools	<ul style="list-style-type: none"> ◆ Use distance learning tools to create virtual classrooms ◆ Allow and facilitate working from home, where possible, for parents of school-age children 	<p>Internet access for children who don't have it at home.</p> <p>Tutors for children who do not have an adult facilitator at home who speaks English and has an educational level sufficient to support the child in home learning.</p>

Name of Organization	County	District

Support of Community Response

Who will be responsible for planning how your organization will support your community's response in a pandemic? This person is will coordinate your organization's efforts to decide how you will support your community's response to a pandemic: in what types of activities you will participate, what resources your have to offer, etc. They will coordinate this effort with the Segment Task Force for your type of organization.

Primary	
Position	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

First Backup	
Position:	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

Second Backup	
Position:	
Name:	
Email:	
Phone:	
Cell Phone:	
Fax:	

The steps in planning how you will support your community's response include:

1. Identify the resources that your organization can contribute to your community's response.
2. Contact your Segment Task Force to determine what types of resource needs (space, people, vehicles, equipment, etc.) have been identified by other organizations in your segment, and by organizations in other segments.
3. Coordinate with your Segment Task Force to set up a way to contribute your resources to the community effort.
4. Organize individuals from your organization who are willing to volunteer to support the community effort and coordinate your volunteers through your Segment Task Force.

Name of Organization	County	District

Support of Community Response

Capabilities and Resources

Capability or Resource	Community Needs Where Could Be Used
	Draft 1

Pandemic Influenza Planning Organization Quarterly Report

Appendices:

Draft 1

Pandemic Influenza Planning Organization Quarterly Report

Posters and flyers

Draft 1

Pandemic Influenza Planning Organization Quarterly Report

Draft 1

Pandemic Influenza Planning Organization Quarterly Report

<u>Organization</u>	<u>County</u>	<u>District</u>	<u>Quarter</u>
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Contacts for Your Organization for Awareness and Education Activities for Pandemic Flu:

Primary	
Position:	
Name:	
Email Address:	
Phone:	
Cell Phone:	
Fax:	

Backup	
Position:	
Name:	
Email Address:	
Phone:	
Cell Phone:	
Fax:	

Contacts for Your Organization for Continuity of Operations Planning for Pandemic Flu:

Primary	
Position:	
Name:	
Email Address:	
Phone:	
Cell Phone:	
Fax:	

Backup	
Position:	
Name:	
Email Address:	
Phone:	
Cell Phone:	
Fax:	

Pandemic Influenza Planning Organization Quarterly Report

<u>Organization</u>	<u>County</u>	<u>District</u>	<u>Quarter</u>
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Contacts for Your Organization for Planning for Support of Community Response:

Primary	
Position:	
Name:	
Email Address:	
Phone:	
Cell Phone:	
Fax:	

Backup	
Position:	
Name:	
Email Address:	
Phone:	
Cell Phone:	
Fax:	

Draft 1

Pandemic Influenza Planning Organization Quarterly Report

Awareness and Education

<u>Organization</u>		<u>County</u>	<u>District</u>	<u>Quarter</u>
<u>Date</u>	<u>Location</u>	<u>Type of Training</u>		<u>Number of Individuals Participating</u>
		<input type="checkbox"/> Awareness <input type="checkbox"/> Social Distancing / Personal Protection <input type="checkbox"/> Containment Measures <input type="checkbox"/> Community Systems for Pandemic Response		
		<input type="checkbox"/> Awareness <input type="checkbox"/> Social Distancing / Personal Protection <input type="checkbox"/> Containment Measures <input type="checkbox"/> Community Systems for Pandemic Response		
		<input type="checkbox"/> Awareness <input type="checkbox"/> Social Distancing / Personal Protection <input type="checkbox"/> Containment Measures <input type="checkbox"/> Community Systems for Pandemic Response		
		<input type="checkbox"/> Awareness <input type="checkbox"/> Social Distancing / Personal Protection <input type="checkbox"/> Containment Measures <input type="checkbox"/> Community Systems for Pandemic Response		
		<input type="checkbox"/> Awareness <input type="checkbox"/> Social Distancing / Personal Protection <input type="checkbox"/> Containment Measures <input type="checkbox"/> Community Systems for Pandemic Response		

Pandemic Influenza Planning Organization Quarterly Report

<u>Organization</u>	<u>County</u>	<u>District</u>	<u>Quarter</u>
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Continuity of Operations

On this page describe any issues with which you need assistance in planning for how you will continue your operations during a pandemic. Attach additional sheets, if necessary.

<u>Issue/Problem</u>	<u>Requested Assistance</u>

Draft 1

Pandemic Influenza Planning Organization Quarterly Report

Drills and Exercises

<u>County</u>		<u>District</u>	<u>Quarter</u>
<u>Date</u>	<u>Location</u>	<u>Sponsor/Organizer</u>	<u>Description/Topic</u>
		Draft 1	

Name of kit being evaluated _____

Feel free to attach additional pages if more space is required.

1. How easy was the Planning Kit to use?

- Very easy
- Somewhat easy
- Neither easy nor difficult
- Somewhat difficult
- Quite difficult

Please describe the features that made it easy or difficult to use the kit.

2. How complete was the planning kit?

- Very complete
- Mostly complete, but a few minor issues were not covered well
- A good start, but significant issues still need fleshing out
- Significant issues not addressed at all

Please list issues or topics that you feel should have been covered that were not.

Draft 1

Please describe the areas that could be improved.

3. Were there areas in which the model presented in the kit did not work well in your community?

- Yes No If yes, please describe.

If you are willing to be contacted for further discussion on your comments, please complete the following:

Name _____

Organization _____

Email address _____

Phone number _____

Please return your completed evaluation to:

Dennis Jones
Georgia Division of Public Health
djones1@dhr.state.ga.us
Fax: (404) 651-8036
Phone: (404) 463-0432

OR

Kathleen Hoza Lysak
Clarity Healthcare, Inc.
kathleen.lysak@clarityhealthcare.com
Fax: (770) 436-1811
Phone: (678) 469-1911