

**New Mexico Pandemic Influenza Planning Template for**  
**Operating Sub-Objective A.1.5 (supporting activities A.1.5.a through A.1.5.f):**

**Make state agency workplaces safe places**

**Instructions for Completion**

1. Do not use bullets in your text. Use only numbers when listing items in sequence.
2. Compose and arrange your responses in the gray text boxes provided after each supporting activity listed below.
3. Use the New Mexico Department of Health (NMDOH) examples obtained during the Pandemic Influenza Summit when considering your response.
4. Call your assigned Technical Support contact if you have questions or need assistance at any time prior to the submission deadline of May 9<sup>th</sup>, 2008. The list of technical support personnel is in the 'Pandemic Influenza Tool Kit.'
5. After you have completed the template to the best of your ability, save a copy of your responses on your computer using the following naming format:

**(Abbreviated Agency Name).Supporting Activity.(Numbers of Supporting Activities).doc**

**For example:**

'**NMDOH.Supporting Activity.A.1.5.a-f.doc**' refers to the New Mexico Department of Health's response on the provided template to Supporting Activities A.1.5.a through A.1.5.f.

Then, submit the saved document as an email attachment to [Don.Torres@state.nm.us](mailto:Don.Torres@state.nm.us) and request a 'read receipt' with your email. Also include a brief explanatory email so that Don knows who you are and what portion you are submitting.

The templates are accessible on the NMDOH 'Pandemic Influenza Planning and Updates' website at <http://www.health.state.nm.us/flu/pandemic.html> under the 'New Mexico Pandemic Influenza Planning Templates' header.

Thank you and everyone in your organization for your time and attention to this effort.

New Mexico Pandemic Influenza Planning Strike Team

**New Mexico Pandemic Influenza Planning Template for:**

**Goal 1: Ensure Continuity of State Agencies and Continuity of State Government**

**Objective A.1: Sustain Operations of State Agencies & Support and Protect Government Workers**

**Operating Sub-Objective A.1.5 (supporting activities A.1.5.a through A.1.5.f):Make state agency workplaces safe places**

**Submitting Agency:** \_\_\_\_\_

**Name of individual completing form:** \_\_\_\_\_

**Date completed:** \_\_\_\_\_

**Supporting Activity A.1.5.a** *Establish policies and practices for preventing influenza spread at the worksite; implement those that can be done in advance of a pandemic (e.g., providing infection control supplies).*

**Supporting Activity A.1.5.b** *Complete a risk assessment for all jobs (see OSHA guidance at [www.osha.gov/Publications/influenza\\_pandemic.html](http://www.osha.gov/Publications/influenza_pandemic.html))*

**Supporting Activity A.1.5.c** *Develop plans to protect those employees in the very high, high and medium risk categories including stockpiling PPE (if PPE is needed); provide needed training and if respiratory protection is indicated, establish a respiratory protection program and fit-test those employees who will be provided with respirators.*

**Supporting Activity A.1.5.d** *Implement infection control policies and practices (see OSHA guidance at [www.osha.gov/Publications/influenza\\_pandemic.html](http://www.osha.gov/Publications/influenza_pandemic.html) )*

**Supporting Activity A.1.5.e** *Institute protection plans; if in plan, provide PPE to employees in very high, high or medium risk categories*

**Supporting Activity A.1.5.f** *If part of pandemic plan, distribute antiviral drugs*