

OPS-SH-0008

Pandemic Preparedness Policy

Revision History				
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1 Purpose

Ampirical is committed to providing a safe and healthful workplace by increasing employee awareness and communication concerning the threat of a pandemic that causes serious widespread illness. The purpose of this policy is to provide appropriate protocols for prevention and reporting of any illnesses that could be related to a pandemic.

2 Scope

The scope of this policy applies to all company employees, contractors, and visitors. The policy includes recognizing the signs, symptoms, and response procedures for a pandemic.

3 Definitions

3.1 Pandemic

- An epidemic over a large area.

3.2 Epidemic

- A widespread occurrence of an infectious disease in a community at a specific time.

3.3 Close Contact

- Considered to be an individual who has been within approximately six feet of an infected person for a sustained period of time or as otherwise defined by applicable public health authorities.

3.4 Low Exposure Risk Level

- Work activities involving minimal contact with the public or potentially infected individuals. Standard hygiene practices and self-monitoring are generally sufficient.

3.5 Medium Exposure Risk

- Work activities requiring frequent interaction with coworkers, customers, visitors, or the public where infection status is unknown. Additional preventive measures may be required.

3.6 High Exposure Risk

- Work activities involving a high likelihood of exposure to individuals known or suspected to be infected or environments where infectious agents may be present. Enhanced controls and PPE may be required.

3.7 Pandemic Risk Level 1 – Monitoring

- No widespread transmission affecting Ampirical operations. Routine prevention and monitoring activities are maintained.

3.8 Pandemic Risk Level 2 – Elevated

- Community transmission has been identified in areas where employees work, travel, or reside. Enhanced preventive measures may be implemented.

3.9 Pandemic Risk Level 3 – High

- Widespread transmission exists, resulting in operational impacts and the need for significant administrative controls, remote work, or occupancy restrictions.

3.10 Pandemic Risk Level 4 – Critical

- Pandemic conditions create severe impacts to workforce availability or business continuity, requiring implementation of emergency response and continuity measures.

4 Responsibilities

4.1 Director of Safety

- Responsible for implementing and maintaining the pandemic disease plan and ensuring alignment with applicable regulatory and public health guidance.

4.2 Manager/Supervisor

- Implement and enforce the Pandemic Preparedness Policy within their areas of responsibility. If an employee, visitor, or subcontractor meets the criteria of symptoms outlined in the policy, the supervisor shall be immediately notified. Supervisors are responsible for monitoring personnel, initiating response actions, and ensuring compliance with required control measures.

4.3 Pandemic Coordinator

- Responsible for coordinating the implementation and execution of the Pandemic Preparedness policy. Duties include monitoring public health guidance, recommending activation levels, overseeing case management and exposure assessments, coordinating internal and external communications, and supporting continuity of operations. The Pandemic Coordinator ensures response actions are applied consistently, and that documentation of cases, exposures, and policy updates is maintained.

4.4 Employees

- Adhere to the requirements of the Pandemic Preparedness Policy, including following established prevention measures, self-monitoring for symptoms, and reporting illness or potential exposure promptly.

5 Procedure

5.1 Risk Assessment

- Outbreaks of novel virus infections among people are always of public health concern. The risk from these outbreaks depends on characteristics of the virus, including how well it spreads between people, the severity of resulting illness, and the medical or other measures available to control the impact of the virus (for example, vaccine or treatment medications). The fact that this disease has caused illness, including illness resulting in death, and has sustained person-to-person spread means that this policy is applicable. These factors meet two of the criteria of a pandemic. As community spread is detected in more states/countries, the world moves closer toward meeting the third criteria, worldwide spread of the new virus.
- Reported community spread of virus relating to a pandemic in parts of the United States raises the level of concern about the immediate threat for virus relating to a pandemic for those communities. The potential public health threat posed by a virus relating to a pandemic is extremely high to the United States and globally. Pandemics are a rapidly evolving situations and the risk assessment will be updated as needed.

5.2 Exposure Risk Levels

- Work activities shall be evaluated to determine the level of exposure risk associated with each role. Positions involving frequent or close contact with other individuals, particularly in customer-facing environments, may be classified at a higher risk level. Control measures shall be applied in accordance with the assessed risk level, ensuring that employees receive appropriate protection proportional to their exposure potential.
- Each role shall be evaluated and assigned to a risk level. Controls will be implemented as follows:
 - High Exposure Risk:
 - Respiratory protection required
 - Strict PPE enforcement
 - Medium Exposure Risk:
 - Face coverings
 - Physical distancing
 - Low Exposure Risk:
 - General hygiene and monitoring

5.3 Suspicion of a Pandemic Virus

- If an employee, visitor, or subcontractor meets the above criteria, it is important to place them in a private room away from others and ask them to wear a face mask. Immediately notify your local health department. They will provide you with guidance. If you become ill, contact your supervisor and limit contact with others. Stay home if you are sick for more than 12 hours after your symptoms begin or until you have been symptom-free for 24 hours.
- Contact your health care provider, particularly if you are worried about your symptoms. Your health care provider will determine whether virus testing or treatment is needed. Be prepared in case you get sick and need to stay home to isolate. A supply of over-the-counter medicines, alcohol-based hand rubs, tissues, and other related items could be useful and help to avoid the need to make trips out in public while you are sick and contagious.

5.4 Pandemic Risk Levels and Activation

- Ampirical monitors guidance from the CDC, WHO, and local authorities and applies a phased response based on severity. Activation levels shall be determined based on public health declarations, community transmission levels, and impacts on workforce availability.

5.5 Pandemic Risk Levels, Activation Triggers, and Control Measures

Level	Trigger	Controls
Level 1 – Monitoring	No local transmission	Awareness, hygiene practices
Level 2 – Elevated	Community spread	Distancing, limited occupancy
Level 3 – High	Widespread transmission	Remote work, restricted access
Level 4 – Critical	Severe workforce impact	Facility closure, full continuity plan

5.6 Prevention and Control Measures

- Ampirical uses a hierarchy of controls to reduce transmission risk. Controls may include engineering measures, administrative or elimination measures, and personal protective equipment (PPE), as appropriate for the assessed risk level and current public health guidance.
 - Engineering controls may include ventilation improvements, physical barriers.
 - Administrative and elimination controls may include remote work, occupancy limits, or travel restrictions.
 - PPE requirements shall be determined based on exposure risk and public health guidance.

5.7 Pandemic Continuity Strategy

- In the event of a pandemic resulting in significant staff illness or absenteeism, the following measures shall be implemented to maintain operational continuity:
 - Remote Operation:
 - Employees shall take home laptops and essential materials daily to enable immediate transition to remote work. Telecommuting will be encouraged for roles that support it, unless reassigned to cover critical functions.
 - Health & Safety Protocols:
 - Staff exhibiting symptoms shall be sent home and permitted to work remotely if feasible. Employees caring for ill family members are also encouraged to work from home.
 - Customer Service Continuity:
 - Remote service channels will be promoted and staffed appropriately to ensure uninterrupted customer support. Communication lines will be rerouted to staffed locations to prevent service disruption.
 - Vendor & Supply Chain Monitoring:
 - Key vendors will be contacted to assess operational impacts. Ampirical will ensure adequate stock of essential supplies.
 - Staffing Oversight:
 - Ampirical will monitor staffing levels and assist in reallocating resources to sustain critical functions.
 - Communication:
 - Ampirical will maintain timely updates to employees and the public via the website, location lobbies, and other appropriate media.

5.8 Communication Procedures During a Pandemic

- Ampirical shall appoint a Pandemic Coordinator responsible for managing disease-related workplace impacts. The plan shall include:
 - Internal Communication:
 - Establishment of key contacts, a communication chain, and tracking systems to ensure timely updates to employees regarding operational status and health protocols.
 - External Communication:

- Procedures for notifying customers and suppliers of service disruptions and resumption of operations. Public updates shall be issued through appropriate channels.
- Plan Maintenance:
 - Communication strategies shall be reviewed and tested periodically or if new updates occur to ensure effectiveness.

5.9 Gathering and Occupancy Limitations

- To mitigate the spread of illness during a pandemic or period of heightened disease activity, limitations on building and/or space occupancy limits shall be placed on large or crowded gatherings of personnel.
- In-person meetings, training, and events involving multiple employees will be postponed, canceled, or transitioned to virtual formats whenever possible. Non-essential gatherings will be restricted in size or suspended, in accordance with guidance from public health authorities.
- Any essential in-person activities must comply with physical distancing requirements and applicable health directives. Supervisors are responsible for enforcing these limitations and identifying alternative methods for collaboration to ensure continuity of operations while safeguarding employee health.

5.10 Health Screening and Monitoring

- Ampirical may implement formal screening measures such as health questionnaires, testing, or temperature checks based on risk conditions.

5.11 Employee Symptom Monitoring

- Employees are expected to actively monitor their health and remain away from the workplace if symptomatic.
- Symptoms may include:
 - Fever or chills.
 - Cough.
 - Fatigue.
 - Body aches.
 - Congestion.

5.12 Case Management and Response

- If symptoms or exposure occur, the following actions shall be taken:
 - Isolate the individual from others.
 - Provide face covering if appropriate.
 - Direct the individual to leave and seek medical guidance.
 - Notify supervision and Pandemic Coordinator.
 - Exposure assessments will be conducted, and affected personnel will be notified while maintaining confidentiality.

5.13 Medical Privacy and Confidentiality

- Employees will not be penalized for reporting illness or remaining at home in accordance with this policy. Employee health information will be handled confidentially and shared only as necessary to protect workplace safety. Records shall include, at a minimum, reported cases, exposure assessments, training completion, and plan updates.

5.14 Vaccination and Testing

- Vaccination and testing practices will align with public health guidance and applicable requirements.

5.15 Cleaning and Disinfection

- Routine cleaning will be maintained with enhanced disinfection following suspected or confirmed cases, focusing on highly contacted surfaces.

5.16 Plan Maintenance, Testing, and Post-Event Improvement

- Ampirical will conduct periodic testing of the plan through tabletop exercises, drills, or scenario-based evaluations to verify readiness and identify areas for improvement.
- Following any pandemic event or activation of the plan, an After-Action Review will be completed to assess the effectiveness of Ampirical's response, identify lessons learned, and evaluate operational gaps.
- All findings from reviews, exercises, and post event evaluations will be documented and incorporated into plan updates, training programs, and overall preparedness efforts to ensure continuous improvement.

6 Training

- Employees shall be trained in the requirements of this policy. Employees must also be trained in specific requirements established to respond appropriately in a pandemic emergency. Employees are provided with resources that ensure they understand pandemic response, prevention methodology, treatment options, and the associated risk factors.

7 References

CDC – About COVID-19
CDC – Risk Factors COVID-19
CDC – COVID-19 Signs and Symptoms
CDC – Testing for COVID-19
CDC – Pandemic Influenza
CDC – About Hantavirus