

PREPARE PREVENT RESPOND

A flu pandemic is something that affects us all. The mission of the DOD stands strong during a global outbreak of any kind. Across the Department of Defense our missions depend on our people. Help us maintain the readiness of both our workforce and our armed forces by taking these simple steps to fight H1N1 and other types of influenza (flu) virus. Don't just do it for yourself. Do it for your co-workers. Do it for your country.

**PREPARATION
IS POWER**

In an influenza pandemic, DoD's mission is to preserve capabilities and readiness across the full range of military operations, support U.S. government efforts to save lives, reduce human suffering, and slow the spread of infection.

What can you — a member of the Department of Defense — do to ensure that the mission continues, even in the face of a flu pandemic? The answer is: prepare, prevent, and respond:

- **Prepare for the spread** of the virus by understanding how it spreads, and planning how you can best protect yourself, your family, and your fellow co-workers.
- **Prevent the virus from spreading** by implementing personal and workplace precautionary measures, including frequent hand-washing, covering your mouth when coughing or sneezing and maintaining a social distance from your co-workers.
- **Respond quickly and appropriately** if you or your family are affected by the flu by staying at home if you are ill, and preparing for telework if appropriate.

Know Your Influenza Facts

For general information
www.pandemicflu.gov

For service members and their families
www.dod.mil/pandemicflu

For civilian employees
www.cpms.osd.mil/disasters

Other Sources

Centers for Disease Control and Prevention (CDC)
Hotline at: 1-800-CDC-INFO (1-800-232-4636).

This line is available in English and Spanish, 24 hours a day, 7 days a week. TTY: 1-888-232-6348

Stay Mission Ready.



COVER COUGHS

WASH HANDS

GET VACCINATED

MAINTAIN SOCIAL DISTANCING

STOP THE H1N1 FLU

www.dod.mil/pandemicflu
www.cpms.osd.mil/disasters



Preparation

Remember, the best thing you can do is to be prepared. The more you know about this flu, the better you can prepare.

H1N1 is a new flu virus. It spreads like seasonal flu, mainly through the coughs and sneezes of people who already have the virus.

Simple Things

There are many simple things you can do to prepare for a pandemic flu outbreak just as you would prepare for any other disaster—adding in several flu-specific precautions:

- Plan for the possibility that some services may be disrupted. These could include schools, childrens' activities, and daycare facilities, for example.
- Plan for the possibility of working flexible hours or teleworking. Make sure you have the necessary equipment and approvals in place to telework, particularly if you or members of your family are sick.



Download these posters for use in your office at www.cpmis.osd.mil/disasters



- Get a clear understanding of your Component's policies on flexible work schedules, leave, and excused absences.
- Prepare to increase your personal hygiene efforts. Make sure you're stocked with plenty of soap, alcohol-based hand sanitizer, and disinfectant cleaner for work areas and surfaces. Keep a box of tissues in your workspace and make sure you have a trash can nearby.

Prevention

Once you've had a chance to prepare, the next step is to actively change your day-to-day routines in an effort to prevent the spread of the H1N1 virus.

Personal Hygiene

The first most effective method of prevention is to increase your personal hygiene efforts:

- Wash your hands often, with warm water and soap, especially after you cough or sneeze; use alcohol-based hand sanitizer if soap and water is not readily available.
- Cover your nose and mouth with a tissue when you cough or sneeze, or cough/sneeze into the crook of your elbow; discard used tissues in trash cans.
- Avoid touching your eyes, nose, and mouth — germs spread easily this way.

Social Distancing

Another important step in helping prevent the spread of the virus is to learn about, and practice, "social distancing." Social distancing means keeping at least 6 feet between you and the next closest worker or person.

If you're in your work place, keeping a distance of about six feet will reduce the risk of passing a virus person-to-person—even if neither you nor your co-worker is aware of a virus infection. Avoid personal contact such as shaking hands.

Teleworking

Teleworking on a regular schedule, working flexible hours or, adjusting shift work hours, will also serve to create social distancing between workers. The goal of social distancing is to keep enough space between workers to help prevent a virus from spreading.

Vaccines

Getting flu vaccines every year is very important. This year is no exception. Make sure you and your family get annual flu shots and the H1N1 shot when it is available.

Response

By responding with appropriate action, you can help minimize the spread of the virus, and ensure that the DoD mission goes on.

If You Get Sick

What happens if you get the H1N1 virus? Your response is critical in ensuring the health of those around you.

If you start to develop flu-like symptoms (fever, sore throat, muscle aches, nausea, vomiting, etc.), stay home and limit contact with other people. Stay home for at least seven days after the onset of your symptoms, or after you have been symptom-free for 24 hours. Call your doctor prior to visiting in person, as this could help prevent the further spread of germs. Make sure you understand the details surrounding sick leave, use of sick leave for care of family members and other absences due to illness.



If someone else gets sick

What happens if fellow workers, or loved ones, get the H1N1 virus?

Talk to your manager about teleworking alternatives and/or a flexible work schedule. If others around you are sick, your manager may determine that your home is a "safe

haven" from the flu — a place where you can continue to work relatively risk-free.

For the time when you are at your regular worksite, continue to socially distance yourself from others who are ill or have been exposed to help prevent the spread of flu.

If someone at your home gets sick, take extra care to increase personal hygiene procedures and be sure to continue to wash your hands regularly and disinfect common surfaces in your home. You should also avoid touching your face to keep your risk of infection lower.