



Gulf of Mexico Business Unit
Pandemic Influenza Mitigation Plan

Revised: January 15, 2007

Contents

Overview 1
Purpose and Scope..... 1
Corporation Crisis Management Committee (CMC) 1
Corporation HR, Health and Medical Services 1
Key Strategies 1
Pandemic Influenza Advisory Team Key Contacts 4
Pandemic Influenza Mitigation Plan Appendices..... 4

- Appendix A - Prevention
- Appendix B - Response
- Appendix C - Business Continuity Plan (BCP)
- Appendix D - GOM Pandemic Communication Plan

Overview

Influenza pandemics result in serious health effects to large proportions of the population with significant disruption to the community, economy and businesses. The current H5N1 Avian influenza is at a pandemic alert level necessitating action on our part.

Impacts of a pandemic could include:

- widespread disruption to business: 20 to 50 percent of the working population may be unable to work for two to six weeks during the initial and recurrent pandemic outbreaks;
- significant temporary loss of people to operate the business accompanied by a significant death rate with loss of people and experience;
- loss of service from key suppliers and business partners;
- loss of other services: transportation, travel, government departments, retail;
- potential impact on essential services – fire, police and health services.

Purpose and Scope

This plan provides Chevron GOMBU with guidance and tools to manage pandemic influenza; including prevention, response, business continuity and communications. This plan and guidance applies to all of Chevron's GOM workforce and facilities. The guidelines provided are applicable to Prevention & Response activities in relation to the threat of Highly Pathogenic Human Influenza or Pandemic Influenza.

This procedure should be used to manage the threat associated with Pandemic Influenza in accordance with actions defined by the World Health Organization and Chevron North America Exploration & Production (CNAEP). A rapid response is required to contain and prevent the spread of Influenza within GOMBU facilities.

GOMBU Crisis Management Team (CMT)

The pandemic influenza plan operates under the governance of the Crisis Management Team. Activation of the GOMBU Crisis Management Team will follow the procedures and criteria included in the GOMBU Crisis Management Plan.

Corporation HR, Health and Medical Services

Corporation Health and Medical Services will:

- provide the GOMBU Crisis Management Team with counsel in managing the preparation and response to the pandemic;
- monitor the pandemic and recommend appropriate actions;
- liaise with, and provide medical guidance to, Chevron medical facilities and practitioners;

Key Strategies

This pandemic influenza plan is based on proven methods to manage infectious disease and maintain business continuity. The plan includes four key strategies:

- **Prevention** - prevent exposure to and transmission of the virus by implementing education and hygiene programs
- **Response** - limit spread of infection; implement response measures to reduce workplace exposures
- **Business Continuity** - develop plans that consider influenza pandemic scenarios
- **Communication** - establish Chevron as a trusted, reliable, and accurate source of information for our workforce and stakeholders

Chevron Actions Align with World Health Organization (WHO) Pandemic Influenza Phases

- **Phase 1:** Inter-pandemic, low risk of human cases
- **Phase 2:** New virus in animals, no human cases; higher risk of human cases
- **Phase 3: CURRENT PHASE - Pandemic alert; no or very limited human-to-human transmission**
- **Phase 4:** New virus causes small localized clusters of human cases with limited human-to-human transmission
- **Phase 5:** Significant localized human-to-human transmission, regional cluster(s)
- **Phase 6:** Pandemic; sustained human-to-human transmission, multi-regional or global spread

Chevron believes that employee education and awareness are the keys to prevention. Employees and contractors should attend a meeting about influenza, view the Web cast, and visit the Influenza Web site. The Influenza Web site contains links to educational materials such as Frequently Asked Questions (FAQs), preparing your home for an influenza pandemic, proper hand washing procedures, recognizing flu symptoms, and preventing the spread of flu through proper hygiene and cough containment. BRES has implemented a hygiene program which includes hard surface sanitizing, awareness signage at entrances and in common areas and hand sanitizers. Building housekeeping services will be sanitizing hard surfaces in all Cafés/Breakrooms and Conference Rooms (counters, table tops, phones, and computer keyboard, mouse, etc), restrooms (faucet handles, door push plates and handles), as well as stair railings and door knobs. The flu supplies (alcohol-based hand sanitizer and sanitizing wipes) have been placed in all break areas, conference rooms, and Security stations at building entrances. Refer to **Appendix A** for additional information.

In order to limit the spread of infection during WHO Pandemic Phases 4-6, the Response Plan will outline the steps to be taken during each pandemic phase. The key objectives of the Response Plan are:

- Prevent introduction of the virus by symptom recognition
- Minimize frequency of person to person contact
- Maintain adequate distance between individuals
- Manage illness to prevent further spread

These objectives will be met through social distancing, limiting business travel, and screening employees, contractors and visitors for flu symptoms prior to allowing access into buildings. The Response Plan will also provide steps to be taken when employees exhibit influenza symptoms at work. Refer to **Appendix B** for more details.

In the event our workforce is affected by the Influenza Pandemic, GOMBU will need to respond in a way that sustains critical business functions. This plan will be linked to the existing GOMBU Business Continuity Plan (**Appendix C**). Key assumptions are:

- A pandemic may have multiple waves over the period of a year. Each wave should last approximately six weeks, with a peak period of two to four weeks
- During each pandemic wave, 20-50 percent of workforce may be unable to report to work for two to six weeks. In addition to direct impact of influenza on the workforce, a significant number of workers may stay at home to care for ill family members and children whose schools may be closed, or be unwilling to take public transit from fear or not have available transportation
- There is a significant chance of employee mortality with accompanied loss of personnel and experience
- Supply chain and contractors are likely to be similarly impacted and may not be able to provide service, or only at reduced capacity

- Essential services – such as fire and police – will likely be reduced
- Medical services will likely be oversubscribed and may not be available
- Anticipate that countries may close borders, severely restrict travel, and may implement controls on imports/exports and quarantines
- Travel restrictions may be applied almost immediately upon documented human transmission in the country, or within days if the influenza is in a nearby country.
- Information technology (IT) resources could be stressed as more employees attempt to access Chevron systems from home

Consistent and coordinated communications will be most important to prevent the spread of influenza as well as prepare for a possible pandemic. Timing of communications may vary depending upon local status of a pandemic. The following methods of communication will be employed during the various pandemic phases: email, Newline- corporate phone-based news, phone tree, web, meetings, mail, and posters. GOMBU's Communication Plan is included in **Appendix D**.

Corporate Commitments
Pandemic Influenza Advisory Team – Assist the Corporate Crisis Management Committee and business units in preparing and responding to pandemic influenza. Corporation HR, Health and Medical Services and Corporation Emergency Response will lead the team.
Corporate Communications – Maintain a pandemic influenza Web site, develop corporate key messages, provide timely updates and alerts and provide business units with communications tools.
BRES - Implement hygiene programs at BRES-managed, company-owned facilities worldwide. This will include appropriate signage, personal hygiene supplies (hand cleaners) and hygiene of shared surfaces and common areas.
Global Procurement – Assess key supplier's preparedness and business continuity readiness for pandemic influenza. Procurement will work with suppliers to close identified significant gaps.
Corporation Business Continuity Plan – Advisory Team to develop a high-level business continuity plan to support the Corporate Crisis Management Committee.
GOM Business Unit
Prevention (Appendix A) - Deploy the education activities to all employees.
Response (Appendix B)
<ul style="list-style-type: none"> ▪ Conduct medical readiness assessment at Chevron-operated medical facilities and/or public health care systems, with the assistance of Corporation Medical Services. ▪ Utilize corporation guidance to develop a plan to respond and contain the spread of the virus.
Business Continuity (Appendix C) - Update Business Continuity Plan based on pandemic influenza phases.
Communications Planning (Appendix D) - Develop a communications plan tailored to each business unit's specific circumstances.

Pandemic Influenza Advisory Team Key Contacts

Health and Medical Services

Richard H. Wilkins, D.O., MPH, FAOCOPM

General Manager Health & Medical Services
6001 Bollinger Canyon Road, Room H3280
San Ramon, CA 94583-2324
Tel: Office 925.842.3159 Fax: 925.842.3242
Mobile: 925.354.3484
Email: rihw@chevron.com

Corporation Emergency Response

Jeff Patry

Manager, Emergency Response
6001 Bollinger Canyon Road, Room K2122
San Ramon, CA 94583-2324
Tel: Office 925.842.7429 Fax: 925.842.7447
Mobile: 925.683.6972
Email: jejp@chevron.com

Team Members – William Totten (BRES), Deb McNaughton (PGPA), Tony Arndt (HR), Kwame Satchell (Law) and Diane Christensen (Procurement)

Pandemic Influenza Mitigation Plan Appendices

The following four appendices contain guidance and tools to assist GOMBU to manage pandemic influenza. Additional materials are available and will be updated on the Human Resources Influenza Web site at http://hr.chevron.com/globalprograms/medical/avian/mgr_sup.asp

Appendix A – Prevention

- Pandemic influenza education and tools

Appendix B - Response

- Limit introduction and spread of the virus
 - Scenario(s) for Office Based Workers
 - Scenario(s) for Offshore Workers

Appendix C - Business Continuity Plan (BCP)

- Human Resources – general guidance on Human Resources policies

Appendix D – GOM Pandemic Communication Plan

Appendix A - Prevention

Prevention is a key element associated with managing the threat of Pandemic Influenza: The following activities are considered essential to ensure all personnel are aware of preventative actions during the Inter -Pandemic and Pandemic Phases

- **Hand Washing:** Keeping hands clean is one of the most important steps we can take to avoid getting sick and spreading germs to others. Always wash your hands with soap and running water for 10-20 seconds. If water is not available, use an alcohol based product to clean your hands. Alcohol rubs significantly reduce the number of bacteria and viruses on your hands.
- **Contain Your Coughs:** Unprotected coughs and sneezes when you have symptoms of the flu (Influenza) or a common cold can infect others around you. All persons are required to cover your coughs and sneezes with a tissue or if available a surgical mask.
- **Social Distancing:** Social distancing strategies need to be considered upon escalation of WHO Pandemic Alert status. Activation of Social distancing strategies needs to be considered by the CMT when WHO status reaches **Pandemic phase 4.**

Key actions required

- Where possible, meetings should be held by telephone, even when participants are in the same building
 - Avoid meeting in small meeting rooms if face-to-face meetings are unavoidable. Choose large rooms and sit at least 3 feet from each other if possible. If a face-to-face meeting with people is unavoidable, minimize the meeting time, choose a large meeting room and sit at least three feet away from each other if possible; avoid shaking hands or hugging.
 - Not having lunch together in the lunchroom or canteen. Bring lunch and eat at desk or away from others (avoid the cafeteria and crowded restaurants). Introduce staggered lunchtimes so numbers of people in the lunchroom are reduced.
 - Do not congregate in break areas. Make your tea/coffee and then leave the area.
 - Cancel non-essential workshops, training sessions or presentations.
 - Consider the possibility of people working from home or work flex hours to avoid crowding at the workplace.
 - Avoid public transportation including vanpools/carpools.
- **Reducing the Risk of Infected Persons entering Site**
 - Influenza is a contagious disease. In order to reduce the spread of influenza in the workplace, the following is required of everybody:
 - If you have symptoms of the following, bad cough, sneezing, stuffy or runny nose, sore throat, trouble breathing, onset of muscle aches and pains and tiredness

DO NOT COME TO WORK

- If the above apply to you please notify your supervisor, go home, seek medical advice, and wait until you have recovered before returning to work.

Key actions required to ensure this message is communicated include:

- Set up prominent notices at all entry points to facility, advising staff and visitors not to enter if they have symptoms of influenza. (WHO Phase 3)
- Set up Key General Infection control notices around workplace (including notice boards and toilets) (WHO Phase 3)
- Ensure availability of PPE for necessary staff

- Inform Security personnel or relevant staff at entry points of GOMBU requirements (WHO Phase 3)
- In the event of a Pandemic within US borders, Provide surgical masks for people who may become ill at work (estimate 10% of workforce)
- Ensure availability of adequate supplies for clean up requirements
- The Pandemic Advisory team and site based medics will ensure that employee communications including information on Key General Infection Control Notices and Social Distancing are distributed.
- Distribution of Influenza Education package: Ensuring all employees are aware of the threat associated with Pandemic Influenza is essential. Refer to Communication Plan **Appendix D** for more details.

Appendix B - Response

Response Plan Objective

To manage the threat associated with Highly Pathogenic Influenza and to limit its spread within GOMBU facilities, COORDINATED ACTION must be taken in an effort to contain and prevent its transmission. The response to an escalation of Pandemic Alert status should be given extreme priority to minimize potential detrimental effects within GOMBU operations. Response actions need to be guided by WHO Pandemic Alert Phases in conjunction with outbreak location(s). The WHO declared phase globally may not be equivalent to, or representative of, the situation in GOM. Any decision taken should give consideration to the situation in-country, and also make reference to guidance from the United States Government, Department of Health & Hospitals (DHH) and the Centers for Disease Control (CDC).

Within the GOMBU – Response activities will be managed through the **Crisis Management team**.

Role of the Crisis Management Team (CMT)

The role of the CMT in the event of a Pandemic is to provide leadership to the Chevron business and its people in the Gulf of Mexico, during a potential major health crisis. They will do this by implementing actions to develop clear plans; providing clear communications to the organization on matters related to health and essential business operations (including travel); by liaising with Government about the maintenance of essential services and by following a structured approach to the management of any escalation of Pandemic influenza in the Gulf of Mexico.

Guiding Principles

This plan has been developed on the assumption that:

- The Business Continuity phase is likely to be very short, prior to the Plan moving to Essential Operations
- That we are likely to be operating under a US Government declared state of emergency
- That Chevron's Plan will dovetail to Government requirements for provision of / support to Essential Services

Pandemic Influenza Planning Scenario Assumptions

- A pandemic may have multiple waves over the period of a year. Each wave should last approximately 6 weeks, with a peak period of two to four weeks
- During each pandemic wave, 20-50 percent of workforce may be unable to report to work for two to six weeks. In addition to direct impact of influenza on the workforce, a significant number of workers may stay at home to care for ill family members and children whose schools may be closed, or be unwilling to take public transit from fear or not have available transit
- There is a possibility of employee mortality with accompanied loss of personnel and experience
- Supply chain and contractors are likely to be similarly impacted and may not be able to provide services, or only at reduced capacity
- Essential services – such as fire and police – will likely be reduced
- Medical services will likely be over subscribed and may not be available

- Anticipate that countries may close borders, severely restrict travel, and may implement controls on imports/exports and quarantines
- Travel restrictions may be applied almost immediately upon documented human transmission in the country, or within days if the influenza is in a nearby country.
- IT resources could be stressed as more employees attempt to access Chevron systems from home

General Procedures – Response Strategies

Purpose

Actions to be taken as soon as possible, to put in place all necessary processes, procedures, equipment, medication, training & information and facilities to ensure that contingency plans and business continuity plans can be activated and effectively implemented prior to and in the event of a Pandemic Influenza outbreak.

GOMBU Operational Response Strategies- WHO Phase 3

- Education- periodic deployment of education materials
 - Provide information on influenza to workforce including pandemic influenza, how to prevent the spread of influenza, home preparedness, etc.
 - Educate cleaning personnel on proper PPE requirements and disinfecting procedures.
- Purchase hygiene and medical supplies as required at all manned facilities.
 - Fit test for N95 particulate respirator if this is determined to be appropriate PPE.
 - PPE recommendations:
 - Surgical Masks
 - N95 particulate respirators
 - Face Shields
 - Waste Bags
 - Plastic Aprons
 - Hand Wash – Alcohol-based hand gels (containing at least 60% alcohol)
 - Gloves – Disposable – Assorted sizes
 - Disinfectant – Large quantity
 - Alcohol wipes – (Hard surfaces hygiene)
 - Tissues
- Implement a hygiene program including hard surface sanitizing, awareness signage at entrances and in common areas and hand sanitizers. Building housekeeping services will be sanitizing hard surfaces in all Cafés/Breakrooms and Conference Rooms (counters, table tops, phones, and computer keyboards, mouse, etc.), restrooms (faucet handles, door push plates and handles), as well as stair railings and door knobs. The flu supplies (alcohol-based hand sanitizer and sanitizing wipes) have been placed in all break areas, conference rooms, and Security stations at building entrances. According to the CDC (Centers for Disease Control and Prevention)

- alcohol-based hand sanitizers containing at least 60% alcohol effectively kill influenza viruses if used following manufacturers' directions.
- Develop a Response Plan.
- Identify and train company and/or contract medical personnel for conducting pre-entry screening during WHO Phases 4-6. GOMBU may utilize its existing EMR network potentially supplemented by contract medical personnel.
- IT to evaluate hardware/software capabilities for work from home/net meetings options.
- Assess Medical Readiness- Review state and local Pandemic Influenza Plans.

Note: Employee Assistance Program (EAP) Arrangements in Case of Pandemic

For employees who are concerned about Pandemic Influenza an EAP Advisor can be reached day or night by calling this toll free number 1-800-860-8205. This hotline is staffed 24 hours a day, 7 days a week. Note that during an Influenza Pandemic the EAP provider may be inundated and waiting times may be experienced. Additional information can be found on the EAP website <http://hr.chevron.com/globalprograms/eap>.

GOMBU Operational Response Strategies- Offshore Scenario; WHO Phase 4 (To be triggered by CMT)

The WHO declared phase globally may not be equivalent to, or representative of, the situation in GOM. Any decision taken should give consideration to the situation in-country, and also make reference to guidance from the United States Government, Department of Health & Hospitals (DHH) and the Centers for Disease Control (CDC).

- Meeting Cancellation- All non essential meetings to be cancelled or rescheduled to enable net meeting and/or teleconferencing.
- Training- Cancellation of all non essential training. Training to be conducted via alternative means if urgently required.
- Public Transportation- Avoid public transportation including vanpools/carpools.
- Workplace Access- Persons exhibiting symptoms of Influenza including cough, temperature, runny nose, malaise and or weakness must not to come to work and are advised to seek medical attention. Implement pre-entry screening of persons exhibiting symptoms by medically trained personnel.
- Workplace Isolation and Evacuation- Implement procedures for employees exhibiting flu symptoms at work to include isolation and/or evacuation.
- Limit Non-Essential Travel- Require supervisor approval of travel to areas with WHO confirmed human cases of pandemic influenza.
- Dead birds and animals found on Chevron property should be handled according to the latest [CDC guidelines](#) if found in an area with WHO confirmed cases of pandemic influenza.

GOMBU Operational Response Strategies- Offshore Scenario; WHO Phase 5/6

In addition to steps taken in WHO Phase 4, implement the following:

- Stand down of Non Essential Workers- Each supervisor and/or manager will designate essential workers based on work at-hand. Managers stand down non essential personnel and/or arrange net access to enable work from home or remote location, if feasible.
 - Where feasible, manage shift change to limit contact. Consider alternate work schedules to minimize employee contact (14-28 day rotation, etc)

- Workplace Access- Employees/contractors who were sent home due to exhibiting influenza symptoms or have been exposed to persons with influenza must have medical clearance (i.e. letter from personal physician stating no longer contagious) prior to returning to work.
- Ban non-essential travel
- Consider bringing in employees from outside of impacted area to supplement the absence of GOMBU workforce.

GOMBU Isolation/Quarantine/Evacuation of Infected individuals- Offshore

1. Employee/contractor (patient) presents with influenza symptoms.
2. Person in charge of facility request patient to wear surgical mask and seek advice from trained medical personnel.
3. Person providing assistance shall don N95 particulate respirator, disposable gloves, protective eyewear, and long-sleeve gown.
4. If Temperature above 38 degrees Celsius (100.4 F) and influenza symptoms Patient should be considered as a possible case of Pandemic Influenza or endemic Influenza.
 - Use of oral thermometers of the type that limits infection exposure.
5. If patient exhibits influenza symptoms in the absence of elevated temperature - maintain level of suspicion. Ensure patient condition is monitored. For additional assistance contact a trained medical personnel.
6. Move patient into isolated area of facility for follow-up treatment until evacuation is possible.
7. Discuss case with the on-Call Medical.
8. If medical condition persists:
 - Ensure non essential persons are kept clear.
 - Practice proper PPE precautions when entering room.
 - Ensure meals are brought to room. All utensils are to be disposable/combustible.
9. Phone designated Hospital, advise ETA. Arrange transport to hospital (Ambulance) or if traveling by boat or aircraft, advise status of Patient prior to aircraft/boat departure from facility. Follow standard GOMBU medical evacuation procedures.
 - Advise Hospital of possibility that patient may have Pandemic Influenza &/or Avian Influenza.
10. Arrange medical evacuation to available Hospital.
 - Only the infected person on the flight. If transporting via boat, only essential boat crew on the ride.
 - Infected person must wear a surgical mask at all times.
 - If infected person requires medical attention during flight – medic to accompany.
 - Pilots and other persons shall wear a N95 particulate respirator.
11. Quarantine of exposed coworkers on facility (2 times the incubation period).
12. Cleaning of facility and aircraft
 - Ensure cleaners are aware of proper PPE precautions.
 - Incinerate disposable refuse from room.

- Laundry items to be washed warm water and detergent.
- Aircraft and medical equipment to be disinfected following evacuation.

13. No information regarding an employee's health condition should be shared with others.

GOMBU Operational Response Strategies- Office Scenario; WHO Phase 4 (To be triggered by CMT)

- Meeting Cancellation- All non essential meetings to be cancelled or rescheduled to enable net meeting and/or teleconferencing.
- Training- Cancellation of all non essential training. Training to be conducted via alternative means if urgently required.
- Public Transportation- Advise employees and contractors to avoid public transportation including vanpools/carpools.
- Workplace Access- Persons exhibiting symptoms of influenza including cough, temperature, runny nose, malaise and or weakness must not to come to work and are advised to seek medical attention. Implement pre-entry screening of persons exhibiting symptoms by medically trained personnel.
- Workplace Isolation and Evacuation- Employees exhibiting influenza symptoms will be sent home and will require medical clearance prior to returning. Utilize properly trained cleaning personnel to disinfect the employee's workspace.
- Limit Non-Essential Travel- Require supervisor approval of travel to areas with WHO confirmed human cases of pandemic influenza.
- Dead birds and animals found on Chevron property should be handled according to the latest [CDC guidelines](#) if found in an area with WHO confirmed cases of pandemic influenza.

GOMBU Operational Response Strategies- Office Scenario; WHO Phase 5/6

In addition to steps taken in Phase 4, implement the following:

- Stand down of Non Essential Workers- Each supervisor and/or manager will designate essential workers based on work at-hand. Managers stand down non essential personnel and/or arrange net access to enable work from home or remote location, if feasible.
 - Consider alternate work schedules to minimize employee contact (implement shift work, split the work week, 7 day rotation, etc). Where feasible, manage shift change to limit contact.
- Workplace Access- Employees/contractors who were sent home due to exhibiting influenza symptoms or have been exposed to persons with influenza must have medical clearance (i.e. letter from personal physician stating no longer contagious) prior to returning to work.
- Ban non-essential travel.
- Consider bringing in employees from outside of impacted area to supplement the absence of GOMBU workforce.

GOMBU Isolation/Evacuation of Infected individuals- Office/Onshore

1. Employee/contractor (patient) presents with influenza symptoms.
2. Person's supervisor requests patient to wear surgical mask and be screened for influenza by a trained medical personnel.
3. Person providing assistance shall don a N95 particulate respirator, disposable gloves, protective eyewear, and long-sleeve gown.

4. If Temperature above 38 degrees Celsius (100.4 F) and influenza symptoms. Patient should be considered as a possible case of Pandemic Influenza or endemic Influenza.
5. If patient exhibits influenza symptoms in the absence of elevated temperature, ensure patient condition is monitored. For additional assistance contact a trained medical personnel.
6. Move patient into isolated area of facility for follow-up treatment until evacuation is possible.
7. Discuss case with the on-Call Medical.
8. If medical condition permits, move patient into designated accommodation area until evacuation is available.
 - Ensure non essential persons are kept clear
 - Practice proper PPE precautions when entering room.
9. If patient is capable of driving, advise patient to leave work and seek medical attention immediately. If not ill enough for hospitalization but is unable to drive, help patient arrange for transportation home.
10. If required, arrange transportation to hospital (Ambulance).
11. Exposed coworkers should be sent home and seek medical advice.
12. Cleaning of facility
 - Ensure cleaners are aware of proper PPE precautions.
13. No information regarding an employee's health condition should be shared with others.

Protection of Medical Personnel workers - PPE

The following are recommended infection control measures:

Masking

Staff who may come into close contact with suspect Influenza cases should wear a N95 particulate respirator. All individuals should be encouraged to wear a surgical mask if they have fever and cough.

Notes on Masks and Respirators

- The N95 particulate respirator shall be used if available.
- The surgical mask is designed to prevent the wearer from infecting people in his or her vicinity. It is less effective in protecting the wearer from infection. However it may be used for the purpose of protection if a N95 particulate respirator is not available or risk is very low.
- N95 particulate respirators are effective only if worn according to instructions and properly fitted. An improperly fitted N95 particulate respirator provides less protection than a properly worn surgical mask.
- Be aware that adjusting masks with contaminated hands can be a cause of infection. Wash hands before and after using masks.
- N95 particulate respirators should not be used in areas with low oxygen concentration and may be hazardous to wearers who have cardiac and respiratory disease.

- Disposable respirator masks should be discarded and changed if it becomes physically damaged or when it becomes uncomfortable after prolonged use. Dispose of used masks by sealing in a plastic bag or container.
- Users should be monitored for dizziness, difficulty in breathing and skin irritation.

Hand washing

- Use liquid soap.
- Frequent hand washing is very important in reducing the risk of infection.
- Alcohol-based hand sanitizer (at least 60% alcohol) may be used if the hand is not soiled.
- Mucosal surfaces including the nose and eyes can be the route of infection. Avoid touching such areas during work.

Gloves

- Wear gloves when you are attending to suspect influenza patient. Gloves will be disposed of in infectious waste or sealed plastic bag.

Infection Control

Upon notification of an Influenza Pandemic, consideration needs to be given to ensuring Chevron facilities are cleaned appropriately. Contract owners, managers should implement additional measures to minimize the transmission of the virus through environmental sources, particularly hard surfaces such as sinks, handles, railings, objects and counters. Transmission from contaminated hard surfaces is deemed unlikely; however influenza viruses may live for up to two days on such surfaces.

Influenza viruses are inactivated by alcohol and by chlorine. Cleaning of environmental surfaces with a neutral detergent followed by a disinfectant solution is recommended. Surfaces that are frequently touched with hands should be cleaned often, preferably daily. The following table details an appropriate choice and concentration of disinfectants:

Note: All persons who use products listed below should view and understand the relevant MSDS and associated product information.

Cleaning

Disinfectants	Recommendations	Precautions
Sodium Hypochlorite: 1000 ppm of available chlorine, usually achieved by a 1:5 dilution of hospital grade bleach.	Disinfection of material contaminated with blood and body fluids	<ul style="list-style-type: none"> • Should be used in well-ventilated areas. • Protective clothing required while handling and using undiluted bleach. • Do not mix with strong acids to avoid release of chlorine gas. • Corrosive to metals.
Granular Chlorine	May be used in place of liquid bleach if available.	<ul style="list-style-type: none"> • Same as above.

Alcohol: e.g. Isopropyl 70%, ethyl alcohol 60%.	Smooth metal surfaces, tabletops and other surfaces on which bleach cannot be used.	<ul style="list-style-type: none"> • Flammable and toxic. To be used in well-ventilated areas. Avoid inhalation. • Keep away from heat sources, electrical equipment, flames, and hot surfaces.
---	---	---

Staff should be reminded not to share cups, dishes, and cutlery and ensure they are thoroughly washed with soap and hot water after use.

When a person with suspected influenza is identified and has left the workplace, it is important that their work area / office, along with any other known places they have been, are thoroughly cleaned and disinfected. Cups, dishes, and cutlery used by persons with suspected influenza must be thoroughly washed with soap and hot water followed by soaking in a diluted bleach solution for 30 minutes.

Appendix C - Business Continuity Plan (BCP)

[< BCP LINK >](#)

Appendix D- GOM Pandemic Communication Plan

Communication Summary

Audiences	<ul style="list-style-type: none"> • OELT (Operational Excellence Leadership Team) • GOM MT (Gulf of Mexico Management Team) • GOM Supervisors and Team Leads • All GOM employees and families • GOM Contractors • GOM Suppliers
Communication Methods	<ul style="list-style-type: none"> • Email • GOM Emergency Information Line at (800) 457-9400 or (713) 754-4925. • GOMBU Bridge Lines • Web • Meetings • Posters <p><link to Emergency Information and Communication Process></p>
Challenges	<ul style="list-style-type: none"> • Off shore locations • Suppliers
Key Messages	<ul style="list-style-type: none"> • Be aware of the steps you can take to protect yourself and your family from becoming infected • We have a response plan for each phase of the World Health Organization Pandemic Phase. Know what your role is in each step of the phase • Make sure that you have the updated contact information and appropriate tools available in case a pandemic happens • Make sure that you have a plan for your family in case of a pandemic
Timing	<ul style="list-style-type: none"> • November 2006- March 2007
Reviewers and Approvers	<ul style="list-style-type: none"> • GOM OELT • GOM MT

Communication Timeline

Phase Definitions

The World Health Organization (WHO) defines pandemic phases as follows:

Inter-pandemic phase New virus in animals, no human cases	Low risk of human cases	1
	Higher risk of human cases	2
Pandemic alert New virus causes human cases	No or very limited human-to-human transmission	3
	Evidence of increased human-to-human transmission	4
	Evidence of significant human-to-human transmission	5
Pandemic	Efficient and sustained human-to-human transmission	6

Figure 1. World Health Organization Pandemic Phases

- **Phase 1, Inter-pandemic phase** – Low risk of human cases.
- **Phase 2, New virus in animals, no human cases** – Higher risk of human cases.
- **Phase 3, Pandemic alert** – No or very limited human-to-human transmission.
- **Phase 4, new virus causes human cases** - Evidence of increased human-to-human transmission.
- **Phase 5, new virus causes human cases** – Evidence of significant human-to-human transmission.
- **Phase 6, Pandemic** – Efficient and sustained human-to-human transmission.

This communication plan begins at WHO Phase 3.

WHO Phase 3 and 4

- **WHO Phase 3:** Human infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.
- **WHO Phase 4:** Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.

Timing	Audience	Message	Method	Who is responsible	Status
Phase 3	GOM OELT	<ul style="list-style-type: none"> • We are taking a proactive approach and will be developing a strategy based on prevention, response and business continuity. • Please provide resources as needed. 	OELT Meeting	MTB/RDE	Complete
Phase 3	GOM Managers and Supervisors	<ul style="list-style-type: none"> • We are taking a proactive approach and will be developing a strategy based on prevention, response and business continuity. • Please integrate these messages into your staff meetings and encourage your staff to take advantage of the information provided by Corp. Medical and inform themselves about Pandemic Flu 	Email		
Phase 3	Employees and contractors	<ul style="list-style-type: none"> • <i>Influenza Education</i> - What is influenza and what can you do to protect yourself and others. • You are invited to attend an information session or view a web cast to learn more. • Here is the Influenza Web site for more information about preventing the spread of influenza. • http://hr.chevron.com/globalprograms/medical/avian/ 	Email		
Phase 3	OE Safety Coordinators	<ul style="list-style-type: none"> • Here is the resource for information on Pandemic Flu • http://hr.chevron.com/globalprograms/medical/avian/ • Encourage team leaders to share this information with their staff as safety moments or as an entire 	Email		

Timing	Audience	Message	Method	Who is responsible	Status
		staff meeting			
Phase 4	Employees and contractors	<ul style="list-style-type: none"> • What is influenza and what you can do to protect yourself and others. • We are developing a strategy based on prevention, response, business continuity and communications. • Should there be a pandemic, you will be notified and provided further instructions through the company communication channels including the GOM Emergency Information Line. • Make sure that your emergency information is correct. We need a number to reach you when you are not at work. • Be prepared to work from home. Make sure that you have signed up for OWA and have a securid 	Meeting with presentation, Safety Moments		
Phase 4	Employees and Contractors	<ul style="list-style-type: none"> • Reminder of the Corporate resources of staying informed about pandemics and how to protect your family and colleagues • A major part of prevention is keeping your hands clean 	Email		
Phase 4	Offshore employees	<ul style="list-style-type: none"> • Communicate business continuity plans specific to their location 	meetings	Local Management in alignment with other business units	
Phase 4	Suppliers	<ul style="list-style-type: none"> • Communicate business continuity plans specific to their workforce 	Meetings/email	Suppliers/ Strategic Sourcing	
Phase 4	Employees and Contractors	<ul style="list-style-type: none"> • Be prepared by stocking critical items at home. 	Poster	BRES / Others	
Phase 3/4	Employees and Contractors	<ul style="list-style-type: none"> • Keeping your hands clean is one of the most important steps you can take to avoid getting sick and spreading germs. 	Poster	BRES	
Phase	Employees	<ul style="list-style-type: none"> • Contain your coughs 	Poster	BRES	

Timing	Audience	Message	Method	Who is responsible	Status
3/4	and Contractors				

WHO Phase 5 and 6

- **WHO Phase 5:** Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).
- **WHO Phase 6:** Pandemic: increased and sustained transmission in general population.

Timing	Audience	Message	Method	Who is responsible	Status
	GOM MT	<ul style="list-style-type: none"> • Based on your segment of the business continuity plan, begin to implement the plan so we can continue to operate 	Email	SLT	
	Suppliers	<ul style="list-style-type: none"> • Based on your segment of the business continuity plan, begin to implement the plan so we can continue to operate • We must ensure that the Supplier BCP plans are rigorously reviewed. 	Email	Supplier Management	
	Employees	<p>Due to the influenza pandemic, we are reducing operations. Here's what this means to you:</p> <ul style="list-style-type: none"> • You will continue to be paid. • You must call your supervisor daily to check in. • You may call the Chevron GOM Emergency Information Line for general information about the company's operation. • If you become ill, please seek medical attention immediately and advise your supervisor. 	Discussion and document handed in person/telephone call/email	First Line Supervisor	
	Contractors	<p>Due to the influenza pandemic, we are reducing operations. Here's what this means to you:</p> <ul style="list-style-type: none"> • You must call your supervisor daily to check in. • You must call your contract agency to determine your pay status • You may call the Chevron GOM Emergency 	Discussion and document handed in person/telephone call/email	First Line Supervisor	

Timing	Audience	Message	Method	Who is responsible	Status
		<p>Information Line for general information about the company's operation.</p> <ul style="list-style-type: none"> • If you become ill, please seek medical attention immediately and advise your supervisor. 			
	Employees working from home	<ul style="list-style-type: none"> • You will continue to be paid the same rate and method that you were when you were working onsite. • Follow procedures outlined by your supervisor regarding ongoing communications and work. 	Email	Human Resources Business Partner	
	Employees healthy yet off work due to business disruption	<p>As follow-up:</p> <ul style="list-style-type: none"> • You will continue to be paid the same rate and method that you were when you were working onsite. • You must call your supervisor weekly to check in. • Call the GOM Emergency Information Line to keep informed about when you should report back to work. • If you become ill, please seek medical attention immediately and advise your supervisor. 	Letter mailed home	Human Resources Business Partner	
	Supervisors	<ul style="list-style-type: none"> • Keep a log of the employees calling in and their status. 	Phone meeting	Command communication team	