

# Appendices

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## Appendix A: Inventory

### FRANKLIN COMMUNITY HEALTH NETWORK

Equipment	Emergency Preparedness Equipment Inventory		
	Quantity	Received	Stored
Air heater		2005	On loan to Farmington Fire Nichols Building
Ambu disposable BVM - adult	24		
Antiseptic towelette	2000		
Antroom, negative pressure	1	10/12/2005	Maintenance Garage
Barricade Tape, rolls	2	6/29/2005	Maintenance Garage
Bath Blankets	96	3/21/2006	Preparedness Trailer
Bed pan, fracture	100		Nichols Building
Biological PAPR	3	10/12/2005	Maintenance Garage
Body bags with tags	30		
Bull horn	2	6/29/2005	Security, Maintenance Garage
Cannula, oxygen flare tip	1600	3/22/2006	Nichols Building
Cannula, pedi	50	3/22/2006	Nichols Building
Chem tape rolls	15	6/29/2005	Maintenance Garage
Chemical detector	1	12/1/2005	Maintenance
Chest, rolling pharm	1	6/29/2005	Pharmacy
Chux, linen savers	1050		Nichols Building
Container, contaminated clothing	8	6/29/2005	Maintenance Garage
Cots, folding military	50	4/13/2006	Preparedness Trailer
Evac+Chair (w/ cover)	1	6/20/2006	3rd floor stairway
Eyewash station	1	6/29/2005	Maintenance Garage
FAX machine	1	2006	Chisholm Rm Cabinet #1
Filters for Rx-air	3	10/12/2005	Maintenance Garage
Flashlights, wind-up	17		Chisholm Room Cabinet #3
Flow-meter for multi-patient reg	7	10/5/2006	Cardio-Pulmonary
Gloves, exam, nitrile large	50000	3/22/2006	Nichols Building
Gloves, exam, nitrile med	80000	3/22/2006	Nichols Building
Gloves, exam, nitrile small	23000	3/22/2006	Nichols Building
Gloves, exam, nitrile xlarge	3000	3/22/2006	Nichols Building
Gown, isolation unsterile	300	3/22/2006	Nichols Building
Gowns, adult large	24	3/22/2006	Nichols Building
Liner-contam clothing container	8	6/29/2005	Maintenance Garage
Litter Conveyor	2	6/29/2005	Maintenance Garage
Litter Conveyor Board	2	6/29/2005	Maintenance Garage
Mask, surgical	1000	3/22/2006	Nichols Building
Mask, tie-on	6000	3/22/2006	Nichols Building
Masks, N95 reg	1920	3/22/2006	Nichols Building
Masks, N95 sm	1440	3/22/2006	Nichols Building
Mattresses	50	4/13/2006	Preparedness Trailer
Mattresses	25	4/13/2006	Nichols Building

N-95 masks – reg	20	10/12/2005	Inventory
N-95 masks – sm	20	10/12/2005	Inventory
Nebulizer	550	3/22/2006	Nichols Building
Needles, 25G x 1.5	2000		Nichols Building
Oxygen flow meter	10	4/10/2006	Chisholm Rm Cabinet #3
Oxygen non-rebreath mask	250		Nichols Building
Oxygen non-rebreath mask Pedi	50		Nichols Building
Oxygen tubing	400	3/22/2006	Nichols Building
PAPR – 3M	5	2005	Maintenance Garage
PAPR – Scott	12	10/12/2005	Maintenance Garage
Patient decon kit-Adult	50	6/29/2005	Maintenance Garage
Patient decon kit-child	25	6/29/2005	Maintenance Garage
Pillow cases	96	3/21/2006	Preparedness trailer
Pillows	96	3/21/2006	Preparedness Trailer
Portable suction, battery	3	10/12/2005	Cardio-Pulm & ER Rm 1
Radio, 45wt base/mobile	1		Chisholm Radio Closet
Radio, HAM, base	1	8/24/2006	Chisholm Radio Closet
Radio, HAM, portable	1	8/24/2006	Chisholm Radio Closet
Radiological detector	1	10/12/2005	Maintenance
Radios, portable	8	10/12/2005	Chisholm Radio Closet
Regulator, O2-seven-patient	2	2005	Cardio-Pulmonary
Rope, polyethylene	100'		Maintenance Building
Rxair purifier	1	10/12/2005	Maintenance Garage
Safety cones	25	6/29/2005	Maintenance Garage
Saw horses, plastic	6	6/29/2005	Maintenance Garage
Sharps containers	10		Nichols Building
Sheet, stretcher blue	96	3/22/2006	Nichols Building
Sheets, top	72	3/22/2006	Nichols Building
Shower, Decon	1	6/29/2005	Maintenance Garage
Suction regulators	14	4/10/2006	Chisholm Rm Cabinet #3
Sump pump	1	6/29/2005	Maintenance Garage
Syringe, luer lock 3 cc	2000		Nichols Building
Telephone	4	2006	Chisholm Rm Cabinet #1
Temps bed	10	10/12/2005	Preparedness Trailer
Tent, decontamination	1	2005	Maintenance Garage
Thermometer, paper strip	35000		
Thermometer, temporal artery	6	2007	Chisholm Rm Cabinet #1
Tissues, sani hanks	1200		Nichols Building
Towels, bath	120		Nichols Building
Trailer, tandem axle equipment	1	2005	Back Parking lot
Urinal, male	25		Trailer
Ventilators, disposable Adult	12	10/12/2005	Cardio-Pulmonary
Ventilators, disposable Peds	12	10/12/2005	Cardio-Pulmonary
Wash cloths	288	3/21/2006	Preparedness trailer
Waste bladder-decontamination	1	6/29/2005	Maintenance Garage
Waste drum - decontamination	3	6/29/2005	Maintenance Garage

Water heater  
Wipe, alcohol prep

6000

2005

Maintenance Garage  
Nichols Building

## **Appendix B: Communication issues to during a pandemic**

*Adapted from Centers for Disease Control and Prevention*

### **Goals of FCHN communication with regard to pandemic influenza:**

- q Orient public behavior to benefit the community (avoid panic).
- q Reduce contagion.
- q Control use of scarce hospital resources (human, supplies, and financial).
- q Answer questions and concerns.

### **Key issues in communicating**

- q Give people things to do.
- q Don't say, "Don't worry,"—give facts and let people decide for themselves.
- q Uncertainty causes panic. Contradictory messages create uncertainty; information is empowering.
- q Don't make promises we can't keep, be truthful.
- q No jargon.
- q Avoid humor.
- q Refute allegations—don't repeat them.
- q Discuss what you know, not what you think.
- q Be regretful, not defensive.
- q Acknowledge fears.

### **What the public wants to know**

- q What happened?
- q What have you found that may affect me?
- q What can I do to protect myself and my family?
- q Who/What caused this?
- q Can you fix it?
- q Who is in charge?
- q Has this been contained?
- q Are victims being helped?
- q What can I expect, right now and later?
- q What should we do?
- q Did you have any forewarning?

**Appendix C: List of all FCHN Phone Numbers**

		Conference Coordinator	2451
		Conference Room Booking	2451
		Conrad, Joe	2368
		Cordes, Jodi	2451
		Corey, Cindi	2340
		Coulombe, Cindy	2775
		Cowan, Karen	2619
		Crisis office	2845
		Currier, Gail	2283
	<b>A</b>		
Activity Coordinator	2451		
Allen, Beth	2525		
Ancillary Coding	2627		
Anesthesiologists	2293		
Arcari, Jane	3112		
Armstrong, Muriel	3121		
AV Equipment Room	2526		
	<b>B</b>		
Backman, Joanna	2480		
Batt, Richard	2265		
Baxter, Dianna	2356		
Bell, Becky	2835		
Bell, Jan (18)	2508		
Bergeron, Genoria	2783		
Binder, Leah	645-3136		
Biomedical Services (62)	2219		
Blood Bank	2275		
Bourassa, Wendy	2352		
Brackett, Karen (49)	2033		
Brackett, Sue	2383		
Brinkman, Jan	2853		
Brown, Pam (15)	2562		
Bryant, Donna	2439		
Bulger, Linda	3121		
Bunker, Cheryl	2338		
	<b>C</b>		
Cafeteria	2269		
Caffrey, Eileen	2739		
Campion, Dr. Peter	2689		
Cardiopulmonary, Booking	2727		
Cardiopulmonary, Front Desk	2733		
Cardiopulmonary, Staff Rm	2349		
Catlett, Dr. Larry	2819		
Cayer, Gerald	2456		
Central Supply	2239		
Chandler, Rebecca	750-0171		
Chaplain (750-0141)	2509		
Churchill, Marriott	2509		
Ciarcia, Darcie	2286		
Clinical Coordinators	2766		
Clinical Support Room	2383		
Colwell, Bill	2343		
Colwell, Charlene	2340		
Communications & Dev.	2750		
Compliance Hotline	2557		
		<b>D</b>	
		Davis, Taffy	2811
		Dean, Tom	2673
		DeCarolis, Dr.	2691
		Dictation Access	2248
		Driscoll, Donna	2870
		Drs. Dictation Room	2221
		Dubord, Mavis	6405
		Duffy, Kathy	2767
		Dwinal-Shufelt, Tammy	2356
		<b>E</b>	
		EBS	2459
		Echovascular-Booking	2727
		Echovascular Front Desk	2733
		ED Dr/On-call	2541
		ED Medical Director	2249
		ED Nurse Manager	2547
		ED Nurses Station	2250,2251,2631
		ED Providers Office	2252,2241, 2643
		ED Providers Sleep Room	2437
		ED Staff Room	2542
		Edmunds, Angela	2267
		Ellrich, Anna	2245
		Employee Health	2508
		EMS Office (ER)	3125
		Environmental Staff Desk	2530
		Ernest, Pam (590-6838)	2339
		Escort Desk	2682
		<b>F-G</b>	
		Flottesmesch, Jeanne (29)	2358
		Franklin Child Care	2743
		Franklin Orthopedics	4567
		Front Desk, Courtesy Phone	2353
		Fulmer, Joseph	2246
		Garrison, Don	2200
		Gift Shop	2581
		Gilbert, Robin	2575
		Goodwin, MaryAnne (83)	2546

Goudreau, Maureen 2471  
 Gray, Jill 2555  
 Greaton, TJ (25) 2837  
 Greenwood Records Storage 2862  
 Grondin, Kristen 2381  
 Guagenti, April 2444  
 Guppy, Joy 2346

**H**

Hagerstrom, Tom 2364  
 Hamblin, Maureen 2773  
 Hannaford, Jan 2552  
 Harris, Felicia 897-3611  
 Harty, Tracy 2830  
 Hawkins, Leslie 2470  
 Health Access 2772  
 Health Card Enrollment 2273  
 Health Card Business Prog. 2750  
 Healthy Community  
     Coalition 645-3136  
 Heath, Vickie 2440  
 HIM Receptionist 2330  
 Hobert, Gina 3157  
 Hopkins, Stephanie 2271  
 Horton, Kathy 2488  
 Hospitalists 2455

**I-J-K**

ICU Nurses Station 2510  
 Infection Control 2508  
 Inpatient Registration 2351  
 Inpatient Whirlpool Room 2515  
 Internal Medicine 2822  
 Ireland, Lori 2576  
 IT Help Desk 2300  
 Jackson, Carol 2363  
 Judd, Sarah 2635  
 Judkins, Garry 2801  
 Kelleher, Stephen 645-3136x5111  
 Kidd, Dinah 2622  
 Kitchen 2268

**L**

Laboratory 2270  
 Laboratory Secretary 2570  
 Lancaster, Dr. 2690  
 Laundry (cell 491-4895)  
 LeCours, Karen 2605  
 LeCours, Reana 2750  
 Libby, Mary 2385  
 Lisherness, Susan 2831

Long, George 2547  
 Luce, Mandy 2265  
 Lucey, Michelle 3121

**M**

MacGregor, B. 2823  
 Mailroom 2582  
 Marble, Rachel 6504  
 Marketing & Planning, Dir. 2468  
 Martineau, Carol 2396  
 Martinsen, Eric 2613  
 McClure, Deanna 2611  
 McCool, Maureen 2588  
 McGhee, Becki 2584  
 Meader, Melanie 2404  
 MED/SURG Nursing Sta 2362, 2537  
 MED/SURG Staff Lounge 2658  
 MED/SURG Visitor Lounge 2432  
     2537  
 Medical Library 2554  
 Merrow, Catherine 2103  
 Moody, Cheryl 2734  
 Moore, Eileen 2345  
 Morgue 2354  
 Morse, Cory 2402  
 Moser, Joel 779-2772  
 Myrick, Sharon 6177

**N-O**

NorthStar Transfer Pager 580-5856  
 Norton, Betsy 2482  
 Nuclear Medicine 2376  
 Nurse, Bill 2274  
 Nurse, Wanetta 2574  
 Nursery 2298  
 O'Brien, Suzanne 2272  
 Obstetrics Nurses Station 2295  
 Occ. Health Registration 2622  
 Occ. Health Scheduling 2367  
     2620  
 Occupational Therapy 2257  
 O'Donnell, Beth 2721  
 Oncology OPC 2590  
 OR Anesthesiologists 2293  
 OR Day Surgery 2225  
 OR DSU/OBS Aide 2280  
 OR Hall 2387  
 OR Lounge 2452  
 OR Nurses Station 2497  
 OR PACU 2292

OR Pre-Adm Testing (PAT)2391  
 OR Recovery 2292  
 OR Resource Coordinator 2392  
 OR Scheduling 2761  
 OR Sterile Supply Room 2238  
 Outpatient Clinic 2539  
 Outpatient Registration 2350  
 Outpatient Services in  
     Livermore Falls897-2600  
 Outreach Secretary 2524  
     **P**  
 Pagers, In-house 2666  
 Pathologist 2112  
 Patient Account Services 2777  
 Patient Support Services 2481  
 Payroll 2783  
 Peak, Cheryl 2456  
 Peary-Adams, Judy 2586  
 Pediatrics 2295  
 Pediatrics Treatment Room2544  
 Pharmacy 2532, 2534  
 Pharmacy, ADR Reporting2742  
 Pharmacy, Satellite (MS3) 2533  
 Physical Rehab Registration2622  
 Physical Rehab Scheduling2620  
 Physical Therapy, Inpatient2556  
 Physical Therapy, Outpatient2621  
 Pierce, Rhonda 2475  
 Pierce, Terri 2507  
 Pine Tree Family Practice778-3326  
 Pine Tree Internal Medicine4922  
 Pine Tree Pediatrics 2476  
 Pine Tree Women's Care778-0804  
 Piroso, Anne 2719  
 Pratt, Dawn 2748  
 Pratt, Scott 2348  
 Prior, Rod 2592  
     **Q-R**  
 Quality Director 2828  
 Radiology 2370  
 Radiology Bone Density 2308  
 Radiology Cat Scan 2223  
 Radiology Coordinator 2439  
 Radiology Daytime Tech 2373  
 Radiology Evening Tech (23)  
 Radiology Mammography Sch.2405  
 Radiology Nuclear Medicine2376  
 Radiology Reports 2862

Radiology Scheduling 2375  
 Rangeley Physical Rehab864-2900  
 Receiving 2241  
 Record, Dr. Burgess 2720  
 Record, Sandy 2518  
 Redmond, Florette 2426  
 Richard, Sandy 645-3136x5116  
 Robie, David (580-0197) 2770  
 Robinson, Dee 2028  
 Rosato, Jeanne(pg851-6171)2430  
 Rose, Tammy 2284  
 Rowe, Ken (62) 2583  
     **S**  
 Satellite Pharmacy (MS3) 2533  
 Sawyer, Julie 2628  
 Scott, Hilda 2569  
 Scribner, Emily 2554  
 Searles, Sharon 2503  
 Security (01) 2355  
 Senecal, Mike 639-3830  
     864-0938  
     235-2222  
 Shaffer, Peter 2567  
 Smoking Cessation 2739  
 Social Worker, Lead (29) 2358  
 Soto-Moreno, Dr. 2843, 2844  
 Speech Therapy 2366  
 Staier, Debi 2622  
 Stewart, Karen 2656  
 Sullivan, Michelle 2698  
 Swan, Mike 2406  
 Synernet Transcription645-3490  
     **T-U-V**  
 Teague, Cole 2039  
 Theriault, Katherine 2102  
 Therrien, Nora 2565  
 Thibodeau, Joyce 2009  
 Thomas, Ken 2817  
 Thomas, Nancy 2739  
 Thompson, Greg 2634  
 Tompkins, Lesa 2279  
 Tracy, Lori 2620  
 Turner, Kim 2377  
 Utilization Review Dir. 2828  
 Utilization Review Cash Mgr 2562  
 Volunteers Director 2552  
     **W**  
 Wade, Marie 2256

Walker, Janis 645-3136 x5100  
 Web Developer 2469  
 Weeks, Catherine 2341  
 Wells, Kathy 2625  
 Wells, Roger (01) 2355  
 Western Maine Center for  
 Heart Health 2720  
 Western Maine Physicians-  
 Hospital Organization 2747  
 Whittier, Cindy 645-3136x5110  
 Williams, Roy 2501  
 Wilton Family Practice 645-4577  
 Wood, Becky 2380  
 Woodcock, Charlie 3155  
 Worcester, Denise (74) 2658  
 XYZ

Forster Room 2091  
 Greenwood Room 2809  
 Master Control Room 2386  
 Nordica Room 2723  
 Stanley Room 2715  
 Walden Room 2299

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**FAX NUMBERS**

Accounting 2477  
 Administration 2548  
 Cardiopulmonary 2732  
 Community Relations 2860  
 Crisis Center 778-6236  
 Day Surgery 2281  
 Development 2472  
 Dietician 2609  
 Education 2496  
 Emergency Room 2632  
 Evergreen 2460  
 Franklin Billing 2784  
 Franklin Health Access 779-2050  
 Franklin Orthopedics 778-6072  
 General Accounting 2477  
 Greenwood Records Storage 2884  
 Health Information 2629  
 Healthy Comm. Coalition 645-4138  
 Human Resources 2606  
 Information Systems 2020  
 Intensive Care Unit 2511  
 Kitchen 2069  
 Pharmacy 2535  
 Pine Tree Family Practice 778-3102  
 Pine Tree Int. Medicine 779-0646  
 Pine Tree Pediatrics 778-0133  
 Pine Tree Women's Care 778-2886  
 Radiology 2433  
 Rangeley Phys Rehab 864-2973  
 Recovery 2262  
 Spruce Mountain Clinic 897-2918

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**CONFERENCE ROOMS**

Booking 2451  
 Allen Room 2092  
 Bass Room 2560  
 Chisholm Room 2550  
 Crosby Room 2093  
 Laboratory 2523  
 Legal Counsel 2813  
 Maintenance 2736  
 Materials Management 2549  
 Med/Surg III 2466  
 NorthStar Administration 2477  
 NorthStar Farmington 779-2878  
 NorthStar Livermore 897-6373  
 NorthStar Phillips 639-2979  
 NorthStar Rangeley 864-9032  
 NorthStar Sugarloaf 235-2223  
 Nursing Administration 2647  
 Obstetrics 2677  
 O / R Office 2589  
 Outpatient Clinic 2454  
 Outpatient Services Building 2585  
 Patient Accounts 2450  
 Patient Registration 2329





## Appendix E: Isolation Precaution Standards

### SUMMARY OF INFECTION CONTROL RECOMMENDATIONS FOR CARE OF PATIENTS WITH PANDEMIC INFLUENZA

*Adapted from CDC. See <http://www.hhs.gov/pandemicflu/plan/pdf/S05.pdf>*

COMPONENT	RECOMMENDATIONS
<b>STANDARD PRECAUTIONS</b>	See <a href="http://www.cdc.gov/ncidod/hip/ISOLAT/std_prec_excerpt.htm">www.cdc.gov/ncidod/hip/ISOLAT/std_prec_excerpt.htm</a> .
<b>Hand Hygiene</b>	Perform hand hygiene after touching blood, body fluids, secretions, excretions, and contaminated items; after removing gloves; and between patient contacts. Hand hygiene includes both handwashing with either plain or antimicrobial soap and water or use of alcohol-based products (gels, rinses, foams) that contain an emollient and do not require the use of water. If hands are visibly soiled or contaminated with respiratory secretions, they should be washed with soap (either non-antimicrobial or antimicrobial) and water. In the absence of visible soiling of hands, approved alcohol-based products for hand disinfection are preferred over antimicrobial or plain soap and water because of their superior microbicidal activity, reduced drying of the skin, and convenience.
<b>Personal protective equipment (PPE)</b> <ul style="list-style-type: none"> <li>• <b>Gloves</b></li>   <li>• <b>Gown</b></li>   <li>• <b>Face/eye protection (e.g., surgical or procedure mask and goggles or a face shield)</b></li> </ul>	<ul style="list-style-type: none"> <li>• For touching blood, body fluids, secretions, excretions, and contaminated items; for touching mucous membranes and nonintact skin</li> <li>• During procedures and patient-care activities when contact of clothing/exposed skin with blood/body fluids, secretions, and excretions is anticipated</li> <li>• During procedures and patient care activities likely to generate splash or spray of blood, body fluids, secretions, excretions.</li> </ul>
<b>Safe work practices</b>	Avoid touching eyes, nose, mouth, or exposed skin with contaminated hands (gloved or ungloved); avoid touching surfaces with contaminated gloves and other PPE that are not directly related to patient care (e.g., door knobs, keys, light switches).

<b>Patient resuscitation</b>	Avoid unnecessary mouth-to-mouth contact; use mouthpiece, resuscitation bag, or other ventilation devices to prevent contact with mouth and oral secretions.
<b>Soiled patient care equipment</b>	Handle in a manner that prevents transfer of microorganisms to oneself, others, and environmental surfaces; wear gloves if visibly contaminated; perform hand hygiene after handling equipment.
<b>Soiled linen and laundry</b>	Handle in a manner that prevents transfer of microorganisms to oneself, others, and to environmental surfaces; wear gloves (gown if necessary) when handling and transporting soiled linen and laundry; and perform hand hygiene.
<b>Needles and other sharps</b>	Use devices with safety features when available; do not recap, bend, break or hand-manipulate used needles; if recapping is necessary, use a one-handed scoop technique; place used sharps in a puncture-resistant container.
<b>Environmental cleaning and disinfection</b>	Use EPA-registered hospital detergent-disinfectant; follow standard facility procedures for cleaning and disinfection of environmental surfaces; emphasize cleaning/disinfection of frequently touched surfaces (e.g., bed rails, phones, lavatory surfaces).
<b>Disposal of solid waste</b>	Contain and dispose of solid waste (medical and non-medical) in accordance with facility procedures and/or local or state regulations; wear gloves when handling waste; wear gloves when handling waste containers; perform hand hygiene.
<b>Respiratory hygiene/cough etiquette</b> Source control measures for persons with symptoms of a respiratory infection; implement at first point of encounter (e.g., triage/reception areas) within a healthcare setting.	Cover the mouth/nose when sneezing/coughing; use tissues and dispose in no-touch receptacles; perform hand hygiene after contact with respiratory secretions; wear a mask (procedure or surgical) if tolerated; sit or stand as far away as possible (more than 3 feet) from persons who are not ill.

**DROPLET PRECAUTIONS**

See

[www.cdc.gov/ncidod/hip/ISOLAT/std\\_prec\\_excerpt.htm](http://www.cdc.gov/ncidod/hip/ISOLAT/std_prec_excerpt.htm)

<b>Patient placement</b>	Place patients with influenza in a private room or cohort with other patients with influenza.* Keep door closed or slightly ajar; maintain room assignments of patients in nursing homes and other residential settings; and apply droplet precautions to all persons in the room. *During the early stages of a pandemic, infection with influenza should be laboratory-confirmed, if possible.
<b>Personal protective equipment</b>	Wear a surgical or procedure mask for entry into patient room; wear other PPE as recommended for standard precautions.
<b>Patient transport</b>	Limit patient movement outside of room to medically necessary purposes; have patient wear a procedure or surgical mask when outside the room.
<b>Other</b>	Follow standard precautions and facility procedures for handling linen and laundry and dishes and eating utensils, and for cleaning/disinfection of environmental surfaces and patient care equipment, disposal of solid waste, and postmortem care.
<b>AEROSOL-GENERATING PROCEDURES</b>	During procedures that may generate small particles of respiratory secretions (e.g., endotracheal intubation, bronchoscopy, nebulizer treatment, suctioning), healthcare personnel should wear gloves, gown, face/eye protection, and a fit-tested N95 respirator or other appropriate particulate respirator.

## **RESPIRATORY HYGIENE/COUGH ETIQUETTE**

- q To contain respiratory secretions, all persons with signs and symptoms of a respiratory infection, regardless of presumed cause, should be instructed to:
  - Cover the nose/mouth when coughing or sneezing.
  - Use tissues to contain respiratory secretions.
  - Dispose of tissues in the nearest waste receptacle after use.
  - Perform hand hygiene after contact with respiratory secretions and contaminated objects/materials.
- q Healthcare facilities should ensure the availability of materials for adhering to respiratory hygiene/cough etiquette in waiting areas for patients and visitors:
  - Provide tissues and no-touch receptacles for used tissue disposal.
  - Provide conveniently located dispensers of alcohol-based hand rub.
  - Provide soap and disposable towels for hand washing where sinks are available.
- q During periods of increased respiratory infection in the community, persons who are coughing should be offered either a procedure mask (i.e., with ear loops) or a surgical mask (i.e., with ties) to contain respiratory secretions.
- q Coughing persons should be encouraged to sit as far away as possible (at least 3 feet) from others in common waiting areas.
- q Some facilities may wish to institute this recommendation year-round.

## Appendix F: Prioritization of those receiving Pandemic Influenza Vaccination

Tier	Sub-tier	Population
1	A	<ul style="list-style-type: none"><li>■ Vaccine and antiviral manufacturers and others essential to manufacturing and critical support <i>Rationale: Need to assure maximum production of vaccine and antiviral drugs</i></li><li>■ Medical workers and public health workers* who are involved in direct patient contact, other support services essential for direct patient care, and vaccinators <i>Rationale: Healthcare workers are required for quality medical care (studies show outcome is associated with staff-to-patient ratios). There is little surge capacity among healthcare sector personnel to meet increased demand.</i></li></ul>
	B	<ul style="list-style-type: none"><li>■ Persons 65 years and older with 1 or more influenza high-risk conditions, not including essential hypertension</li><li>■ Persons 6 months to 64 years with 2 or more influenza high-risk conditions, not including essential hypertension</li><li>■ Persons 6 months or older with history of hospitalization for pneumonia or influenza or other influenza high-risk condition in the past year <i>Rationale: These groups are at high risk of hospitalization and death. Excludes elderly in nursing homes and those who are immunocompromised and would not likely be protected by vaccination</i></li></ul>
	C	<ul style="list-style-type: none"><li>■ Pregnant women <i>Rationale: In past pandemics and for annual influenza, pregnant women have been at high risk; vaccination will also protect the infant who cannot receive vaccine.</i></li><li>■ Household contacts of severely immunocompromised persons who would not be vaccinated due to likely poor response to vaccine</li><li>■ Household contacts of children &lt;6 month olds <i>Rationale: Vaccination of household contacts of immunocompromised and young infants will decrease risk of exposure and infection among those who cannot be directly protected by vaccination.</i></li></ul>
	D	<ul style="list-style-type: none"><li>■ Public health emergency response workers critical to pandemic response</li></ul>

*Rationale: Critical to implement pandemic response such as providing vaccinations and managing/monitoring response activities*

- Key government leaders

*Rationale: Preserving decision-making capacity also critical for managing and implementing a response*

2 A

- Healthy 65 years and older

- 6 months to 64 years with 1 high-risk condition

- 6-23 months old, healthy

*Rationale: Groups that are also at increased risk but not as high risk as population in Tier 1B*

B

- Other public health emergency responders

- Public safety workers including police, fire, 911 dispatchers, and correctional facility staff

- Utility workers essential for maintenance of power, water, and sewage system functioning

- Transportation workers transporting fuel, water, food, and medical supplies as well as public ground public transportation

- Telecommunications/IT for essential network operations and maintenance

*Rationale: Includes critical infrastructure groups that have impact on maintaining health (e.g., public safety or transportation of medical supplies and food); implementing a pandemic response; and on maintaining societal functions*

3

- Other key government health decision-makers

- Funeral directors/embalmers

*Rationale: Other important societal groups for a pandemic response but of lower priority*

4

- Healthy persons 2-64 years not included in above categories

*Rationale: All persons not included in other groups based on objective to vaccinate all those who want protection*

\* This is inclusive of federal healthcare providers to Indian nations and tribes.

## **FCHN Specific Vaccination Priority List**

### **Active Direct Patient Contact Staff (FMH Primary employer)**

1. ER nursing staff / clinical coordinators
2. ER medical Staff / hospitalists
3. ICU nursing
4. Respiratory Therapists
5. Medical / surgical nurses
  - a. Charge nurses
  - b. Staff nurses
6. EMS
7. Pediatric nurses
8. Other in-house nursing
9. Radiology technicians
10. Laboratory technicians
11. Other direct care nursing (FCHN non-hospital)
12. Hospital direct care medical staff
13. Other medical staff

### **Non-Direct Patient care List**

1. Incident Command
2. Security
3. Pharmacy
4. Environmental / Laundry
5. Registration / Switchboard
6. Food / Nutrition
7. Flu-Hot line
8. Occupational Health
9. EBS /Chaplain
10. Materials Mgmt
11. IS
12. Plant Ops
13. Patient Accounts
14. Administration support staff
15. Community Relations
16. HR
17. Volunteers
18. Social Services
19. Finances
20. PT / OT
21. Medical records
22. Medical office staff
23. Daycare

- 24. Education
- 25. Medical Library
- 26. QA

**Appendix G: Pandemic Influenza Vaccine Consent Form**

**(insert pandemic influenza consent form as available)**

## **Appendix H: Standing Order for Seasonal Influenza Vaccine**

### **STANDING ORDER FOR SEASONAL INFLUENZA VACCINE**

#### **Policy:**

Patients with no contraindications will be allowed to have the annual Influenza vaccine.

#### **Warnings/Contraindications:**

1. History of allergies to egg products or previous Influenza immunizations.
2. Pregnant patients in their first trimester should consult their doctor first.
3. History of Guillian Barre Syndrome.

#### **Procedure:**

1. Patients will be asked about contraindications and those with confirmed contraindications will be referred to their family provider for advice on receiving the Influenza vaccine.
2. Those without contraindications will be given a CDC Vaccine Information Sheet dated for the current year and asked to sign the consent form.
3. The immunization will be given 0.5ml IM in one of the deltoid regions.
4. Patients will be observed for 15 minutes before leaving.
5. EpiPen 0.3mg auto-injector IM, prn anaphylaxis with immediate provider evaluation.
6. Acetaminophen is recommended for soreness at the sight of administration or for a low-grade fever after receiving the vaccine.

As Medical Director (or designee) of Franklin Memorial Hospital, I hereby authorize the FMH Employee Health Nurse/ designee, to administer the above vaccine according to the above policy and procedure.

Created: 11/02      Reviewed: 11/03,02/05, 01/07

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Medical Director/Designee Signature

**Appendix I: Seasonal Influenza Vaccine Consent Form**

**Franklin Community Health Network  
Occupational Health /Employee Health  
779-2367 -- 779-2508  
111 Franklin Health Commons  
Farmington ME 04938**

**Seasonal Influenza Vaccine**

Name: \_\_\_\_\_ Employer: \_\_\_\_\_  
Social Sec. No.: \_\_\_\_\_ D.O.B \_\_\_\_\_

- History**
1. Have you ever received influenza vaccination in the past? Yes  No   
If yes, Did you have any problems? Yes  No   
when: \_\_\_\_\_
  2. Do you have an allergy to egg products? Yes  No
  3. Is there a possibility of pregnancy? Yes  No
  4. Are you suffering from any cold or flu symptoms currently? Yes  No   
If yes, what: \_\_\_\_\_
  5. Have you ever had Guillian Barre Syndrome? Yes  No

**Consent for Vaccination** I have been provided with the latest Influenza VIS that pertains to benefits and risks of receiving influenza vaccination. As with all medical treatment, there is no guarantee that I will not experience an adverse side effect from the vaccine, or a mild case of flu-like symptoms. I request that the vaccine be given to me.

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
:

Date	Manufacture	Lot No.	Exp.	Inject. Site	Dose	Provider
------	-------------	---------	------	--------------	------	----------

\_\_\_\_\_  
Date

\_\_\_\_\_  
0.5 ml.

\_\_\_\_\_  
Signature

### **Appendix J: Home Care Kit Contents**

- q Brochure about self-care and access to health care services
- q Information and educational material on access to emergency mental health
- q Thermometers
- q Masks
- q Hand washing towelettes
- q Recipe for making a rehydration drink
- q FCHN Flu Hotline
- q Statewide Crisis hotline and non-crisis peer support warmline