



United States Department of the Interior

OFFICE OF EMERGENCY MANAGEMENT
Washington, D.C. 20240

September 3, 2009

Memorandum

To: Solicitor
Inspector General
Bureau and Office Heads
Attn: Bureau and Office Emergency Coordinators

From: Director, Office of Emergency Management
/s/ Laurence I. Broun

Subject: 2009 H1N1 Flu – Memorandum #3

This memorandum applies only to the Offices of the Solicitor, Inspector General, and other offices within the Office of the Secretary. Applicability of this memorandum to bureaus extends ONLY those bureau personnel who work in the Main and South Interior Buildings; provision of medical countermeasures for other employee groups will be addressed by individual bureaus.

Several actions have been completed or are now underway to mitigate the impact of the H1N1 influenza on employees within the Office of the Secretary and the Main and South Interior Buildings. These actions include the positioning of information on key messages to enhance employee awareness on H1N1 Flu and prevention measures, creating and updating the DOI H1N1 website (<http://www.doi.gov/emergency/h1n1>), and the provision of supplies to enhance hand hygiene.

The purpose of 2009 H1N1 Memorandum #3 is to address procedures required to distribute medical countermeasures for those employees who have an increased risk of exposure to influenza due to their occupation. This includes the distribution of personal protective equipment and antiviral medication to protect employees in high exposure risk occupational settings and selected medium exposure risk settings, as well as unique employees in essential low exposure risk settings. The use of respirators and medication require medical clearance by a physician. The Office of Emergency Management (OEM) is coordinating with Federal Occupational Health (FOH) to provide procedures to obtain medical clearance for such employees to use respirators and to receive antiviral medication.

- Addressees are requested to provide a list of employees, if any, who belong to the following exposure risk occupational categories: high risk, selected medium risk, and

essential low risk unique employees. (The categories of employees are described in instructions for the "Worksheet for Calculating Stockpiling Needs for Pandemic Influenza," which accompanied 2009 H1N1 Flu Memorandum #1.) This list must contain the full name, assigned office, workplace location, office phone number, and e-mail address for each employee identified. (A spreadsheet is attached to expedite this process.) This list will be used by FOH for the purpose of distributing medical clearance questionnaires. Because respirators and anti-viral medications will likely be in short supply, offices are requested to be judicious in compiling lists to assure these materials remain available to those in the occupational exposure risk settings. For others, it is important to use other methods outlined in the instructions accompanying the Worksheet, such as social distancing and teleworking.

Addressees are requested to submit lists no later than Monday, September 14, 2009. Point of contact for this tasking is LCDR Elaine Wolff, USPHS, 202-208-5417, Elaine_Wolff@ios.doi.gov.

cc: Assistant Secretaries
Deputy Secretary
Chief of Staff