

**Chemical Distributors, Incorporated**

# **Pandemic Infectious Disease Plan**

S&H 25.33

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**Purpose**

Chemical Distributors, Incorporated is dedicated to the protection of its employees, facilities and resources. Also, we are committed to ensuring that our company can continue all aspects of its critical business processes during an Infectious Disease pandemic and can safely resume normal operations as quickly as possible after an Infectious Disease pandemic affects our facility. We place a high priority on developing, validating, and, if necessary, implementing our company's Pandemic Infectious Disease Plan. If after reading this plan, you find that improvements can be made, please contact your Pandemic Infectious Disease Plan Administrator – Cindy Shelton.

We encourage all suggestions because the success of this written plan is important.

**Administrative Duties**

Cindy Shelton is our Pandemic Infectious Disease Plan Administrator (PIDPA) and is responsible for establishing and implementing our written Pandemic Infectious Disease Plan. The PIDPA has full authority to make necessary decisions to ensure the success of this plan. Copies of this written plan may be obtained from:

Cindy Shelton – EHS Manager.  
Chemical Distributors, Incorporated  
80 Metcalfe Street  
Buffalo, NY 14206  
(716)856-2300  
[ehs@cdibuffalo.com](mailto:ehs@cdibuffalo.com)

**Critical Business Processes and People**

The critical business processes we must keep functioning during an Infectious Disease pandemic include:

<u>Business Process</u>	<u>Individual(s)</u>	<u>Backup</u>
Administrative Services	Dona E. and Lois B.	Kim D., Paige R.
Warehouse operations	Simon B., Kevin M, Frank T	Keith M., Ron S., Greg S
Quality Lab	Gabriella H.	Brian D.
HazMat Drivers	Phil Z., Mike Z., Shaun M., Dave W., Peter K., Rick S., Ken C., Kevin L., etc.	Steve S., Bob Z.
EH&S Manager / PIDPA	Cindy S.	Mark R., Rick F.

**Business Impact Analysis**

The business impact analysis determines the effect of mission-critical system failures and employee absenteeism on the viability and operations of critical business processes. CDI has made a determination as to which positions are critical to our mission. We cannot

continue to function without both Administrative Services and Warehouse Operators. Our Administrative personnel are responsible for taking customer orders, ordering materials from our suppliers and completing the required documentation including shipping papers. Our Warehouse personnel are responsible for both off-loading incoming materials and filling customer orders. We can function without our driver personnel as our drivers can be replaced with the utilization of common carriers.

The following is a list of all job classifications at our company in which all employees have occupational exposure beyond ordinary co-worker to co-worker transmission:

<u>Job title</u>	<u>Department</u>
HazMat Driver	Transportation
Salesmen	Outside sales

### **Scenario Impacts**

We have determined that a pandemic outbreak would place an increase in demand for hygiene chemicals used in water treatment and in food preparation. Likewise, we would expect a decrease in demand for specialty chemicals used in various non-critical manufacturing industries such as in the metal plating or in the electronics industry.

### **Business Assessment**

As a pandemic Infectious Disease approaches and once it has occurred at our location, our PIDPA will assess the status and determine our needs and will brief our Company President.

### **Goals and Objectives**

Based on our business impact analysis and the latest business assessment, our immediate goals and objectives for planning for, containing, and recovering from a Infectious Disease pandemic include:

- Utilizing back-up company personnel to fill critical job functions
- Utilizing common carriers for our hazmat driver personnel and
- Utilizing temporary personnel as need be.

### **Communication**

We will effectively communicate with those working for our company to inform them of the status of the pandemic Infectious Disease approaching or affecting our company and their responsibilities during the pandemic. We will primarily make notifications via telephone and e-mail as a back-up. Employees have been instructed to similarly communicate with management to provide input and notify us of any needs or changes in absenteeism rates and health status. Likewise, communicating with our community and customers about our current capabilities, plans, and delays will help to reduce unnecessary tensions and fears.

### **Training**

Information and training is at the heart of pandemic Infectious Disease planning and containment. Our goal is to ensure employee comprehension and understanding of how

employees may be exposed to pandemic Infectious Disease, what their responsibilities are, and what protective measures they can take. Due to the complexity of an Infectious Disease pandemic and the continuity and recovery process our PIDPA trains all those working for our company on the following topics: vaccination safety, antivirals, personal hygiene, PPE, travel, social distancing and good housekeeping. Good hygiene and housekeeping practices may lower any potential risk of pandemic Infectious Disease infection and prevent its spread. Social distancing is taking measures to keep employees away from other people, including other employees, customers, and the public, in order to prevent exposure.

### **Stress Management**

Fear, stress, frustration, anxiety, and loss are to be expected during a pandemic Infectious Disease outbreak. Rumors and misinformation may abound. This may cause increased absenteeism, distress, and lowered productivity. For these reasons our PIDPA will ensure that all employees will be given regular factual updates.

### **Security**

To protect the company, property, and employees, certain security measures will be in place during a pandemic outbreak including limiting access to the facility and limiting travel.

### **Post-pandemic Measures**

Once it appears that a wave of pandemic Infectious Disease has passed, operations will return to "normal" as the conditions allow.

### **Plan Evaluation**

The PIDPA will thoroughly evaluate and, as necessary, revise our plan. This will ensure our plan's effectiveness and prevent or eliminate any problems.