



Employee Health Pandemic Preparedness Plan

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1. Executive summary

This section provides an overview of the specific elements of the Swiss GSK Employee Health Pandemic Preparedness Plan:

| | |
|--|---|
| Plan owner | General Manager GSK Pharmaceuticals Switzerland |
| The Pandemic Preparedness plan is part of the local 'Emergency & Crisis Book' which addresses all measures to respond to adverse events affecting the employees and/or the company's operations. | |
| Key plan elements | |
| Number of covered persons: | 777 |
| Number of Essential in-house functions | 5 |
| Employee locations/sites: | Münchenbuchsee, Switzerland |
| Seasonal flu vaccine: | Programme running |
| Antiviral storage locations: | Company's physician office (first aid room) at company's premises |
| Plans for prescribing and distributing antivirals and vaccine | Details see section 8.3 |
| Site closure decisions | By local Crisis & Issues Management Team (CIMT) |
| Communication plan | See section 10.8 |
| Key timelines and actions | See appendix 2 |

2. Objective and scope

This document describes the plan of GSK Switzerland, the key requirements, and other considerations to protect the GSK workforce in case of an influenza pandemic. In addition, it describes requested exceptions to the plan and includes a certification statement from the General Manager, Pharmaceuticals indicating that a country plan, meeting all core GSK requirements, is in place.

This plan will be used by the General Manager of GSK Pharmaceuticals Switzerland, the Country Coordinator of GSK Consumer Healthcare Switzerland and the Crisis & Issues Management Team (CIMT) to establish, review and execute procedures to manage the impact of a flu pandemic on the GSK workforce. It describes actions, triggers, and communications within and between GSK Switzerland and GSK Corporate in WHO Phases 3, 4, 5 and 6 of a pandemic (see appendix 1). It has been built in line with the following GSK global principles:

- comply with all relevant laws on prescribing and distribution (e.g. registration, etc), and collaborate with local public health authorities during a pandemic;
- assume no complete support will be available from the public health system in a pandemic;
- maximise the use of established business processes wherever possible;
- cover current employees and their families as well as locally identified groups of contingent workers essential to GSK business continuity; and
- incorporate anti-viral access (AV's) and other recommended public health measures.

3. Roles and responsibilities

3.1 Trigger point

The trigger point to initiate actions described in this plan is the public announcement of WHO Pandemia Phases (http://www.who.int/csr/disease/avian_influenza/phase/en/) by the Swiss authorities. The World Health Organization (WHO) pandemic phases are defined in the Appendix 1 to this plan.

Possible link for the announcement:

<http://www.bag.admin.ch/influenza/01120/01132/index.html?lang=de>

3.2 Country

During phase 3 and 4 of a pandemic:

The General Manager of GSK Pharmaceuticals is accountable for developing and implementing all aspects of GSK Switzerland's Employee Health Pandemic Plan.

The Director Compliance owns and maintains the plan and coordinates the activities defined in it with the involved parties. He will be responsible for the regular review and update of the plan as circumstances change or once yearly as a minimum.

The Swiss Pandemia Planning Team (PPT) undertakes the necessary steps to protect the employees of GSK from adverse effects caused by an outbreak of a pandemic and to plan the necessary steps to warrant business continuity and to implement them if necessary (details see section 4).

The company's physician is responsible for the establishment and the maintenance of the stock of antivirals, vaccine and filter masks for the purpose of this plan (quantities see sections 6.1 and 8.1).

The Communication Department keeps GSK employees informed about the situation and about recommendations if such are issued by the authorities or the PPT.

During phases 5 and 6 of a pandemic:

The Local Crisis & Issues Management Team (CIMT) will implement detailed action plans, deal with day-to-day questions and implement local measures in synchronization with Corporate Crisis Management Team (CCMT) and local governments.

In particular the CIMT will decide when to implement a policy of limiting access to the offices at Münchenbuchsee to 'Essential In-house Staff' (as defined in section 10.1) and of implementing a policy of 'Work from Home' for all others.

When limiting access to Essential In-house Staff, the CIMT will organize the distribution of filter masks (according to section 6) and the mounting of disinfectant dispensing units throughout the office buildings (according to section 7).

The company's physician will be responsible for the organisation of the prescription and dispensation of the antivirals and vaccines (according to sections 8 and 9).

The Communication Department will be responsible for providing clear and consistent messages to all local staff.

The Director Human Resources will be responsible for workforce redeployment and management of site sickness absence.

3.3 Key global responsibilities

During phase 3 and 4 of a pandemic:

The Relenza Coordination Team and Employee Health Management will develop and implement the Global Employee Health Pandemic Plan and tools.

GMS will deliver AV (Relenza and other antivirals) and manage the above country logistics of both the regional “urgent use” AV stockpiles and shipment of Relenza and other antivirals⁰ to create in-country AV stockpiles.

Corporate Communications will provide clear and consistent messages.

Global Internal Audit, Employee Health Management/Corporate Environment Health & Safety will audit local employee health pandemic plans.

During phases 5 and 6 of a pandemic:

Employee Health Management will advise the Corporate Crisis Management Team (CCMT) on appropriate actions and develop employee communications in conjunction with Corporate Communications.

CCMT/Corp Communications will update Local Operating companies on corporate activities and provide templates for local communications.

GSK Biological will be responsible for vaccine supply, when and if a vaccine is available, and above country logistics.

4. Employee Health Pandemic Planning Team (PPT) and plan

The Pandemic Planning Team (PPT) is formed by representatives from the following departments: Human Resources, Compliance, Medical, Finance and Office management. It considers all core GSK plan requirements, local regulation, and relevant government plans to ensure alignment where applicable.

The Swiss PPT operates under the leadership of the General Manager (xxx), with the following members:

- Compliance xxx – Director Compliance
- F&A xxx – Finance Director
- Human Resources xxx – Director Human Resources
- Medical xxx – Medical Director

The overall plan is linked to the Emergency & Crisis Plan of GSK Switzerland. The Swiss PPT prepares and reviews the Employee Health Pandemic Preparedness Plan.

The local Crisis & Issues Management Team (CIMT) will deliver the Plan if needed. The CIMT will be organised as outlined in Section 4 and Appendix 1 of the Emergency and Crisis Book. For such a situation, the CIMT will be reinforced by the HR Director and the Medical Director to advice during a pandemic. Site crisis and recovery plans will be managed by the CIMT.

5. Seasonal flu and travel health programmes

The Country plan does not include access to annual seasonal flu vaccine programmes for all employees and key contractors. Since many years the seasonal flu vaccine is recommended to employees.

The seasonal flu vaccine programme is managed by the company’s physician and is hold in Q4 of each year and requires between 30 and 40 doses (corresponds to 20 – 25% of employees).

The communications plan on seasonal flu includes:

- Information of Sales Force by end of August during national sales meetings and/or by e-mail
- Information of internal services via posters in the office buildings in October and/or by e-mail

Those interested will be asked to register with the company's physician at GSK Switzerland.

Vaccination is scheduled between mid and end of October (depending on the vaccines availability due to potential delays). The vaccination will be performed on site by company's physician (or deputy) at GSK or by an external physician (mainly for the sales force; the concerned employees will receive the vaccine and bring it to their physician who will administer it).

Product and batch number will be recorded for every employee vaccinated.

All international travel of employees requires prior approval by a Management Team member, in WHO phases 5 and 6 approvals will be given in accordance with governmental and corporate restrictions and respecting all prophylactic measures recommended by governmental and corporate experts.

6. Filter masks ordering, storage and distribution

6.1 Quantities and storage

The number of filter masks of FFP2 type is determined by the number of essential staff, required to work at the company's premises during phases 5 and 6, the assumed hours wearing the mask per week and the assumed length of time of such a situation.

| | |
|---|------------|
| Essential in-house staff (see section 10.2): | 15 |
| Assumed hours wearing the mask per week (mainly while travelling to/from work), per person | 8 |
| Capacity of filter mask: (hours exposure) | 8 |
| Number of masks per week (total) | 15 |
| First period to be covered (phase 5 and beginning of phase 6 (weeks) | 12 |
| Number of masks required | 180 |
| Additional reserve for ad hoc requirements (meetings etc.) | 120 |
| Total number of masks | 300 |

The required number of masks will be stored in the first aid room (B1-017). Additional masks will be organised if required during phase 5.

6.2 Distribution of filter masks

The distribution of filter masks to 'Essential in-house staff' follows a decision by the CIMT once WHO phase 5 has been declared for Switzerland. The CIMT will ensure proper instruction and handling of the masks.

7. Hand disinfection solution and dispensers, ordering, storage and distribution

7.1 Quantities and storage

Required units and bottles will be ordered by phase 4 of and will then be stored in the B1.-110 (Archive Office Management).

Units will be deployed at each exit of office segment (near the door), i.e. 18 units will be required. The estimated volume of solution used during phases 5 and 6 (per unit) is 1000 ml, i.e. 2 bottles of 500 ml.

| | |
|--------------------------------|-----------|
| Number of bottles required: | 36 |
| Reserve | 14 |
| Total number of bottles | 50 |

7.2 Deployment of units

The deployment of the units to the office segments follows a decision by the CIMT once WHO phase 5 has been declared for Switzerland. The CIMT will ensure proper instruction and handling of the dispensers.

8. Antivirals ordering, storage, prescribing and distribution

8.1 Registrations, quantities and shipment

The team has reviewed current antiviral registration status for Relenza and Tamiflu.

- **Relenza** is licensed and approved for prophylaxis (from age 12 years on) and treatment (from age 5 years on) against influenza type A and B.

- **Tamiflu** will be purchased locally. Tamiflu is approved for prophylaxis and to treat adults and children ≥ 1 years of age against infection with type A and B influenza.

The plan has identified employees, key complimentary workers, and 'Essential in-house staff' required to maintain business operations at company's premises during a pandemic. Dependents have been defined as living in the same household as the employee. The plan makes one treatment pack available to every current GSK employee, key contractors, and employees' dependents as follows.

| | # employees | # dependents | ratio |
|--|-------------|--------------|-------|
| Field Force | 88 | 213 | 2.4 |
| Internal Svc. | 93 | 230 | 2.5 |
| Trainees | 10 | 34 | 3.4 |
| Consumer Hlth | 18 | 41 | 2.3 |
| External | 15 | 35 | 2.3 |
| Total | 224 | 553 | 2.5 |
| Overall total | | 777 | |
| Overall total with 5% contingency | | 816 | |

COUNTRY ANTIVIRAL ALLOCATION BY CORPORATE 816 packs of Relenza

The number of Tamiflu boxes to be ordered in phase 3 has been calculated using estimated prevalence data on COPD / asthma (10%), number of children under the age of 12 and some contingency.

At WHO phase 3, the following supply of Tamiflu will be ordered by the Company's physician for children covered by this plan between the ages 1 and 12, and for the covered population presenting contra-indication to Relenza (defined percentage):

- 50 bottles for oral suspension
- 150 packs @ 10 capsules

Note: Those numbers will be reviewed yearly. Totals which are more than 5% different from initial targets will need to be explained in the Plan Exceptions section (9).

A questionnaire will be prepared during phase 3 for the collection of family information (number and age of dependents) and distributed to each employee at announcement of phase 4 (annexe 3).

A confidential antiviral health history questionnaire will also be prepared during phase 3 (responsible: company's physician, PPT) (annexe 4). The questionnaire will be distributed for completion to all employees by phase 4 to allow the future attribution of the adequate antiviral to each individual.

8.2 Storage

A central location fulfilling GMP requirements for initial receipt and storage of antivirals has been identified and will be used. Appropriate security measures are in place to prevent diversion of the product while in storage. Adequate measures have been taken to ensure a proper storage of the medication under the responsibility of the company's physician.

| | |
|---------------------|--|
| Location of storage | company's physician office (first aid room, B1.017) at company's premises (Talstr. 3, Muenchenbuchsee) |
|---------------------|--|

8.3 Prescribing and distribution

The prescribing and dispensing processes used are in compliance with applicable local laws and includes all covered groups (e.g. family and employees). The AV distribution from country stockpiles to covered persons will be initiated in Phase 5 of a pandemic. AV use for treatment or prevention will be initiated only after CCMT, in consultation with EHM and the local CIMT, has approved the use in our country.

Proposed prescribing process, including record keeping and informed consent:

AV medication can be prescribed and dispensed by the company's physician(s) at the company's physician office (first aid room) within the company's premises in the situations described below:

- Employee falls ill with suspected or confirmed case of avian flu, presents him-/herself at company's physician
- Prescription of family physician for AV for employee or dependent

If the company's physician is not present at the company's premises, the dispensation of the antiviral medication can be delegated to another nominated physician or pharmacist (possible delegations to be agreed in advance by the company's physician). If the patient is unable to

present him-/herself at the office, the medication will be dispatched by the company's physician or delegated by courier upon notification (phone, e-mail or fax). In this case the prescription has to be supplied as soon as possible.

In these cases sufficient quantities of AV medication will be dispensed to cover the employee and his/her dependents for treatment of the patient and prophylaxis of the other members of the household.

Other procedures of dispensing, such as prophylactic distribution of packages to employees could be decided by the CIMT. Prophylactic dispensing could involve face to face interviews by the company's physician(s) at GSK with the concerned GSK employees for the delivery of AV medication for themselves and their dependents. The interviews would have to assess health related questions (incl. questions on eventual hypersensitivity to Tamiflu / Relenza) as well as instructions on the use of the medication. The recipients will receive such instructions on paper. Such procedures will be initiated at the official declaration of phase 4.

9. Pandemic vaccine storage, prescribing, distribution, and administration

The pre-pandemic and/or the pandemic vaccines will be stored at the company's physician office (first aid room), in the available fridge.

Quantities of required vaccines for GSK employees, their families and key sub-contractors are consistent with the required AV doses.

If appropriate and so decided by the CIMT, the employees will be vaccinated on site by the company's physician(s).

For the sales force the vaccination will be conducted either by the company's physician(s) at the regional sales offices (Zurich-Schlieren, Cugy, Manno) or by their own physicians. Logistical aspects have to be taken into account, especially for transport (ensure secure transport of pre-pandemic or pandemic vaccines during pandemic or after the first wave, respect 'cold chain' supply and storage of vaccines).

Product and batch number will be recorded for every employee vaccinated and delivered vaccines.

10. Staff, operations and communication plans

10.1 Appropriate access restriction and "social distancing" measures

The CIMT will decide when to:

- Cease all face to face meetings or if a face-to-face meeting with people is unavoidable, minimise the meeting time and increase distance between participants (use larger meeting rooms);
- Cease all travel on public and company owned mass transport systems.
- Adapt working patterns (work from home or variable hours) in order to avoid or to reduce contacts between workers.

10.2 "Essential in-house staff"

Essential in-house staff is defined as one person of the following departments to cover operations which will remain open during the entire pandemic:

- Customer services (mail processing, technical services)
- IT

- Medical information
- Logistics

The CIMT together with the department heads will define the organisation of those services (who and when).

10.3 Operations applying ‘Work from home’ policies

- Some functions will apply ‘Social Distancing’ i.e. work from home. In particular this applies to functions involved in pharmacovigilance processes; order processes; product recall and other GDP related processes (e.g.. batch release); financial management, stock accounting, sales accounting, reporting to corporate; media communications, internal communications and government communications; HR: payroll, absence/illness management, workforce planning.

10.4 Operations unable to function

- The Sales Force will not be able to conduct their normal routine.
- Cafeteria

10.5 Decision points for when to reopen sites which are temporarily closed;

The decision to reopen closed sites will be made by the CIMT, possibly after downgrading to WHO pandemic phase 4 by the local authorities.

10.6 People Management for those exposed/affected by pandemic flu

Measures to manage people who have been exposed to pandemic flu, those who become ill while at the worksite, and to how to ensure safe return to work of staff following pandemic illness

- Following declaration of WHO phase 5, the CIMT will issue respective instructions
- Employee who fell ill with pandemic flu will be allowed to return to work upon presenting medical certification of recovery to the company’s physician at the Medical Practice within the company’s premises.

10.7 Communication Plan

The Communication Department is responsible for the application of the communication plan as defined by the local CIMT.

| WHEN | WHAT | HOW | WHO TO |
|------------------|--|--|--------------------------------------|
| 2005/6 (done) | Introduction | Bulletin Pandemic Preparedness plan | All employees Management Team |
| Feb’07 (done) | <ul style="list-style-type: none"> • Information on the pandemic preparedness | <ul style="list-style-type: none"> • News in intranet • Company notice | All employees |

| | | | |
|---------|--|---|---------------|
| | <ul style="list-style-type: none"> plan; Seasonal flu vaccination awareness campaign. | <ul style="list-style-type: none"> boards Health service info E-mail Company journal | |
| PHASE 3 | <ul style="list-style-type: none"> Periodic communication about the pandemic preparedness plan (yearly as a minimum); Seasonal flu vaccination awareness campaign. | <ul style="list-style-type: none"> News in intranet Mails Health service info E-mail Company journal | All employees |
| PHASE 4 | <ul style="list-style-type: none"> Periodic communication updates; Training as necessary. | <ul style="list-style-type: none"> News in intranet Mails Launch of a page in intranet | All employees |
| PHASE 5 | <ul style="list-style-type: none"> Regular communication updates on the situation. | <ul style="list-style-type: none"> Intranet page E-mail | All employees |
| PHASE 6 | <p>(Implementation of the pandemic plan) Information on:</p> <ul style="list-style-type: none"> Personal preventive measures Critical jobs Workers who have to stay at home When to begin treatment Information point | <ul style="list-style-type: none"> Intranet Central info phone number SMS Mails | All employees |

Key aspects of internal communication plan will be:

1. GSK is preparing to safeguard its employees and their families in case of a contingent pandemic flu;
2. Update on vaccine research and AV news;
3. Preparations in case of a pandemic event, to:
 - a. Circulate complete and clear information to all employees (prevention and prophylaxis measures, AVs and vaccines distribution, etc.)
 - b. Activate all necessary actions to protect GSK employees and to collaborate with local and national health organisations in order to develop anti-pandemic measures.
4. Communicate to GSK staff that the National and Cantonal authorities are the primary sources of information but GSK will add any helpful information and own precautions.
5. GSK aims at safeguarding, own employees and their families, and its operations in order to assure delivery of critical medicines to protect public health.

A similar plan for external stakeholders (Government, media, public, doctors, patients, etc.) will contain following aspects:

| WHEN | WHAT | WHO TO |
|-----------|--|---------------------------|
| PHASE 4 | <ul style="list-style-type: none"> Confirm GSK mission. | All external stakeholders |
| PHASE 5-6 | <ul style="list-style-type: none"> Maintenance of contacts and communications with stakeholders | All external stakeholders |

Key aspects of external communication plan are:

1. Coordination with local and national Health Authorities;
2. Documentation of each meeting or communication with Health Authorities;
3. Ask that all communication with public opinion in pre-pandemic and pandemic period will be managed by National Health Service;
4. Preparation of “stand-by statements” to refer to Health Authorities, as mandatory of management of pandemic response.

10.8 Deactivation the overall country plan

The decision to deactivate the overall country plan will be made by the CIMT, possibly after downgrading to WHO pandemic phase 3 by the local authorities.

11. Plan Exceptions

No exceptions to the core requirements of the plan are requested.

12. Certification Statement

I have reviewed and supported the planning process and I certify that all of the key requirements of the GSK global employee health pandemic preparedness plan are in place. This plan will be reviewed regularly; we will contact our EHM account manager and GMS for any 5% increase or more in covered persons.

 General Manager

 Date

APPENDIX 1: World Health Organization (WHO) pandemic phases

WHO Pandemic Phases: http://www.who.int/csr/disease/avian_influenza/phase/en/

| | | |
|---------|--------------------------------------|---|
| 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 |

APPENDIX 2: GSK Pharma Switzerland timeline of key actions

WHO Phase 3: No or very limited evidence of human-to-human transmission

Pandemic alert phase 3 is the planning and preparation time and the following actions are critical.

| Action | Responsibility |
|--|---|
| Form pandemic team, assess preparedness, infrastructure needs, identify essential daily employees, families, relevant laws, AV registration status, etc. | Pharma GM & Swiss PPT |
| Finalise or update local plan based on key GSK requirements and submit to Corp EHM and GMS for approval | Director Compliance |
| Central storage of antivirals. | Company's physician |
| Partial activation of GSK web site, communications cascade to employees about core plan elements | EHM, Corp Comms, Country Management & Communication Manager |
| HR system in place to fully define employment/family status | Director HR |
| Progress seasonal flu vaccine campaigns and routine travel health programmes | Company's physician |
| Assess IT situation for work at home for all internal service staff | Finance Director / IT |
| Acquire filter masks and hand disinfection dispensers | Office Manager |
| Purchase 100 packs @ 10 capsules of Tamiflu locally, for children covered by this plan between the ages 1 and 12 | Company's physician |

Phase 4: Evidence of increased human-to-human transmission

When WHO raises the pandemic alert to Phase 4 through government or public communication, the following actions will be taken. Modify actions and responsibilities as required.

| Action | Responsibility |
|--|--------------------------|
| Review country plan, assess readiness, and close gaps. Tabletop exercise of plan | PPT |
| Gather needed resources (EH, supplies) and test systems for local AV distribution. | PPT |
| Regular communication updates and training as needed | Communication Department |
| Progress seasonal flu vaccine campaigns, routine travel health programmes, pneumococcal vaccine for high risk persons | Company’s physician |
| Assess the overall local preparedness and consider request to CCMT for AV distribution from regional “urgent use” stockpiles | PPT |
| Purchase hand disinfection liquids | Company’s physician |

Phase 5: Evidence of significant human-to-human transmission (in a single village, location, or country)

When WHO raises the pandemic alert to Phase 5 through government or public communication, the CCMT together with EHM and Corporate Communications will inform all GSK countries, GMs, and Site Managers and the following actions are critical:

| Action | Responsibility |
|---|---|
| Review (or fully implement) country plan. | CIMT |
| Activate evaluation, prescribing, and distribution networks. Dispense AV's according to plan (see section 8). Country registry established. | EHM/Corp Comms CIMT |
| Review (or implement) site emergency and closure plans, HR policies, IT, etc. | CIMT |
| Implement GSK travel restrictions to affected countries | Global travel/EHM |
| Communication to employees with full activation of web site/cascades, including: last phase of pandemic alert synchronization of GSK and govt information to employees initiate measures as detailed in their pandemic plans weekly updates (e-mails / website) | Corporate Communications - to local communication department - to GMs |
| Local communication to employees per intranet, e-mail and on message boards and other local channels | Communication Department |
| Review of the situation by CCMT and periodic updates/information to country CIMTs. | CCMT/EHM |
| Assess the overall local preparedness and consider: Request to CCMT for AV distribution from regional "urgent use" stockpiles Provide daily prophylaxis for persons in "essential daily" jobs. | CIMT, CCMT |
| Install Hand disinfection dispensers, distribute masks | CIMT |

5.4 Phase 6: Pandemic—Efficient and sustained human-to-human transmission

This is the stage to fully activate local plans when pandemic flu is locally active.

| Action | Responsibility |
|---|--|
| Implement site emergency (or closure) plans when flu locally active. | CIMT |
| Check status of other preventive measures (vaccine, etc.) | CIMT |
| Communication to countries on the following items: - updates from WHO - need to liaise with local governments - countries to initiate their pandemic plans - information to employees (time/content) | Corporate Communications - to GMs - to local communication department |
| In Country communication to employees via intranet site, e-mail, message board, call centre: information on next steps personal measures to reduce infection/ transmission who/what jobs are critical and responsibilities who should stay at home when to initiate treatment prophylaxis for “essential daily” workers to be considered point to website to support information | Local Communications based on templates provided by Corporate Communications/EHM CIMT, via Communication Department |
| Issue regular press updates on supply, production, emerging resistance, to external stakeholders, etc | Corporate Communications / Relenza Coordination team |
| Assess the overall local preparedness and consider request to CCMT for AV distribution from regional “urgent use” stockpiles. | CIMT |
| Notify CCMT of country business status, use of stockpile, sickness absence/death rates, additional need for antivirals, etc | CIMT |

Key for abbreviations used: CCMT=Corporate Crisis Management Team, EHM=Employee Health Management, GMS=Global Manufacturing and Supply, GM=General Manager, CIMT=Crisis and Incident Management Team

APPENDIX 3: GSK Pharma Switzerland staff questionnaire regarding dependents

APPENDIX 4: GSK Pharma Switzerland confidential antiviral heath history questionnaire