

## Closed POD Planning Considerations

	Administrative	Response/Notes
1.	<p>Who is appropriate person at my company/organization to enter into agreement with Sarpy/Cass Health Department (SCHD) to become Closed POD?</p> <p>Who is the appropriate person at SCHD to enter into an agreement with my company/organization to become a Closed POD?</p>	<p><b>Sarah Schram, Health Director</b></p>
2.	<p>Does SCHD have a Closed POD Plan Template they would like us to use?</p>	<p><b>Yes</b></p>
3.	<p>Does SCHD have an MOU template already established for Closed PODs or will one need to be developed?</p> <p style="text-align: center;">Planning note: Will your company/organization require one MOU to cover the county, or if applicable, MOUs for each satellite location participating as a Closed POD in the county?</p>	<p><b>Yes, SCHD has a template already made but again it can be tailored and shortened to facilities preference.</b></p> <p><b>We use Letters of Concurrence based on guidance from Sarpy/Cass Health Department Attorney.</b></p>
4.	<p>Who is appropriate person at my company/organization for day-to-day contact with SCHD for technical assistance?</p> <p>Who is the appropriate person at SCHD for day-to-day contact with my company/organization for technical assistance?</p>	<p><b>Primary:</b> Brittney Hensley , Emergency Preparedness Coordinator (Direct) 402-537-6972 (24/7 cell number) 402-800-7447 (email) bhensley@sarpycashealth.com</p> <p><b>Back up:</b> Jenny Steventon, Assistant Director/Environmental Health Coordinator (Direct) 402-537-6969 (email) jsteventon@sarpycashealth.com</p>
5.	<p>Has your business/organization identified a Crisis Management Team/Response Team? Will they also be the Closed POD Planning Team?</p>	<p><b>If, yes assign response roles</b></p> <p><b>Yes.</b> SCHD will respond using the Incident Command Structure. At the time of the event, SCHD will assign a Closed</p>

## Closed POD Planning Considerations

	Does SCHED have an Incident Management Team?	POD Coordinator as the point of contact to Closed POD partners during a response.
6.	Who is the appropriate person for SCHED to notify at my company/organization to activate Closed POD?  Who from SCHED will be notifying my company/organization for activation request?	The Operations Chief or designee (Closed POD Coordinator) will notify the <b>Closed POD Partner</b> point of contact. This person will be confirmed at the time of the event.
7.	How will this notification occur?	Automated calling system or manual calls-work, cell phone, home phone and email.
8.	Who decides who will receive medication at our company's/organization's Closed POD?	<b>In general, the Closed POD planning team will define their dispensing population;</b> they will decide whether or not to provide medication to employee's families, contractors or sub-contractors, building tenants, etc. However, at the time of the response, SCHED may receive guidance from NE DHHS and/or the CDC to prioritize or re-define dispensing populations.
9.	Who is authorized to dispense medication?	In a state-declared emergency, the Governor may by declaration make, amend and/or rescind applicable statutes, rules, or regulations regarding the dispensing of medications/vaccines during a declared public health emergency in accordance with the Nebraska Emergency Management Act (81.829.40(a)) to expand the scope of individuals authorized to dispense medications. Sarpy and Cass Counties plans incorporate a non-medical model to expedite dispensing of antibiotics.
10.	How much medication can an employee pick up?  Planning note: If employees pick up for members of their	<b>In general, the Closed POD planning team will decide how much medication an employee may pick up.</b> During a public health emergency, one household member may pick up for

## Closed POD Planning Considerations

	<p>household, determine how and when family members/households will receive their medication.</p>	<p>other members of their household. For planning purposes SCHED uses 2.5 as the average household size. The employee picking up medication must have a medication voucher or completed medication screening form for each person in the household.</p> <p>However, at the time of the response, SCHED may receive guidance from NE DHHS and/or the CDC to limit or expand the amount of medication a person may pick up.</p>
<p>11.</p>	<p>Can minor children of employees pick up medication?</p>	<p><b>In general the Closed POD planning team will decide whether or not to dispense medication to an unaccompanied minor of an employee.</b> The legal age of majority in the state of Nebraska is 19 years. However, if a public health emergency is declared, statutes, including those affecting dispensing of medications to persons at a Community POD under the age of 19 can and may be suspended to expedite dispensing of medications, provided the minor can communicate accurate medical information about all persons for whom he/she is picking up medications and provided that the POD staff reasonably believes that the minor has displayed adequate understanding of the instruction associated with taking the medication as directed. In addition, at the time of the response, SCHED may receive guidance from NE DHHS and/or the CDC to prohibit or limit the ability of minor children to pick up medication for themselves and/or their family member(s).</p>
<p>12.</p>	<p>Will employee ID be required for pickup?</p>	<p><b>The Closed POD planning team will decide whether or not ID is required for medication pick up.</b></p>

## Closed POD Planning Considerations

		During a public health emergency, individuals will be allowed to pick-up medication at a community POD <b>without</b> confirmation of identification.
	<b>Distribution Planning</b>	<b>Response/Notes</b>
13.	<p>Will SCHD deliver the medication or will they require pick up?</p> <p>How many people will a pallet of medication serve?</p> <p><b>Planning Elements</b> – 1 case serves 100 people so consider the following transportation/storage needs:</p> <ul style="list-style-type: none"> <li>• Type and Number of Vehicles for transport</li> <li>• Transportation route</li> <li>• Will we need ‘security’ to accompany transport?</li> <li>• Who will pick up our allocation?</li> <li>• Where will we unload and store the medication?</li> <li>• Will we need to control access/secure the storage area?</li> <li>• Will we need additional equipment to unload the medication? <ul style="list-style-type: none"> <li>a. If yes, is this equipment on site?</li> <li>b. If no, what arrangements do we need to make to have access to it?</li> </ul> </li> </ul>	<p>Currently, Closed POD partners need to plan for pick-up of medication, transport and storage.</p> <p>One pallet of medication (96 cases) will provide medication to 9.600 individuals. 1 case = 100 individuals.</p> <p>Estimate number of cases needed.</p> <p>Designate a Closed POD employee to pick up medication for Closed POD. The employee must display proper identification to gain access to the pickup area; and have the ability to verify information, as needed.</p> <p>SCHD will have security at the distribution site. The Closed POD planning team will determine the need for security and type of security if needed.</p>
	<b>Dispensing Planning</b>	<b>Response/Notes</b>
14.	What kind of dispensing operation will we run?	The Closed POD planning team will decide what type of POD to operate. For example, a traditional POD is when employees

## Closed POD Planning Considerations

		<p>come to one central location to receive medication; a 'decentralized' POD may be helpful in large, multi-level buildings – one delivery team captain is assigned to each floor and delivers medication to their assigned floor; drive through POD – a Closed POD partner establishes a drive through, the dispensing team conducts 'car side' screening and dispensing allowing employees to remain in their car.</p>
<p>15.</p>	<p>Where will we set up our dispensing operations?</p> <p>Planning Elements-</p> <ul style="list-style-type: none"> <li>• Where will we queue employees?</li> <li>• Ingress and Egress routes</li> <li>• Employee parking</li> <li>• Will we schedule pick up times? If so what will be our process? And how will we communicate to employees?</li> <li>• Do we need to post signs to help direct employees? If so where will we place them? Will we make them at the time or do we want to have them made ahead of time?</li> </ul>	
<p>16.</p>	<p>Who will staff our dispensing operation?</p> <p>How many staff will we need?</p> <p>Planning Elements –</p> <ul style="list-style-type: none"> <li>• Available space             <ul style="list-style-type: none"> <li>○ How many dispensing stations (tables) can be set up</li> </ul> </li> <li>• Available staff</li> </ul>	<p>The Closed POD Partner will operate the Closed POD. Whether or not employees are assigned or volunteer to help in the response is decided by the Closed POD Planning Team.</p> <p>In part, the number of staff needed depends on the how long it will take to provide medication to all employees and their families. In the Community PODs our goal is to provide medication to 100 people per hour per dispensing station.</p>

## Closed POD Planning Considerations

	<ul style="list-style-type: none"> <li>• How long it will take to complete dispensing</li> </ul>	
17.	What medication will we provide at our Closed POD?	The oral antibiotics, Doxycycline and Ciprofloxacin, will be provided. Medications are free of charge. Employees and family members unable to take either of these drugs should be referred to their physician.
18.	<p>How do we know which medication to provide each individual?</p> <p><a href="https://www.dispenseassist.net/anthrax.html">https://www.dispenseassist.net/anthrax.html</a></p> <p>What if there is not access to the automated system?</p>	<p>SCHD will encourage use of an online automated medication screening system call Dispense Assist. The system will screen, assign and produce a voucher for either Doxy or Cipro based on the information provided. All Sarpy and Cass Counties residents will be encouraged to use the system and bring the voucher(s) to the Closed or Open PODs.</p> <p>SCHD will provide an original for copy of the medication screening form. The original will accompany the medication from the distribution site and/or be available electronically through email. The Closed POD will make copies for distribution to employees.</p>
19.	What materials, if any, will SCHD provide for set up and operation of the Closed POD? For example, signage, vests, etc.	SCHD can provide an inventory list of supplies and materials needed to setup and operate a Closed POD.
20.	What information will SCHD provide to my company/organization?	<p>SCHD will provide the following originals for copy:</p> <ul style="list-style-type: none"> <li>• disease information sheets</li> <li>• drug information sheets</li> <li>• FAQ sheets</li> </ul> <p>The original will accompany the medication and/or be sent electronically through email. Closed PODs will make copies for distribution to employees.</p>
21.	How will we communicate and inform our employees of our plan to provide medication to them and their families during a	SCHD provides messaging templates as part of the Closed POD plan.

## Closed POD Planning Considerations

	<p>public health emergency?</p> <p>Planning Elements:          What systems do we have in place that may be used?              - Companywide email              - Company notification system              - Phone trees          Who will do?</p> <p>Do we want to do any informational ‘campaigns’ about the planning we have done/are doing?</p>	
22.	<p>How will inventory be managed/tracked?</p>	<p>SCHD will utilize an inventory management system for overall tracking of medication.</p> <p>For Closed POD partners, SCHD will utilize packing slips to demonstrate transfer of material from SCHD to the Closed POD partner. The Closed POD partner will sign the packing slip at the distribution site and take one copy with him/her.</p> <p>The Closed POD Manager will report any discrepancy in inventory received to the SCHD Closed POD Coordinator.</p> <p>The Closed POD Manager will submit a request for additional medication to the Closed POD Coordinator, if needed.</p> <p>All unused medication will be returned to the SCHD distribution site.</p>
23.	<p>Reporting Requirements during POD operations</p> <p>What information will we need to report to SCHD?</p>	<p>The Closed POD Manager will need to report to SCHD the amount and kind of medication dispensed and remaining, the</p>

## Closed POD Planning Considerations

	<p>Is there a standard reporting form or format that SCHED will provide?</p> <p>Frequency of reporting?</p> <p>Unused medication and completed screening forms?</p>	<p>number of people receiving medication and when dispensing operations are finished.</p> <p>SCHED will utilize the ICS 214 Form (Activity Log). The Closed POD planning committee may choose to use ICS 214 or whatever reporting forms are usually used by the Closed POD partner.</p> <p>Reporting requirements will be established at the time of the event and communicated by the SCHED Closed POD Coordinator or designee to the Closed POD partner.</p> <p>The Closed POD will need to return unused medication and completed patient screening forms to the SCHED following administration of medication.</p>
<p><b>24.</b></p>	<p><b>Program Evaluation</b></p> <ul style="list-style-type: none"> <li>- What criteria will SCHED use in reviewing my Closed POD Plan?</li> </ul>	<p>No formal criteria exist for reviewing Closed POD plans. SCHED will provide guidance during the planning and will share best practices and lessons learned during trainings and exercises.</p>
<p><b>25.</b></p>	<p><b>Training and Exercise – Will SCHED provide any training and exercise opportunities for our Closed POD?</b></p> <ul style="list-style-type: none"> <li>- Trainings</li> <li>- Tabletops</li> <li>- Drills</li> <li>- Dispensing Exercise</li> </ul>	<p>SCHED will provide support as needed for mass dispensing exercises and will invite participation of Closed POD partners in drills and exercises</p>