

# Pandemic Preparedness Checklist

	COMPLETED	IN PROGRESS	NOT STARTED
<b>Identification of Core People and Core Skills</b>			
Identify a pandemic coordinator and/or team with defined roles and responsibilities for preparedness and response planning. The planning process should include input from labour representatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify essential employees and other critical inputs (e.g. raw materials, suppliers, sub-contractor services/ products, and logistics) required to maintain business operations by location and function during a pandemic. Plan for impact on financials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Train and prepare ancillary workforce (e.g. contractors, employees in other job titles/ descriptions, retirees).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop and plan for scenarios likely to result in an increase or decrease in demand for your products and/or services during a pandemic (e.g. effect of restriction on mass gatherings, need for hygiene supplies, travel restrictions).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implement an exercise/drill to test your plan, and revise periodically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set up authorities, triggers, and procedures for activating and terminating the company's response plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Plan for Large Absence (10% to 50%)</b>			
Forecast and allow for employee absences during a pandemic due to factors such as personal illness, family member illness, community containment measures and quarantines, school and/or business closures, and public transportation closures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Establish policies for employee compensation and sick-leave absences unique to a pandemic (e.g. non-punitive, liberal leave), including policies on when a previously ill person is no longer infectious and can return to work after illness.




Establish policies for flexible worksite (e.g. telecommuting) and flexible work hours (e.g. staggered shifts).




Establish policies for employees who have been exposed to pandemic influenza, are suspected to be ill, or become ill at the worksite (e.g. infection control response, immediate mandatory sick leave).




***Protection of staff health***

Find up-to-date, reliable pandemic information from community public health, emergency management, and other sources and make sustainable links.




Implement guidelines to modify the frequency and type of face-to-face contact (e.g. hand-shaking, seating in meetings, office layout, shared workstations) among employees and between employees and customers.




Encourage and track annual influenza vaccination for employees.




Evaluate employee access to and availability of occupational and mental health and social services during a pandemic, including corporate, community, and faith-based resources, and improve services as needed.




Identify employees and key customers with special needs, and incorporate the requirements of such persons into your preparedness plan.

Establish policies for preventing influenza spread at the worksite (e.g. promoting respiratory hygiene/ cough etiquette, and prompt exclusion of people with influenza symptoms).

Provide sufficient and accessible infection control supplies (e.g. hand-hygiene products, tissues and receptacles for their disposal) in all business locations.

Develop and disseminate programs and materials covering pandemic fundamentals (e.g. signs and symptoms of influenza, modes of transmission), personal and family protection and response strategies (e.g. hand hygiene, coughing/sneezing etiquette, contingency plans).

Anticipate employee fear and anxiety, rumors and misinformation and plan communications accordingly.

Provide information for the at-home care of ill employees and family members.

***Communications & Knowledge Management***

Establish an emergency communications plan and revise periodically. This plan includes identification of key contacts (with back-ups), chain of communications (including suppliers and customers), and processes for tracking and communicating business and employee status.

Enhance communications and information technology infrastructures as needed to support employee telecommuting and remote customer access.

Ensure that communications are culturally and linguistically appropriate

Disseminate information to employees about your pandemic preparedness and response plan.

Develop platforms (e.g. hotlines, dedicated websites) for communicating pandemic status and actions to employees, vendors, suppliers, and customers inside and outside the worksite in a consistent and timely way, including redundancies in the emergency contact system.

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Identify community sources for timely and accurate pandemic information (domestic and international) and resources for obtaining counter-measures (e.g. vaccines and anti-virals).

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Collaborate with insurers, health plans, and major local healthcare facilities to share your pandemic plans and understand their capabilities and plans.

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Collaborate with federal, provincial, and local public health agencies and/or emergency responders to participate in their planning processes, share your pandemic plans, and understand their capabilities and plans.

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Communicate with local and/or provincial public health agencies and/or emergency responders about the assets and/or services your business could contribute to the community.

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Share best practices with other businesses in your communities, chambers of commerce, and safe workplace associations to improve community response efforts.

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