



Tip Sheet for Employers

Pandemic Influenza: how do I protect my business?

- During a “normal” flu season, you can help to reduce sickness absence and protect the health of your employees by encouraging measures to prevent the flu:
- Institute policies, procedures, and education about infection control practices such as hand washing
- Make sure you provide workers with the appropriate type and fit of personal protective equipment. Make sure they know how to use it and that it is a corporate expectation.
- Encourage employees to get a flu shot. Offer a flu vaccine clinic at your workplace.
- Encourage sick workers to stay home
- Provide information to employees about avoiding infectious disease when traveling abroad.

Pandemic Business Plan

- If a pandemic occurs, there will be serious disruptions to your business and threats to the health of your employees. You need a plan to respond to both.
- Identification of Core People and Core Skills
- What and who are essential to keep your business running?
- What are the core skills required to perform essential functions?

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Plan for Large Absence (10% to 50%)

- When will portions of the business be shut down? Who will make that decision?
- Can people work from home?
- Succession planning and back-up planning: every essential role should have at least one back up and access to guidelines for decision-making.

Protection of staff health

- Infection control practices and flu shots.
- Curtail direct interaction with public if possible
- Self-screening and quarantine
- Protective equipment
- Counseling services

Communications & Knowledge Management

- Identify essential communication networks.
- Set up shared access locations for contingency planning.
- Back up essential business information.