

BUSINESS PANDEMIC PREPAREDNESS CHECKLIST

(Sample Checklist)

Interpandemic Period – Right Now and Forever

- Do you have a ‘sick time’ policy that encourages all ill workers to stay home, and does not penalize them financially for missing work?
- Do you provide antiseptic hand cleansers in areas of your workplace where it is not convenient to wash hands?
- Do you teach workers to cover coughs and sneezes, and wash their hands at appropriate times?
- Do you offer your employees annual flu shots?
- Do you clean all frequently touched surfaces in your workplace on a regular basis?
- Have you trained your JHSC and others on the basics of infectious diseases and their control?
- Do you have a tradition and mechanisms for timely, honest and open communication?
- Do you have succession planning and cross-training policies so that no one employee is indispensable?

Planning for the Pandemic

1. Assemble a Team

- Have you consulted with your JHSC, senior leadership, union leaders, human resources department and a health professional (internal or external) to develop a staged pandemic plan?

2. Assess the Risks

- Have you assessed the impacts of the stages of a pandemic (moderate or severe) on your people and processes (hazard identification)?
- Have you assessed the risks to your people – which of your employees may be at greatest risk of acquiring the flu, due to their jobs, family circumstances, age, or health?
- Have you assessed the risks to your processes – which processes are most at risk of being shut down by Public Health, or crippled due to lack of key individuals or supplies or challenged by surging demands?

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3. Set Priorities

- Have you prioritized the risks (probability X severity)?
- Have you identified your most critical production lines, processes or services, which must continue at all costs?
- Have you identified your most critical support jobs, which must continue (e.g., payroll)?
- Have you identified your least essential processes or jobs?

4. Protect People...

- Have you re-assessed your interpandemic controls for protecting employees (see top of first page)?
- Have you identified and planned ways to encourage social distancing?
- Do you have a process to restrict or screen entry to your premises by ill visitors or staff?
- Have you identified appropriate usage of personal protective equipment and stockpiled supplies?
- Do you have a procedure to deal with an employee who becomes ill with the flu at work?
- Have you identified and communicated any necessary travel restrictions for staff?
- Have you planned for enhanced safety training for employees who may be transferred into unfamiliar jobs?

...and Processes

- Do you have a process for knowledge management, so that key documents and information can be accessed when key individuals are absent?
- Have you made plans (in consultation with unions) for shifting staff from less critical jobs to more critical areas in the event of a staff shortage, or surging demands for some products or services?
- Have you identified your key suppliers and developed contingency plans to ensure a continuation of supplies from them?
- Have you developed contingency plans with employees who would be affected by school closures?
- Have you identified alternate working arrangements (e.g., meetings by teleconference, working from home) that might be used more frequently in a pandemic?
- Have you put the necessary technology in place to accommodate the planned alternate working arrangements?
- Have you identified 'trigger points' for different stages of your pandemic plan?

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5. Build the Foundations

- Have you instituted appropriate succession planning and cross training to allow critical roles and functions to be maintained in case of high absenteeism?
- Have you identified your 'chain of command' for a pandemic emergency (roles and responsibilities)?
- Have you developed a communications plan for a pandemic (internal and external)?
- Do you have any facilities that might be used by Public Health as 'non-traditional (health care) sites? If so, have you discussed this with Public Health officials?
- Have you discussed issues related to antiviral and vaccine provision for your employees with Public Health officials?

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