Pandemic Influenza Planning Checklist

In the event of pandemic influenza or another emerging infection, businesses will play a major role in protecting employees' health and safety as well as limiting the negative impact to the economy and society. Planning for pandemic influenza and emerging pathogens is critical. To assist you in your efforts, the Division of Infectious Disease & International Medicine of the University of South Florida has adapted the following checklist for business and industry based on the guidelines of the Department of Health and Human Services (HHS), the Centers for Disease Control and Prevention (CDC) and the World Health Organization (WHO). It identifies important, specific activities businesses can initiate, many of which will also help you in other emergencies. The need for this template is dictated by the nature of a pandemic. A natural catastrophe occurs once while a pandemic is ongoing; a natural catastrophe effects infrastructure while a pandemic affects people. Further information can be found at www.pandemicflu.gov and www.cdc.gov/business.

A. Plan for the impact of a pandemic on your business:

<table>
<thead>
<tr>
<th>Responsible Party</th>
<th>Start Date</th>
<th>Deadline</th>
<th>Date Completed</th>
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1. Appoint a pandemic coordinator and/or team with defined roles and responsibilities for preparedness and response planning.
2. Identify essential employees required to maintain business operations at multiple office locations.
3. Evaluate purchase of business-interruption insurance.
## Pandemic Influenza Planning Checklist

### B. Plan for the impact of a pandemic on your employees and clients:

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<thead>
<tr>
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4. Prepare and cross-train professional and administrative staff.  

5. Determine impact of a pandemic on company business financials using multiple scenarios that could affect state-wide offices.  

6. Determine impact of a pandemic on business-related domestic and international travel (e.g. quarantines, border closures).  

7. Distribute reliable pandemic information from community public health, emergency management, and other sources.  

8. Establish an emergency communications plan and revise periodically.  
   Identify key contacts (with back-ups), chain of communications, and processes for tracking and communicating business and employee status.  

9. Implement an exercise/drill to test your plan, and revise periodically.
# Pandemic Influenza Planning Checklist

## B. Plan for the impact of a pandemic on your employees and clients (Cont’d):

<table>
<thead>
<tr>
<th>No.</th>
<th>Task Description</th>
<th>Responsible Party</th>
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<th>Deadline</th>
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<tr>
<td>10.</td>
<td>Forecast for employee absences for personal or family illness, quarantines, school, business and public transportation closures.</td>
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<td>11.</td>
<td>Implement guidelines to decrease the frequency and type of face-to-face contact (e.g. hand-shaking, seating in meetings, shared workstations) among employees and clients.</td>
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<td>12.</td>
<td>Evaluate employee access to and availability of healthcare services during a pandemic, including services for special needs employees.</td>
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## C. Establish policies to be implemented during a pandemic:

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<td>13.</td>
<td>Establish policies to encourage and track employee vaccination.</td>
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<td>14.</td>
<td>Establish policies for employee compensation and sick-leave absences unique to a pandemic, specify when a previously ill person is no longer infectious and can return to work after illness.</td>
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<td>15.</td>
<td>Establish policies for telecommuting and flexible work hours.</td>
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<td>16.</td>
<td>Establish policies for preventing disease spread at the worksite (e.g. promoting respiratory hygiene/cough etiquette, providing hand sanitizing products).</td>
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C. Establish policies to be implemented during a pandemic: (Cont’d)

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

18. Establish policies for restricting travel to affected geographic areas (domestic and international), and guide employees returning from affected areas (refer to CDC travel recommendations).

19. Set up procedures for activating and terminating the company's response plan and for altering business operations.

D. Allocate resources to protect your employees and clients during a pandemic:

20. Provide resources for infection control supplies (e.g. hand-hygiene products, tissues and receptacles for their disposal).

21. Enhance information technology infrastructures as needed to support telecommuting and remote access.

22. Ensure availability of medical consultation and advice for emergency response.

23. Ensure availability of laptops and backup equipment for telecommuters. Invest in backup/alternate servers.

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E. Communicate to and educate your employees:

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

25. Anticipate employee fear and anxiety, misinformation and plan communications accordingly. Pre-education is valuable.

26. Disseminate your pandemic preparedness and response plan to employees.

27. Develop platforms (e.g. hotlines, dedicated websites) for communicating pandemic status and actions.

28. Identify community sources for timely and accurate pandemic information and resources for obtaining vaccines and antivirals.

F. Coordinate with external organizations and help your community:

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

30. Share your plan with emergency responders, Federal, State, local public health agencies and chambers of commerce, understand their capacities and request their input.

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