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| Inspector Name: | Date: |
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In the event of pandemic influenza, businesses will play a key role in protecting employees’ health and safety as well as limiting the negative impact to the economy and society. Planning for pandemic influenza is critical. To assist you in your efforts, the Government has developed the following checklist for organisations. It identifies specific activities large businesses can do now to prepare, many of which will also help you in other emergencies.

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| PLAN FOR THE IMPACT OF A PANDEMIC ON YOUR BUSINESS | **DONE** | **IN PROGRESS** | **NOT STARTED** |
| 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. |  |  |  |
| Identify the critical activities undertaken by your business, which would have to continue during a pandemic as well as the employees and other inputs that support those activities. This would include raw materials, suppliers, sub-contractor services/products, logistics, process controls and security. Consider how internal resources could be re-allocated to ensure those activities are maintained. |  |  |  |
| Discuss with your suppliers/subcontractors whether they have robust Business Continuity plans in place—your organisation is only as good as those on whom it depends. |  |  |  |
| Consider preparing an additional pool of workers to undertake key tasks and provide training where appropriate, including contractors, cross train employees, retirees. |  |  |  |
| Determine potential impact of a pandemic on company business financials using multiple possible scenarios that affect different product lines and/or production sites. |  |  |  |
| Determine potential impact of a pandemic on business-related domestic and international travel, including quarantines and border closures. |  |  |  |
| Find up-to-date, reliable pandemic information from community public health, emergency management, and other sources and make sustainable links. |  |  |  |
| 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. |  |  |  |
| Implement an exercise/drill to test your plan, and revise periodically. |  |  |  |

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| PLAN FOR THE IMPACT OF A PANDEMIC ON YOUR EMPLOYEES AND CUSTOMERS | DONE | IN PROGRESS | NOT STARTED |
| 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 transport closures |  |  |  |
| Implement guidelines to modify the frequency and type of face-to-face contact—including 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 healthcare services during a pandemic, and improve services as needed. |  |  |  |

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| ESTABLISH POLICIES TO BE IMPLEMENTED DURING A PANDEMIC | DONE | IN PROGRESS | NOT STARTED |
| Establish policies for sick-leave absences unique to a pandemic, such as non-punitive and liberal leave. These proposed policies should state when a previously ill person is no longer infectious and can return to work after illness. |  |  |  |
| Establish policies for flexible worksite, such as telecommuting, and flexible work hours and staggered shifts. |  |  |  |
| Establish policies for preventing influenza spread at the worksite, including promoting respiratory hygiene and cough etiquette, and prompt exclusion of people with influenza symptoms. |  |  |  |
| Establish policies for employees who have been exposed to pandemic influenza, are suspected to be ill, or become ill at the worksite, including infection control response and immediate mandatory sick leave. |  |  |  |
| Establish policies for restricting travel to affected geographic areas (consider both domestic and international sites), evacuating employees working in or near an affected area when an outbreak begins, and guidance for employees returning from affected areas. |  |  |  |
| Set up authorities, triggers, and procedures for activating and terminating the company’s response plan, altering business operations—such as shutting down operations in affected areas—and transferring business knowledge to key employees. |  |  |  |

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| ALLOCATE RESOURCES TO PROTECT YOUR EMPLOYEES AND CUSTOMERS DURING A PANDEMIC | DONE | IN PROGRESS | NOT STARTED |
| Provide sufficient and accessible infection control supplies—such as hand-hygiene products, tissues and receptacles for their disposal—in all business locations. |  |  |  |
| Enhance communications and information technology infrastructures as needed to support employee telecommuting and remote customer access. |  |  |  |
| Ensure availability of medical consultation and advice for emergency response. |  |  |  |

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| COMMUNICATE TO AND EDUCATE YOUR EMPLOYEES | DONE | IN PROGRESS | NOT STARTED |
| Develop and disseminate programmes and materials covering pandemic fundamentals—such as signs and symptoms of influenza, modes of transmission—along with personal and family protection, and response strategies, including hand hygiene, coughing/sneezing etiquette, continuity plans. |  |  |  |
| Anticipate employee fear and anxiety, rumours and misinformation and plan communications accordingly. |  |  |  |
| Ensure that communications are culturally and linguistically appropriate. |  |  |  |
| Disseminate information to employees about your pandemic preparedness and response plan. |  |  |  |
| Provide information for the at-home care of ill employees and family members. Develop platforms—such as 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. |  |  |  |
| Identify community sources for timely and accurate pandemic information—including both domestic and international—and resources for obtaining counter-measures, such as vaccines and antivirals. |  |  |  |

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| COORDINATE WITH EXTERNAL ORGANISATIONS AND HELP YOUR COMMUNITY | DONE | | IN PROGRESS | NOT STARTED |
| Collaborate with insurers, health plans, and major local healthcare facilities to share your pandemic plans and understand their capabilities and plans. | |  |  |  |
| Collaborate with local public health agencies and/or emergency responders to participate in their planning processes, share your pandemic plans, and understand their capabilities and plans. | |  |  |  |
| Communicate with public health agencies and/or emergency responders about the assets and/or services your business could contribute to the community. | |  |  |  |
| Share best practices with other businesses in your communities, chambers of commerce, and associations to improve community response efforts. | |  |  |  |