

# BUSINESS PANDEMIC INFLUENZA PLANNING CHECKLIST



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 Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist for large businesses. It identifies important, specific activities large businesses can do now to prepare, many of which will also help you in other emergencies. Further information can be found at [www.pandemicflu.gov](http://www.pandemicflu.gov) and [www.cdc.gov/business](http://www.cdc.gov/business).

## 1.1 Plan for the impact of a pandemic on your business:

| Completed                | In Progress              | Not Started              |                                                                                                                                                                                                                                                                                |
|--------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identify a pandemic coordinator and/or team with defined roles and responsibilities for preparedness and response planning. The planning process should include input from labor 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.                                                   |
| <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).                                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Determine potential impact of a pandemic on company business financials using multiple possible scenarios that affect different product lines and/or production sites.                                                                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Determine potential impact of a pandemic on business-related domestic and international travel (e.g. quarantines, border closures).                                                                                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Find up-to-date, reliable pandemic information from community public health, emergency management, and other sources and make sustainable links.                                                                                                                               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Implement an exercise/drill to test your plan, and revise periodically.                                                                                                                                                                                                        |

## 1.2 Plan for the impact of a pandemic on your employees and customers:

| Completed                | In Progress              | Not Started              |                                                                                                                                                                                                                                                 |
|--------------------------|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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"/> | 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 (refer to CDC recommendations).  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Encourage and track annual influenza vaccination for employees.                                                                                                                                                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Evaluate employee access to and availability of healthcare services during a pandemic, and improve services as needed.                                                                                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Evaluate employee access to and availability of mental health and social services during a pandemic, including corporate, community, and faith-based resources, and improve services as needed.                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identify employees and key customers with special needs, and incorporate the requirements of such persons into your preparedness plan.                                                                                                          |

### 1.3 Establish policies to be implemented during a pandemic:

| Completed                | In Progress              | Not Started              |                                                                                                                                                                                                                                                                                                            |
|--------------------------|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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.                                                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Establish policies for flexible worksite (e.g. telecommuting) and flexible work hours (e.g. staggered shifts).                                                                                                                                                                                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Establish policies for preventing influenza spread at the worksite (e.g. promoting respiratory hygiene/cough etiquette, and prompt exclusion of people with influenza symptoms).                                                                                                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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).                                                                                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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 (refer to CDC travel recommendations). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Set up authorities, triggers, and procedures for activating and terminating the company's response plan, altering business operations (e.g. shutting down operations in affected areas), and transferring business knowledge to key employees.                                                             |

### 1.4 Allocate resources to protect your employees and customers during a pandemic:

| Completed                | In Progress              | Not Started              |                                                                                                                                                                  |
|--------------------------|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide sufficient and accessible infection control supplies (e.g. hand-hygiene products, tissues and receptacles for their disposal) in all business locations. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Enhance communications and information technology infrastructures as needed to support employee telecommuting and remote customer access.                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ensure availability of medical consultation and advice for emergency response.                                                                                   |

### 1.5 Communicate to and educate your employees:

| Completed                | In Progress              | Not Started              |                                                                                                                                                                                                                                                                             |
|--------------------------|--------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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).    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Anticipate employee fear and anxiety, rumors and misinformation and plan communications accordingly.                                                                                                                                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ensure that communications are culturally and linguistically appropriate.                                                                                                                                                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Disseminate information to employees about your pandemic preparedness and response plan.                                                                                                                                                                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide information for the at-home care of ill employees and family members.                                                                                                                                                                                               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identify community sources for timely and accurate pandemic information (domestic and international) and resources for obtaining counter-measures (e.g. vaccines and antivirals).                                                                                           |

### 1.6 Coordinate with external organizations and help your community:

| Completed                | In Progress              | Not Started              |                                                                                                                                                                                                                   |
|--------------------------|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Collaborate with insurers, health plans, and major local healthcare facilities to share your pandemic plans and understand their capabilities and plans.                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Collaborate with federal, state, 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Communicate with local and/or state public health agencies and/or emergency responders about the assets and/or services your business could contribute to the community.                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Share best practices with other businesses in your communities, chambers of commerce, and associations to improve community response efforts.                                                                     |