

# Business Checklist for Pandemic Planning



## 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 workforce representatives
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify essential employees and other critical inputs (e.g. essential business functions and IT/processing systems, suppliers, sub-contractor services/products, logistics and raw materials) required to maintain business operations by location and function during a pandemic
<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"/>	Identify a backup facility with redundant power in order to isolate essential staff and ensure the continuity of mission critical operations
<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"/>	Identify communications infrastructure that would allow for non-essential employees to work from home for an extended period of time during the height of each pandemic wave
<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 (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 (eg. Quarantines and 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"/>	Implement an exercise/drill to test your plan, and revise periodically

## 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 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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify a back up facility for isolation of essential staff

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure that all non-essential staff are equipped with the communications infrastructure as well as a detailed work plan required to work from home for an extended period of time during the height of each pandemic wave
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carefully assess the legal rights to roll out versions of licenses that could be made available from multiple home locations where detection and/or monitoring of use is more limited
<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

### 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 not 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 immediate isolation of essential staff to the designated back up facility
<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
<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

### 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"/>	Provide employees with personal protective equipment (e.g. N-95 masks and gloves),

			prior to pandemic outbreak while supplies are available
<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

## 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 for your business and their role in the 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. hot-lines, 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

## 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 and government health officials 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, as well as through industry associations

For more information on pandemic and business continuity issues please visit us at:  
[www.continuityadvisers.com](http://www.continuityadvisers.com)