

PANDEMIC PREPAREDNESS CHECKLIST*

Identification of Core People and Core Skills

COMPLETED IN PROGRESS NOT STARTED

Identify essential employees and other critical inputs (e.g. raw materials, suppliers, subcontractor services/ products, and logistics) required to maintain business operations by location and function during a pandemic. Plan for impact on financials.

Train and prepare ancillary workforce (e.g. contractors, employees in other job titles/ descriptions, retirees).

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, travel restrictions).

Implement an exercise/drill to test your plan, and revise periodically.

Set up authorities, triggers, and procedures for activating and terminating the company's response plan.

Plan for Large Absence (10% to 50%)

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.

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.

Establish policies for flexible worksite (e.g. telecommuting) and flexible work hours (e.g. staggered shifts).

Establish policies for employees who have been exposed to pandemic COVID-19, are suspected to be ill, or become ill at the worksite (e.g. infection control response, immediate mandatory sick leave).



Protection of staff health

COMPLETED IN PROGRESS NOT STARTED

Find up-to-date, reliable pandemic information from community public health, emergency management, and other sources and make sustainable links.

Implement guidelines to modify the frequency and type of face-to-face contact (e.g. handshaking, seating in meetings, office layout, shared workstations) among employees and between employees and customers.

Encourage and track annual COVID-19 vaccination for employees.

Evaluate employee access to and availability of occupational and mental health and social services during a pandemic, including corporate, community, and faith-based resources, and improve services as needed.

Identify employees and key customers with special needs, and incorporate the requirements of such persons into your preparedness plan.

Establish policies for preventing COVID-19 spread at the worksite (e.g. promoting respiratory hygiene/ cough etiquette, and prompt exclusion of people with COVID-19 symptoms).

Provide sufficient and accessible infection control supplies (e.g. hand-hygiene products, tissues and receptacles for their disposal) in all business locations.

Develop and disseminate programs and materials covering pandemic fundamentals (e.g. signs and symptoms of COVID-19, modes of transmission), personal and family protection and response strategies (e.g. hand hygiene, coughing/sneezing etiquette, contingency plans).

Anticipate employee fear and anxiety, rumors and misinformation and plan communications accordingly.

Provide information for the at-home care of ill employees and family members.





Communications & Knowledge Management

COMPLETED IN PROGRESS NOT STARTED

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"/>
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 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"/>
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).	<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, provincial, 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 provincial 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 safe workplace associations to improve community response efforts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* based on WSIB Ontario Checklist

