

Pandemic Flu Planning Checklist for Businesses*

In the event of pandemic influenza (“flu pandemic”), 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. You should know what can happen during a pandemic and what actions you can take to reduce the effects of a flu pandemic on your business. **This checklist will help prepare your business in the event of a flu pandemic.**

Small Businesses Checklist (e.g. restaurants, grocery stores, small offices, small day cares)

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

Completed	In Progress	Not Started	Action
<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.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify essential employees and suppliers required to maintain business operations during a pandemic. Consider cross-training employees for key positions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a plan for scenarios likely to result in an increase or decrease of your services during a pandemic.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Determine potential impact of business finances using several pandemic scenarios.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Find up-to-date, reliable pandemic information from IHS, community public health, emergency management, and other sources.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish an emergency communications plan and revise periodically. This plan includes identification of key contacts and processes for tracking employee status. Implement an exercise/drill to test your plan.

2. Plan for the impact of a pandemic on your employees and customers:

Completed	In Progress	Not Started	Action
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Allow for employee absence 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, office layout, shared workstations).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evaluate employee access to and availability of healthcare services during a pandemic. Help improve access if necessary.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide an adequate amount of infection control supplies (e.g. hand sanitizer, tissues and receptacles for their disposal) and have them accessible to employees.

*Information modified from www.pandemicflu.gov

3. Establish policies to be implemented during pandemic

Completed	In Progress	Not Started	Action
<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 who is no longer infectious can return to work after illness.
<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 a flexible worksite (e.g. telecommuting) and flexible work hours (e.g. staggered shifts).

4. Communicate to and educate your employees:

Completed	In Progress	Not Started	Action
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Distribute materials covering pandemic basics (e.g. signs and symptoms of influenza, modes of transmission), personal and family protection and response strategies (e.g. hand hygiene, coughing/sneezing etiquette). Consult your environmental health specialist, www.cdc.gov , www.pandemicflu.gov , or www.ihs.gov for resources.
<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"/>	Distribute 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"/>	Identify community sources for pandemic information and resources for obtaining counter-measures (e.g. vaccines and antivirals).

5. Coordinate with external organizations and help your community:

Completed	In Progress	Not Started	Action
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contact your environmental health specialist (tribal or IHS) for assistance with plan development and information on infection control and safety.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Collaborate with insurers, health plans, IHS and local healthcare facilities to share your pandemic plans and understand their capabilities and plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communicate with tribal, 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 tribe and community to improve community response efforts.

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In the event of pandemic influenza (“flu pandemic”), 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. You should know what can happen during a pandemic and what actions you can take to reduce the effects of a flu pandemic on your business. **This checklist will help you prepare your business in the event of flu pandemic.**

Large Business Checklist (e.g. casinos, large businesses operations)

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

Completed	In Progress	Not Started	Action
<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.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify essential employees and suppliers required to maintain business operations during a pandemic.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Train and prepare an additional workforce (e.g. contractors, employees in other job titles/descriptions retirees). Consider cross-training employees for key positions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a 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).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Determine potential impact of a pandemic on business finances using several pandemic scenarios.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Determine potential impact of a pandemic on business-related travel (e.g. quarantines, border closures).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Find up-to-date, reliable pandemic information from IHS, community public health, emergency management, and other sources.
<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 communication (including suppliers and customers), and processes for tracking business and employee status. Implement an exercise/drill to test your plan.

2. Plan for the impact of a pandemic on your employees and customers:

Completed	In Progress	Not Started	Action
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Allow for employee absence 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).

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evaluate employee access to and availability of healthcare services during a pandemic, and improve services 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 and needed.

3. Establish policies to be implemented during pandemic

Completed	In Progress	Not Started	Action
<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 who is no longer infectious 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 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, evacuating employees working in or near an affected area where an outbreak begins, and guidance for employees returning from affected areas.

4. Allocate resources to protect your employees and customers during a pandemic:

Completed	In Progress	Not Started	Action
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide an adequate amount of infection control supplies (e.g. hand sanitizer, tissues and receptacles for their disposal) and have them accessible to employees.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Enhance communication 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	Action
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Distribute materials covering pandemic basics (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). Consult your environmental health specialist, www.cdc.gov , www.pandemicflu.gov , or www.ihs.gov for resources.

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<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"/>	Distribute 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 manner.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify community sources for pandemic information and resources for obtaining counter-measures (e.g. vaccines and antivirals).

6. Coordinate with external organizations and help your community:

Completed	In Progress	Not Started	Action
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contact your environmental health specialist (tribal or IHS) for assistance with plan development and information on infection control and safety.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Collaborate with insurers, health plans, and IHS and 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 tribal, IHS, 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 tribal, 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 tribe and community to improve community response efforts.

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