Pandemic Business Preparedness Checklist

There are certain elements of any preparedness plan that will always remain unknown. The purpose of this checklist is for each organization to identify the specific risks to their own business or team and plan accordingly. There may be points that are essential to your organization that are not included on this list.   One this is certain, there will elements of fear and anxiety among your workforce, so the more you communicate your plan, the less stress your team will feel.

Plan The Impact of the Pandemic

Completed	In Progress	Not Started	Task
			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.
			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
			Train and prepare ancillary/contract workforce
			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).
			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 (e.g. quarantines, 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.

Plan for the Impact On Your Employees & Customers

Completed	In Progress	Not Started	Task
			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.
			Develop an emergency phone tree to communicate important business communications to your employees in the most efficient way (Note: do not share specific employee confidential health information).
			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).
			Encourage and track influenza vaccines
			Evaluate employee access to and availability of healthcare, social services and emergency resource services during a pandemic, and improve services as needed.
			Identify employees and key customers with special needs and develop a specific plan for these groups.

Allocate Resources

Completed	In Progress	Not Started	Task
			Provide sufficient and accessible infection control supplies (e.g.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.
			Determine what types of organization resources will be available to employees who are sick, or who are caring for family members.

Communicate The Plan

Completed	In Progress	Not Started	Task
			Create employee information sheets highlighting community resources available to employees who are ill, or caring for family members who are ill.
			Ensure that communications are culturally and linguistically appropriate.
			Disseminate information to employees about your pandemic preparedness and response plan.
			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. (Note: do not share protected health information of individual employees),