

Influenza Pandemic Response PLANNING CHECKLIST

In the event of an influenza pandemic, businesses will play a key role in protecting employees' health and safety. Planning for an influenza pandemic is critical to limiting the negative impact on your business or organization.

The checklist is divided into three sections: Business Continuity Planning, Preparing for a Pandemic and Pandemic Resources.

1. BUSINESS CONTINUITY PLANNING

An influenza pandemic will cause disruption throughout society. It is expected that large numbers of people will become ill and may be away from work. A business continuity plan will help you maintain your business' essential services in the face of staff absenteeism.

Have you:

- Identified a planning coordinator or team with defined roles and responsibilities for preparedness and response planning? Include input from employees and unions.
- Identified your essential services? Include payroll, systems maintenance, communications services.
- Considered how you will maintain your essential services when you don't have enough staff? 15 – 35% of your staff may become ill and even more of your workforce may be absent at any one time, as staff stay home to look after sick family members.
- Identified contract staff, retirees and others who may be available to deliver your business' essential services, when employees are absent?
- Determined the potential impact of a pandemic on your business' activities and essential services? Plan for situations likely to require delivering services with decreased staffing levels or increased demand for services.
- Identified essential resources, including employees and other critical "inputs" (e.g., materials, suppliers, contracted services, products and logistics) required to maintain delivery of services?
- Determined the possible impact of a pandemic on company financials? Use multiple scenarios that address different product lines or business sites.
- Considered the possible impact of a pandemic on business-related domestic and international travel?
- Considered how you will strengthen communications and IT infrastructures to support increased employee telecommuting and remote customer access?
- Established an emergency communications plan? Identified key contacts (with backups), chain of communications, including suppliers and customers, and processes for tracking and communicating employee status.
- Set up authorities, triggers and procedures for activating and terminating the business' response plan, altering business operations and transferring business knowledge to key employees?
- Made contact with your health region or local health area to align your pandemic planning with theirs, understanding their guidelines, capabilities and processes?
- Shared your plans with other businesses and organizations in your community to improve community response efforts?

BUSINESS CONTINUITY PLANNING

PREPARING FOR AN INFLUENZA PANDEMIC

2. PREPARING FOR AN INFLUENZA PANDEMIC

There are a number of steps that you can take now to mitigate the impact of a pandemic on your business and employees. You can also develop policies now to be implemented in the event of a pandemic.

Have you:

- Identified reliable sources of up-to-date pandemic information, such as your local health authority?
- Established policies that encourage employees to take practical precautions. i.e. vaccines?
- Established policies for employee compensation and sick-leave absences unique to a pandemic (e.g., non-punitive, liberal leave). Include policies on when a previously ill person is no longer infectious and can return to work after illness; refer to national or provincial guidelines.
- Established procedures for preventing influenza spread at the worksite? Promote hand hygiene, cough and sneeze etiquette, increased cleaning of common surface areas and prompt exclusion of people with influenza symptoms.
- Established procedures for employees who have been exposed to pandemic influenza, are suspected to be ill or become ill at work; e.g., infection control response, immediate sick leave?
- Developed strategies to increase social distance during a pandemic? Develop guidelines to decrease the frequency and type of face-to-face contact, during a pandemic. Include guidelines to address hand- shaking, seating in meetings, etc.
- Planned to implement infection control policies and procedures that help limit the spread of influenza?
- Provided sufficient and accessible infection control supplies; e.g., hand-hygiene products, tissues and receptacles for their disposal, in all workplace locations and washrooms.
- Distributed educational materials covering pandemic fundamentals; e.g., signs & symptoms of influenza and modes of transmission, and personal / family protection and strategies, i.e. hygiene, cough/sneezing etiquette and family contingency planning?
- Anticipated employee fear and anxiety, rumours and misinformation and planned your communications accordingly?
- Disseminated information to employees about your pandemic preparedness and response plan?
- Provided information for the at-home care of ill employees and family members?

3. PROVINCIAL PANDEMIC RESOURCES

[Alberta](#)

[Ontario](#)

[British Columbia](#)

[Prince Edward Island](#)

[Manitoba](#)

[Quebec](#)

[New Brunswick](#)

[Saskatchewan](#)

[Newfoundland and Labrador](#)

[Yukon](#)

[Northwest Territories](#)

[Nova Scotia](#)

[Government of Canada](#)

[Nunavut](#)

[World Health Organization](#)

PANDEMIC RESOURCES