

CHECKLIST | BUSINESS PANDEMIC INFLUENZA PLANNING

Presented by Jones & Associates Insurance

Date:

Review conducted by:

In the event of pandemic influenza, 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. This checklist will help you to prepare for a pandemic. Many of these steps will also help you in other emergencies.

PLAN FOR THE IMPACT OF A PANDEMIC ON YOUR BUSINESS	DONE	IN PROGRESS	COMMENTS
Identify a pandemic coordinator and/or team with defined roles and responsibilities for preparedness and response planning.	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	
Train and prepare ancillary workforce (e.g., contractors, employees in other job titles, retirees).	<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 (e.g., effect of restriction on mass gatherings, need for hygiene supplies).	<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"/>	
Determine potential impact of a pandemic on business-related domestic and international travel (e.g., quarantines, border closures).	<input type="checkbox"/>	<input type="checkbox"/>	
Find up-to-date, reliable information online from the Public Health Agency of Canada.	<input type="checkbox"/>	<input type="checkbox"/>	
Establish an emergency communications plan and revise periodically. This plan includes identification of key contacts (with backups), chain of communications (including suppliers and customers), and processes for tracking and communicating business and employee status.	<input type="checkbox"/>	<input type="checkbox"/>	
Be prepared to supply backup power to your tracing system (if applicable). Make sure the system is energized.	<input type="checkbox"/>	<input type="checkbox"/>	

This checklist is merely a guideline. It is neither meant to be exhaustive nor meant to be construed as legal advice. It does not address all potential compliance issues with federal, provincial or local standards. Consult your licenced commercial property and casualty representative at Jones & Associates Insurance or legal counsel to address possible compliance requirements. © 2017 Zywave, Inc. All rights reserved.

PLAN FOR THE IMPACT OF A PANDEMIC ON YOUR EMPLOYEES/CUSTOMERS	DONE	IN PROGRESS	COMMENTS
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.	<input type="checkbox"/>	<input type="checkbox"/>	
Implement guidelines to modify the frequency and type of face-to-face contact (e.g., handshakes, seating in meetings, office layout, shared workstations) among employees and between employees and customers.	<input type="checkbox"/>	<input type="checkbox"/>	
Encourage and track annual influenza vaccination for employees.	<input type="checkbox"/>	<input type="checkbox"/>	

ESTABLISH POLICIES TO BE IMPLEMENTED DURING A PANDEMIC	DONE	IN PROGRESS	COMMENTS
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.	<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"/>	
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"/>	
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"/>	
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"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	

ALLOCATE RESOURCES TO PROTECT YOUR EMPLOYEES AND CUSTOMERS	DONE	IN PROGRESS	COMMENTS
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"/>	
Enhance communications and information technology infrastructures as needed to support employee telecommuting and remote customer access.	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure availability of medical consultation and advice for emergency response.	<input type="checkbox"/>	<input type="checkbox"/>	

COMMUNICATE TO AND EDUCATE YOUR EMPLOYEES	DONE	IN PROGRESS	COMMENTS
Develop and disseminate programs and materials covering pandemic fundamentals (e.g., signs and symptoms of influenza, modes of transmissions), personal and family protection and response strategies (e.g., hand hygiene, coughing/sneezing etiquette, continuity plans).	<input type="checkbox"/>	<input type="checkbox"/>	
Anticipate employee fear and anxiety, rumours and misinformation and plan communications accordingly.	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure that communications are culturally and linguistically appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	
Disseminate information to employees about your pandemic preparedness and response plan.	<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"/>	
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"/>	

ALLOCATE RESOURCES TO PROTECT YOUR EMPLOYEES AND CUSTOMERS	DONE	IN PROGRESS	COMMENTS
Collaborate with public health agencies and/or emergency responders to participate in their planning processes, to share your pandemic plans and to understand their capabilities and plans.	<input type="checkbox"/>	<input type="checkbox"/>	
Communicate with public health agencies and emergency responders about the assets and/or services your business could contribute to the community.	<input type="checkbox"/>	<input type="checkbox"/>	

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Share best practices with other businesses in your community.	<input type="checkbox"/>	<input type="checkbox"/>	
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