

Sample Checklist

Business Pandemic Preparedness

Interpandemic Period – Right Now and Forever

- Do you have a “sick time” policy that encourages all ill workers to stay home, and does not penalize them financially for missing work?
- Do you provide antiseptic hand cleansers in areas of your workplace where it is not convenient to wash hands?
- Do you teach workers to cover coughs and sneezes, and wash their hands at appropriate times?
- Do you offer your employees annual flu shots?
- Do you clean all frequently touched surfaces in your workplace on a regular basis?
- Have you trained your JHSC and others on the basics of infectious diseases and their control?
- Do you have a tradition and mechanisms for timely, honest and open communication?
- Do you have succession planning and cross-training policies, so no one employee is indispensable?

Planning for the Pandemic

1. Assemble a Team

- Have you consulted with your JHSC, senior leadership, union leaders, human resources department and a health professional (internal or external) to develop a staged pandemic plan?

2. Assess the Risks

- Have you assessed the impacts of the stages of a pandemic (moderate or severe) on your people and processes (hazard identification)?
- Have you assessed the risks to your people – which of your employees may be at greatest risk of acquiring the flu, due to their jobs, family circumstances, age or health?
- Have you assessed the risks to your processes – which processes are most at risk of being shut down by Public Health, or crippled due to lack of key individuals or supplies or challenged by surging demands?

3. Set Priorities

- Have you prioritized the risks (probability x severity)?
- Have you identified your most critical production lines, processes or services, which must continue at all costs?
- Have you identified your most critical support jobs, which must continue (e.g., payroll)?
- Have you identified your least essential processes or jobs?

Planning for the Pandemic

4. Protect People...

- Have you re-assessed your interpandemic controls for protecting employees (see top of first page)?
- Have you identified and planned ways to encourage social distancing?
- Do you have a process to restrict or screen entry to your premises by ill visitors or staff?
- Have you identified appropriate usage of personal protective equipment and stockpiled supplies?
- Do you have a procedure to deal with an employee who becomes ill with the flu at work?
- Have you identified and communicated any necessary travel restrictions for staff?
- Have you planned for enhanced safety training for employees who may be transferred into unfamiliar jobs?

...and Processes

- Do you have a process for knowledge management, so that key documents and information can be accessed when key individuals are absent?
- Have you made plans (in consultation with unions) for shifting staff from less critical jobs to more critical areas in the event of a staff shortage, or surging demands for some products or services?
- Have you identified your key suppliers and developed contingency plans to ensure a continuation of supplies from them?
- Have you developed contingency plans with employees who would be affected by school closures?
- Have you identified alternate working arrangements (e.g., meetings by teleconference, working from home) that might be used more frequently in a pandemic?
- Have you put the necessary technology in place to accommodate the planned alternate working arrangements?
- Have you identified "trigger points" for different stages of your pandemic plan?

5. Build the Foundations

- Have you instituted appropriate succession planning and cross training to allow critical roles and functions to be maintained in case of high absenteeism?
- Have you identified your "chain of command" for a pandemic emergency (roles and responsibilities)?
- Have you developed a communications plan for a pandemic (internal and external)?
- Do you have any facilities that might be used by Public Health as "non-traditional" [health care] sites? If so, have you discussed this with Public Health officials?
- Have you discussed issues related to antiviral and vaccine provision for your employees with Public Health officials?

For more information, contact **IAPA** at
905-614-4272 or toll-free at 1-800-406-4272,
or visit the website at **www.iapa.ca**

Version 3.4

December 2006

© Industrial Accident Prevention Association, 2006. All rights reserved.

As part of IAPA's mission to inform and educate, IAPA permits users to reproduce this material for their own internal training and educational purposes only. For any other purpose, including use in conjunction with fee for service or other commercial activities, no part of this material may be used, reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopy, recorded, or otherwise, without the express prior written permission of the Industrial Accident Prevention Association.

The information contained in this material is provided voluntarily as a public service. No warranty, guarantee or representation is made by IAPA as to the correctness, suitability, fitness, or sufficiency of any information contained in this material. Use of this material means that the user agrees that IAPA and its employees will not have and are released from any liability whatsoever, however caused or arising, in connection therewith. Users also acknowledge that it cannot be assumed that all acceptable safety measures are contained in this material or that additional measures may not be required in the conditions or circumstances that are applicable to the user or his/her organization, and that the user will personally make his/her own assessment of the information contained in this material.

While IAPA does not undertake to provide a revision service or guarantee accuracy, we shall be pleased to respond to your individual requests for information.