

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. To assist you in your efforts, the Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist for large businesses. It identifies important, specific activities large businesses can do now to prepare, many of which will also help you in other emergencies. Further information can be found at www.pandemicflu.gov and www.cdc.gov/business.

Checklist:

1.1 Plan for the impact of a pandemic on your business:	Completed	In Progress	Not Started
Identify a pandemic coordinator and/or team with defined roles and responsibilities for preparedness and response planning.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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="radio"/>	<input type="radio"/>	<input type="radio"/>
Determine potential impact of a pandemic on business-related domestic and international travel (e.g. quarantines, border closures).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Find up-to-date, reliable pandemic information from community public health, emergency management, and other sources and make sustainable links.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Implement an exercise/drill to test your plan, and revise periodically.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.2 Plan for the impact of a pandemic on your employees and customers:	Completed	In Progress	Not Started
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="radio"/>	<input type="radio"/>	<input type="radio"/>
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).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Consider and track annual influenza vaccination for employees.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate employee access to and availability of healthcare services during a pandemic, and improve services as needed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

1.3 Establish policies to be implemented during a pandemic:	Completed	In Progress	Not Started
Prepare 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="radio"/>	<input type="radio"/>	<input type="radio"/>
Prepare for flexible worksite (e.g. telecommuting) and flexible work hours (e.g. staggered shifts).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prepare for preventing influenza spread at the worksite (e.g. promoting respiratory hygiene/cough etiquette, and prompt exclusion of people with influenza symptoms).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prepare 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="radio"/>	<input type="radio"/>	<input type="radio"/>
Prepare for restricting travel to affected geographic areas, evacuating employees working in or near an affected area when an outbreak begins, and guidance for employees returning from affected areas.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

1.4 Allocate resources to protect your employees and customers during a pandemic:	Completed	In Progress	Not Started
Provide sufficient and accessible infection control supplies (e.g. hand-hygiene products, tissues and receptacles for their disposal) in all business locations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensure availability of medical consultation and advice for emergency response.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

1.5 Communicate to and educate your employees:	Completed	In Progress	Not Started
Develop and disseminate programs and materials covering pandemic fundamentals (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).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Anticipate employee fear and anxiety, rumors and misinformation and plan communications accordingly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disseminate information to employees about your pandemic preparedness and response plan.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide information for the at-home care of ill employees and family members.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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="radio"/>	<input type="radio"/>	<input type="radio"/>
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="radio"/>	<input type="radio"/>	<input type="radio"/>

1.6 Coordinate with external organizations and help your community:	Completed	In Progress	Not Started
Collaborate with insurers, health plans, and major local healthcare facilities to share your pandemic plans and understand their capabilities and plans.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Collaborate with federal, 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="radio"/>	<input type="radio"/>	<input type="radio"/>
Share best practices with other businesses in your communities, chambers of commerce, and associations to improve community response efforts.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>