

PANDEMIC PLAN CHECKLIST

BEST PRACTICES CHECKLIST

The following checklist was designed to provide an overview of the necessary steps for businesses to take with regard to pandemic preparedness planning.

MAINTAINING A HEALTHY WORKPLACE

1	Encourage employees to get a flu shot <ul style="list-style-type: none"> <input type="checkbox"/> Vaccination is the most important way to prevent the spread of the flu. <input type="checkbox"/> Consider hosting a flu vaccine clinic in the workplace.
2	Advise employees to stay at home if they are sick <ul style="list-style-type: none"> <input type="checkbox"/> Employees who have symptoms of acute respiratory illness should be informed to stay home and not come to work until they are free of fever and other symptoms for at least 24 hours. <input type="checkbox"/> Separate employees who become sick at work from other staff and ask them to go home. <input type="checkbox"/> Ensure your sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies. <input type="checkbox"/> Do not require a healthcare provider's note for employees who are sick to validate their illness or return to work. <input type="checkbox"/> Reach out to organizations that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
3	Encourage respiratory etiquette <ul style="list-style-type: none"> <input type="checkbox"/> Place coughing and sneezing etiquette signage in restrooms and in employee break areas. <input type="checkbox"/> Provide tissues for use by employees.
4	Encourage hand hygiene <ul style="list-style-type: none"> <input type="checkbox"/> Provide no-touch disposal receptacles for use by employees. <input type="checkbox"/> Place hand washing instructional signage in restrooms. <input type="checkbox"/> Provide alcohol-based hand sanitizers throughout the workplace.
5	Perform routine environmental cleaning <ul style="list-style-type: none"> <input type="checkbox"/> Perform routine cleaning of surfaces that are more likely to have frequent hand contact. <input type="checkbox"/> Provide disposable wipes so that commonly used surfaces (e.g. doorknobs, keyboards, remote controls, telephones, desks) can be wiped down by employees.

PANDEMIC PREPARATIONS

1	Identify critical business functions <ul style="list-style-type: none"> <input type="checkbox"/> Critical Assets <ol style="list-style-type: none"> 1. Key Personnel (<i>Employees needed for critical business functions</i>) 2. Building and Critical Infrastructure (<i>List key components of the building and people that will need access in case of a temporary closure</i>) 3. Equipment (<i>Computer hardware and software, tools and equipment etc.</i>) 4. Data (<i>Important documents, payroll, accounting, data backup etc.</i>) 5. Inventory (<i>List of stock, supplies, materials, etc.</i>) <input type="checkbox"/> Critical Operations <ol style="list-style-type: none"> 1. Identify operations that are critical for the business to stay afloat 2. Identify the minimum number of employees and equipment needed for each critical operation 3. Identify alternative vendors and suppliers <input type="checkbox"/> Customers/Key Suppliers/Contractors <ol style="list-style-type: none"> 1. Customers (<i>Identify various types of customers, e.g. season pass holders, local, tourists, etc.</i>)
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	<ol style="list-style-type: none"> 2. Vendors and suppliers (<i>Identify regular and alternative vendors and suppliers</i>) 3. Key stakeholders (<i>corporate offices, insurance carriers, insurance brokers, landlords etc.</i>)
2	<p>Develop business continuity plans Address issues that may affect critical business functions. See examples below:</p> <p><input type="checkbox"/> Critical Assets</p> <ol style="list-style-type: none"> 1. Key Personnel <ul style="list-style-type: none"> ✓ Cross training ✓ Staggered work hours ✓ Remote work policies and procedures ✓ Suspension of business travel 2. Building and Critical Infrastructure <ul style="list-style-type: none"> ✓ Security protection measures ✓ Relocation ✓ Back-up systems 3. Equipment <ul style="list-style-type: none"> ✓ Security protection measures ✓ Back-up systems ✓ Off-site locations 4. Data <ul style="list-style-type: none"> ✓ Data security protection measures (Anti-Virus Protection Software) ✓ Back-up systems for critical data ✓ Employee Cyber-Security training ✓ Off-site locations 5. Inventory <ul style="list-style-type: none"> ✓ Security protection measures ✓ Off-site storage ✓ Periodic inspections <p><input type="checkbox"/> Critical Operations</p> <ol style="list-style-type: none"> 1. Develop operating guidelines and procedures during a pandemic for each critical business operation 2. Ensure the proper employees are adequately trained to carry out the plan 3. Consider contingency and back-up plans that may be needed <p><input type="checkbox"/> Customers/Key Suppliers/Contractors</p> <ol style="list-style-type: none"> 1. Ensure key suppliers and contractor list is updated 2. Develop specific response procedures: <ul style="list-style-type: none"> ✓ Customers ✓ Vendors and suppliers ✓ Key stakeholders
3	<p>Develop communication plans</p> <p><input type="checkbox"/> Ensure all contact information for employees, customers, vendors and suppliers, and key stakeholders is updated</p> <p><input type="checkbox"/> Develop guidelines and procedures to communicate business status with employees, customers, vendors and suppliers, and key stakeholders</p> <p><input type="checkbox"/> Develop plans for each method of communication; test each method accordingly:</p> <ul style="list-style-type: none"> ✓ Telephone (Landline and cell) ✓ E-mail ✓ Text messaging ✓ Social Media

PANDEMIC RESPONSE	
1	<p>Activate Pandemic Plan</p> <ul style="list-style-type: none"> <input type="checkbox"/> Communicate plan activation to employees (<i>Provide work assignments and direction as needed</i>) <input type="checkbox"/> Communicate business plan status to stakeholders and vendors and suppliers <input type="checkbox"/> Communicate changes in business operations to customers
2	<p>Implement the appropriate employee work plans and procedures</p> <ul style="list-style-type: none"> <input type="checkbox"/> Suspension of business travel <input type="checkbox"/> Social distancing procedures in the workplace <input type="checkbox"/> Staggered work shifts <input type="checkbox"/> Partial employee remote work procedures <input type="checkbox"/> Complete business remote work procedures
3	<p>Initiate pandemic business operations plans</p> <ul style="list-style-type: none"> <input type="checkbox"/> Implement pandemic business strategies for each critical business function <input type="checkbox"/> Consider suspending all non-critical business operations <input type="checkbox"/> Consider alternate and creative strategies to generate business income <input type="checkbox"/> Initiate temporary building and facility closure if required by local, state, and federal governmental agencies – see <i>Temporary Building and Facility Closure examples below</i> <input type="checkbox"/> Develop guidelines and procedures for employees who may have to enter the facility during times of temporary closure – see <i>Closed Facility Access examples below</i> <input type="checkbox"/> Monitor and follow the guidelines set forth by local, state, and federal governmental agencies
4	<p>Temporary Building and Facility Closure</p> <p>Take the proper measures to protect the entire facility. See examples below:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure windows, doors, garages, and other entry points are locked and secured <input type="checkbox"/> Remove or properly store all items of high value <input type="checkbox"/> Inform neighboring businesses, alarm companies, and local authorities of the facility closure <input type="checkbox"/> Perform periodic safety inspections of entire property <input type="checkbox"/> Continue with scheduled maintenance and repairs of the property <input type="checkbox"/> Remove flammable and combustible materials from the property <input type="checkbox"/> Keep property in “operational or open mode” to deter theft and/or vandalism <ul style="list-style-type: none"> ✓ Ensure landscaped areas are maintained ✓ Ensure interior and exterior lighting is working (consider putting lights on a timer) ✓ Consider having mail and other packages delivered to an alternate address ✓ Immediately remove all graffiti <input type="checkbox"/> Limit Premises Liability <ul style="list-style-type: none"> ✓ Maintain housekeeping and maintenance of public access areas and walkways ✓ Inspect and repair all safety hazards such as slip, trip, and fall exposures <input type="checkbox"/> Monitor CCTV camera systems on a regular basis <input type="checkbox"/> Ensure all facility alarm systems are in proper working order
5	<p>Closed Facility Access</p> <ul style="list-style-type: none"> <input type="checkbox"/> Implement protocols for employees who may have to enter the facility <ul style="list-style-type: none"> ✓ Notification and approval procedures ✓ Alarm procedures ✓ Cleaning and sanitation procedures ✓ Social distancing procedures ✓ Facility closing procedures



SAFETY CHECKLIST



ADDITIONAL COMMENTS: