

BUSINESS PANDEMIC PREPAREDNESS CHECKLIST

This list includes [links](#) to credible resources and valuable information to assist you where you have identified gaps.

General Considerations

- 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 have signage at your workplace promoting healthy hygiene habits, such as how to effectively cover coughs and sneezes, and wash hands at appropriate times? [To learn more about how to protect your employees, refer to these resources.](#)
- 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? [JHSC Certification training is available.](#)
- Do you have a tradition and mechanisms for timely, honest and open communication?
- Do you have succession planning and cross-training policies so that no one employee is indispensable?

During 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](#)?
- Have you established a process to track or monitor alerts from credible organizations such as the [Public Health Agency of Canada](#), the [Ontario Ministry of Health](#) and the [World Health Organization](#)?

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, 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?

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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?
- Are you able to provide opportunities to up-skill your staff during an isolation period? WSPS has a great variety of [no cost and low cost e-courses!](#)
- You can also count on WSPS to provide virtual consulting and training solutions during a pandemic, to make your facility a safer place when staff return to work. For [more information on virtual consulting and training](#), please contact us at 1 877 494 WSPS (9777).

4. Protect People...

- Do you have a [plan for communicating with employees?](#)
- Have you re-assessed your pandemic controls for protecting employees (see top of first page)?
- Have you identified and planned ways to encourage physical 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 adequate supplies?
- Do you have a procedure to deal with an employee who becomes ill 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?

5. ...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?

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- Have you considered [ergonomic challenges with staff working from home](#)?
- 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?

6. Foster Positive Mental Health During a Pandemic

- Have you provided guidance on [coping strategies and resources](#) for staff during a pandemic situation?
- Have you considered the mental health of your employees during an extended period of isolation or physical distancing?
- Do you know where to find [additional resources and guidance](#) that you can easily communicate to your employees?

7. Build the Foundation

- 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](#) (if available) for your employees with Public Health officials?

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