

H1N1 PREVENTION

A Checklist for Businesses

H1N1 Prevention for Business

Plan for impact on your business:

<input type="checkbox"/>	Identify a pandemic coordinator and/or team to develop a pandemic response plan
<input type="checkbox"/>	Identify essential employees and core functions of business
<input type="checkbox"/>	Train and prepare workforce (cross train employees when necessary)
<input type="checkbox"/>	Develop a plan for possible increases in demand for products/services during a pandemic
<input type="checkbox"/>	Assess possible financial impacts of a pandemic
<input type="checkbox"/>	Evaluate possible impact of a pandemic on domestic and international travel
<input type="checkbox"/>	Establish contact with local public health department for reliable information
<input type="checkbox"/>	Create an emergency communications plan and revise as necessary. Include key contacts and suppliers, chain of communications, and a process for communicating business and employee status
<input type="checkbox"/>	Implement an exercise/drill to test the plan

Plan for impact on your employees and customers:

<input type="checkbox"/>	Investigate past absentee rates and make projections for potential absences during a pandemic (include factors such as personal illness, family member illness, possible community quarantines, school and/or childcare closings, etc.)
<input type="checkbox"/>	Encourage flu vaccination for employees
<input type="checkbox"/>	Evaluate employee access to healthcare services during a pandemic
<input type="checkbox"/>	Assess employee access to mental health services and social services during a pandemic
<input type="checkbox"/>	Identify employees and customers with specific needs and incorporate response into plan

Establish policies to be implemented during a pandemic:

<input type="checkbox"/>	Revise sick leave policies as necessary to accommodate for a pandemic. Ensure that employees have adequate time off without fear of losing their job
<input type="checkbox"/>	Establish policies for a flexible worksite
<input type="checkbox"/>	Establish policies to prevent the spread of flu
<input type="checkbox"/>	Establish policies for employees who have been exposed to the flu and begin to feel sick at work
<input type="checkbox"/>	Evaluate current travel policies and make accommodations for employees traveling to affected areas
<input type="checkbox"/>	Set up procedures for activating and deactivating the company's response plan

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For more information, contact your local public health department or visit www.FightTheFluMO.com

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Facility Prevention:

<input type="checkbox"/>	Provide adequate handwashing stations and supplies, including soap, paper towels and alcohol-based hand sanitizer for employee and customer use
<input type="checkbox"/>	Place sufficient tissues and trash receptacles throughout all business locations
<input type="checkbox"/>	Enhance communication and technology as needed to encourage employee telecommuting and remote customer access
<input type="checkbox"/>	Incorporate training and visual reminders (posters, stickers, etc.) to show employees proper handwashing and cleaning techniques

Communicate to and educate your employees:

<input type="checkbox"/>	Share information with your employees and suppliers about your pandemic plan
<input type="checkbox"/>	Provide information and materials to support your pandemic plan (posters, fact sheets, etc.)
<input type="checkbox"/>	Ensure communications are culturally and linguistically appropriate
<input type="checkbox"/>	Establish a plan for communication to all employees and customers

Coordinate with external organizations and help your community:

<input type="checkbox"/>	Collaborate with health care facilities and providers to share your pandemic plans and understand their capabilities and response plans
<input type="checkbox"/>	Collaborate with your local public health department and share your pandemic plan with these agencies. Understand their capabilities and plans
<input type="checkbox"/>	Communicate possible resources and services that your organization could contribute to the community
<input type="checkbox"/>	Communicate with business partners, suppliers, customers and networks to improve community response efforts