

PANDEMIC INFLUENZA CHECKLIST

This checklist is designed as a robust and flexible generic continuity management arrangements which will help ensure that the impact of any disruptions will be minimized. Current advice from the World Health Organization is that countries should be planning for a possible influenza pandemic, although timing of onset is highly unpredictable. In the event of an influenza pandemic, educational institutions will have a key role to play in reducing the risk to student’s and staff’s health and safety as far as possible, as well as maintaining essential operations. Given the highly uncertain nature of an influenza pandemic, we cannot know in advance how serious it will be and who will be most affected, it is therefore important that plans are developed which can address a range of scenarios.

The following checklist identifies important and specific activities which we can do to prepare for a pandemic as well as where more general guidance will be provided by the Government.

This checklist is not exhaustive. It is a guide to help you start thinking about what you may need to plan for.

1 Plan for the impact of a pandemic on your business:

Complete	In Progress	Not Started	
			Identify a pandemic coordinator and/or team with defined roles and responsibilities for preparedness and response planning. The planning process should include input from a wide range of stakeholders e.g. health and safety representatives and trade union officials.
			Identify the critical activities undertaken by the College which would have to continue during a pandemic, as well as the employees and other inputs that support those activities.
			Consider how internal resources could be re-allocated to ensure those activities are maintained.
			Consider preparing an additional pool of workers to undertake key tasks and provide training where appropriate (e.g. contractors, cross train employees, retirees).
			Determine the potential impact of a pandemic on your related travel (e.g. should international travel be curtailed in certain countries due to quarantines and/or border closures).
			Establish an emergency communications plan and

			revise periodically. This plan should identify key contacts (with back-ups), chain of communications (including students and staff), and processes for tracking and communicating business and employee status.
			Implement an exercise to test your plan, and revise periodically taking into account updated advice and guidance from Government.

2. Plan for the impact of a pandemic on your students and staff:

Complete	In Progress	Not Started	
			Forecast and plan for employee absences during a pandemic. This could be the result of a number of factors including personal illness, family member illness, bereavement, possible disruption to other sectors such as reduced public transport.
			Assess the College's needs for continued face to face contact with our constituency and consider plans to modify the frequency and/or type of face-to-face contact among staff and between staff and students. Can all courses go on-line at a given moment to continue the semester?
			Human Resources should plan for increase in services to provide appropriate forms and implementation of benefits in the event of a pandemic
			Identify key staff with special requirements, and incorporate the requirements of such persons into your preparedness plan.

3. Establish policies to be implemented during a pandemic:

Complete	In Progress	Not Started	
			Establish policies for sick-leave absences unique to a pandemic, including policies on when a previously ill person is no longer infectious and can return to work after illness (i.e. when they are no longer showing symptoms and feel better) and agreeing to them with trade unions and other professional representative bodies.
			Establish policies for flexible worksite (e.g. working from home) and flexible work hours (e.g. staggered

			shifts).
			Establish policies for reducing spread of influenza at the worksite (e.g. promoting respiratory hygiene/cough etiquette, and asking those with influenza symptoms to stay at home).
			Establish the current policies for employees who are suspected to be ill, or become ill at the worksite (e.g. infection control response, sick leave policies).
			Establish policies on travel to affected geographic areas overseas and develop policies on managing employees working in or near an affected area when an outbreak begins (and later on in the pandemic).

4. Allocate resources to protect employees and customers during a pandemic:

Complete	In Progress	Not Started	
			Provide sufficient and accessible means for reducing spread of infection (e.g. provision of hand washing facilities or hand-hygiene products). Place hand sanitizer dispensers in each room/office.
			Consider additional measures to reduce the risk of infection, such as more frequent cleaning on premises, and ensure the resources to achieve these will be available.
			Consider whether enhanced communications and information technology infrastructures are needed to support employees working from home, tele-conferencing instead of face to face meetings and remote customer access.

5. Communicate to and educate your employees:

Complete	In Progress	Not Started	
			Disseminate easily-accessible information about pandemic flu to staff which is appropriate to the stage of alert (e.g. signs and symptoms of influenza, modes of transmission when this information is available), personal and family protection and response strategies (e.g. hand hygiene, coughing/sneezing etiquette, contingency plans). This should be based on the information already available on the DOH website.
			Ensure that communications are culturally and

			linguistically appropriate.
			Disseminate information to employees about your pandemic preparedness and response plan for your business, including their role in this plan.
			Develop platforms (e.g. hotlines, dedicated websites) for communicating pandemic status and actions to students and staff.
			Ensure that DOH, CDC and WHO websites are the sources for timely and accurate pandemic information (domestic and international).