

# COVID-19 Preparedness Checklist

The following checklist provides recommendations on what steps to take when planning and responding to the virus.

## DEVELOPING YOUR PLAN

Establish a pandemic emergency team cutting across all departments. Give each team member specific tasks and ensure that at least two people are fully knowledgeable of every responsibility.

Sample tasks include:

- Educating employees about the virus
- Establishing attendance guidelines
- Communicating with employees and clients
- Developing an assignment sheet of who covers whom during an absence
- Researching health coverage and screenings available to employees

Identify who can work from home and determine the process for conducting business at home.

Cross-train employees, supervisors and managers to cover other departments and geographic locations.

Make a priority list of every company location and the distance between them in case someone has to come in from another location. Have directions to get from one location to the next.

Develop a relationship with your local temporary personnel agencies for fill-in employees as needed.

## DEVELOPING YOUR PLAN (CONT.)

Evaluate and update your human resource, sick leave and insurance policies.

Compare and combine best practices with your vendors to ensure your needs are always covered.

Have team members sign up for alerts and timely announcements from state and local health departments, as well as from the **Public Health Agency of Canada**.

Set up an Alert Notification System to communicate your policies, plans, decisions and news updates to your employees, stakeholders, clients and vendors.

Hold meetings and 'run-throughs' to ensure that pandemic team members and employees understand what is required of them in an emergency.

## PREPARING THE WORKPLACE

Encourage employees to get vaccinated. If possible, offer vaccines free of charge or for a nominal fee at your place of business.

Publicize information about the availability of vaccines offered in your local communities, such as at doctors' offices, hospitals and retail pharmacies.

Hang posters that encourage everyone to take maximum risk prevention, including covering their mouth when they sneeze or cough, and washing their hands.

Provide alcohol-based hand sanitizer in kitchens, bathrooms and other most visited areas.

Clean all public-area surfaces with germ-killing solutions

## DURING AN OUTBREAK

Notify all employees of the situation at hand.

Monitor and report any unusual increases in absenteeism.

Determine the threshold for needing replacement staff.

Encourage employees who don't feel well to stay home for at least 24 hours or until the fever breaks.

Expect sick employees to be out 3-5 days.