Manager’s Pandemic Preparedness Checklist

*In the event of a pandemic, businesses play a major role in protecting employees’ health and safety. This checklist helps employers identify specific activities they can do to prepare employees and their business for significant emergencies.*

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| ***Did You…*** | **No** | **In Progress** | **Finished** |
| Forecast employee absences during emergencies that may include personal illness, school closings, etc | O | O | O |
| Encourage and track employee vaccinations against the flu and other diseases | O | O | O |
| Evaluate and ensure employees are aware of accessible healthcare facilities and services during personal and pandemic emergencies | O | O | O |
| Ensure availability of medical consultation and/or employee assistance for quick emergency response | O | O | O |
| Work with all levels of management to develop a continuity of operations plan to continue business during staff shortages | O | O | O |
| Attend local & public health training events on emergency preparedness | O | O | O |
| Consistently apply company policy pertaining to sick leave during pandemic outbreaks | O | O | O |
| Make employees aware of company rules regarding sick leave, time off, and telecommuting during pandemic emergencies | O | O | O |
| Discuss deadlines and deliverables with customers and clients to produce essential product and services during emergencies | O | O | O |
| Cancel management meetings, conferences, and social gatherings during periods of pandemic emergencies | O | O | O |
| Refer employees to support services, such as the company Employee Assistance Program (EAP) and provide employees with resources in order to find out more information regarding pandemics, such as referrals to government agency websites | O | O | O |

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