Pandemic Preparedness Checklist (for Employers)

*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** |
| Identify an emergency coordinator and/or team that are equipped to quickly respond | O | O | O |
| Identify essential employees and assets required to maintain business operations during and after emergencies | O | O | O |
| Determine potential impacts that may affect employee business travel | O | O | O |
| Locate and have access to current, reliable information on various emergencies and pandemics that may occur | O | O | O |
| Establish an emergency communication plan that includes essential employees, outlines the chain of command, and procedures to communicate effectively with employees | O | O | O |
| Test your communication and emergency preparedness plan to test for efficiency and effectiveness | O | O | O |
| Establish policies regarding how employees will be compensated and paid for sick-leave during and after widespread emergencies | O | O | O |
| Establish policies on job sharing and flex-time during emergencies | O | O | O |
| Establish policies for employees exposed to pandemic influenza, such as immediate mandatory leave | O | O | O |
| Set up authorities and procedures to effectively initiate your company’s emergency response plan | O | O | O |
| Develop and share training and informational programs on pandemic disasters, personal and family protection, and on your company’s emergency plan | O | O | O |
| Ensure that communication to employee are culturally and linguistically appropriate, understandable and easy to perform and remember | O | O | O |
| Develop emergency hotlines and websites for communicating with employees, company vendors, suppliers and customers | O | O | O |
| Share with local businesses and government agencies best practices for handling emergencies in order to improve community relations and response effort | O | O | O |