

Pandemic planning in the workplace

Checklist

This checklist is a guide only and is not exhaustive. Refer to Fact sheets 1 and 3 for further information.

Complete	In progress	Not started	
1. Before a pandemic: plan			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understand the risks an influenza pandemic would pose to your business. Consider including it as a threat to be monitored by an existing risk forum or officer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop plans to protect your business and maintain essential services during an influenza pandemic, or incorporate pandemic influenza as a threat in existing business continuity plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop plans to protect your staff during an influenza pandemic. This might include pre-purchasing hygiene resources. Involve staff in finding flexible workplace solutions and consider how you would manage human resource issues, including leave and conditions for people who are: sick, caring for family members, in quarantine, afraid to come to work, or cannot get to work because of cancelled public transport/travel restrictions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop plans to communicate with staff, stakeholders, customers and suppliers during an influenza pandemic. Consider how you could strengthen communications and IT infrastructure to support increased employee telecommuting and remote customer access.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify any gaps in your planning that might need to be addressed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review, revise and validate plans periodically.
2. During a pandemic: respond			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monitor the threat throughout the pandemic by listening to government and World Health Organisation advice, and encourage staff to do the same.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review response plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Take action to protect your business and maintain essential services, particularly to ensure appropriately qualified staff are available to maintain critical services.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Take action to protect your staff. Use pre-prepared resources such as posters on hand-washing techniques, cough etiquette, respiratory hygiene and cleaning (<i>see Resources guide: Fact sheet 3</i>).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Take action to communicate with staff, stakeholders, customers and suppliers about any changes to your workplace. Consider establishing hotlines and dedicated web sites so that people can access information from their home. Keep governments informed of any significant risks to critical services.
3. After a pandemic and between pandemic waves: review and recover			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Continue to monitor the pandemic threat by listening to government and World Health Organisation advice, and encourage staff to do the same.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Be supportive and flexible with staff, acknowledging that the influenza pandemic might have affected staff in a variety of physical, emotional and financial ways.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assess the impacts of the pandemic on your workplace and return to normal routines to the extent possible.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Share good practices with other businesses in your community, as well as through industry associations.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Debrief for future planning. Update pandemic plans and business continuity plans as appropriate, and prepare for future pandemic waves.