
Checklist

Biological/Pandemic/Epidemic

Control #	0001	Owner:	PreEmpt, Inc.
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Objective: This checklist of things to do prior to, during, and following a biological event is being shared with the Business Continuity at large.

Assumptions: 1. Individuals downloading this FREE list will contribute knowledge to the Business Continuity Community by submitting additional tasks for inclusion on future lists.
2. The sequence of tasks should be established by each organization.

Attributes

- 99 Consider shutting down procedures based on priorities established by the BIA.
- 99 Develop policy for surveillance of illnesses likely due to biological agents.
- 99 Arrange for physician consultations prior to a pandemic or epidemic.
- 99 Require all critical vendors to have pandemic/epidemic plans.
- 99 Consider a pay differential for employees on paid sick leave & employees called back to work.
- 99 Consider a pay differential for employees required to travel out of town.
- 99 Consider emergency credit or payroll advances for employees.
- 99 Establish criteria for allowing employees to return to work following an illness.
- 99 Establish criteria for allowing employees to return to work following exposure to a major illness.
- 99 Coordinate all return to work issues through the "pandemic coordinator".
- 99 Use the BIA to identify personnel (resources) that support critical processes.
- 99 Consider recalling retired employees with critical skill sets.
- 99 Develop plans to communicate with all appropriate healthcare entities.
- 99 Coordinate all pandemic planning efforts with local community plans.
- 99 Coordinate all planning efforts with the appropriate federal agencies (WHO, CDC, IDSA).
- 99 Expand awareness program to include pandemics & epidemics (& all biological threats).
- 99 Consult legal regarding liability issues connected with asking employees to travel to infected areas.
- 99 Consult legal on how "working from home" impacts worker's compensation issues.
- 99 Consult legal on how "working from home" impacts all liability issues.
- 99 Establish a plan for relocation of personnel during a pandemic or epidemic.
- 99 Establish criteria & a schedule for restoration of shut down or suspended processes.
- 99 Consider using multiple shifts.
- 99 Establish policies for cancelled vacations or vacations occurring during mandated "stay home" periods.
- 99 Develop guidelines for "compassion leave" during a pandemic/epidemic.
- 99 Train & prepare for use of ancillary workforce.
- 99 Use syndromic surveillance to identify clusters of illness symptoms.
- 99 Monitor absenteeism.
- 99 Establish daily communication between all operations worldwide.
- 99 Establish regular communication links with government agencies, such as WHO, CDC & IDSA.
- 99 Stockpile appropriate antibiotics & vaccines.
- 99 Establish & rehearse comprehensive travel policy/plan.
- 99 Monitor events worldwide that may impact company travel.
- 99 Keep immunizations current for key individuals that may have to travel in an emergency.
- 99 Provide training in international travel for key individuals that may be required to travel in an emergency.
- 99 Use the BIA to establish a list of vendors that support critical processes.

- 99 Identify pandemic coordinator with defined roles & responsibilities.
- 99 Establish reimbursement policy for employees reporting to work at alternate locations.
- 99 Plan for increased/decreased need for your products or services.
- 99 Plan for travel disruptions as result of pandemic/epidemic.
- 99 Encourage immunization of employees for influenza & other diseases.
- 99 Establish guidelines for contact & conduct of personnel in meetings.
- 99 Insure employee access to healthcare.
- 99 Implement aggressive employee assistance program.
- 99 Establish policies for extended employee absence (compensation, benefits, etc).
- 99 Establish return-to-work policy.
- 99 Establish & provide for remote access or remote working environment.
- 99 Develop & distribute programs & material covering pandemic fundamentals.
- 99 Proactively monitor news reports for potential vendor disruptions.
- 99 Determine in advance who can order a shutdown due to a biological threat.
- 99 Plan for employee absences due to illness of employee or family members.
- 99 Establish policies for employees exposed to infectious diseases (i.e. mandatory sick leave, etc.)
- 99 Establish policies restricting travel to infected areas.
- 99 Establish policies for shutting down operations in affected areas.
- 99 Provide infection control supplies (i.e. antibacterial soap, tissues, disposal receptacles, etc.)
- 99 Install additional hand washing stations for employees.
- 99 Evaluate need for certain employees to keep immunizations up-to-date.
- 99 Establish policy/procedure for maintenance of immunizations (for certain employees).
- 99 Establish a policy addressing employee refusals to travel during a pandemic/epidemic.
- 99 Prepare educational material (concerning pandemics) to distribute to "worried well".
- 99 Determine in advance what biological threat criteria would trigger facility closings.
- 99 Enact procedures to identify employees to stay/go home.
- 99 Determine in advance the criteria (& means) for screening visitors during a pandemic.
- 99 Design & implement succession plan to address loss of key personnel.
- 99 Develop a devolution plan.
- 99 Activate your devolution plan.
- 99 Activate your succession plan.
- 99 Cross train personnel.
- 99 Train potential successors for position they would assume.
- 99 Determine how positions without designated successor would be filled (in-house, external, temps, etc).
- 99 Establish policy that prohibits key personnel from traveling together.
- 99 If appropriate bring in former or retired employees to train successors.
- 99 Establish & publish a policy addressing employee refusals to report to work during a pandemic/epidemic.
- 99 Determine if the company will provide anti-virals for prevention, treatment, or both.
- 99 Follow appropriate procedures for reporting illness or injury (corporate, OSHA, other).
- 99 Establish policies for repatriation or quarantine of employees returning from "hot zones".
- 99 Establish guidelines for meeting with clients during a pandemic (social distancing).
- 99 Establish policy (with appropriate triggers) for distribution of masks & gloves.
- 99 Plan to provide psychological help for employees that lose colleagues, family, etc.
- 99 Anticipate loss of personnel called to military duty due to pandemic response by state or federal government.
- 99 Identify & maintain a list of personnel that depend on public transportation.
- 99 Consider installing anti-viral soaps in common areas.

- 99 Consider stockpiling masks, gloves, & anti-viral agents.
- 99 Develop a plan to stock anti-virals.
- 99 Identify essential employees (skill sets) & vendors.
- 99 Develop an antiviral distribution plan.
- 99 Locate trauma counseling service to aid employees in dealing with associate's death.
- 99 Order anti-virals from a pharmaceutical distributor, wholesaler, PBM (pharmacy benefits manager) or pharmacy.
- 99 Determine if storing anti-virals at a centralized location constitute a security risk.
- 99 Formally discuss the advantages/disadvantages of a decentralized distribution plan for anti-virals.
- 99 Consider the logistics of a decentralized distribution plan.
- 99 Consider outsourcing as a means of operating with fewer personnel.
- 99 Consider shutting down cafeterias, break rooms, & other areas where employees congregate.
- 99 Provide special training for all cafeteria workers.
- 99 Develop notification checklist.
- 99 Insure appropriate team leaders are furnished with necessary contact lists & checklists.
- 99 Establish policies (pay, comp time, etc) for employees who exhaust sick leave.
- 99 Develop a plan to rapidly secure anti-virals.