

Checklist

Biological/Pandemic/Epidemic

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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.

EMERGENCY & LIFE SAFETY PROCEDURES

Emergency response procedures:

Are medical emergency events included?

Do these things AFTER the event:

1912 Follow appropriate procedures for reporting illness or injury (corporate, OSHA, other).

Control of employees & guests:

Are procedures in place to identify employees to stay/to go home?

Do these things BEFORE the event:

1123 Enact procedures to identify employees to stay/go home.

Are procedures in place to accommodate the needs of guests?

Do these things BEFORE the event:

2460 Determine in advance the criteria (& means) for screening visitors during a pandemic.

PERSONNEL

Is a devolution plan in place to address the need for reallocation of responsibility?

Do these things BEFORE the event:

1962 Establish policy that prohibits key personnel from traveling together.

1172 Cross train personnel.

2461 Develop a devolution plan.

1960 Train potential successors for position they would assume.

1963 Locate trauma counseling service to aid employees in dealing with associate's death.

1961 Determine how positions without designated successor would be filled (in-house, external, temps, etc).

Do these things BEFORE and DURING the event:

2462 Activate your devolution plan.

Do these things AFTER the event:

1967 If appropriate bring in former or retired employees to train successors.

Is a succession plan in place to address loss of key personnel?

Do these things BEFORE the event:

- 1960 Train potential successors for position they would assume.
- 1171 Design & implement succession plan to address loss of key personnel.
- 1961 Determine how positions without designated successor would be filled (in-house, external, temps, etc).
- 1962 Establish policy that prohibits key personnel from traveling together.
- 1172 Cross train personnel.
- 1963 Locate trauma counseling service to aid employees in dealing with associate's death.

Do these things BEFORE and DURING the event:

- 2463 Activate your succession plan.

Do these things AFTER the event:

- 1967 If appropriate bring in former or retired employees to train successors.

Employee health & safety:

Is an employee health & safety program in place?

Do these things AFTER the event:

- 1912 Follow appropriate procedures for reporting illness or injury (corporate, OSHA, other).
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Are retiring Baby Boomers a concern?

Do these things BEFORE the event:

- 2235 Train & prepare for use of ancillary workforce.

Do these things BEFORE and DURING the event:

- 2443 Consider outsourcing as a means of operating with fewer personnel.

BUSINESS CONTINUATION ISSUES - INITIAL REVIEW

Does your plan include DEFINED responsibilities for the following categories:

Plan development?

Do these things BEFORE the event:

- 1443 Develop notification checklist.

Do these things BEFORE and DURING the event:

- 1614 Insure appropriate team leaders are furnished with necessary contact lists & checklists.

BIOLOGICAL THREATS

Are you concerned about biological threats?

Do these things BEFORE the event:

- 2459 Determine in advance who can order a shutdown due to a biological threat.
- 2233 Identify pandemic coordinator with defined roles & responsibilities.
- 2085 Develop policy for surveillance of illnesses likely due to biological agents.

2458 Determine in advance what biological threat criteria would trigger facility closings.

Do these things BEFORE and DURING the event:

2090 Stockpile appropriate antibiotics & vaccines.

2086 Use syndromic surveillance to identify clusters of illness symptoms.

2087 Monitor absenteeism.

2089 Establish regular communication links with government agencies, such as WHO, CDC & IDSA.

2088 Establish daily communication between all operations worldwide.

Have you had a biological attack in the past?

Do these things BEFORE the event:

2264 Consider stockpiling masks, gloves, & anti-viral agents.

Do these things BEFORE and DURING the event:

2090 Stockpile appropriate antibiotics & vaccines.

2088 Establish daily communication between all operations worldwide.

2089 Establish regular communication links with government agencies, such as WHO, CDC & IDSA.

Pandemics/Epidemics:

Have you planned for the impact of a pandemic on your business?

Do these things BEFORE the event:

2235 Train & prepare for use of ancillary workforce.

2233 Identify pandemic coordinator with defined roles & responsibilities.

2197 Identify essential employees (skill sets) & vendors.

Do these things BEFORE and DURING the event:

2237 Plan for travel disruptions as result of pandemic/epidemic.

2236 Plan for increased/decreased need for your products or services.

Have you planned for the impact of a pandemic on your employees & customers?

Do these things BEFORE the event:

2452 Establish guidelines for meeting with clients during a pandemic (social distancing).

2454 Plan to provide psychological help for employees that lose colleagues, family, etc.

2242 Implement aggressive employee assistance program.

Do these things BEFORE and DURING the event:

2202 Plan for employee absences due to illness of employee or family members.

2455 Anticipate loss of personnel called to military duty due to pandemic response by state or federal government.

2237 Plan for travel disruptions as result of pandemic/epidemic.

2238 Encourage immunization of employees for influenza & other diseases.

2241 Insure employee access to healthcare.

2240 Establish guidelines for contact & conduct of personnel in meetings.

Do you have policies to be implemented during a pandemic?

Do these things BEFORE the event:

2451 Establish policies for repatriation or quarantine of employees returning from "hot zones".

2243 Establish policies for extended employee absence (compensation, benefits, etc).

2453 Establish policy (with appropriate triggers) for distribution of masks & gloves.

2303 Establish a plan for relocation of personnel during a pandemic or epidemic.

2452 Establish guidelines for meeting with clients during a pandemic (social distancing).

2210 Establish policies for shutting down operations in affected areas.

2244 Establish return-to-work policy.

2209 Establish policies restricting travel to infected areas.

2208 Establish policies for employees exposed to infectious diseases (i.e. mandatory sick leave, etc.)

Do your plans include allocation of resources to employees during a pandemic?

Do these things BEFORE the event:

2242 Implement aggressive employee assistance program.

Do these things BEFORE and DURING the event:

2211 Provide infection control supplies (i.e. antibacterial soap, tissues, disposal receptacles, etc.)

2249 Establish & provide for remote access or remote working environment.

Are employees educated in how to behave & what to expect during a pandemic?

Do these things BEFORE the event:

2448 Prepare educational material (concerning pandemics) to distribute to "worried well".

Do these things BEFORE and DURING the event:

2250 Develop & distribute programs & material covering pandemic fundamentals.

Does your pandemic plan include communication with external organizations?

Do these things BEFORE and DURING the event:

2251 Develop plans to communicate with all appropriate healthcare entities.

Does your plan include measures to mitigate the spread of disease?

Do these things BEFORE the event:

2244 Establish return-to-work policy.

2264 Consider stockpiling masks, gloves, & anti-viral agents.

Do these things BEFORE and DURING the event:

2309 Provide special training for all cafeteria workers.

- 2457 Consider installing anti-viral soaps in common areas.
- 2250 Develop & distribute programs & material covering pandemic fundamentals.
- 2249 Establish & provide for remote access or remote working environment.
- 2238 Encourage immunization of employees for influenza & other diseases.
- 2265 Install additional hand washing stations for employees.
- 2307 Consider shutting down cafeterias, break rooms, & other areas where employees congregate.

Does your plan include priority vaccination of employees that support critical processes?

Do these things BEFORE the event:

- 2268 Use the BIA to identify personnel (resources) that support critical processes.

Do you stock antivirals?

Do these things BEFORE the event:

- 2271 Develop a plan to rapidly secure anti-virals.
- 2270 Develop a plan to stock anti-virals.

Do you have an antiviral distribution program?

Do these things BEFORE the event:

- 2274 Arrange for physician consultations prior to a pandemic or epidemic.
- 2273 Determine if the company will provide anti-virals for prevention, treatment, or both.
- 2272 Develop an antiviral distribution plan.

Do these things BEFORE and DURING the event:

- 2275 Order anti-virals from a pharmaceutical distributor, wholesaler, PBM (pharmacy benefits manager) or pharmacy.

Have you considered the advantages/disadvantages of a centralized antiviral distribution plan?

Do these things BEFORE and DURING the event:

- 2278 Determine if storing anti-virals at a centralized location constitute a security risk.

Have you considered the advantages/disadvantages of a decentralized antiviral distribution plan?

Do these things BEFORE the event:

- 2279 Formally discuss the advantages/disadvantages of a decentralized distribution plan for anti-virals.

Do these things BEFORE and DURING the event:

- 2280 Consider the logistics of a decentralized distribution plan.

Are critical vendors required to have pandemic/epidemic plans?

Do these things BEFORE the event:

- 2281 Require all critical vendors to have pandemic/epidemic plans.

Are compensations policies adequate for extended absences and exhausted sick leave situations?

Do these things BEFORE the event:

- 2287 Consider emergency credit or payroll advances for employees.

2285 Consider a pay differential for employees on paid sick leave & employees called back to work.

2286 Consider a pay differential for employees required to travel out of town.

2449 Establish policies (pay, comp time, etc) for employees who exhaust sick leave.

2243 Establish policies for extended employee absence (compensation, benefits, etc).

Does your travel policy address special travel needs/requirements during or following a pandemic or epidemic?

Do these things BEFORE the event:

2283 Establish a policy addressing employee refusals to travel during a pandemic/epidemic.

2286 Consider a pay differential for employees required to travel out of town.

2450 Establish reimbursement policy for employees reporting to work at alternate locations.

2451 Establish policies for repatriation or quarantine of employees returning from "hot zones".

Do these things BEFORE and DURING the event:

2300 Consult legal regarding liability issues connected with asking employees to travel to infected areas.

Do you have a policy for return to work during/following a pandemic or epidemic?

Do these things BEFORE the event:

2288 Establish criteria for allowing employees to return to work following an illness.

2233 Identify pandemic coordinator with defined roles & responsibilities.

2289 Establish criteria for allowing employees to return to work following exposure to a major illness.

Do these things BEFORE and DURING the event:

2290 Coordinate all return to work issues through the "pandemic coordinator".

Does your plan address work force requirements during/after a pandemic or epidemic?

Do these things BEFORE the event:

2447 Establish policies for cancelled vacations or vacations occurring during mandated "stay home" periods.

2235 Train & prepare for use of ancillary workforce.

2289 Establish criteria for allowing employees to return to work following exposure to a major illness.

2284 Establish & publish a policy addressing employee refusals to report to work during a pandemic/epidemic.

2449 Establish policies (pay, comp time, etc) for employees who exhaust sick leave.

2288 Establish criteria for allowing employees to return to work following an illness.

2291 Develop guidelines for "compassion leave" during a pandemic/epidemic.

Do these things BEFORE and DURING the event:

2292 Consider recalling retired employees with critical skill sets.

2306 Consider using multiple shifts.

2301 Consult legal on how "working from home" impacts worker's compensation issues.

- 2302 Consult legal on how "working from home" impacts all liability issues.
- 2249 Establish & provide for remote access or remote working environment.
- 2238 Encourage immunization of employees for influenza & other diseases.
- 2290 Coordinate all return to work issues through the "pandemic coordinator".

Does your pandemic plan address shut down or suspension of functions in accordance with the BIA?

Do these things BEFORE the event:

- 2269 Use the BIA to establish a list of vendors that support critical processes.
- 2268 Use the BIA to identify personnel (resources) that support critical processes.

Do these things BEFORE and DURING the event:

- 2305 Establish criteria & a schedule for restoration of shut down or suspended processes.
- 2296 Consider shutting down procedures based on priorities established by the BIA.

Are your pandemic/epidemic plans coordinated with local community plans?

Do these things BEFORE and DURING the event:

- 2297 Coordinate all pandemic planning efforts with local community plans.

Is your pandemic/epidemic plan coordinated with WHO, CDC, and IDSA?

Do these things BEFORE and DURING the event:

- 2298 Coordinate all planning efforts with the appropriate federal agencies (WHO, CDC, IDSA).

Does your awareness program include pandemic/epidemic information?

Do these things BEFORE and DURING the event:

- 2299 Expand awareness program to include pandemics & epidemics (& all biological threats).

Does your pandemic plan include relocation of critical personnel or processes?

Do these things BEFORE the event:

- 2303 Establish a plan for relocation of personnel during a pandemic or epidemic.

Do a large number of employees depend on public transportation?

Do these things BEFORE the event:

- 2456 Identify & maintain a list of personnel that depend on public transportation.
- 2303 Establish a plan for relocation of personnel during a pandemic or epidemic.

TRAVEL

Does the company have a travel policy or plan?

Do these things BEFORE the event:

- 2091 Establish & rehearse comprehensive travel policy/plan.
- 1962 Establish policy that prohibits key personnel from traveling together.

Are key personnel required to travel separately?

Do these things BEFORE the event:

1962 Establish policy that prohibits key personnel from traveling together.

Are events that affect travel monitored worldwide?

Do these things BEFORE and DURING the event:

2092 Monitor events worldwide that may impact company travel.

For key personnel that may have to travel following an emergency:

Are immunizations kept up to date?

Do these things BEFORE the event:

2094 Keep immunizations current for key individuals that may have to travel in an emergency.

2182 Establish policy/procedure for maintenance of immunizations (for certain employees).

2181 Evaluate need for certain employees to keep immunizations up-to-date.

Are they trained in international travel?

Do these things BEFORE and DURING the event:

2096 Provide training in international travel for key individuals that may be required to travel in an emergency.

OUTSOURCING

Are critical processes outsourced?

Do these things BEFORE and DURING the event:

2109 Proactively monitor news reports for potential vendor disruptions.

Is any part of Information Technology outsourced?

Do these things BEFORE and DURING the event:

2109 Proactively monitor news reports for potential vendor disruptions.

Do critical processes depend on products or services supplied by vendors?

Do these things BEFORE and DURING the event:

2109 Proactively monitor news reports for potential vendor disruptions.

POLICIES

Do you have a policy regarding employee refusals?

To travel following a disruption?

Do these things BEFORE the event:

2283 Establish a policy addressing employee refusals to travel during a pandemic/epidemic.

To travel during a pandemic/epidemic?

Do these things BEFORE the event:

2283 Establish a policy addressing employee refusals to travel during a pandemic/epidemic.

To report to work or meet with other employees during a pandemic/epidemic?

Do these things BEFORE the event:

2284 Establish & publish a policy addressing employee refusals to report to work during a pandemic/epidemic.
