

## BUSINESS PANDEMIC PREPAREDNESS CHECKLIST

This list includes [links](#) to credible resources and valuable information to assist you where you have identified gaps.

### General Considerations

- Do you have a [‘sick time’ policy](#) that encourages all ill workers to stay home, and does not penalize them financially for missing work?
- Do you provide [antiseptic hand cleansers](#) in areas of your workplace where it is not convenient to wash hands?
- Do you have signage at your workplace promoting healthy hygiene habits, such as how to effectively cover coughs and sneezes, and wash hands at appropriate times? [To learn more about how to protect your employees, refer to these resources.](#)
- Do you offer your employees [annual flu shots](#)?
- Do you [clean all frequently touched surfaces](#) in your workplace on a regular basis?
- Have you trained your JHSC and others on the basics of infectious diseases and their control? [JHSC Certification training is available.](#)
- Do you have a tradition and mechanisms for timely, honest and open communication?
- Do you have succession planning and cross-training policies so that no one employee is indispensable?

### During the Pandemic

#### 1. Assemble a Team

- Have you consulted with your JHSC, senior leadership, union leaders, human resources department and a health professional (internal or external) to develop a [staged pandemic plan](#)?
- Have you established a process to track or monitor alerts from credible organizations such as the [Public Health Agency of Canada](#), the [Ontario Ministry of Health](#) and the [World Health Organization](#)?

#### 2. Assess the Risks

- Have you assessed the impacts of the stages of a pandemic (moderate or severe) on your people and processes (hazard identification)?
- Have you assessed the risks to your people – which of your employees may be at greatest risk, due to their jobs, family circumstances, age, or health?
- Have you assessed the risks to your processes – which processes are most at risk of being shut down by Public Health, or crippled due to lack of key individuals or supplies or challenged by surging demands?

## BUSINESS PANDEMIC PREPAREDNESS CHECKLIST

### 3. Set Priorities

- Have you [prioritized the risks](#) (probability X severity)?
- Have you identified your most critical production lines, processes or services, which must continue at all costs?
- Have you identified your most critical support jobs, which must continue (e.g., payroll)?
- Have you identified your least essential processes or jobs?
- Are you able to provide opportunities to up-skill your staff during an isolation period? WSPS has a great variety of [no cost and low cost e-courses!](#)
- You can also count on WSPS to provide virtual consulting and training solutions during a pandemic, to make your facility a safer place when staff return to work. For [more information on virtual consulting and training](#), please contact us at 1 877 494 WSPS (9777).

### 4. Protect People...

- Do you have a [plan for communicating with employees?](#)
- Have you re-assessed your pandemic controls for protecting employees (see top of first page)?
- Have you identified and planned ways to encourage physical distancing?
- Do you have a process to restrict or screen entry to your premises by ill visitors or staff?
- Have you identified appropriate usage of [personal protective equipment](#) and adequate supplies?
- Do you have a procedure to deal with an employee who becomes ill at work?
- Have you identified and communicated any necessary travel restrictions for staff?
- Have you planned for enhanced safety training for employees who may be transferred into unfamiliar jobs?

### 5. ...and Processes

- Do you have a process for knowledge management, so that key documents and information can be accessed when key individuals are absent?
- Have you made plans (in consultation with unions) for shifting staff from less critical jobs to more critical areas in the event of a staff shortage, or surging demands for some products or services?
- Have you identified your key suppliers and developed contingency plans to ensure a continuation of supplies from them?
- Have you developed contingency plans with employees who would be affected by school closures?
- Have you identified alternate working arrangements (e.g., meetings by teleconference, working from home) that might be used more frequently in a pandemic?

## BUSINESS PANDEMIC PREPAREDNESS CHECKLIST

- Have you considered [ergonomic challenges with staff working from home](#)?
- Have you put the necessary technology in place to accommodate the planned alternate working arrangements?
- Have you identified 'trigger points' for different stages of your pandemic plan?

### 6. Foster Positive Mental Health During a Pandemic

- Have you provided guidance on [coping strategies and resources](#) for staff during a pandemic situation?
- Have you considered the mental health of your employees during an extended period of isolation or physical distancing?
- Do you know where to find [additional resources and guidance](#) that you can easily communicate to your employees?

### 7. Build the Foundation

- Have you instituted appropriate succession planning and cross training to allow critical roles and functions to be maintained in case of high absenteeism?
- Have you identified your 'chain of command' for a pandemic emergency (roles and responsibilities)?
- Have you developed a communications plan for a pandemic (internal and external)?
- Do you have any facilities that might be used by Public Health as 'non-traditional' (health care) sites? If so, have you discussed this with Public Health officials?
- Have you discussed [issues related to antiviral and vaccine provision](#) (if available) for your employees with Public Health officials?

© Workplace Safety & Prevention Services 2020. Workplace Safety & Prevention Services (WSPS) grants permission to approved end users to reproduce this document in whole or in part, provided its intended use is for non-commercial, educational purposes and that full acknowledgement is given to the WSPS. Approved end users are firms registered with the Workplace Safety and Insurance Board. WSPS reserves the right to extend this permission to other stakeholders and interested parties by express written permission upon application. WSPS extends no warranty to materials amended or altered by the end user. Under no circumstances is this document, or any portion thereof, to be duplicated for purposes of sale or for external reproduction or distribution.

(Sample WSPS acknowledgement, "Reproduced or adapted from name of solution with permission of Workplace Safety & Prevention Services, Mississauga, Ontario.")

The information contained in this reference material is distributed as a guide only. It is generally current to the best of our knowledge as at the revision date, having been compiled from sources believed to be reliable and to represent the best current opinion on the subject. No warranty, guarantee, or representation is made by WSPS as to the absolute correctness or sufficiency of any representation contained in this reference material. WSPS assumes no responsibility in connection therewith; nor can it be assumed that all acceptable safety measures are contained in this reference material, or that other or additional measures may not be required in particular or exceptional conditions or circumstances.

Revised: April 2020