Pandemic Influenza Checklist for Business

Checklist based on the guide issued by HM Government – Cabinet Office Civil Contingencies Secretariat (March 2020)

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Document Control

● Revision History

Version	Date	Description	Created by	Approval date	Approver
1	05/03/2020	Initial version	Simon Barlow	05/03/2020	Nigel Davies

Checklist

● Plan for the impact of a pandemic on your business:

Complete	In Progress	Not Started	N/A	
☑				Identify a pandemic coordinator and/or team with defined roles and responsibilities for preparedness and response planning. The planning process should include input from a wide range of stakeholders e.g. health and safety representatives and trade union officials.
☑				Identify the critical activities undertaken by your business which would have to continue during a pandemic, as well as the employees and other inputs that support those activities (e.g. raw materials, suppliers, sub-contractor services/products, logistics, process controls, security). Consider how internal resources could be re-allocated to ensure those activities are maintained.
	☑			Discuss with your suppliers/sub contractors whether they have robust Business Continuity plans in place – your organisation is only as good as those on whom it depends.
		☑		Consider preparing an additional pool of workers to undertake key tasks and provide training where appropriate (e.g. contractors, cross train employees, retirees).
			☑	Determine the potential impact of a pandemic on your business-related travel (e.g. should international travel be curtailed in certain countries due to quarantines and/or border closures). Note that current planning assumes that domestic travel will not be restricted, although the Government may advise against non-essential travel.
☑				Find up-to-date, reliable pandemic information on the Department of Health Website http://www.dh.gov.uk/pandemicflu.
	☑			Establish an emergency communications plan and revise periodically. This plan should identify key contacts (with back-ups), chain of communications (including suppliers, customers and employees), and processes for tracking and communicating business and employee status.
☑				Implement an exercise to test your plan, and revise periodically taking into account updated advice and guidance from Government.

● Plan for the impact of a pandemic on your employees and customers:

Complete	In Progress	Not Started	N/A	
☑				Guided by advice issued by Government, forecast and plan for employee absences during a pandemic. This could be the result of a number of factors including personal illness, family member illness, bereavement, possible disruption to other sectors for example closures of nurseries and schools or reduced public transport.

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	☑			As a general approach to reducing the spread of the infection across the country, assess your business needs for continued face to face contact with your customers/suppliers and consider plans to modify the frequency and/or type of face-to-face contact (e.g. video or tele-conferencing instead of travelling to meetings) among employees and between employees and customers. Whilst there is no intention to restrict domestic travel, the Government is likely to advise against non-essential travel, and this should be taken into account in planning.
☑				Plan for a likely increase in demand for employees welfare services, if they are available, during a pandemic.
	☑			Identify employees and key customers with special requirements, and incorporate the requirements of such persons into your preparedness plan.
☑				Consider your customers' needs during a pandemic and whether to review your business model and arrangements to continue to meet those needs. (e.g. enhance mail ordering and internet shopping capacities)

● **Establish policies to be implemented during a pandemic:**

Complete	In Progress	Not Started	N/A	
☑				Guided by advice issued by Government, establish policies for sick-leave absences unique to a pandemic, including policies on when a previously ill person is no longer infectious and can return to work after illness (i.e. when they are no longer showing symptoms and feel better) and agreeing them with trade unions and other professional representative bodies.
☑				Establish policies for flexible worksite (e.g. working from home) and flexible work hours (e.g. staggered shifts).
☑				Guided by advice from Government, establish policies for reducing spread of influenza at the worksite (e.g. promoting respiratory hygiene/cough etiquette, and asking those with influenza symptoms to stay at home).
☑				Guided by advice from Government, establish the current policies for employees who are suspected to be ill, or become ill at the worksite (e.g. infection control response, sick leave policies).
☑				Set up authorities, triggers, and procedures for activating and terminating the company's response plan, altering business operations (e.g. reducing operations as necessary in affected areas), and transferring business knowledge to key employees. This should include nominating deputies for key employees in advance, in case of absence.
And in the early stages of a pandemic with outbreaks overseas, but not yet in UK				
			☑	Guided by advice from the FCO (which would be informed by the latest information from the World Health Organisation and/or advice from Health Departments), establish policies on travel to affected geographic areas overseas and develop policies on managing employees working in or near an affected area when an outbreak begins (and later on in the pandemic). We are not recommending that staff should be asked to stay at home for 2 weeks after return from affected areas.

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● **Allocate resources to protect employees and customers during a pandemic:**

Complete	In Progress	Not Started	N/A	
☑				Provide sufficient and accessible means for reducing spread of infection (e.g. provision of hand washing facilities or hand-hygiene products).
☑				Consider additional measures to reduce the risk of infection, such as more frequent cleaning on premises, and ensure the resources to achieve these will be available.
☑				Consider whether enhanced communications and information technology infrastructures are needed to support employees working from home, tele-conferencing instead of face to face meetings and remote customer access.
			☑	Consider policy on access to medical treatment for UK staff working overseas, and whether any specific arrangements need to be put in place, and more generally develop policies, based on duty of care, on managing your overseas staff taking into account possible reduced access to consular services.

● **Communicate to and educate your employees:**

Complete	In Progress	Not Started	N/A	
☑				Disseminate easily-accessible information about pandemic flu to your workforce which is appropriate to the stage of alert (e.g. signs and symptoms of influenza, modes of transmission when this information is available), personal and family protection and response strategies (e.g. hand hygiene, coughing/sneezing etiquette, contingency plans). This should be based on the information already available on the DH website.
☑				Ensure that communications are culturally and linguistically appropriate.
☑				Disseminate information to employees about your pandemic preparedness and response plan for your business, including their role in this plan.
☑				Develop platforms (e.g. hotlines, dedicated websites) for communicating pandemic status and actions to employees, vendors, suppliers, and customers.
☑				Ensure that DH, HPA and WHO websites are the sources for timely and accurate pandemic information (domestic and international).

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● Co-ordinate with external organisations and help your community

Complete	In Progress	Not Started	N/A	
		☑		Find out about pandemic planning in your region and locality, for example through regional resilience teams and local resilience forums and liaise with agencies and local responders.
		☑		Share best practice with other businesses in your community, as well as through industry associations.

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