Pandemic Response Checklist

☐ Make alcohol-based hand sanitizers and disinfectant wipes available for employee use.

☐ Encourage employees to stay home when they are sick without fear of being penalized

☐ Ensure managers set a good example by staying home when they are sick.

☐ In the event of a pandemic (outbreak of a disease over a widespread geographic area), encourage employees to adopt the following practices recommended by the Occupational Safety and Health Administration (OSHA):
   o regularly wash their hands with soap and water or use hand sanitizer- avoid touching their noses, mouths, and eyes;
   o cover their coughs and sneezes with a tissue or their arm;
   o wash their hands or use hand sanitizer after coughing, sneezing, or blowing their noses;
   o avoid close contact with coworkers and customers by keeping a distance of six feet;
   o avoid shaking hands;
   o refrain from using coworkers' desks, phones, tools, equipment, or work stations;
   o lead a healthy lifestyle, including good nutrition, exercise, and not smoking, to maintain a better immune system
   o avoid face-to-face meetings in favor of video or teleconferencing;
   o hold meetings in large, well-ventilated areas where employees can maintain a distance of at least six feet from one another; and
   o keep unnecessary visitors, family members, and other members of the general public from visiting the workplace.

☐ Follow additional recommendations from OSHA and the CDC based on workplace risk level. For example, employees who have frequent or close contact with others are typically at medium risk for workplace exposure to a pandemic.

☐ After reviewing the latest guidance for a pandemic implement guidelines for: sending home employees who become ill with pandemic influenza-like symptoms and when employees who become ill can return to work (for example, no sooner than 24 hours after their fever has resolved without the use of fever-reducing medicine).
   o Review policies on leave and sick time to: confirm sick time without pay is allowed if an ill employee has exhausted any accrued sick leave; and consider addressing time off (paid or unpaid) for employees who may need to care for children who are sick with seasonal flu or as a result of a pandemic.
   o Ensure compliance with OSHA recordkeeping requirements by setting out the procedures for employees to report workplace illness.

☐ Stay Informed About Pandemic Risks
   o Regularly check for updated information from the federal Centers for Disease Control and Prevention (CDC), and state and local government agencies.

- o Understand the enhanced safety measures recommended by OSHA depending on the workplace risk level.
- o Take appropriate safety measures in the workplace based on the most current pandemic information.

□ Identify potential solutions
  - o Can the employees work from home?
  - o Can the company operate with significant absenteeism?
  - o Have the staff been cross trained to help fill the gaps?
  - o What assurances are needed for staff members so that they feel safe?
  - o What is the plan for employees who travel for work?

□ Plan to minimize exposure between employees and also between employees and the public, if public health officials call for social distancing.

□ Establish a process to communicate information to employees and business partners on your infectious disease outbreak response plans. Anticipate employee fear, anxiety, rumors, and misinformation, and plan communications accordingly.

□ Local conditions will influence the decisions that public health officials make regarding community-level strategies; employers should take the time now to learn about plans in place in each community where they have a business.