

## Pandemic Preparedness Checklist

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The Pandemic Preparedness Checklist is designed to assist with organizational pandemic planning. This checklist provides a set of operational initiatives that should be undertaken as part of a progressive pandemic planning policy.

Identification of Core People and Core Skills	Completed	In Progress	Not Started
Identify a pandemic coordinator and/or team with defined roles and responsibilities for preparedness and response planning. The planning process should include input from labour representatives.			
Identify essential employees and other critical inputs (e.g. raw materials, suppliers, subcontractor services/ products, and logistics) required to maintain business operations by location and function during a pandemic. Plan for impact on financials.			
Train and prepare ancillary workforce (e.g. contractors, employees in other job titles/ descriptions, retirees).			
Develop and plan for scenarios likely to result in an increase or decrease in demand for your products and/or services during a pandemic (e.g. effect of restriction on mass gatherings, need for hygiene supplies, travel restrictions).			
Implement an exercise/drill to test your plan, and revise periodically.			
Set up authorities, triggers, and procedures for activating and terminating the company's response plan.			
Plan for Large Absence (10% to 50%)  Forecast and allow for employee absences during a pandemic due to factors such as personal illness, family member illness, community containment measures and quarantines, school and/or business closures, and public transportation closures.			