

Bryan Cave Checklist: Key Elements of a Pandemic Preparedness Program

While the most effective planning should begin well before such an event, there still is time to develop a durable plan that will help protect employees, customers and the business. Such a plan encompasses a number of individual actions, but all of them are capable of rapid deployment using the full resources of the company.

Before a Pandemic

- Develop a specific pandemic plan, including wall charts, checklists, guidelines and instructions for employees, foremost among these being conspicuous and repeated reminders to wash hands often, cover the mouth while coughing and sneezing, and to stay away from work and seek medical treatment when symptoms appear
- Create an emergency supplies checklist, as well as a business continuity checklist
- Develop procedures for reporting of illnesses and for travel
- Develop response policies, especially guidelines regarding when employees should leave work, and when previously ill employees may return to the workplace
- Disseminate information on government preparedness plans
- Develop policies for payment of wages and benefits, including death benefits
- Draft appropriate agreements for first responders and essential staff, including necessary training
- Develop shutdown and follow-up communications plan for critical stage

During a Pandemic

- Develop procedures for adapting or changing the plan to meet evolving pandemic conditions
- Implement a system for communicating with key personnel, employees, customers, and government and health officials

After a Pandemic

- Develop procedures for assessing the company's situation on all critical levels
- Communicate with employees and customers
- Offer counseling programs for grieving or affected employees
- Adapt procedures and policies as needed
- Address claims