| Pandemic planning checklist |
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| Evaluate business impact | **Task** | **Completed** | **In progress** | **Not started** |
| Identify a pandemic coordinator and/or team and define their responsibilities. |   |   |   |
| Identify essential employees and critical inputs necessary to maintain business operations. |  |  |  |
| Estimate the impact on business-related domestic and international travel. |   |   |   |
| Establish plans to deal with a significant increased or decreased demand for products/services. |   |   |   |
| Develop an emergency communication plan. |  |  |  |
| Implement exercises/drills to test the pandemic plan. |  |  |  |
| Revise pandemic plan on a regular basis. |  |  |  |
| Evaluate employee and customer impact | Set criteria for when employees should work remotely.  |   |   |   |
| Ensure employees know about available healthcare services. |  |  |  |
| Decide how to deal with high absentee rates. |   |   |   |
| Implement policy | Define policies for employee sick-leave. |   |   |   |
| Define policy for working remotely. |  |  |  |
| Establish policies to prevent infection in the workplace. |   |   |   |
| Identify the triggers for activating and ending the pandemic plan. |   |   |   |
| Allocate resources | Provide infection control supplies at all business locations. |   |   |   |
| Confirm the availability of medical consultation and advice for emergency response. |  |  |  |
| Optimize IT infrastructures to support telecommuting and remote customer access. |   |   |   |
| Communicate with employees | Develop and distribute information and materials covering pandemic fundamentals. |   |   |   |
| Develop platforms and channels for communicating pandemic status and actions to employees, suppliers, customers and vendors. |   |   |   |
| Anticipate misinformation and plan the communication strategy accordingly. |   |   |   |
| Communicate with external organizations | Collaborate with insurers, health plans and major local healthcare facilities as well as federal, state and local public health agencies and emergency responders to understand their capabilities and plans. |   |   |   |
| Communicate with local and state health agencies and emergency responders to identify ways in which the organization can help the community during the pandemic. |   |   |   |
| Share pandemic planning best practices with other business and associations in the community to improve overall response efforts. |   |   |   |