



Business Pandemic Influenza Planning Checklist

The CDC has identified the fact that during a pandemic influenza event, 'business will play a key role in protecting employees' health and safety as well as limiting the negative impact to the economy and society.' Continuing to provide efficient and safe Medical Transportation will be difficult as already stretched resources become strained by the ravages of a pandemic. This article will highlight points for consideration by the CDC. Further information may be found at www.pandemicflu.gov and www.cdc.gov/business.

Step 1 Is "Plan For The Impact of a Pandemic On Your Business."

- Name a pandemic coordinator or team to help identify essential employees.
- Have the team determine how long you can function without re-supply.
- What is your revenue mix? How would a pandemic impact your cash flow?
- Do you have an effective emergency plan? Have you tested it?

Step 3 Is "Establish Policies to be Implemented During a Pandemic"

- How will a pandemic require you to amend your compensation and sick-leave policies?
- Can you implement telecommuting and staggered shifts for non-transporting personnel?
- Is your exposure control plan for influenza up to date and currently used?

Step 5 Is "Communicate to and Educate Your Employees"

- Make certain that all employees know how to prevent, recognize the symptoms, and minimize the spread of influenza.
- Has your organization done everything to ensure that your personnel are adequately and accurately informed about your preparation for and response to an influenza outbreak, including formal communication processes?
- Have you identified and made available to your employees all available community resources and counter-measures (vaccines and anti-virals)?

Step 2 Is "Plan for the Impact of a Pandemic On Your Employees and Customers"

- What will you do when your people, their spouses or kids get sick? How will you screen for fitness for duty?
- How will the closure of public transportation facilities affect the ability of your personnel to get to work?
- Encourage and track annual influenza vaccinations for employees.
- In addition to medical, do you have adequate mental health and social services available?

Step 4 Is "Allocate Resources to Protect Your Employees and Customers During a Pandemic"

- Do you have adequate stores of personal protective equipment and disinfectant at all locations?
- Do you have rapidly available physician medical consultation 24/7?

Step 6 Is "Coordinate with External Organizations and Help Your Community"

- Do you know what to expect from your insurers, health plans, and the major healthcare facilities during a pandemic?
- Have you worked with all local, state and federal agencies to prepare for the pandemic?
- Are your mutual aid agreements up to date and understood by all participants?
- Do you share best practices?
- Is your infection control professional an active participant in the community?