

Sample Pandemic Plan

Company Name:

Plan Developer/Contact:

Effective Date:

Title: Pandemic Plan

Objective: The Company is dedicated to the protection of its employees, facilities, and resources. Also, we are committed to ensuring that our company can continue all aspects of its critical business processes during a pandemic and can safely resume normal operations as quickly as possible after a pandemic affects our facility(ies). We place a high priority on developing, validating, and, if necessary, implementing our company's Pandemic Plan.

Purpose: This policy is designed to:

1. Provide the guidelines and procedures to protect our employees, customers, and the general public from further spread of a pandemic virus.
2. Keep critical business processes functioning during a pandemic.

Scope: The guidelines and procedures listed in this plan cover a variety of business activities, including sensitive or critical daily operational activities, and applies to all company personnel.

I. Critical business processes and people

1.0 Responsible parties and access to plan

- 1.1 _____ (enter name/title of person(s) or name of team responsible) will be acting as our Pandemic Plan Administrator and is responsible for establishing and implementing our written Pandemic Plan. This person(s) has full authority to make necessary decisions to ensure the success of this plan.
- 1.2 If after reading this plan, you find that improvements can be made, please contact _____ (enter name/title of person(s) responsible). We encourage all suggestions because the success of this written plan is important.
- 1.3 Copies of this written plan may be obtained from:

Location/Address: _____

Contact Person: _____

Phone Number: _____

2.0 Critical business processes

- 2.1 The critical business processes we must keep functioning during a pandemic include:

Business Process: _____

Departments/Entities Affected: _____

Names/Titles of Critical People within Department/Entity: _____

Names/Titles of Backup(s) of each Critical Person: _____

2.2 In addition to critical business processes and people, we have the following other critical inputs:

Critical Input: _____

Location: _____

Function during Pandemic: _____

3.0 Business impact analysis

3.1 The Company has conducted a business impact analysis to determine the effect of mission-critical system failures and employee absenteeism on the viability and operations of critical business processes.

3.2 The Company has evaluated job titles in the organization for an exposure determination. The following is a list of all job classifications at our company in which all employees have occupational exposure to a pandemic virus beyond ordinary co-worker to co-worker transmission:

Job Title: _____

Department/Location: _____

3.3 The following is a list of job classifications in which some employees at our company have occupational exposure beyond ordinary co-worker to co-worker transmission. Included is a list of tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure may occur for these individuals:

Job title: _____

Department/Location: _____

Task/Procedure: _____

3.4 Full-time, part-time, temporary, contract, and per diem employees have been considered above.

3.5 We have determined that the following scenarios are likely to result in a decrease in our capabilities to provide our products and/or services during a pandemic:

- Inability to hold gatherings such as staff meetings or training sessions in order to contain the virus.
- Potential public travel restrictions.
- Potential shortage of health care services and supplies.
- High absenteeism due to employee and employee family illnesses.
- High burnout rate due to overtime of employees not affected.
- Potential community quarantine.
- School and business closings.

- Power and communication outages.
- Employee fear and anxiety.
- Cargo theft risks associated with a potential shortage of food, medicine, and other daily supplies.

3.6 The business impact analysis examined:

Human impact (high (5) to low (1)) (these include the safety, health, and psychological impacts on people during a pandemic);

Property impact (very high (5) to very low (1)) (these include property, technology, infrastructure, and environmental damage); and

Business impact (high (5) to low (1)) (these include financial, compliance, contractual, operational, image, and other impacts.)

The Company computed the total impact rating by adding the human, property, and business impact ratings. Scenario probability is the likelihood rating (these include: expected (5), likely (4), moderate (3), unlikely (2), or rare (1)). The Company computed the probable impact by adding the total impact rating to the scenario probability. The travel impact is the degree of travel restriction (high (5) to low (1)) (these include local, state, domestic, and international air, sea, and land travel restrictions.)

3.7 Here is our negative business impact analysis for a pandemic:

Scenario 1:	Rating	Notes
Human Impact:		
Property Impact:		
Business Impact:		
Total Impact:		
Scenario Probability:		
Probable Impact:		
Travel Impact		

3.8 The scenario(s) with the worst total impact is/are: (enter scenario(s)).

Factoring in probability with the combined, possible impact, the worst, probable scenario(s) is/are: (enter scenario(s)).

The scenario(s) with the greatest potential impact on business-related domestic and international travel is/are: (enter scenario(s)).

Finally, the scenario(s) with the greatest financial loss is/are: (enter scenario(s)).

4.0 Business Assessment

- 4.1 As a pandemic approaches and once it has occurred at our company locations or traveler destinations, _____ (enter name/title of person(s) responsible) will _____ (enter frequency, i.e., daily, weekly, etc.) assess the status and impacts and determine our needs and continuity strategies as follows: _____ (describe strategies).
- 4.2 _____ (enter name/title of person(s) responsible) will brief _____ (enter name/title of person(s) responsible) on the status and our needs and strategies _____ (enter frequency, i.e., daily, weekly, etc.).

5.0 Goals and Objectives

- 5.1 Based on our business impact analysis and the latest business assessment, our immediate goals and objectives for containing and recovering from a pandemic include: _____ (i.e., determining the mission-critical systems and critical business processes; determining how long the company can be down; setting priorities; obtaining and maintaining adequate quantities of critical supplies and services; containing the spread of a pandemic; keeping critical business processes fully functional; keeping critical people healthy; and other goals and objectives).
- 5.2 Our long-term goals and objectives for planning for a pandemic include: _____ (i.e., planning continuity and recovery strategies, eliminating and reducing further risks, managing people and tasks, raising and managing funds, and other goals and objectives).

II. Roles and Responsibilities

6.0 Identifying Individuals

- 6.1 To achieve our goals and objectives before, during, and after a pandemic, the following people will have the roles and responsibilities listed below:

Individual, team, department, or outside organization or agency: _____

Backup: _____

Role and responsibility: _____

7.0 Communication

- 7.1 We must have an effective way to reach employees, contractors, temporary employees, union representatives, and others working for our company to inform them of the status of the pandemic approaching or affecting our company and their responsibilities during the pandemic. Also, they must have an effective way to reach management to provide input and notify us of any needs or changes in absenteeism rates and health status. Likewise, communicating with our community and customers about our current capabilities, plans, and delays will help to reduce

unnecessary tensions and fears. The audiences we have and the content and methods we use for internal and external communication are as follows:

Audience: _____

Content: _____

Method: _____

Procedure: _____

7.2 _____ (enter name/title of person(s) responsible) will officially declare the dates on which our pandemic containment period begins and ends. Employees will be notified of these dates by _____ (enter method of communication). Once briefed on the business assessment after a pandemic outbreak has occurred at our company, _____ (enter name/title of person(s) responsible) will prepare a public statement, which may or may not be used. If necessary, _____ (enter name/ title of person(s) responsible) will communicate with the media, as well as keep records of any information released to the media. Under no circumstances shall an employee speak to the media unless authorized.

8.0 Training

8.1 Information and training are at the heart of pandemic planning and containment. Our goal is to ensure employee comprehension and understanding of how employees may be exposed to the pandemic virus, what their responsibilities are, and what protective measures they can take. Due to the complexity of a pandemic and the continuity and recovery process, _____ (enter name/title of person(s) responsible) trains all employees, contractors, and temporary employees, and others working for our company in the following _____ (enter times in relation to a pandemic):

- Elements of the written Pandemic Plan;
- Roles and responsibilities of employees;
- Pandemic fundamentals, e.g., hazards, signs and symptoms, modes of transmission;
- Infection control supply locations;
- Hand-hygiene and workstation housekeeping practices;
- Proper use of respirators;
- Social isolation practices, e.g., face-to-face, meeting, cafeteria, and travel restrictions and the telecommuting program;
- Altered cafeteria provisions;
- Healthy living practices, e.g., getting proper rest and diet;
- Coughing/sneezing etiquette;
- Illness reporting;
- Sick leave, time off, and vacation policies;
- Overtime/wage policies;
- Stay-at-home issues relating to school and childcare closings, and community quarantines;
- At-home care of ill employees and family members;

- Vaccinations, declinations, quarantines, and return-to work policies and resources;
- Notification procedures activated in a pandemic outbreak situation;
- Hotlines and websites for communicating to employees, vendors, suppliers, and customers;
- Emergency/information contacts;
- Community sources of timely/ accurate pandemic information (domestic and international);
- Employee assistance programs;
- Media relations;
- Getting to work when public transportation is shut down; and
- _____ (other).

8.2 Our training program includes _____ (list training formats such as classroom instruction that uses lecture, discussion, video, and/or conference formats, and/or practical instruction that uses demonstration, practical exercise, and/or hands-on instruction formats).

8.3 We perform drills for the following pandemic control measures: _____ (list control measures, e.g., telecommuting). We hold these drills _____ (enter frequency). After a drill, _____ (enter the Plan Administrator or Team) evaluates the effectiveness of the plan and reviews any employee input concerning the drill.

8.4 In addition to basic training and drills, supervisors will ensure that the following cross-training is provided to assure that our company has sufficient coverage for all critical business processes should high absenteeism occur:

Critical task or job:	Primary person(s):	Backup person(s):	Backup received cross-training? (Y/N)

III. Inventory, Supplies, and Services

9.0 Supply Chain Disruptions

9.1 Because our supply chains may become disrupted in a pandemic, we will stockpile the following critical supply inventories during the pre-pandemic stage (e.g., regular supplies, soap, rubbing alcohol, towellets, facial tissue, respirators, packaged food and water, and additional technological equipment for telecommuters and teleconferencing):

Supply Item: _____

Model: _____

Supplier: _____

Quantity: _____

- 9.2 To obtain supply items (e.g., raw materials, office supplies, tools and equipment, personal hygiene and cleaning supplies, medical supplies, food supplies) during a pandemic, we have identified a list of primary and alternative supply services below:

Supply type:
Critical supply type? (Y/N):
Supplier:
Address:
Phone/Fax:
Primary or alternative?

- 9.3 Other primary and alternative service vendors (e.g., healthcare professionals, transporters, counselors, caterers, records recovery specialists, equipment rental businesses, security specialists, waste removal and transport services, utility services, banking institutions, insurance agents, medical services, volunteer organizations, charitable organizations, agencies, demolition/construction companies, and other services) include:

Supply type:
Critical supply type? (Y/N):
Supplier:
Address:
Phone/Fax:
Primary or alternative?

- 9.4 Once a pandemic outbreak occurs at our facility or once supplies and services are affected by a pandemic outbreak elsewhere, _____ (enter name/title of person(s) responsible) will rely on our business assessment and our critical supply and service lists to identify our supply and service needs. Once a supply or service need is identified, _____ (enter name/title of person(s) responsible) will notify _____ (enter name/title of person(s) responsible) so that he/she may order it. Should supplies or services become depleted unexpectedly, employees are to notify _____ (enter name/title of person(s) responsible) immediately.

- 9.5 We have selected the following alternative site(s), in the event it is needed: _____ (enter alternative site(s)). We estimate that in a worst-case scenario, we shall occupy this site for _____ (enter the time estimate). _____ (enter name/title of person(s) responsible) shall decide when it may be necessary to move to the alternative site(s).

10.0 Technology

- 10.1 To keep critical business processes operational during a pandemic, we will need the following backed-up databases and electronic and paper documents (e.g., contracts; list of customers; list of employees; payroll records; operating procedures; written Pandemic Plan; a list of personnel; proof of ownership of all property; list of equipment and products; tax records; list of computer and communication equipment at facility; list of computer software and programs; insurance information; and facility map. Typically, vital records are those that are irreplaceable and necessary to restore critical functions):

Database/Document: _____

Network or Physical Location/Date: _____

Backup Location: _____

Who Needs It: _____

10.2 To meet the possible need to support employee telecommuting and remote customer access, we are enhancing our communications and information technology infrastructures as follows: _____ (list technology needs such as email, internet, intranet, telephone, postal service, and quantities).

10.3 To ensure that technology will be up to the challenge of an actual pandemic, we perform _____ (enter drills and/or tests) for the following: _____ (list control measures, e.g., telecommuting, remote customer access, email, internet and intranet access, telephone transmission, and postal services). We hold these _____ (enter drills and/or tests) _____ (enter frequency). After a _____ (enter drill and/or test), the Plan _____ (enter Administrator or Team) evaluates the effectiveness of the plan and reviews any employee input concerning the _____ (enter drill and/ or test).

IV. Preventative Measures

11.0 Air Circulation

11.1 _____ (enter name/title of person(s) responsible) shall ensure that heating, ventilation, and air conditioning filters are cleaned and/or changed regularly. This will assure optimal air circulation and filtration.

13.0 Hygiene and Housekeeping

13.1 The role of hygiene is key to reducing the spread of a pandemic virus. Frequent hand washing with soap and water will be necessary. Alcohol-based hand rubs and sanitizing wipe stations will be _____ (enter "distributed to each employee" or "installed throughout the company at strategic locations"). _____ (enter name/title of person(s) responsible) is responsible for maintaining soap, alcohol-based hand rub, sanitizing wipe, paper toweling, and disposal container inventories.

13.2 _____ (enter name/title of person(s) responsible) is responsible for general company housekeeping, including the use of suitable cleaning solutions for _____ (enter locations, i.e., toilets, urinals, sinks, counters, tables, door knobs, handrails, common areas, etc.). Suitable cleaning solutions are listed below:

Cleaning Solution: _____

Recommended for: _____

Safety Precautions: _____

13.3 _____ (enter name/title of person(s) responsible) will determine the need for: _____ (list things like change rooms, shower facilities, decontamination of wastes). Because good hygiene and

housekeeping practices may lower any potential risk of pandemic infection and prevent its spread, we encourage employees to take the following precautions before and during a pandemic outbreak:

- Wash hands often with plain/antibacterial soap and water or use an alcohol-based hand rub if hands are not soiled.
- Wash hands after coughing/sneezing.
- Wear gloves and wash hands after removing gloves.
- Keep hands away from the eyes, nose, mouth, and face.
- Cough/Sneeze into a tissue, sleeve, or elbow.
- Dispose of used facial tissue in proper waste receptacles.
- Disinfect work surfaces, keyboards, and telephones between shifts.
- Wash dishes in a dishwasher.
- Use disposable dishes and dispose of them in waste receptacles.
- Notify _____ (enter name/ title of person(s) responsible) immediately if infection control supplies are depleted.
- _____ (other)

14.0 Personal Protective Equipment

14.1 _____ (enter name/title of person(s) responsible) is responsible for ensuring that all necessary protective equipment, including personal protective equipment (PPE), used at this company will be provided without cost to employees. _____ (enter name/title of person(s) responsible) will determine when to provide and require the use of the following protective equipment:

- Respirators
- Gloves
- Eye protection (goggles)
- Faceshield
- Boots or protective foot covers
- Protective clothing
- Caps
- _____ (other)

14.2 _____ (enter name/title of person(s) responsible) will choose protective equipment based on existing exposure levels to pandemic viruses. However, we will ensure that protective equipment is provided for the following tasks, should a pandemic outbreak occur at our company:

Task:	Protective Equipment Provided:

14.3 Protective equipment will be provided to employees in the following manner: _____ (describe how protective equipment is provided to employees, i.e., who is responsible for distribution.)

14.4 All protective equipment will be cleaned, laundered, and disposed of by the company at no cost to employees. Protective equipment is cleansed and disinfected at the following intervals:

Protective Equipment Type	Cleaned and Disinfected at the following interval

14.5 In order to assure the continued reliability of protective equipment, it must be inspected on a regular basis. The frequency of inspection is related to the frequency of use. Here are our frequencies for inspection:

Protective Equipment Type:	Inspection:	Frequency:

14.6 Protective equipment that fails an inspection or is otherwise found to be defective is removed from service, and is discarded or repaired or adjusted in accordance with the following procedures:

- Repairs or adjustments to protective equipment are to be made only by persons appropriately trained to perform such operations and only with the protective equipment manufacturer’s approved parts;
- Repairs must be made according to the manufacturer’s recommendations and specifications for the type and extent of repairs to be performed;
- _____ (enter name of protective equipment) must be adjusted or repaired only by the manufacturer or a technician trained by the manufacturer;
- Protective equipment that fails inspection or is not fit for use and cannot be repaired must be discarded as follows: _____ (describe manner);
- All repairs and replacements will be made by the employer at no cost to employees; and
- _____ (other).

15.0 Social Distancing

15.1 Social distancing is taking measures to keep employees away from other people, including other employees, customers, and the public, in order to prevent exposure. _____ (enter name/title of person(s) responsible) will be responsible for determining which one or more of the following social distancing measures must be taken, the specifics of each measure, and the affected employees, and for notifying employees of the determination:

- Prohibiting hand shaking or hugging.
- Prohibiting face-to-face meetings and gatherings.
- Prohibiting socializing.
- Prohibiting public events.
- Prohibiting sporting/group activities.
- Prohibiting group training.

- Encouraging people to meet in a large room where they can spread out.
- Prohibiting shared workstations.
- Arranging the workplace layouts to prevent crowding.
- Allowing or requiring three shifts to keep employees apart.
- Splitting teams into two or more locations or shifts.
- Prohibiting employees from eating in lunchrooms, breakrooms, or restaurants.
- Allowing or requiring staggered lunch periods.
- Encouraging employees to bring a lunch.
- Prohibiting carpools.
- Prohibiting unnecessary travel.
- Encouraging walking, biking, or driving to work, instead of using public transportation.
- Allowing or requiring flexible hours to avoid public transport rush hours.
- Allowing or requiring telecommuting.
- Requiring people who work face-to-face with the public to work _____ feet away or to have a see-through barrier between them and the customer.
- Installing systems for customers to order products and services over the telephone, fax, and email, and having orders ready for pickup.
- Implementing a quarantine or isolating those who are or may be infected.
- Closing the workplace.
- _____ (other).

V. Travel and Off-Site Worker Restrictions

16.0 Identification

16.1 To be ready for a pandemic we have determined the positions that involve travel and those that involve work at off-site locations as follows (Enter specific or general travel destinations. General destinations might include specific state(s), domestic locations, specific countries, and/or international locations.):

Travel Destination or Off-Site Work Location:	Department/Location:	Job title:

16.2 _____ (enter name/title of person(s) responsible) tracks business travel plans and off-site work locations and updates the table of destinations/locations as necessary. _____ (enter name/title of person(s) responsible) monitors travel advisories for all destinations/locations listed in the table by _____ (enter monitoring procedure). If _____ (enter name/title of person(s) responsible) detects a travel advisory for destinations listed:

_____ (enter name/title of person(s) responsible) then communicates the detection to applicable employees, the Pandemic Plan _____ (enter Administrator or Team), and the _____ (enter name/title of company president) by _____ (enter method of communication).

The Pandemic Plan _____ (enter Administrator or Team), the _____ (enter name/title of company president), along with the affected employee and his/her supervisor, determine

whether to cancel any planned business travel. If so, the Pandemic Plan _____ (enter Administrator or Team) notifies the _____ (enter name of travel agency) to cancel.

The Pandemic Plan _____ (enter Administrator or Team), the _____ (enter name/title of company president), along with the affected supervisors, determine whether to block all travel to the destination. If so, the Pandemic Plan _____ (enter Administrator or Team) notifies _____ (enter name of travel agency) to block all bookings to the destination. The Pandemic Plan _____ (enter Administrator or Team) notifies affected employees of the change.

_____ (enter name/title of person(s) responsible) notifies the Pandemic Plan _____ (enter Administrator or Team) and the _____ (enter name/title of company president) when a travel advisory for the destination has been lifted.

The Pandemic Plan _____ (enter Administrator or Team) and the _____ (enter name/title of company president) determine whether to open up bookings to the destination. If so, the Pandemic Plan _____ (enter Administrator or Team) notifies _____ (enter travel agency name) to open bookings to the destination and notifies affected employees of the change.

16.3 If _____ (enter name/title of person(s) responsible) detects a travel advisory for off-site locations listed:

_____ (enter name/title of person(s) responsible) then communicates the detection to applicable employees, the Pandemic Plan _____ (enter Administrator or Team), and the _____ (enter name/title of company president) by _____ (enter method of communication).

The Pandemic Plan _____ (enter Administrator or Team), the _____ (enter name/title of company president), along with the affected employee and his/her supervisor, determine whether to evacuate the employee and his/her family. If so, the Pandemic Plan _____ (enter Administrator or Team) notifies the employee to evacuate with his/her family, to take certain exposure control measures, to watch for symptoms, to seek medical advice if symptoms appear, and to notify the Pandemic Plan _____ (enter Administrator or Team) by telephone upon his/her return.

During the employee's return call, the Pandemic Plan _____ (enter Administrator or Team) shall inform him/her to stay home until further notice, to watch for symptoms, and to seek medical advice if symptoms appear.

Once the incubation period has passed, the Pandemic Plan _____ (enter Administrator or Team) will contact the person to see if symptoms appeared. If so, the medical surveillance procedure is activated. If not, the Pandemic Plan _____ (enter Administrator or Team) may instruct the person to report to work.

_____ (enter name/title of person(s) responsible) notifies the Pandemic Plan _____ (enter Administrator or Team) and the _____ (enter name/title of company president) when a travel advisory for the off-site location has been lifted.

The Pandemic Plan _____ (enter Administrator or Team) and the _____ (enter name/title of company president), along with affected employees and his/her supervisors, determine

whether to send employees back to the off-site location. If so, the Pandemic Plan _____ (enter Administrator or Team) notifies affected employees of the change.

VI. Medical Surveillance

17.0 Symptoms

17.1 _____ (enter name/title of person(s) responsible) will ensure that:

- Supervisors know the signs and symptoms of pandemic and the latest procedures for handling a potentially infected or infected employee. These procedures are communicated by _____ (describe what method will be used to inform supervisors).
- Employees know the signs and symptoms of the pandemic virus. This information is communicated by _____ (describe what method will be used to inform employees).

17.2 All employees must abide by the following procedure during the pandemic containment stage and _____ (enter name/title of person(s) responsible) will update the following procedure as necessary:

- If a person is sick at home just before his/her shift, becomes ill at work, or another person detects that a person has signs and symptoms of the pandemic virus, the person must call _____ (enter name/title of person(s) responsible) by telephone _____ (enter telephone number).
- _____ (enter name/title of person(s) responsible) will ask the ill person questions to see if he/she has symptoms of a pandemic virus.
- If the ill person is determined not to currently have any symptoms of a pandemic virus, _____ (enter name/title of person(s) responsible) will inform the person of this fact and instruct the ill person to call again or contact a physician if he/she is still concerned. The ill person may then contact his/her supervisor to notify him/her that the ill person is staying or going home for a personal illness that is not a pandemic virus.
- If the ill person is determined to have any symptoms of the pandemic virus, _____ (enter name/title of person(s) responsible) will:
 - Record the case as "suspect" for tracking purposes.
 - Ask the ill person which co-workers he/she has had face-to-face contact with for the last _____ (enter number) days.
 - Instruct the ill person to obtain and wear a respirator, go home immediately, not to use public transportation if possible, and contact a physician by telephone. _____). Instruct the ill person that he/she will not be able to return until a physician has declared him/her well and _____ (enter name/title of person(s) responsible) gives the ill person permission to return.
 - Notify the ill person's supervisor that the ill person has gone home sick.
 - Notify recent contacts that a person suspected of having the pandemic virus may have infected them, that they must go home, and that they may not return until further notice. _____

- Notify the cleaning crew to disinfect the ill person's and recent contacts' work surfaces.
- Contact the ill person _____ (enter frequency) to see if a physician has declared him/her well. If so, _____ (enter name/title of person(s) responsible) may instruct the formerly ill person to report to work. If not, _____ (enter name/title of person(s) responsible) will contact the ill person _____ (enter frequency) until a physician has declared him/her well.
- Contact the recent contacts to see if they have symptoms of the pandemic virus.

If so, _____ (enter name/title of person(s) responsible) will instruct them to contact a physician by telephone. _____ (enter name/title of person(s) responsible) will then contact the recent contacts _____ (enter frequency) to see if a physician has declared them well. If so, _____ (enter name/title of person(s) responsible) may instruct the recent contacts to report to work. If not, _____ (enter name/title of person(s) responsible) will contact the recent contacts _____ (enter frequency) until a physician has declared them well.

If not, and the incubation period has passed, then _____ (enter name/title of person(s) responsible) may instruct the recent contacts to return.

Once a formerly ill person or recent contact returns to work, he/she must complete a _____ (enter the name of your sick leave or time-off form) and submit it to _____ (enter name/title of persons responsible) for tracking purposes.

18.0 Sick Leave and Time Off

18.1 During a "declared" pandemic containment period, employees are eligible for:

- Paid leave due to a community quarantine.
- Paid sick leave, under the following conditions: _____ (list conditions).
- Paid time off to care for sick family members or children whose school or daycare has closed, under the following conditions: _____ (list conditions).
- Flexible use of vacation days, under the following conditions: _____ (List conditions. For example, employees may carry one year's vacation days to the next year in order to use the days for time off to care for sick family members or children whose school or daycare has closed. Employees may also use next year's vacation days during the immediate year for time off to care for sick family members or children whose school or daycare has closed.)
- Flexible time-off days, under the following conditions: _____ (list conditions).
- Family Medical Leave Act benefits.
- Overtime pay, in accordance with the law, for all overtime hours worked.
- Flexible work hours under the following conditions: _____ (list conditions).

19.0 Stress Management

19.1 Fear, stress, frustration, anxiety, and loss are to be expected during a pandemic outbreak. Rumors and misinformation may abound. This may cause increased absenteeism, distress, and

lowered productivity. For these reasons, _____ (enter name/ title of person(s) responsible) will ensure the following measures in hopes that stress will be reduced and/or eliminated:

- Employees are informed of the status of the pandemic and the contents of our Pandemic Plan.
- Employees are informed of necessary changes well ahead of time.
- Employees are informed what the company is doing about the current situation.
- An employee assistance program is available.
- Employees are informed of the location and counseling capabilities of the company's employee assistance program.
- Employees are informed of the more lenient sick leave, time off, and compensation policies implemented during the pandemic containment period.
- Employees are encouraged to stay home when they are sick.
- _____ (enter name/title of person(s) responsible, contact address/phone number, and backups) will be available to answer questions about our plan, the status of the pandemic, the status of the company, changes, what the company is doing, sick leave, time off, and compensation policies.
- _____ (other).

VII. Security

20.0 Protecting People and Assets

20.1 To protect the company, property, and employees, certain security measures will be in place during a pandemic outbreak: _____ (Describe security measures. Physical security might include guards at the site, police assistance, security entry cards, communication line security, locks, cameras, intrusion alarms or signals, identification badges, reception desk, restricted area signs, and sign-in/sign-out sheets. Information security might include passwords, security software, key locks, identification readers, network security, encryption devices, voice scrambling, and automatic callback procedures. Consider people security. Consider criminal background checks of alternative suppliers and service vendors and those installing or maintaining equipment for telecommuters. Don't forget about in-transit security. See 49 CFR 172.800 to .804 regarding security plan requirements for those who transport hazardous materials.).

21.0 Coordination/collaboration with outside entities

21.1 The Pandemic Plan _____ (enter Administrator or Team) will coordinate/collaborate with the following outside entities before and during a pandemic (Collaborate with insurers, health plans, major local healthcare facilities, public health agencies, and emergency responders to share your plans, understand capabilities, and discuss how your company could contribute to the community. Share best practices with community businesses, chambers of commerce, and associations.):

Outside Entity: _____

Address: _____

Phone/Fax: _____

Description of Collaboration: _____

VIII. Post-Pandemic Measures

22.0 Returning to Normal

22.1 Once it appears that a wave of pandemic has passed, operations will return to “normal” in accordance with the following stages (Stages involve the relaxing of restrictions and dropping of certain measures):

Stage:	Description:
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22.2 _____ (enter name/title of person(s) responsible) is responsible for determining when it is appropriate to move to each stage. Employees will be notified prior to a shift in stage level, by _____ (enter how employees will be notified).

23.0 Plan Evaluation

23.1 By having _____ (enter name/title of person(s) responsible) thoroughly evaluate and, as necessary, revise our plan, we ensure our plan’s effectiveness and prevent or eliminate any problems. Plan evaluation involves the following: _____ (Describe what is involved in your plan evaluation, i.e., drills, tests, exercises, audits, post-pandemic assessments, legal reviews, and other evaluation methods. Evaluation procedures should address: evaluation objectives, evaluation approach, required equipment and resources, necessary personnel, schedules and locations, specific evaluation procedures, and expected results and exit criteria. Assign responsibilities. Examine evaluation results for accuracy and consistency and note discrepancies. Update the Pandemic Plan based upon lessons learned.)

Employee Sign-off sheet

I acknowledge I have been informed and have reviewed a copy of the company’s Pandemic Plan. I have read and understand the procedures contained therein, and I accept the plan as a working document that I will support and follow in my daily work.

Employee's Signature:	Date:
Supervisor's Signature:	Date:
Corporate Safety Director's Signature:	Date: