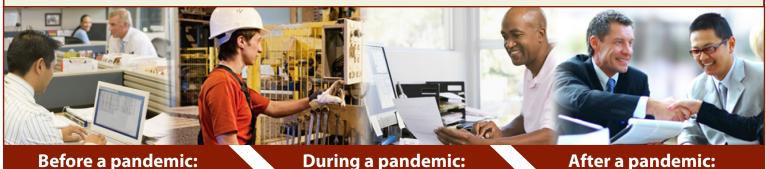
Pandemic Flu Checklist: Workplace Administrators

As employers, you can plan and make decisions now that will protect the health of your staff during a flu pandemic. Plan policies and strategies to increase space or limit face-to-face contact between staff. These measures may help more staff stay well and keep the workplace running smoothly. Use this checklist to help you take steps to plan and protect the health of your staff.



TAKE ACTION

☐ Stay informed about the local flu

situation and school closures.

into action, as needed.

to the pandemic.

their hands often).

and soap).

door knobs).

☐ Update staff, customers, and

☐ Put your plans, policies, and strategies

suppliers with information about

how your business is responding

☐ Encourage staff to practice healthy

behaviors (such as staying home when they're sick, covering their

coughs and sneezes, and washing

☐ Provide supplies (such as tissues

☐ Clean frequently touched surfaces and objects (such as computers and

☐ Use a monitoring system to track staff

absences due to the flu.

Before a pandemic: PLAN

- ☐ Work with your local health department on planning efforts.
- ☐ Create or update your pandemic flu and emergency communication plans.
- ☐ Share your plans with staff.
- ☐ Strategize how to increase space or limit contact between staff, if possible (for example, teleworking and conference calls).
- ☐ Establish flexible leave policies for staff during a flu pandemic.
- ☐ Develop a monitoring system to track staff absences due to the flu.

- - www.cdc.gov/npi

1-800-CDC-INFO (232-4636) TTY: 888-232-6348

www.cdc.gov/info

FOLLOW UP

- ☐ Discuss and note lessons learned.
- ☐ Improve your plans accordingly.
- ☐ Maintain community partnerships.
- ☐ Test and update your plans regularly.

National Center for Emerging and Zoonotic Infectious Diseases Division of Global Migration and Quarantine