

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.



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.
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During a pandemic: TAKE ACTION

- Stay informed about the local flu situation and school closures.
- Put your plans, policies, and strategies into action, as needed.
- Update staff, customers, and suppliers with information about how your business is responding to the pandemic.
- Encourage staff to practice healthy behaviors (such as staying home when they're sick, covering their coughs and sneezes, and washing their hands often).
- Provide supplies (such as tissues and soap).
- Clean frequently touched surfaces and objects (such as computers and door knobs).
- Use a monitoring system to track staff absences due to the flu.
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After a pandemic: FOLLOW UP

- Discuss and note lessons learned.
- Improve your plans accordingly.
- Maintain community partnerships.
- Test and update your plans regularly.
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Division of Global Migration and Quarantine

