

Canadian Manufacturers & Exporters Pandemic Preparedness - 20-Point Checklist for Small Business




Canadian
Manufacturers &
Exporters

Manufacturiers et
Exportateurs du
Canada

	<p>Key concerns for business during a pandemic include:</p> <ul style="list-style-type: none"> • Employee health and welfare; • Operational continuity. 		
1.	Identify Pandemic/BCP Manager responsible for preparedness and response planning.	Completion Date:	Person Responsible:
2.	Identify Backup Pandemic/BCP Manager (Optional).	Completion Date:	Person Responsible:
3.	Identify critical operations and the employees required to maintain them during a pandemic.	Completion Date:	Person Responsible:
	<p>A pandemic wave could last up to eight weeks and reoccur three times. Your supply chain may be affected for up to a year.</p>		
4.	Determine inventory and supplies that will be required during a pandemic period and prepare an emergency inventory.	Completion Date:	Person Responsible:
5.	Estimate potential financial impact of a pandemic on your business (including costs related to decreased demand, supply shortages, inventory costs and employee work days lost).	Completion Date:	Person Responsible:
	<p>In implementing a pandemic response plan, it is essential to determine when to activate it.</p>		

Consult the Public Health Agency of Canada (PHAC) for up-to-date reliable pandemic information: www.phac-aspc.gc.ca.

<p>6. Identify a process through which the decision will be made to activate and terminate the Plan. (eg. Pandemic declared by World Health Organization (WHO); Pandemic declared by Canadian government (virus found in Canada or state of emergency declared).</p>	<p>Completion Date:</p>	<p>Person Responsible:</p>
<p> Employers need to implement an effective communication plan in order to build employees' confidence and to avert or reduce the likelihood of panic in the workplace.</p>		
<p>7. Develop communication strategy for communicating your Plan to employees and business partners.</p> <ul style="list-style-type: none"> a. Develop and disseminate information on pandemic fundamentals (www.phac-aspc.gc.ca). b. Determine methods of communicating your Plan to employees (eg. Website, hotline) c. Anticipate employee fear and anxiety and plan accordingly. d. Prepare materials outlining the details of your Plan for employees. e. Provide employees with information on how to safely take care of others (eg. Family members). 	<p>Completion Date:</p>	<p>Person Responsible:</p>
<p>8. Establish contact lists of senior staff, key suppliers and customers and/or clients and partner agencies and stakeholders.</p>	<p>Completion Date:</p>	<p>Person Responsible:</p>

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A pandemic's first effect on organizations will be employee absenteeism. During an outbreak, employees may be absent for a number of reasons: they or a member of their family may be ill, quarantined or simply afraid to leave the house and risk exposure to the virus.




Businesses should plan for 35 per cent absenteeism during a pandemic wave and 50 per cent during the two-week peak period of the pandemic.

Your business should develop assumptions for absenteeism rates that account for best- and worst-case scenarios.

9. Develop multiple-employee-absenteeism scenarios and strategies for dealing with absenteeism: a. Cross-training: train multiple employees in key roles in the organization; b. Working with other organizations to pool resources within an industry or sector; c. Enhancing work-at-home capabilities to facilitate telecommuting.	Completion Date:	Person Responsible:
10. Determine shut down point when absence rate threatens safe business continuity.	Completion Date:	Person Responsible:

<p>11. Reduce transmission of a virus among workers. Take measures to prevent the spread of general influenza in the workplace. Steps to help stop the spread of a pandemic influenza virus in the workplace include:</p> <ul style="list-style-type: none"> a. Teaching employees about how illnesses spread, to raise awareness of the employees' role in staying healthy; b. Instituting clean-office guidelines: Encourage employees to wash their hands, stay at home when ill, and sneeze or cough into their upper sleeve rather than their hands; c. Installing antibacterial gel dispensers in public areas; and d. Sponsoring annual flu vaccinations to help protect employees. 	<p>Completion Date:</p>	<p>Person Responsible:</p>
<p>12. Ensure that your company and employees have access to medical consultation and advice for emergency situations.</p>	<p>Completion Date:</p>	<p>Person Responsible:</p>
<p> Employees who think they have been exposed to a pandemic virus might be reluctant to report their exposure for fear of losing income through being quarantined.</p>		
<p>13. Develop special policies for dealing with quarantined employees and determine how to compensate individuals covering for absent colleagues. Specifically you may offer:</p> <ul style="list-style-type: none"> a. Sick leave; b. Short-term disability; c. Payment of employee salary during pandemic. 	<p>Completion Date:</p>	<p>Person Responsible:</p>

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14. Establish policies for exposed employees. For example, implement a mandatory sick leave policy for all exposed employees.	Completion Date:	Person Responsible:
15. (If applicable) Determine how to deal with expatriates who may need to be evacuated from an affected area. Determine how to deal with potentially infected returning employees.	Completion Date:	Person Responsible:
 Under Canada's occupational health and safety laws, employees have the right to refuse to perform work they consider a hazard to their safety.		
 Developing a pandemic response plan and effectively communicating that plan to employees will reduce the incidence of employees refusing to work.		
16. Determine how to respond to employee refusals to work in an unsafe environment.	Completion Date:	Person Responsible:
17. Determine process for recovered and non-infected staff members to return to work.	Completion Date:	Person Responsible:
 During a pandemic, border crossings and air/sea ports may be affected.		
18. Identify alternate routes of transportation for international shipments. Talk to your suppliers and customers about your Plan and jointly develop a transportation strategy for critical inputs and supplies.	Completion Date:	Person Responsible:
19. (Optional) Test your plan. Implement an exercise/drill to test your plan, and revise periodically.	Completion Date:	Person Responsible:
20. Share your plan with your local public health authority, government health agency and other businesses in your community.	Completion Date:	Person Responsible:

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