

PANDEMIC INFLUENZA **Check List**

A checklist to prepare your system for potential exposure to pandemic influenza

Administrative Controls	Yes/No	Comments	Action Needed/Taken
Have policies been developed that encourage ill employees to stay at home without fear of any reprisals?			
Are there policies to discontinuation unessential travel to locations with high illness transmission rates?			
Have plans been developed to minimize face-to-face contact between employees such as e-mail, websites and teleconferences?		Where possible, encourage flexible work arrangements such as telecommuting or flexible work hours to reduce the number of your employees who must be at work at one time or in one specific location.	
Does the utility have a plan for limiting access to facilities to reduce the number of customers who must visit your workplace?			
Do you have emergency communications plans to maintain a forum for answering employees' concerns?		Develop internet-based communications if feasible.	
Are employees encouraged to wash their hands frequently with soap and water or with hand sanitizer if there is no soap or water available?		Employees should avoid touching their noses, mouths, and eyes.	
Are employees encouraged to cover their coughs and sneezes with a tissue, or to cough and sneeze into their upper sleeves if tissues are not available?		All employees should wash their hands or use a hand sanitizer after they cough, sneeze or blow their noses.	
Are employees encouraged to avoid close contact with their coworkers and customers		(Maintain a separation of at least 6 feet). They should avoid shaking hands and always wash their hands after contact with others. Even if employees wear gloves, they should wash their hands upon removal of the gloves in case their hand(s) became contaminated during the removal process.	

Are customers and the public provided with tissues and trash receptacles, and with a place to wash or disinfect their hands?			
Are employees encouraged to keep work surfaces, telephones, computer equipment and other frequently touched surfaces and office equipment clean?		Be sure that any cleaner used is safe and will not harm your employees or your office equipment. Use only disinfectants registered by the U.S. Environmental Protection Agency (EPA), and follow all directions and safety precautions indicated on the label.	
Does the utility discourage its employees from using other employees' phones, desks, offices or other work tools and equipment?			
Are situations where groups of people are crowded together, such as in a meeting minimized?.		Use e-mail, phones and text messages to communicate with each other. When meetings are necessary, avoid close contact by keeping a separation of at least 6 feet, where possible, and assure that there is proper ventilation in the meeting room.	
Does the utility encourage the reduction or elimination of unnecessary social interactions?		This can be very effective in controlling the spread of infectious diseases. Reconsider all situations that permit or require employees, customers, and visitors (including family members) to enter the workplace. Workplaces which permit family visitors on site should consider restricting/eliminating that option during an influenza pandemic. Work sites with on-site day care should consider in advance whether these facilities will remain open or will be closed, and the impact of such decisions on employees and the business.	
Does the utility promote healthy lifestyles, including good nutrition, exercise, and smoking cessation?		A person's overall health impacts their body's immune system and can affect their ability to fight off, or recover from, an infectious disease.	

Personal Protective Equipment (PPE)

	Yes/No	Comments	Action Needed/Taken
Does the utility have PPE available to its employees?		Examples of personal protective equipment are gloves, goggles, face shields, surgical masks, and respirators	
Is the PPE selected based upon the hazard to the employee?			
Are employees properly trained on the use of the PPE?			
Is PPE properly fitted to each employee and is it periodically refitted (e.g., respirators)?			
Is PPE conscientiously and properly worn?			
Is PPE regularly maintained and replaced, as necessary?			
Is PPE properly removed and disposed of to avoid contamination of self, others or the environment?			

Employee and System Protection

	Yes/No	Comments	Action Needed/Taken
Does the utility have legal and insurance counsel regarding any liability on your part for injury or damage to property at your office or job site?			
Have you reviewed the adequacy of your insurance coverage?			
Determine what legal remedies you can seek in the event of actual or threatened property damage or personal injury by striking workers?			
Is there a plan to maintain good customer relations during a strike?		Keep your customers advised of the labor negotiations progress. Timely, personal visits, telephone calls, or written	

		messages can be used. A strike will end but you want to continue your good business relationships with your customers.	
If a strike occurs, is there a plan to keep non-striking personnel informed as to the status of labor negotiations and to assign duties?		Establish in writing work assignments for all overhead personnel. It is essential that the work assigned be constructive.	
Does the utility have a written plan to physically protect utility assets?		Confer with your CPA regarding physical controls.	
Is there a plan to secure and account for all trucks, equipment, tools, materials on job sites, automobiles and other company owned assets?		This includes all warehouse and office areas. Only authorized personnel should have keys to these areas, vehicles and equipment. Arrange for strikers to return all trucks, company keys, tools and records in their possession. Change all locks if necessary.	
Is there a plan for police surveillance of unattended facilities?			
Is there a plan for outside assistance or to hire contractors in the event of an emergency?			
Is there a plan to ensure that licensed operators are available to run the utility?			

Loss of an Employee

	Yes/No	Comments	Action Needed/Taken
Do you have a plan for when an employee leaves?		Your first step is to pay close attention to the employee's general attitude when she gives her resignation. Does she express concern for wrapping up her remaining work? Or, like my employee-turned-rogue, does her resignation suddenly empower her to openly complain and disregard her remaining work	
Do you have a plan as to who can take over the duties and responsibilities in the short-term?		Having contact names and phone numbers readily available will allow you to continue operation in the short-term.	
Do you know what they know?		There's a good chance the employee has developed some unique skills or	

		knowledge that you and the rest of the team may not be aware of. And, unless you transition that knowledge to another team member, it'll go right out the door along with that employee.	
Do you have a hiring plan?		You may have to hire someone right away. Having the job description and advertisement ready beforehand will help the process.	