

# 10 STEPS

## Organizations can take for Pandemic Influenza Preparedness

***Since it takes time to implement strategies, organizations are encouraged to start planning immediately for business continuity during an influenza pandemic.***

1. Check that existing contingency plans are applicable to a pandemic, and that core business activities can be sustained over several weeks in the event of high employee absenteeism.
2. Plan for interruptions of essential governmental services like sanitation, water, power, and food supply disruption.
3. Identify essential functions and the employees who perform them. Build in training redundancy in the event of an absentee rate of 25-30 percent.
4. Maintain a healthy work environment by ensuring adequate air circulation and posting tips on how to stop the spread of germs.
5. Promote handwashing and coughing etiquette. Ensure wide and easy availability of alcohol-based hand sanitizer products.
6. Determine which outside activities, such as transportation systems, are critical to maintaining operations and develop alternatives in case they cannot operate normally.
7. Establish or expand policies and tools that enable employees to work from home.
8. Expand online and self-service options for customers and business partners.
9. Tell employees about pandemic influenza and the steps the organization is taking to prepare for it.
10. Encourage employees to stay home if they are sick. Update sick leave, family leave, and medical leave policies. Concern about lost wages is the largest deterrent to self-quarantine.