

INTERNAL DISASTER PLANNING

- ***ASSUMPTIONS:***

Every business will be affected by a pandemic. Businesses of all sizes will be better prepared to cope if they incorporate pandemic planning into their business contingency planning.

ASSUMPTIONS:

- Availability of federal or state assistance cannot be predicted
- Employee illness and absenteeism could reach 40% during the peak weeks of a pandemic
- Disruptions of supply chains
- Global business recession
- Cancellation or discouragement of non-essential public gatherings during pandemic wave

PLAN FOR THE IMPACT OF A PANDEMIC ON YOUR BUSINESS

- Identify a pandemic coordinator or team responsible for contingency planning
- Identify essential employees required to maintain business operations
- Train and prepare ancillary workforce
- Develop and plan for scenarios likely to result in an increase or decrease in demand for your products and/or services during a pandemic

PLAN FOR THE IMPACT OF A PANDEMIC ON YOUR BUSINESS

- Determine potential impact of a pandemic on company business-related domestic and international travel (e.g. quarantines, border closures)
- Establish an emergency communications plan and revise periodically
- Implement an exercise/drill to test your plan and revise periodically
- Determine conditions for business closure and how to cope with a period of closure

PLAN FOR THE IMPACT OF A PANDEMIC ON YOUR EMPLOYEES AND CUSTOMERS

- Forecast and allow for employee absences during a pandemic due to personal or family member absences
- Develop plans to accommodate the need to restrict business travel, if travel restrictions are imposed
- Prepare for employee child care issues when schools or daycares are closed for 6-8 weeks
- Making tissues and hand-hygiene supplies easily available in the workplace

PLAN FOR THE IMPACT OF A PANDEMIC ON YOUR EMPLOYEES AND CUSTOMERS

- Implement guidelines to modify the frequency and type of face-to-face contact (e.g. hand-shaking, seating in meetings, office layout, shared workstations) among employees and between employees and customers
- Encourage and track annual influenza vaccination for employees

PLAN FOR THE IMPACT OF A PANDEMIC ON YOUR EMPLOYEES AND CUSTOMERS

- Evaluate employee access to and availability of healthcare services
- Evaluate employee access to and availability of mental health and social services during a pandemic

ESTABLISH POLICIES

- Liberal sick leave policies
- Flexible worksite and flexible work hours
- Prevent spread of influenza at worksite
- Exposed employees
- Restrict travel to affected areas
- Set procedures for activating the company's response plan

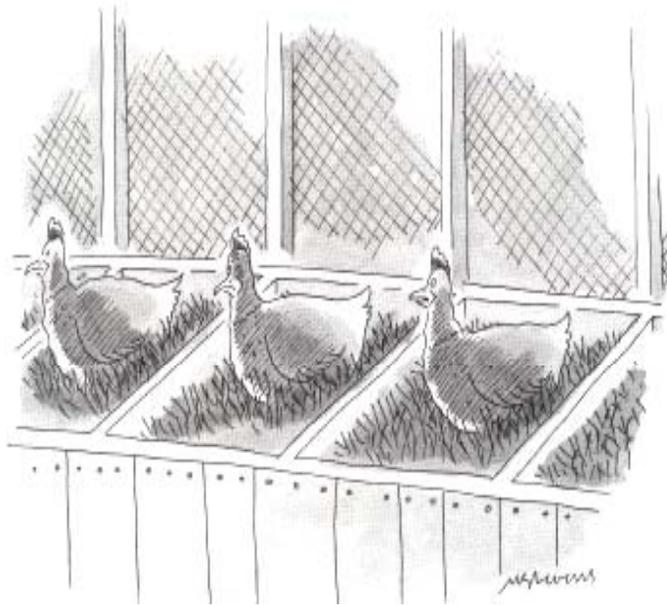
COMMUNICATE TO AND EDUCATE YOUR EMPLOYEES

- Provide educational materials
- Anticipate employee fear and anxiety, rumors and misinformation
- Disseminate information to employees about your response plan
- Provide information for the at-home care of ill employees and family members

RESOURCES

- **Tennessee State Pandemic Response Plan**
- **Federal pandemic website at:**
www.pandemicflu.gov
- **CDC at:** www.cdc.gov
- **Professional Associations**
- **Chambers of Commerce**
- **New Zealand Business Pandemic Plan**
- **Your Local Health Department**

Pandemic Influenza



“Don’t worry about it, it’s probably just a head cold.”