

Pandemic planning in the workplace

A guide for Queensland's small and medium businesses

This checklist is a guide only. Refer to other QKit Fact sheets for further information.

	Not started	In progress	Complete
1. Before a pandemic: PLAN			
Understand the risk an influenza pandemic would pose to your business.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop plans to protect your business and/or incorporate pandemic influenza as a threat in existing business continuity plans (<i>refer to the risk planning ideas in Fact sheet 1</i>).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop plans to protect your staff during an influenza pandemic. E.g. pre-purchasing hygiene resources. Involve staff in finding flexible workplace solutions and consider how you would manage human resource issues, including leave and conditions for people who are: sick, caring for family members, in quarantine, afraid to come to work, or cannot get to work because of disrupted public transport.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop plans to communicate with staff, customers and suppliers during an influenza pandemic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify any gaps in your planning that might need to be addressed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review, revise and validate plans periodically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. During a pandemic: RESPOND			
Monitor the threat throughout the influenza pandemic by listening to government and World Health Organisation advice, and encourage staff to do the same.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review response plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take action to protect your business.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take action to protect your staff. Use pre-prepared resources such as posters on hand-washing techniques, cough etiquette, respiratory hygiene and cleaning (<i>refer to Resources guide: Fact sheet 3</i>).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take action to communicate with staff, customers and suppliers about any changes to your workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. After a pandemic and between pandemic waves: REVIEW and RECOVER			
Continue to monitor the influenza pandemic threat by listening to government and World Health Organisation advice, and encourage staff to do the same.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Be supportive and flexible with staff, acknowledging that the influenza pandemic might have affected staff in a variety of physical, emotional and financial ways.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assess the impacts of the influenza pandemic on your workplace and return to normal routines as much as possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Share good practices with other businesses in your community, as well as through industry associations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Debrief for future planning. Update pandemic plans and business continuity plans as appropriate, and prepare for future pandemic waves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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