

Eight Questions to Answer to Plan for the Impact of the H1N1 Flu Virus

What should I do? Develop a plan by answering these questions.

1. How will I educate employees on safety measures they should take?

Examples: a. Use employee communication tools provided with this guide.
b. Provide tissues, hand sanitizers and disinfectant spray at work.

2. What critical elements of my business are needed to keep key processes running?

(e.g. raw materials, equipment, vendors, delivery)

3. For each critical element, what do I do if that part fails in some way?

(Either my employees are home sick or my supply chain is interrupted.)

4. What is my current sick leave policy? How should I modify it to encourage people who have the flu to stay home, thus avoiding spreading the virus throughout the business?

5. What is my current policy regarding employees staying home to take care of their sick children? Sick spouses? Does it need to be modified?

6. Who can work from home? Will our IT infrastructure support more telecommuting?

7. What cross-training can we do to make sure key processes have adequate back up?

8. After reviewing this planning document, how should I prioritize the things which need to be done? To whom do I assign each task?