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.

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2. What critical elements of my business are needed to keep key processes running?
(e.g. raw materials, equipment, vendors, delivery)

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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.)

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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?**

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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?

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

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

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

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