

Arizona State Agency Influenza Pandemic Preparedness Checklist

Arizona state agencies should prepare for the impact of an influenza pandemic on their agency, employees, and customers. Arizona has developed the Arizona Influenza Pandemic Response Plan (www.azdhs.gov/pandemicflu), which identifies specific roles and responsibilities and actions necessary to take during a pandemic for response to the public health emergencies. While not all state agencies may be involved in the public health emergency response, all state agencies would be affected by a pandemic. The following is a checklist for Arizona agencies to follow to become better prepared to deal with the magnitude of an influenza pandemic.

1.1 Plan for the impact of a pandemic on your agency:	Complete	In Progress	Not Started
Identify a pandemic coordinator and/or team with defined roles and responsibilities for preparedness and response planning. The Coordinator/Team should be familiar with the Arizona Influenza Pandemic Response Plan.			
Develop an Agency Specific Response Plan – Agency Response Plan should address the emergency needs of agency and it’s employees and customers. The Plan should be compatible with existing agency response and business continuity plans as well as with the Arizona State Pandemic Influenza Response Plan.			
Consider using the Incident Command System model for the Agency Response Plan to better coordinate agency response resources and actions.			
Develop a continuity of operations plan for essential agency services, including contingency planning for enhancing the workforce in response to absenteeism among employees that have key responsibilities under the Agency Response Plan.			
Ensure that the plans are scalable, to the magnitude and severity of the pandemic and available resources. Revise as necessary.			
Familiarize agency with www.azdhs.gov for reliable pandemic preparedness information and www.az211.gov for specific response information during a pandemic.			
Identify essential employees and other critical inputs (e.g. suppliers, sub-contractor services, products, and logistics) required to maintain business operations by location and function during a pandemic.			
Train and prepare ancillary workforce (e.g. contractors, employees in other job titles/descriptions, retirees).			
Develop and plan for scenarios likely to result in an increase or decrease in demand for your services during a pandemic (e.g. effect of restriction on mass gatherings, need for hygiene supplies).			
Establish an emergency communications plan and revise periodically.			
This plan includes identification of key contacts (with back-ups), chain of communications (including managers, employees, and suppliers and customers, as appropriate), and processes for tracking and communicating business and employee status.			

Implement an exercise/drill to test your plan, and revise periodically.			
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1.2 Plan for the impact of a pandemic on your employees and customers:	Complete	In Progress	Not Started
Promote maximum use of telecommuting and other forms of business that allow employees to work from home.			
Forecast and allow for employee absences during a pandemic due to factors such as personal illness, family member illness, community containment measures and quarantines, school and/or business closures, and public transportation closures.			
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 annual influenza vaccination for all agency employees.			
Evaluate current status of employee's access to healthcare services, and improve access to information about employee benefits as needed.			
Evaluate employee access to and availability of mental health and social services during a pandemic, including government, community, and faith-based resources, and improve services as needed.			
Identify employees and key customers with special needs, and incorporate the requirements of such persons into your preparedness plan.			

1.3 Establish policies to be implemented during a pandemic:	Complete	In Progress	Not Started
Establish policies for employee compensation and sick-leave absences unique to a pandemic (e.g. non-punitive, liberal leave), including policies on when a previously ill person is no longer infectious and can return to work after illness.			
Establish policies for flexible worksite (e.g. telecommuting) and flexible work hours (e.g. staggered shifts).			
Establish policies for preventing influenza spread at the worksite (e.g. promoting respiratory hygiene/cough etiquette, and prompt exclusion of people with influenza symptoms).			
Establish policies for employees who have been exposed to pandemic influenza, are suspected to be ill, or become ill at the worksite (e.g. infection control response, immediate mandatory sick leave).			
Establish policies for restricting travel to affected geographic areas, based on ADHS and CDC recommendations (consider both domestic and international sites), evacuating employees working in or near an affected area when an outbreak begins, and guidance for employees returning from affected areas.			

Set up authorities, triggers, and procedures for activating and terminating the agency's response plan, altering business operations (e.g. shutting down operations in affected areas), and transferring business knowledge to key employees.			
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1.4 Allocate resources to protect your employees and customers during a pandemic:	Complete	In Progress	Not Started
Provide sufficient and accessible infection control supplies (e.g. hand-hygiene products, tissues and receptacles for their disposal) in all business locations, now and during a pandemic.			
Enhance communications and information technology infrastructures as needed to support employee telecommuting and remote customer access.			
Ensure availability of medical consultation and advice for emergency response (e.g., ensure occupational health staff has connected with appropriate staff at ADHS).			
Ensure availability of psychosocial support services (including educational and training materials) for employees who participate in or provide support for the response to emergencies such as influenza pandemics.			
For agencies with employees who may be part of emergency response activities, develop workforce resilience programs and ensure readiness to deploy to maximize responders' performance and personal resilience during a pandemic emergency.			

1.5 Communicate to and educate your employees:	Complete	In Progress	Not Started
Disseminate materials covering pandemic fundamentals (e.g. signs and symptoms of influenza, modes of transmission), personal and family protection and response strategies (e.g. hand hygiene, coughing/sneezing etiquette, contingency plans).			
Anticipate employee fear and anxiety, rumors and misinformation and plan communications accordingly.			
Ensure that communications are culturally and linguistically appropriate.			
Disseminate information to employees about agency pandemic preparedness and response plan.			
Provide information for the at-home care of ill employees and family members, when necessary.			
Familiarize agency employees with www.az211.gov for specific pandemic response information leading up to and during a pandemic.			