



Pandemic Influenza Operational Review Worksheet



Homeland Security

Actions	Not Started	In Progress	Completed Date	Comments
Preparing for Pandemic Influenza				
<ul style="list-style-type: none"> • Create pandemic team to develop and execute influenza response plan. 				
<ul style="list-style-type: none"> • Involve employees, labor representatives, and state and local health organizations. 				
<ul style="list-style-type: none"> • Develop venue specific influenza response plan through HHS, CDC, state and local guidance. 				
<ul style="list-style-type: none"> • Establish relationships with emergency response and health care / hospital facilities. 				
<ul style="list-style-type: none"> • Identify key employees and cross train for continuity of operations. 				
<ul style="list-style-type: none"> • Establish communications plan for staff, suppliers, and contractors. 				
<ul style="list-style-type: none"> • Identify key suppliers and contractors. Review supply inventories, coordinate shipments and workforce arrangements during pandemic influenza. 				
<ul style="list-style-type: none"> • Review critical equipment (HVAC, fire pumps, emergency generator(s)) maintenance schedule to ensure operations. 				
<ul style="list-style-type: none"> • Review venue contracts to allow event postponement or cancellation based on “triggers” (e.g., venue staff level, state/local health departments’ closure recommendations, alternative operations). Include or adapt contract language. 				



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<ul style="list-style-type: none"> Send letter to clients and event organizers regarding H1N1 situation status in your community. (See sample client letter) 				
<ul style="list-style-type: none"> Prepare for alternative operations (e.g., consider relevance of Mega Shelter guidelines). 				
<ul style="list-style-type: none"> Review and utilize accounting process to track influenza expenses. 				
<ul style="list-style-type: none"> Exercise the influenza plan prior to implementation, modify accordingly. 				
<ul style="list-style-type: none"> Share your influenza response plan with other businesses in the community and local health departments to improve community response efforts. 				
<ul style="list-style-type: none"> Establish ways to obtain relevant up-to-date influenza data from local and state health departments, emergency management agencies, and federal organizations (e.g., CDC, HHS). 				
<ul style="list-style-type: none"> Track the spread of influenza through these organizations. 				
Normal Operating Conditions				
Conduct proactive actions in preparation for influenza pandemic				
<ul style="list-style-type: none"> Establish a baseline for sick leave taken by staff to define increase from H1N1. 				



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<ul style="list-style-type: none"> Review and consider modifying sick leave policy/procedures and health care plan for relevancy to H1N1. 				
<ul style="list-style-type: none"> Educate staff on: influenza symptoms, care for family members with influenza, “stay at home” criteria, and “return to work” criteria. 				
<ul style="list-style-type: none"> Identify possible work-related personal contact scenarios and modify to reduce exposure. Educate and train staff. 				
<ul style="list-style-type: none"> Evaluate employee access to healthcare and mental health services during an influenza pandemic. 				
<ul style="list-style-type: none"> Develop an internal communication that educates staff regarding medical conditions that might be at higher risk to the H1N1 flu. Ask employees to consult with their doctor, ask for accommodation regarding duty assignments, altering work location or schedule, use of leave (vacation), etc. 				
<ul style="list-style-type: none"> Evaluate the venue’s usual operational activities and event execution to identify those activities that should be modified to reduce the spread of influenza from person to person. 				



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<ul style="list-style-type: none"> Stockpile items such as soap, tissue, hand sanitizer, cleaning supplies and recommended personal protective equipment. When stockpiling items, be aware of product's shelf life and storage conditions (e.g., avoid areas that are damp or have temperature extremes) and incorporate product rotation (e.g., consume oldest supplies first) into the stockpile management program. 				
Develop operation changes based on staff illness, and geographical spread of the influenza (e.g. not affecting the venue's immediate customer area but impacting nearby communities, impacting immediate customer area).				
Establish how venue will operate with reduced staff.				
<ul style="list-style-type: none"> Review staffs' tasks and modify to encompass additional responsibilities, as well as limiting/reducing exposure to others. 				
<ul style="list-style-type: none"> Educate employees and supervisors on influenza symptoms and initiate active screening at the workplace. 				
Establish how venue will operate when influenza is affecting surrounding areas.				
<ul style="list-style-type: none"> Display CDC, state and local posters/signage throughout the venue, 				
<ul style="list-style-type: none"> Ensure communication methods (e.g., posters, signage, and public announcements) are culturally and linguistically appropriate. 				
<ul style="list-style-type: none"> Hygiene (hand washing/cough etiquette), 				



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<ul style="list-style-type: none"> Social distancing, 				
<ul style="list-style-type: none"> Exclusion of people with influenza symptoms, 				
<ul style="list-style-type: none"> Clean all areas and items that are more likely to have frequent hand contact (like doorknobs, faucets, handrails, and food preparation and serving areas) routinely (e.g., daily, as needed); use cleaning agents that are usually used in these areas. 				
<ul style="list-style-type: none"> Clean cooking utensils in dish washer or with soap and hot water. Utilize disposable food service and eating utensils whenever possible. Provide appropriate disposal receptacles. 				
<ul style="list-style-type: none"> Practice frequent cleaning of bathrooms and ensure adequate supplies of soap, alcohol-based hand cleaners, and paper towels. 				
<ul style="list-style-type: none"> Public announcements on influenza prevention, and social distancing/face-to-face contact. Advise customers to not attend events if experiencing influenza symptoms and/or they have been exposed to someone with influenza symptoms. 				
<ul style="list-style-type: none"> Provide accessible infection control supplies (e.g., hand-hygiene products, tissues and receptacles for their disposal) in staff working areas and locations accessible to customers. 				



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<ul style="list-style-type: none"> Review staffs' tasks and modify to encompass additional responsibilities, as well as limiting/reducing exposure to others. 				
<ul style="list-style-type: none"> Alternate venue operation(s) (e.g., staging area, command center). 				
Establish how venue will operate when influenza is directly affecting immediate area.				
<ul style="list-style-type: none"> Trigger for closing venue due to staff/contractor illness and/or lack of operational supplies, 				
<ul style="list-style-type: none"> Closure as directed by state/local health department(s), 				
<ul style="list-style-type: none"> Alternate venue operation(s) (e.g., morgue, triage). 				
Terminate the venue specific influenza response plan through a phased approach based on "triggers" identified in the response plan (e.g., reduction in staff absenteeism, state and local health agency guidance).				
<ul style="list-style-type: none"> Assess ability and criteria that need to be met to resume normal operations and provide notification of activation of the business resumption plan. 				
<ul style="list-style-type: none"> Conduct post-pandemic review of response and revise plan as needed. 				
<ul style="list-style-type: none"> Prepare for possible follow-on pandemic waves. 				