

Flu Planning Checklist for Businesses

These action steps are recommended to prepare businesses for the 2009-2010 flu season. Although this document serves as a valuable tool, be prepared to use multiple tools and measures to protect your employees and ensure continuity of daily business operations.

- Designate a coordinator or a team to define roles and responsibilities for preparedness and response planning.
- Identify essential employees, functions, and services required to continue business operations during a pandemic.
- Develop a continuity of business plan to continue operations with fewer employees due to illnesses, and cross-train employees to cover these functions.
- Consider staffing for scenarios likely to result in an increase or decrease in demand for your products or services.
- Develop a telecommuting plan for employees and services that can be provided remotely via the Internet or other technologies.
- Review company call out policies (HR), and compare them to the Centers for Disease Control and Prevention (CDC) recommended guidance for employees with flu like illness, and treatment protocols.
- Ensure the CDC recommended prevention protocols are posted and visible throughout your business, and the necessary education is disseminated.
- Share these everyday steps to protect your employees' health:
 - o Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
 - o Wash your hands often with soap and water, especially after you cough or sneeze. [Alcohol-based hand cleaners](#)* are also effective.
 - o Avoid touching your eyes, nose or mouth. Germs spread this way.
 - o Avoid close contact with sick people.
 - o If you are sick with flu-like illness, [CDC recommends that you stay home for at least 24 hours after your fever is gone](#) except to get medical care or for other necessities. (Your fever should be gone without the use of a fever-reducing medicine.) Keep away from others as much as possible to keep from making others sick.
 - o Provide sufficient and accessible infection control supplies (e.g. hand-hygiene products, tissues and receptacles for their disposal), and encourage frequent cleaning of surfaces and items that are more likely to have frequent hand contact (workstations, countertops, doorknobs, etc.)

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Precautionary Measures to Help Prevent the Flu

Supervisors:

Education - Awareness campaign within facility or offices

- Encourage employees to be vaccinated for seasonal flu and for H1N1 flu.
- Ensure adequate information concerning the flu is posted, visible, and accessible in your immediate work area.
- Ensure time is allotted during staff meetings to discuss prevention and to establish open door policy for discussions with employees.
- Encourage all employees to stay home if they are sick. Review with employees HR policy and how it will be applied to flu like illnesses.
- Encourage sick employees at work to go home.
- Allow sick employees to stay home without fear of losing their jobs.

Supplies - Make available items to reduce the spread of flu such as,

- Kleenex
- Wastebaskets
- Hand sanitizers
- Hand washing facilities and soap
- Cleaning supplies for employees to wipe down work stations, computer and commonly shared items, such as copiers, soda machines, door knobs, rails, waters fountains/coolers.

Employees:

Personal Hygiene - Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.

- Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective.
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- Avoid close contact with sick people.
- If you are sick stay home and self isolate yourself from other until 24 hours after fever is gone, without the use of fever reducing drugs. Contact your doctor immediately.
- Stay up-to-date with the latest information from media outlets and these web sites:

Center for Disease Control (CDC) - <http://www.cdc.gov/h1n1flu/qa.htm>
Florida Department of Health - <http://www.floridashealth.com/prepare/FluInfo.htm>
Sarasota County Health Department - <http://www.sarasotahealth.org/>

For additional recommendations and suggested planning measures, please refer to this CDC web page: <http://www.flu.gov/plan/workplaceplanning/businesschecklist.html>

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