

Appendix D

## BWC MANAGERS' GENERIC CHECKLIST A Checklist for Pandemic Flu Preparedness

TASK		STATUS
PLAN LEVEL	ITEM	Complete - C Incomplete – I Pending – P Not Applicable - N/A
<b>Preparation</b>	Review plan as necessary.	
	Ensure employees are aware of or have the plan and other appropriate sources of communication.	
	Receive and distribute any personal protective equipment (PPE) that may be appropriate. (Note: Not all areas will receive or need PPE. Also, there will be no replenishing of equipment during the pandemic.)	
	Ensure that essential employees are identified and aware of their status. Employees will need to have broadband computer access from home.	
	Inform all employees that if they become ill, they should stay home or if at work - go home immediately.	
	Terminate unnecessary travel and meetings with the public.	
	If appropriate, develop employee phone tree.	
	If necessary, recall laptops from nonessential employees.	
	Provide essential employees with software to access the system from home should an emergency Level 3 be reached.	
	Review your division specific plan to ensure all tasks are performed.	
	Communicate status with supervisor(s).	
	Identify and train back-up person to fill your role and responsibilities should you become ill.	
	Identify any employees with special needs and accommodate those needs in your local pandemic flu plan.	
	Ensure all personal information, i.e., home phone	

	numbers, addresses and other contact information, are stored in a restricted-access area to be shared only as needed.	
	Remind all employees to become familiar with the emergency phone number and web site.	
	Remind all employees to update personal and emergency contact information on BWC web.	
	<b>EMPLOYEE SAFETY</b>	
	PPE will be delivered to your office or unit as deemed necessary based on escalation of the situation. Make sure you have received your PPE (i.e., masks, gloves and goggles).	
	When you receive your PPE, it is the supervisor's responsibility to distribute the limited equipment on an as needed basis.	
	Communicated to your staff that the PPE supplies are extremely limited and cannot be replenished.	
	Communicate to your staff that PPE will not be distributed in individual amounts to each employee, but will be distributed at the supervisor's discretion and will only be allocated on a day-to-day basis.	
	You must have a designated, secured area to store the PPE for your office area.	
	Instruct your staff how to properly wear PPE. Have the necessary information available to assist them.	
	Have all staff members review the CDC's <i>Planning Checklist for Employees and Families</i> .	
	<b>HR ISSUES</b>	
	Be familiar with the absenteeism rules. If an employee calls off during Levels 1 to 2, they are expected to use the appropriate leave type from their available leave balances.	
	Designate essential employees.	
	Familiarize yourself with pay issues surrounding a declared emergency.	
	Assure staffing adjustments are made per union buy-in in order to continue daily operations.	
<b>Level 1</b>	<b>ITEM</b>	
	Share all virus communication pieces with appropriate staff members. Remind employees of the emergency phone number and the emergency web site.	

	Prepare communications for (internal and external) customers, stakeholders, and other external parties in case your office needs to be shut down or quarantined.	
	If possible, maintain communication with employees at work and not at work.	
	Communicate with supervisors the status of the workforce and the operations performed.	
<b>Level 2</b>	<b>ITEM</b>	
	Continue to communicate with employees at work and not at work.	
	Continue to communicate the status of operations with employees and supervisors.	
	Ensure employees are aware of the means to communicate with BWC should a Level 3 category be reached.	
	Share all virus communication pieces with appropriate staff members. Remind employees of the emergency phone number and the emergency web site.	
<b>Level 3</b>	<b>ITEM</b>	
	If deemed an “essential” employee, continue to communicate status of operations with employees and supervisors.	
	Share all virus communication pieces with appropriate staff members. Remind employees of the emergency phone number and the emergency web site.	

