

Pandemic Influenza Planning Checklist

	Completed	In Progress	Not Started	Comments
Strategic Objective 1. Civilian personnel must be prepared to perform mission essential functions and services through a Pandemic Influenza, including the initial threat or oncoming first wave, through an actual pandemic health crisis and, if necessary, to help reconstitute governmental functions. To accomplish this objective the following elements and criteria should be evaluated:				
A. Identification of Mission Essential Functions: Essential organizational functions that will enable continuation of vital services and responsibilities must be identified. Employees must be identified and notified of their status as mission essential. To plan for an expected absenteeism rate of up to 40%, pre-establishment of delegations of authority and Orders of Succession are vital. Assessment should include:				
1. Identification of mission essential functions.				
a. Were mission essential functions identified?				
b. Were essential functions, that cannot be performed from home or other locations, identified?				
c. Were systems, functions or operations that could be performed from home or other locations identified?				
d. Can essential functions be performed beyond the existing 30 day requirement?				
2. Assess identification of mission essential employees.				
a. Were mission essential employees aware they were designated mission essential?				
b. Did mission essential employees know which of their duties were deemed mission essential?				
c. Were lines of succession established in writing, with attendant authorities and responsibilities, and communicated to employees?				
d. How deep were lines of succession established, i.e., one, two or three person deep?				
e. Were delegations of authority in place?				
f. Were delegations of authority at least three deep and communicated to employees?				

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g. Were designated employees trained to assume lead positions?				
h. Was geographic dispersion considered in establishing lines of succession and delegations of authority?				
i. If not, what plans were in place for conducting MEFs in areas where quarantine was in effect?				
j. Were plans for redundant operations made, e.g., Navy supporting Army for benefits processing?				
k. Were essential contractor services identified?				
l. Were provisions in these contracts that would facilitate continuity of essential contractor functions?				
m. Were Contracting Officer Representatives (COR) consulted and notified?				
n. Were contractor's firms notified by CORs?				
o. Was bargaining done in advance to address relevant issues or actions taken to notify unions of emergency?				
B. Interoperable Communications: Continued operations during an emergency, including Pandemic Influenza, depend upon the availability and redundancy of critical communication systems. Employee knowledge and awareness of report-in procedures, as well as their familiarity with contact procedures during an emergency situation are also critical and must be addressed prior to the occurrence of a crisis.				
3. Assess effectiveness of employee report-in and organization emergency contact information to employees.				
a. Did employees know the appropriate toll free number to call in and report their status?				
b. Was the toll free phone adequately staffed?				
c. Was employee data accurately captured, i.e., employee name, organization, status?				
d. Was accountability data transmitted to appropriate supervisor(s)?				
e. Could employees be contacted using the organization's phone tree system?				
f. How long did it take to notify all employees?				

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g. Were periodic status updates provided based on exercise scenario, e.g., quarantine still in effect; didn't report to work etc., were the updates timely and did they reach all personnel?				
4. Assess effectiveness of critical communications.				
a. Were supervisors and their mission essential employees able to talk on essential matters via the telephone or other means as needed to accomplish mission essential work?				
b. Were mission essential employees able to talk/communicate with colleagues?				
c. Were mission essential employees able to talk/communicate with non-DoD associates, e.g., OPM/HHS?				
C. Support for Essential Functions and Alternative Work Site Capabilities: Employees, especially those performing essential functions, must be able to have access to electronic and hardcopy documents, references, records and information systems needed to support essential functions during an emergency situation. Review of capabilities and planning must include identification and maintenance of vital systems that rely on periodic physical intervention by essential individuals. Planning must also include identification of records needed to sustain operations for 30 days or longer and ways to access those records from an alternative work site.				
1. Were mission essential employees able to work from home?				
a. Was remote access to classified and non-classified materials available?				
· Computer available				
· VPN access available				
· CAC Readers installed				
· Needed files accessible				
· Files transmitted from home reached the worksite in readable format				
· Mission essential employees able to access the web for research				

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· Server capacity sufficient				
· If server capacity not sufficient, were shifts assigned				
· Employees knew in advance what shift to use for server access				
· Server master identified for file download				
b. Did mission essential employees have a "Go Pack" ready (hard copy/hard disc drives) (Go Pack – files necessary to perform work at an alternative work site, e.g., work/telephone numbers for those in and outside the organization including emergency contact information; regulations needed for research or for mission accomplishment, etc.)?				
c. Were mission essential employees aware of parameters governing work at home, i.e., those found in a telework agreement, such as safeguarding security of data and information technology files?				
d. If mission essential employees were provided laptops, were they aware of how to use them, including obtaining access to systems at regular worksite; was any training provided?				
e. Were mission essential employees able to perform work using only a blackberry?				
f. Were files and data available on a shared drive?				
g. Were mission essential employees able to communicate from home or alternative work site via phone using either				
· Home phone				
· Cell phone (work)				
· Blackberry				
h. How were "at home" employee costs captured, e.g., use of home phone for long distance, and was a policy established regarding reimbursement?				
i. Did employees have the supplies at home needed to do work (normal office supplies)?				
j. Were "at home" childcare requirements addressed?				
2. Assess availability of work for non-mission essential employees.				

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a. Were non-essential employees cross trained to support mission essential employees (either through performance of mission essential or mission essential support functions)?				
b. Was necessary but non-essential work identified (important consideration if time away from regular work site is extensive)?				
3. Assess effectiveness of work at home.				
a. Were assignments made that could be done at home, i.e., deliverables, with timelines, identified?				
b. Were work measurements considered and agreed upon?				
c. How were timekeeping records obtained and maintained?				
4. Assess effectiveness of identification of work assignments that could be temporarily suspended.				
a. Were non-essential functions identified that could be completed at a later date?				
b. Were plans in place for performing these functions following the emergency, e.g., corrected timecards, missed report suspense dates?				
Strategic Objective 2: People accomplish the mission of Federal agencies, and a potential pandemic influenza outbreak that could potentially affect up to 40% of the workforce, could compromise the ability of the Federal agencies to accomplish their mission. The Department must plan to deal with the potential human capital implications. Federal employees, and or their family members, may be infected, exposed or incapacitated. There may also be a need to limit potential exposure. Planning for mission continuity includes the ability of an organization to provide for the well being and care for employees prior to, during and following a Pandemic Influenza.				

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<p>A. Communication to the Workforce. Education of the workforce regarding health, safety, human resource issues, employee responsibilities and actions prior to a pandemic health crisis is critical. Every media available should be utilized to pre-position information and keep the workforce up-to-date on plans and help them understand their rights and responsibilities.</p>				
<p>1. Assess the availability of human resource information to the workforce.</p>				
<p>a. Were employees able to identify the types of leave available to them in the event they or their family members are infected, exposed or incapacitated, requiring the employee to stay away from the regular work site?</p>				
<p>b. Did essential employees have telework agreements?</p>				
<p>c. Were non essential employees aware of “safe haven” or telework capabilities during a pandemic health crisis?</p>				
<p>d. Did employees know how to communicate with their supervisors, and supervisors to employees, to check the status, well being and availability of employees for work?</p>				
<p>e. Were employees aware of potential benefits issues and assistance available to them during such an event?</p>				
<p>f. Were employees aware of where they should seek medical treatment and information?</p>				
<p>2. Asses the ability of management to obtain and communicate official information regarding the onset and end of a catastrophic event necessary to put pandemic plans in place and then allow return to a normal functions.</p>				
<p>a. Is management aware of how they will be notified that a pandemic health crisis has occurred or is expected to occur and to put PI COOP plans in action?</p>				
<p>b. How will social distancing techniques be put in place and communicated to the workforce?</p>				
<p>B. <u>Actions to Protect and Safeguard:</u> Employees will look to management for guidance and assistance regarding protecting themselves and their co-workers from the spread of germs. Supervisors should be prepared to plan for and deal with these issues.</p>				

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1. Assess management's ability to handle staff who become ill in the workplace for their own and other's well being.				
a. Were plans in place to mitigate further infection control to prevent the spread of the virus, e.g., has information been communicated regarding methods to prevent the spread of germs?				
b. Does management have a plan to identify other staff members that may have potentially been in contact with staff member(s) who became ill?				
c. Are supplies available or employees aware of methods to decontaminate/clean areas the staff member may have infected that may be used by other employees?				
d. Is management aware of steps to take to remove a potentially infected employee from the worksite and to ensure the employee is well and not-contagious before returning to the worksite?				
e. Has consideration been given to the potential for utilizing installation medical treatment facilities or Employee Assistance Programs to provide trained health care provider assistance in diagnosing and verifying potential influenza in an employee at the worksite who appears ill?				
f. Are sufficient and available infection control supplies (e.g., hand sanitizers, environmental cleaning supplies and educational materials) available?				
g. Have contracts been evaluated to determine if modification will be required for housekeeping to clean facilities and equipment?				
h. Is the Human Resources staff able to provide adequate, proper advice on how to handle employees who become ill in the workplace?				
i. Does management know how to respond to employee questions on availability of vaccines for civilian employees? Does he or she know where to find those answers?				

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<p>2. Some work must be accomplished at the regular work site. Additionally, some employees may become ill or be exposed prior to official notification of the onset of a pandemic health crisis. Management should be prepared to socially distance employees at the regular work site in either event.</p>				
<p>a. For work that had to be done in the office, were alternative plans made for accomplishing that work?</p>				
<p>b. Was consideration given to spacing employees sufficiently apart to promote and support social distancing?</p>				
<p>c. If employees are socially distanced at the worksite can they access their files on a shared drive or otherwise have access to their work files if not located at their regular desk or site?</p>				
<p>d. Was consideration given to shift work to preclude all employees being at the regular worksite at the same time?</p>				
<p>e. Was consideration given to adjusting parking or making other arrangements for essential employees to commute to work using personal rather than public transportation?</p>				