

Pandemic Planning: Human Resources Planning Checklist

The following checklist highlights areas within an organization’s human resources department to consider as part of an overall business continuity plan in the event of a pandemic in Canada.

Delegated To:	Task:
	Maintain a current employee information list, including name, address, phone numbers (home and cell) and employee emergency contact details.
	Carry out a risk analysis based on the organization’s profile (e.g. gender/age breakdown).
	Develop domestic and international travel policies for employees.
	Develop guidelines that allow employees to work in alternate locations (e.g. home office).
	Develop an essential services list of employees who may receive priority for any vaccines/antivirals.
	Consider developing plans to sequester and isolate essential support staff if necessary.
	Ensure procedures are in place to monitor employee absenteeism/illness related to a pandemic.
	Establish clear policies for employees who may have been exposed to a pandemic virus and are suspected to be ill or become ill at the workplace.
	Establish a policy for employee compensation and sick leave absences unique to a pandemic for employees and employees caring for sick relatives.