

McLennan Ross Pandemic Planning Checklist

Under the *Alberta Occupational Health and Safety Act*, employers are responsible for ensuring a safe workplace for its employees. To assist in meeting this obligation, McLennan Ross has prepared a checklist to assist employers in their pandemic planning.

Prevention

- Select a Company-wide Pandemic Coordinator and back-ups for if the Coordinator becomes incapacitated.
- Create awareness by posting signs and notices.
- Educate employees on measures to guard against the risk of infection, such as: “coughing etiquette”, social distancing whereby individuals keep a distance of at least 2 metres, hand washing, and warning employees when they are planning to travel to affected areas.
- Provide hand sanitizer and Kleenex for each desk.
- Provide employees with disinfecting wipes and encourage them (or janitorial staff) to clean their keyboard, telephone and door handle each day.
- Obtain information regarding any vaccine, when and if available.

Hazard Assessment

- Assess the vulnerability to each business unit, operation, and facility.
- Identify the resources required to keep crucial business functions running.
- Develop a plan to modify, replace, reduce, or halt specific functions in case of a pandemic-related disruption.
- List all outside suppliers critical to your organization, confirm their pandemic plans, and identify alternative resources.
- Determine the minimum staff you require to maintain critical business functions.

Preparedness

- Encourage employees who believe they may have been infected with COVID-19 or are displaying flu-like symptoms to stay home from work.
- Take steps to enable individuals to work from home.
- Provide cross-training to employees.

- Anticipate employee fear, anxiety, rumours, and misinformation, and develop an internal communication site with links to reliable and up-to-date information.
- Draft a pandemic plan and provide copies for internal review.
- Communicate any pandemic plan to employees and unions, to the extent needed.
- Provide a copy of your plan to key suppliers, customers, and partners for external review.

Implementation

- Maintain contact with employees who fall ill.
- Be consistent in the application of your pandemic policy to avoid liability for disability discrimination.
- Ensure that medical information collected by employees is collected, used, and stored in compliance with privacy laws.
- Ensure policies for disciplining workers who refuse to work for fear of exposure to COVID-19 are in compliance with workers' refusal rights under the *Alberta Occupational Health and Safety Act*.
- If temporary employees are needed as a result of high absenteeism, make sure that the hiring of replacement workers is compliant with the terms of any applicable collective agreement.
- Assist employees in obtaining benefits, to the extent applicable and needed.
- Be prepared for the possibility of abuse, but err on the side of caution.
- Be careful about the termination of any employees for reasons related to COVID-19.