



## Small System Pandemic Influenza Checklist

Complete	In Progress	Not Started	Recommendation
			<b>Identify Critical Needs and Employees</b>
			Identify employees and key customers (especially hospitals) with special needs. For example, if chlorine is being depleted water systems should the ability to valve off the rest of the water system and continue service to hospitals.
			Identify essential employees and other critical inputs (e.g. chlorine, treatment chemicals, backup power supplies, or other essential services or products) required to maintain the ability to provide safe water or the ability to treat wastewater
			Train and prepare ancillary workforce (e.g. contractors, employees in other job titles/descriptions, retirees) to operate utilities
			<b>Communicate, Educate, and Protect Employees</b>
			Ensure field staff are aware of signs and symptoms of influenza outbreaks, personal and family protection and response strategies (e.g. hand hygiene, coughing/sneezing etiquette, contingency plans).
			Anticipate employee fear and anxiety, rumors and misinformation and plan communications accordingly.
			Communicate with CDC, local health care providers, and local emergency responders about the necessity of drinking water operators and Rural Water field staff being a high priority for receiving vaccines and antivirals.
			Prevent influenza spread at the worksite (e.g. promoting respiratory hygiene/cough etiquette, and prompt exclusion of people with influenza symptoms).
			Employees who have been exposed to pandemic influenza, are suspected to be ill, or become ill at the worksite should be on immediate mandatory sick leave.
			Restrict travel to affected geographic areas, evacuate employees working in or near an affected area when an outbreak begins, and follow CDC guidance for employees returning from affected areas.
			Be prepared to modify the frequency and type of face-to-face contact (e.g. hand-shaking, seating in meetings, office layout, shared workstations) among employees and between employees and customers. <ul style="list-style-type: none"> <li>• Provide sufficient and accessible infection control supplies (e.g. hand-hygiene products, tissues and receptacles for their disposal) in all business locations.</li> <li>• Enhance communications and information technology infrastructures as needed to support employee telecommuting and remote customer access</li> <li>• Ensure availability of medical consultation and advice for emergency response.</li> </ul>