PLANNING FOR A CORONAVIRUS PANDEMIC
A guide for businesses and organizations

February 2020

The ultimate goal is to minimize disruptions at the workplace. When possible, businesses should prepare in advance for potential disruptions in services or operations. Businesses and organizations should make plans to separate sick employees from others and immediately send them home. Ensure that:

1. Employees who report having a fever or an acute respiratory illness, or who have had close contact with someone who has either a fever or a respiratory illness, are sent home.
2. All managers and employees are aware of your workplace policies and the proper procedure for handling contagious disease.
3. Employees are educated on good hygiene practices, including frequent handwashing with soap and water.

For more information, visit: cdc.gov/coronavirus/2019-ncov/plan-business/

UTI Q N A

IDENTIFY PLAN OBJECTIVES
• Set a specific goal to make sure your employees are prepared to deal with the outbreak.
• Evaluate the effectiveness of the plan to ensure that it meets the needs of your business.

OUTLINE KEY BUSINESS FUNCTIONS
• Identify key business functions and processes that need to be carried out to maintain business operations.
• Identify key personnel who are responsible for carrying out these functions.

ASKS WORKPLACE EXPOSURE RISK
• Identify potential sources of exposure to the virus and assess the risk of exposure to the virus.
• Determine how you will relay information about the outbreak to your employees.

REVIEW WORKPLACE POLICIES
• Review current workplace policies and procedures to determine if they need to be updated.
• Determine how you will deal with employee absences resulting from personal illness, caring for sick family members, or being exposed to the virus.

APPLY IMMUNITY CONTROL MEASURES
Before planning for an outbreak, consider the following:
• Identify potential sources of exposure to the virus and assess the risk of exposure to the virus.
• Determine how you will relay information about the outbreak to your employees.

PREPARE FOR SOCIAL DISTANCING
• Identify potential sources of exposure to the virus and assess the risk of exposure to the virus.
• Determine how you will relay information about the outbreak to your employees.

PLAN TO SEPARATE SICK PERSONS
• Identify potential sources of exposure to the virus and assess the risk of exposure to the virus.
• Determine how you will relay information about the outbreak to your employees.

ANTICIPATE ABSENTEEISM
• Identify potential sources of exposure to the virus and assess the risk of exposure to the virus.
• Determine how you will relay information about the outbreak to your employees.

PLAN FOR RESTRICTED TRAVEL
• Identify potential sources of exposure to the virus and assess the risk of exposure to the virus.
• Determine how you will relay information about the outbreak to your employees.

ENCOURAGE PERSONAL PREPAREDNESS
• Identify potential sources of exposure to the virus and assess the risk of exposure to the virus.
• Determine how you will relay information about the outbreak to your employees.

IN V O L V E

ESTABLISH A COMMUNICATION PROTOCOL
• Identify potential sources of exposure to the virus and assess the risk of exposure to the virus.
• Determine how you will relay information about the outbreak to your employees.

DEVELOP A PROCESS FOR ACTIVATING YOUR PLAN
• Identify potential sources of exposure to the virus and assess the risk of exposure to the virus.
• Determine how you will relay information about the outbreak to your employees.

GET INPUT FROM YOUR WORKFORCE
• Identify potential sources of exposure to the virus and assess the risk of exposure to the virus.
• Determine how you will relay information about the outbreak to your employees.

STAY INFORMED
• Identify potential sources of exposure to the virus and assess the risk of exposure to the virus.
• Determine how you will relay information about the outbreak to your employees.

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