

Pandemic Checklist: Community Organizations

Chester County Health Department



As community organizations, you can plan and make decisions now that will protect the health of your staff and members during a pandemic. Plan policies and strategies to increase space or limit face-to-face contact between people. These measures may help everyone stay well and keep the organization running smoothly. Use this checklist to help you take steps to plan and protect the health of your staff and members.



Before a pandemic: PLAN

- Work with your local health department on planning efforts.
- Create or update your pandemic and emergency communication plans.
- Share your plans with staff.
- Strategize how to increase space or limit contact between staff, if possible (for example, teleworking and conference calls).
- Plan ways to increase space or limit contact with members.
- Strategize how to maintain contact with members of your organization.
- Establish flexible leave policies for staff during a pandemic.
- Develop a monitoring system to track staff absences due to the flu.
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During a pandemic: TAKE ACTION

- Stay informed about the local situation and school closures.
- Put your plans, policies, and strategies into action, as needed.
- Update staff, customers, and suppliers with information about how your business is responding to the pandemic.
- Encourage staff to practice healthy behaviors (such as staying home when they're sick, covering their coughs and sneezes, washing their hands often, and using hand sanitizer with 60-95% ethyl alcohol).
- Provide supplies (such as tissues, soap, and cleaning wipes).
- Clean frequently touched surfaces and objects (such as computers, door knobs, desks, and light switches).
- Use a monitoring system to track staff absences due to the illness.
- Implement teleworking and teleconferencing strategies.
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After a pandemic: FOLLOW UP

- Discuss and note lessons learned.
- Improve your plans accordingly.
- Maintain community partnerships.
- Test and update your plans regularly.
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National Center for Emerging and Zoonotic Infectious Diseases
Division of Global Migration and Quarantine

