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Pandemic Checklist



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The purpose of this checklist is to ensure that your organization has a business continuity plan during the current COVID-19 pandemic. This checklist will require further customization based on the nature of your business and operational needs. Given the rapid developments with COVID-19, this will be an evolving document and subject to change.

Please note that although MaxPeople has developed this checklist as a general guide to handle any pandemic cases, in the event of a conflict between this checklist and the Public Health guidelines, the guideline will prevail.

Planning for a Pandemic

Policies
<input type="checkbox"/> Review and revise your Absenteeism, Accommodation and Work from Home policies.
<input type="checkbox"/> Create and implement a Pandemic Policy based on this checklist
Emergency Planning
<input type="checkbox"/> Establish an emergency plan for the leadership team to follow (e.g., communication, decision making, managing absences, etc.) and review on an ongoing basis
<input type="checkbox"/> Establish a contingency plan that indicates who will fill key roles if these employees are unable to work
<input type="checkbox"/> Establish a contingency plan for servicing clients
IT Infrastructure
<input type="checkbox"/> Ensure appropriate tools are available to facilitate remote work (e.g., laptop, tablet, VPN access, etc.) and establish parameters for working remotely
<input type="checkbox"/> Set up remote access to company documents
<input type="checkbox"/> Establish platforms for communication during remote work (tools such as instant messaging, video calls, etc.) and consider setting up planned communication check-ins
Health and Safety
<input type="checkbox"/> Encourage proper hygiene and cleanliness in the workplace <ul style="list-style-type: none">• Place handwashing posters in key locations around the workplace• Encourage employees to receive a flu shot• Encourage employees to sanitize their workstations frequently
<input type="checkbox"/> Train or re-train Joint Health and Safety Committee on responding to infectious diseases

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Pandemic Business Considerations

Assess Risk
<input type="checkbox"/> Consider the impact the pandemic is likely to have on your organization. Will there be an increased or decreased demand for your product/services?
<input type="checkbox"/> Identify which employees and/or clients are most susceptible to the pandemic as identified by Public Health
<input type="checkbox"/> Assess Business Processes <ul style="list-style-type: none">• Identify which business processes are most at risk of being impacted• Prioritize high-risk and essential business processes and establish contingency plans for eliminating or mitigating the impact
<input type="checkbox"/> Assess Staffing <ul style="list-style-type: none">• Identify the impact of the pandemic on all roles within your organization• Consider how the roles and responsibilities will be covered should the job holder be unavailable• Consider cross-training employees to backfill potential gaps due to absences• Consider temporary layoffs
Implement Pandemic Procedures
<input type="checkbox"/> Select a pandemic task force that will be responsible for decision making – ideally this should include the leadership team
<input type="checkbox"/> Send workers home who are not well and provide the option of working remotely, if possible
<input type="checkbox"/> Restrict all business travel and strongly discourage leisure travel
<input type="checkbox"/> Restrict large gatherings (conferences, social events, meetings)
Communication
<input type="checkbox"/> Frequently communicate updates and impact to your organization
<input type="checkbox"/> Ensure pandemic task force has daily huddles
IT Infrastructure
<input type="checkbox"/> Provide employees with required tools for remote work, if applicable
<input type="checkbox"/> Instruct employees on remote work policies and procedures
Coordinate with External Service Providers
<input type="checkbox"/> Contact vendors, 3 rd party contractors and service providers to determine impact
<input type="checkbox"/> Implement contingency plans in the event of an impact to services
Health and Safety
<input type="checkbox"/> Emphasize hygiene and safety protocols at all times
<input type="checkbox"/> Determine that cleaning staff are following Public Health recommendations on cleaning procedures

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<input type="checkbox"/> Check for Public Health recommendations for Personal Protective Equipment (PPE) and provide to employees and other third parties as required (e.g., face masks)
Limit Outside Exposure to Businesses
<input type="checkbox"/> Communicate to visitors/clients <ul style="list-style-type: none">• Must disclose possible exposure to, or symptoms of illness prior to face-to-face interactions with staff
<input type="checkbox"/> Post signs <ul style="list-style-type: none">• Instructing visitors not to enter if there was possible exposure to, or symptoms of illness

Pandemic Protocols

Facility and People Management
<input type="checkbox"/> Decide if your organization will remain open, continue business operations remotely, or temporarily cease business operations.
Option 1: Remain Open – Business as Usual
<input type="checkbox"/> Continue to monitor the situation and follow your pandemic procedures and policies
<input type="checkbox"/> Reassess periodically whether to remain open, or transition to remote operations/temporary closure
Option 2: Continue Business Operations Remotely with Staff Onsite as Required
<input type="checkbox"/> Ensure all employees have access to continuous IT support and are abiding to protocols
<input type="checkbox"/> Establish measurements for productivity (e.g., weekly time sheets, project management tools, etc.)
<input type="checkbox"/> Reassess periodically whether to continue remote work operations or resume regular business operations
Option 3: Temporary Closure of Business
<input type="checkbox"/> Determine if the whole organization will close, or select business functions temporarily shutting down
<input type="checkbox"/> Identify which employees will be temporarily laid-off
<input type="checkbox"/> Announce the closure and layoff, issue letters to affected employees, if applicable
<input type="checkbox"/> Consider contacting suppliers/vendors to put a hold on services during the temporary closure
<input type="checkbox"/> Reassess layoffs (Must comply with Employment Standards Act, 2000)
<input type="checkbox"/> Reassess periodically whether to remain closed or resume regular business operations or temporarily wind down certain operations

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Post the Pandemic

<input type="checkbox"/> Plan the timeline for resuming regular business operations
<input type="checkbox"/> Communicate the return to work plan to all employees
<input type="checkbox"/> If applicable, resume services with external providers
<input type="checkbox"/> Evaluate your pandemic plan and make changes for future improvements

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