

# Local Government Checklist for Pandemic Preparedness, Response, & Recovery

## 1. Plan for the impact of a pandemic on your local government organization & its mission:

- A.** Assign Key staff with the authority to develop, maintain, & act upon influenza or COVID-19 pandemic preparedness & response plan.
- B.** Determine the potential impact of a pandemic on your organization's usual activities & services.
- C.** Plan for situations likely to require increasing, decreasing, or altering the services your organization delivers.
- D.** Determine the potential impact of a pandemic on outside resources that your organization depends on to deliver its services (i.e. supplies, travel, etc.)
- E.** Outline what the organizational structure will be during an emergency and revise periodically. The outline should identify key contacts with multiple back-ups, role & responsibilities, & who reports to whom.
- F.** Identify & train essential staff (including full-time, part-time, & unpaid or volunteer staff) needed to carry on your organization's work during a pandemic. Include back-up plans, cross-train staff in other jobs so that if staff are sick, others are ready to come in to carry on the work.
- G.** Test your response & preparedness plan using an exercise or drill, and review and revise your plan as needed.

## 2. Communicate with & educate your staff, members, & persons in the community that you serve:

- A.** Find up-to-date, reliable pandemic information & other public health advisories from state & local health departments, emergency management agencies, and CDC.
- B.** Make this information available to your organization and others.
- C.** Distribute materials with basic information about pandemic influenza & COVID-19: signs & symptoms, how it is spread, ways to protect yourself & your family (i.e. respiratory hygiene & cough etiquette), family preparedness plans, & how to care for ill persons at home.
- D.** When appropriate, include basic information about pandemic influenza or COVID-19 in public meetings (i.e. city council meetings, classes, training & small group meetings & announcements).
- E.** Share information about your pandemic preparedness & response plan with staff, family members, & persons in the community that you serve.
- F.** Develop tools to communicate information about pandemic status & your organization's actions. This might include websites, flyers, local newspaper announcements, pre-recorded & widely distributed phone & text messages, (i.e. Code Red, etc.).



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- G.** Consider your organization's unique contribution to addressing rumors, misinformation, fear and anxiety.
- H.** Advise staff members, and persons in the community you serve to follow information provided by public health authorities, state & local health departments, emergency management agencies, & CDC.
- I.** Ensure that what you communicate is appropriate for the cultures, languages, & reading levels of your staff, family members, & persons in the community that you serve.

## 3. Plan for the impact of a pandemic on your staff, family members, & the community you serve.

- A.** Plan for staff absences during a pandemic due to personal and/or family illnesses, quarantines, and school, businesses, & public transportation closures.
- B.** Staff may include full-time, part-time, and volunteer personnel. Work with local health authorities to encourage yearly influenza vaccination for staff, family members, & persons in the community that you serve.
- C.** Evaluate access to mental health and social services during a pandemic for your staff, family members, and persons in the community that you serve; improve access to these services as needed. Identify persons with special needs (i.e. elderly, disabled, limited English speakers) and be sure to include their needs in your response and preparedness plan.
- D.** When appropriate, include basic information about pandemic influenza or COVID-19 in public meetings (i.e. city council meetings, classes, training & small group meetings & announcements).
- E.** Create and practice plans to screen all incoming employees for fever, with procedures in place for exclusion from entering the workplace & tracking employees prior to authorizing a return to work.

## 4. Set up policies to follow during a pandemic:

- A.** Set up policies for non-penalized staff leave for personal illness or care for sick family members during a pandemic.
- B.** Set up mandatory sick-leave policies for staff suspected to be ill, or who become ill at the work site. Employees should remain at home until their symptoms resolve & they are physically ready to return to duty. (Know how to check up-to-date CDC recommendations).
- C.** Set policies for flexible work hours & working from home. Evaluate your organization's usual activities & services to identify those that may facilitate virus spread from person to person.
- D.** Set up policies to modify these activities to prevent the spread of pandemic influenza or COVID-19 (i.e. guidance for respiratory hygiene & cough etiquette, & instructions for persons with influenza or COVID-19 symptoms to stay home rather than visit in person).



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- E. Follow CDC travel recommendations during an influenza or COVID-19 pandemic. Recommendations may include restricting travel to affected domestic & international sites, recalling non-essential staff working in or near an affected site when an outbreak begins, and distributing health information to persons who are returning for affected areas.
- F. Set procedures for activating your organization's Emergency Management Plan when an influenza or COVID-19 pandemic is declared by public health authorities & altering your organization's operations accordingly.

## 5. Allocate resources to protect your staff members & persons in the community that you serve:

- A. Determine the amount of supplies needed to promote respiratory hygiene & cough etiquette & how they will be obtained.
- B. Consider focusing your organization's efforts during a pandemic to providing basic services that are most needed during the emergency (i.e. public safety, utilities, health & welfare).

## 6. Coordinate with external local government organizations & help your community:

- A. Understand the roles of federal, state, & local public health agencies and emergency responders & what to expect & what not to expect from each in the event of a pandemic.
- B. Work with local and/or state public health agencies, emergency responders, local healthcare facilities & insurers to understand their plans & what they can provide. Share about your preparedness & response plan & what your organization is able to contribute & take part in their planning.
- C. Assign a point of contact to maximize communication between your organization & your state & local public health systems. Coordinate with emergency responders & local healthcare facilities to improve availability of medical advice & timely/urgent healthcare services & treatment for your staff members & persons in the community that you serve.
- D. Share what you've learned from developing your preparedness & response plan with other Local Government and Community organizations to improve community response efforts.
- E. Work together with other Community & Local Government organizations in your local area & through networks (i.e. school district mass transportation, print & electronic media etc.) to help your community prepare for pandemic influenza and/or COVID-19.

