

Business Preparation for SARS and Other Communicable Outbreaks

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Below is a list of questions to use to determine how prepared your organization is to prevent the spread of a communicable disease within your business environment.

Prevention:

What preventative measures already exist to prevent communicable diseases from spreading?

Evaluate these risks:

- ❑ Food delivery – Who handles it? How do you ensure it has not been tampered with?
- ❑ Cleaning service – Where do they have their supplies? If they are brought from the external environment, how will determine if they are contaminated?
- ❑ Other deliveries (packages, etc.) – How are they inspected? Is there a common delivery point? How do you ensure that they do not bring in contaminants?
- ❑ Other tenants in building – what access do they have to common areas where your employees may be exposed?

Employee Health:

- ❑ Daily Transportation – Are employees exposed through use of public transportation? If so, how will you detect it?
- ❑ Extra sanitary precautions – Do you have masks, gloves, and other protective gear for employees to use with possible contaminants?

- ❑ What kind of education program do you have in place to address the need to wash hands, and take other precautionary measures to reduce the chance of exposure?
- ❑ Travel policy – Does your organization have a policy? Does it include conditions for:
 - Business travel restrictions to World Health Organization (WHO) identified localities.
 - Personal travel - enforcing a self-imposed quarantine for the employee to remain at home for 10 days.
 - On return to work, a way to check for fever.

Business Continuation:

- ❑ Determine and document critical functions that must continue.
- ❑ Identify who are the alternates, if the primary team can't perform.
- ❑ Separate performance of critical functions into different days or shifts - Will this work for your company? Will authorities let the second shift continue to work if a case is found?
- ❑ Make sure you can notify employees at home (current phone lists and addresses).
- ❑ Do you need to isolate vital records?

If Building Access is Denied:

- ❑ Determine right now an alternate location where critical functions can be performed.
- ❑ Get written instructions or other materials needed to the secondary location now. (Assume nothing can be removed after quarantine.)