

Preparing for a Pandemic



Pandemics are different from seasonal outbreaks or “epidemics” of influenza or the flu. Seasonal outbreaks are caused by subtypes of influenza viruses that already circulate among people, whereas pandemic outbreaks are caused by either new subtypes, subtypes that have never circulated among people, or subtypes that have not circulated among people for a long time.

Many organizations are well-prepared for localized threats such as fires, bombs, riots, tornadoes, earthquakes and hurricanes. These are usually single events that once they have occurred, recovery can begin.

To minimize the impact on global businesses and their workforces, advanced planning and preparation is highly recommended during a sustained crisis such as a pandemic.

1. Planning For Business:

- Identify a coordinator for pandemic preparation.
- Identify essential employees and critical inputs required to maintain business operations.
- Cross-train your workforce.
- Develop scenarios for increased or decreased demand for your product.
- Determine the impact on business financials.
- Determine the impact on business-related domestic and international travel.
- Establish an emergency communication plan.

A pandemic isn't isolated and by definition, can be a global event affecting customers and employees for months.

2. Planning For Employees:

- Forecast and allow for employee absences during a pandemic due to factors that may include personal illness, family member illness, community quarantines, school closures, and public transportation closures.
- Implement guidelines to reduce the frequency of face-to-face contact among workers and with customers including hand-shaking, shared



What is a “pandemic” and why should businesses prepare for such an event?

The Centers for Disease Control and Prevention (CDC) defines a pandemic as a global outbreak of disease that occurs when a new virus “emerges” in the human population, causes serious illness, and then spreads easily from person to person worldwide. If a pandemic occurs, it could become a major threat to global business continuity and remain that way for over a year.

workstations, and seating in meetings.

- Encourage vaccines for your employees.
- Evaluate employee access to healthcare services during a pandemic.
- Evaluate employee access to social services and mental health services during a pandemic.

This sample document is only an example and is based on the laws in effect at the time it was written. MRA-The Management Association, Inc. does not make any representations or warranties regarding the appropriateness or prudence of using this information for any particular individual or situation. Your company should add, delete, or modify the content of this document as needed to suit your purposes. This material is for your information only and should not be construed as legal advice. In some circumstances it may be advisable to have legal counsel review final documents prior to implementation.

© MRA – The Management Association, Inc.



It is critical for organizations to stay informed on the ever-changing pandemic picture. Accurate, up-to-date information is available at www.cdc.gov/business.

MRA is proud to partner with the Minnesota Safety Council (MSC) and the Iowa-Illinois Safety Council (IISC) to offer safety services to our members.


Minnesota Safety Council:

www.minnesotasafetycouncil.org
safety@minnesotasafetycouncil.org
800-444-9150

Iowa-Illinois Safety Council:

www.iisc.org/iiscadmin@iisc.org
800-568-2495

MRA's HR Hotline can help you!

 **866-HR-Hotline** | 866.474.6854

 **InfoNow@mrnet.org**

 **mrnet.org/24-7/hr-hotline**

As one of the largest nonprofit employer associations in the nation, MRA:

Serves 4,000 employers

covering one million employees worldwide.

Holds more than
2,000 Training
events annually.

200 HR experts

with more than 2,000 years of collective knowledge, experience and expertise.

Offers more than
1,000 HR Guides
templates, toolkits, and more.

HR SERVICES



LEARNING & ORGANIZATION DEVELOPMENT



TALENT MANAGEMENT



TOTAL REWARDS



MRA is Your TotalHR® Resource.

MRA helps you create powerful teams and a safe, successful workplace with talent, tools, and training.



Wisconsin

Minnesota

Illinois

Iowa

www.mranet.org 800.488.4845