

Pandemic Policy

Introduction: How to Use This Tool

This template provides a framework for a comprehensive policy in the case of a pandemic breakout within your region.

The following sections are included in this template:

- Guiding principles and Definitions
- Pandemic Alert Phases and Actions
- Mission Critical Functions/Operations
- Employee Expectations
- Emergency Contacts and Networks

To use this tool, fill in the blanks indicated by square brackets, and delete the introductory and explanatory text in dark grey.

Policy Title	Pandemic Policy
Policy Owner	Insert Policy Owner here.
Policy Approver(s)	Insert Policy Approver here.
Storage Location	List related policies.
Effective Date	List the date that this policy went into effect.
Next Review Date	List the date that this policy must undergo review and update.

Purpose

An outbreak of [Pandemic Name] can have severe consequences on human health and economic wellbeing. [Company name] is committed to advance planning and preparedness that are critical in mitigating the impact of [Pandemic Name] on the organization and our employees. This policy outlines the specific steps taken by [company name] to ensure full safety of our employees and business continuity within the organization.

Scope

In the event of a [Pandemic Name] outbreak, this policy governs the action plans to be taken. This policy works in conjunction with [company name]'s crisis management plan, and those lines of authority are preserved. Employees are requested to provide as much information as possible to protect our workforce and all critical operations to the organization.

Governing Legislation

Use this section to list the relevant laws and regulations. This template represents best practices only and does not ensure legal compliance. You may have additional obligations pursuant to the federal and/or provincial, state, or territory laws and regulations applicable to your jurisdiction. Consult the applicable laws and legislation and review this policy with your legal counsel before implementation to ensure full legal compliance.

Based on the disease outbreak, regulations and policies applied may differ. Please refer to the following government link for a list of possible outbreaks:

Canada: [Public Health Agency of Canada](#)

United States: [Centers for Disease Control and Prevention](#)

Guiding Principles

Respect for People:

Treating all people with respect, dignity, and fairness and creating a safe and healthy work environment that promotes engagement, openness, and transparency.

Employee Safety:

To safeguard the health and wellbeing of individual members of the organization in accordance with the referred policies.

Business Continuity:

To protect the academic mission of the organization through continuity of core activities. To protect the long-term interests of the organization.

Definitions

Pandemic: As defined by WHO (World Health Organization), a widespread epidemic affecting a large part of the population.

Infectious Disease: Infectious diseases are caused by pathogenic microorganisms, such as bacteria, viruses, parasites, or fungi; the diseases can be spread, directly or indirectly, from one person to another. Zoonotic diseases are infectious diseases of animals that can cause disease when transmitted to humans.

Notice of Pandemic Outbreak/Plan

[Company name] will promptly notify all internal and external stakeholders about the change in operations due to pandemic outbreak. This notice will be communicated clearly and conspicuously and will include information about the next steps of action and the anticipated length, as well as information on available alternative information services, facilities, and infectious disease guides.

The notice will be communicated by [list possible communication sources/media, etc.].

Pandemic Alert Phases and Actions

Figure 1.1 illustrates the Pandemic Phases of infection as described by the World Health Organization:

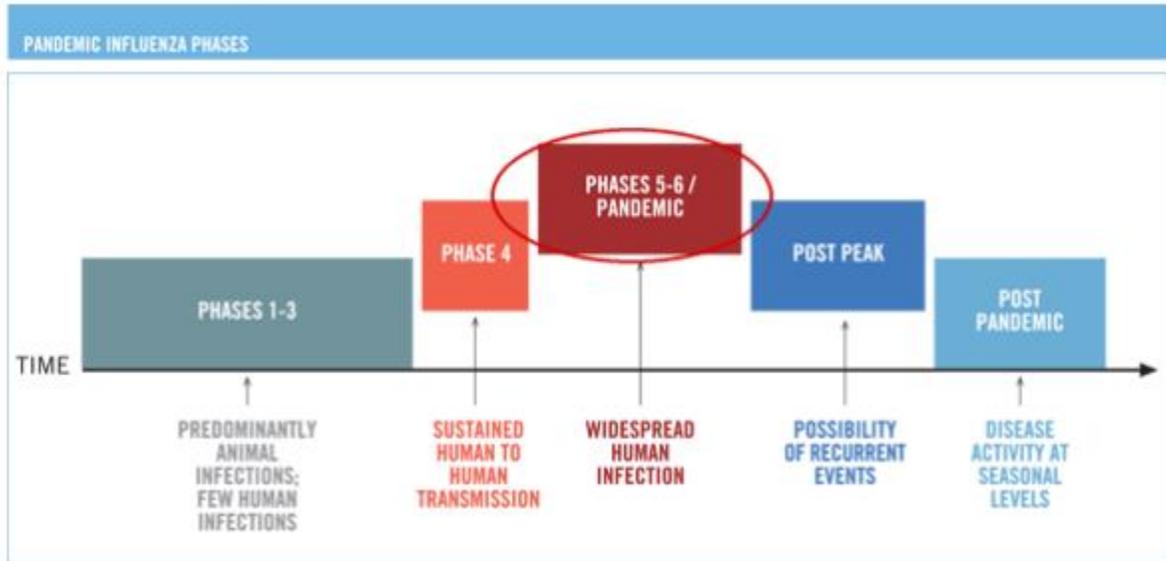


Figure 1.1

The following table highlights the action that will be taken by [company name] under each phase of outbreak.

Pandemic Period	Phase	Actions to Be Undertaken	Assumptions of Operating Environment
Inter-Pandemic Period	Phase I	Insert plans of action and communication here. E.g. Employees will be notified and communications of safe practices sent out.	<p>Business as Usual: Staff will have access to core infrastructure, supplies, and freedom of movement within permitted areas of the organizational premises.</p> <p>Attendance: Unless an identified carrier or a potential hazard to public health and safety, staff identified as part of the mission critical functions will come to work in accordance with their regular schedules.</p>
	Phase II	Insert plans of action and communication here. E.g. Prevention measures will be taken, such as employment of additional cleaning facilities/distribution of masks and other safety gear for outdoor operations.	
Pandemic Alert Period	Phase III	Insert plans of action and communication here. E.g. Company may require certificate of health issued by a certified medical practitioner from employees.	<p>Payroll: Staff will continue to be paid in accordance to their contract.</p> <p>Security: The organization will ensure that all law and order is maintained and that employee's health and security is not compromised under any circumstances.</p> <p>IT Network/Infrastructure: Communications and network systems will remain operational, unless under unforeseen circumstances.</p>
	Phase IV	Insert plans of action and communication here. E.g. Employees will be relocated to Location A and Location B, and all operations will be conducted with minimal external contact.	

	Phase V	Insert plans of action and communication here. E.g. Employees will be notified of shut down until further notice.	Operational Shut Down: All operations will be shut down until notice of clearance is issued by the Government of [insert issuing government].
Pandemic Period	Phase VI	Insert plans of action and communication here. E.g. Employees will be kept up to date by communications distributed through employee emails and company intranet.	Payroll: Staff will continued to be paid for the first [insert number] months/days after issuance of shut down.
Post Pandemic Period		Insert start up plans here. E.g. Company will contact employees pertaining to essential operations via email/phone.	Business as Usual: Staff will have access to core infrastructure and supplies.

Mission Critical Functions

The following tasks are critical to the organization and must be maintained in order to ensure continuity during and after this pandemic period. Support to these functions will remain high priority to provide dedicated support to the organization.

Business Unit	Number/Name of Essential Staff	Functions Maintained
IT & Network Services		<ul style="list-style-type: none"> Maintains central data and infrastructure. Restores central computing and networking services.
***Move this table to Appendix if the table is too large.		

Employee Expectations

Attendance: All employees are expected to abide by the regular attendance guidelines and leave policies. In the event that an employee feels ill and is displaying any of the following symptoms: [list symptoms here], they are encouraged to stay at home. Coming to work compromises the safety of others in the organization and any employee who reports to work when ill will be sent home. This period will fall under the employee's paid sick leave, and [company name] will compensate the employee accordingly. This is also applicable in the event that an employee has been quarantined by a medical or governmental body.

For individuals who must remain at home to care for ill family members or provide childcare during school closings, a contingency plan is encouraged. The employee may arrange for alternative sources of child/medical care or may speak to their manager about the opportunity to work from home or on an alternative schedule.

[Company name] will not show any discrimination toward a current or potential employee who may have the communicable disease or is showing potential symptoms of the disease. All decisions made involving persons who have communicable diseases will be based on well informed medical judgments about the symptoms, risks of transmission, and any special circumstances affecting the individual in that period.

Hygiene: Employees are requested to cooperate with the efforts made by the organization to reduce transmission by maintaining basic hygiene practices, such as washing hands with warm, soapy water, covering the mouth with tissues when sneezing and safely discarding any tissues used. Employees are also encouraged to use the alcohol-based hand sanitizers installed in the workplace.

If an employee is unable to come to work due to sickness or is showing symptoms of illness at work, [company name] reserves the right to request information from the employee and/or their health care provider. This information is used to identify, if any, potential hazard, confirm the need for absenteeism, and determine the appropriate time for the employee to return to work. Employees are asked to cooperate during these requests. All medical and/or disability-related information is treated with the utmost confidentiality. Any disclosure of this information is, by circumstance, limited to managers, safety personnel, and any government officials as required by law.

Social Distancing: In [Phase II] of the pandemic outbreak, [company name] will put into place social distancing guidelines for employees, to reduce the risk of infection within the workplace as follows:

- Avoid gathering in areas of socialization, such as pantries/kitchen, copier rooms, etc.
- Make sure to eat at your desk or in areas away from larger crowds.
- Avoid face-to-face meetings even if with participants within the same premises. Opt for alternative forms of communication such as telephone, video conference, internet chat, etc. For pick-ups or deliveries, have all materials required at hand to minimize contact time.
- In the event that a face-to-face meeting cannot be avoided, opt for a larger meeting room, sit with considerable distance between each participant and avoid any physical contact, such as shaking hands.
- Prioritize your training sessions, workshops, or events and avoid those that are unnecessary, especially if it involves travel. Your manager may cancel or postpone employee/company events at their discretion if deemed unsafe.

In addition to these guidelines, [company name] may also ask employees to relocate to alternative offices to reduce risks of the infection spreading. All offices will be equipped appropriately to ensure business continuity and will not hinder any operational functions of the organization.

Emergency Contacts and Networks

The following table lists emergency contacts/groups that employees can contact during and following a pandemic outbreak. Depending on the nature of the requirement, [company name] has assigned and trained the following inter-organizational team to respond to your concerns and questions to the best of their abilities.

Type of Emergency	Organization	Name	Contact Details	Alternative Contact
Requirement of protective gear/equipment.	Inter-Organizational			
Emergency medical support.	Government Organization			

***Move this table to Appendix if the table is too large.

Policy Ownership and Maintenance

This policy and contacts are maintained and updated by [employee name/department name, e.g. Department of Safety and Risk Management]. For any questions, concerns, or comments, employees are encouraged to speak to [any of our employees or managers] or to contact us by [insert communication methods, e.g. email, telephone, suggestion box, feedback card, etc.].

In the case of an emergency where this policy does not provide clear guidelines for action, [employee name] will be assigned as the Health and Safety Manager, responsible for coordinating and ensuring that the safety of the organization and its employees remains uncompromised.

Employee Declaration

I, _____, hereby acknowledge that I have read and understood [company name]'s Pandemic Policy. I agree to abide by the terms and conditions of this policy and ensure that persons working under my supervision abide by the terms and conditions of this policy. I understand that if I violate or fail to comply with this policy, I may face legal or disciplinary action according to applicable laws or other [company name] policies.

Employee Signature

Date

Manager Signature

Date

Revision History

Version	Change	Author	Date of Change

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