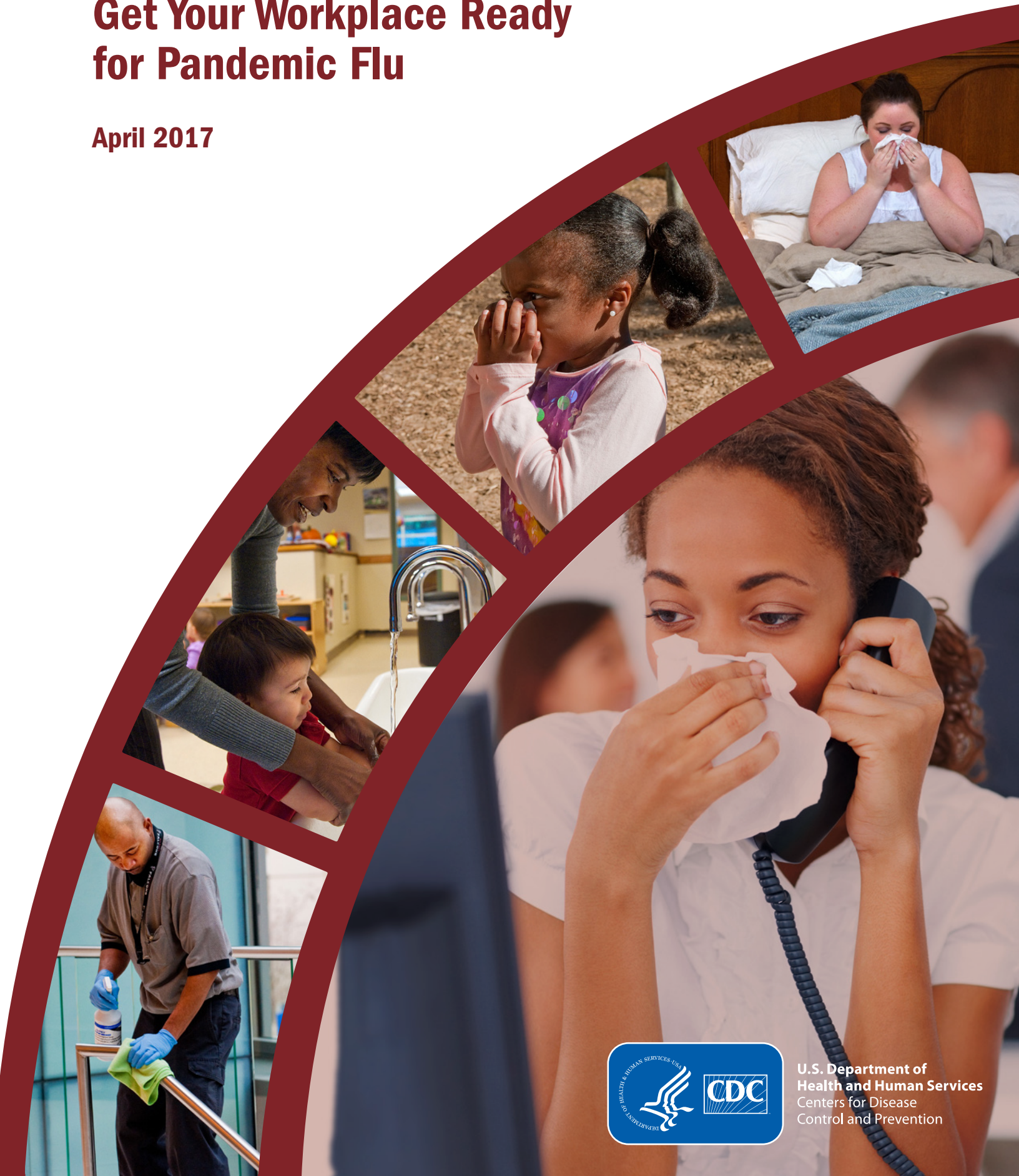


# Get Your Workplace Ready for Pandemic Flu

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U.S. Department of  
Health and Human Services  
Centers for Disease  
Control and Prevention

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**Audience:** Employers and workers responsible for planning for and responding to a flu pandemic and its recovery.

**Purpose:** This guide provides information about **nonpharmaceutical interventions (NPIs)** and their use during a flu pandemic. NPIs are actions, apart from getting vaccinated and taking antiviral medications, that people and communities can take to help slow the spread of respiratory illnesses like pandemic flu. Use this guide to develop a new contingency plan or modify an existing emergency operations plan for pandemic flu that reflects considerations specific to your workplace setting and community.

## ICON LEGEND



**Tips**



**Readiness Resources**



**Questions**

# Keep Your Workers Healthy and Maintain Productivity By Planning For Pandemic Flu

**Influenza** can spread quickly from sick workers to others who are nearby in the workplace. Seasonal influenza, also known as “the flu,” is a contagious respiratory illness caused by flu viruses that infect the nose, throat, and lungs (see **flu symptoms and complications**). Workers are often in close contact, sharing the same space, supplies, and equipment for long periods of time. As a result, there is an increased risk that workers will spread flu and other illnesses to each other. Flu spreads mostly by droplets containing flu viruses traveling through the air (up to 6 feet) when a sick person coughs or sneezes. Less often, people might get flu by touching surfaces or objects with flu viruses on them and then touching their eyes, nose, or mouth.

The best way to prevent the flu is by getting a flu vaccine. CDC recommends a yearly flu vaccine for everyone 6 months and older. Vaccination can reduce flu illnesses, doctors’ visits, and missed work due to flu illness, as well as prevent flu-related hospitalizations. CDC also recommends that people practice *everyday preventive actions* (or personal NPIs) at all times to protect themselves and their community from flu and other respiratory infections (see Page 5).

Each year, seasonal flu is responsible for nearly 17 million missed workdays and costs more than \$10 billion in direct medical expenses;\* these numbers may increase during a flu pandemic. *Flu pandemics are much less common but can occur at any time.* Do not let your workplace be caught by surprise! Just as you prepare for seasonal flu, you should prepare for pandemic flu. Establishing flexible sick-leave policies is the single most important action for employers to consider when preparing for flu pandemics. When sick workers are at work, they can spread flu to others and increase the number of people who become sick. Allowing sick workers to stay home until they recover reduces the risk of flu spreading in the workplace and supports business continuity of operations.

Most workplace settings have developed an emergency operations plan that addresses a range of crises. Make sure your workplace has a contingency plan that includes policies and procedures that are flexible and can align with future public health recommendations that may occur during a flu pandemic.

\*Molinari NA, et al. Vaccine 25 (2007)

## Pandemic flu is not seasonal flu

A **flu pandemic** occurs when a new flu virus that is different from seasonal flu viruses emerges and spreads quickly between people, causing illness worldwide. Most people will lack immunity to the pandemic flu virus. Pandemic flu can be more severe, causing more deaths than seasonal flu. Because it is a new virus, a vaccine may not be available right away. A pandemic could therefore overwhelm normal operations in workplace settings. Read more about the important **differences between seasonal flu and pandemic flu**.

## NPIs can help slow the spread of flu

When a new flu virus emerges, it can take up to 6 months before a **pandemic flu vaccine** is widely available. When a vaccine is not available, NPIs are the best way to help slow the spread of flu. They include personal, community, and environmental actions. These actions are most effective when used together (see Page 4).

As an employer, you play a key role in flu readiness. Planning for and practicing NPI actions will help your workplace respond more effectively when an actual emergency occurs. Safeguard the health of your workers, customers, and the community by making sure your contingency plan includes provisions for pandemic flu. Most importantly, develop flexible policies and procedures that allow workers to stay home when they are sick during a pandemic.





**Personal NPIs** are everyday preventive actions that can help keep people from getting and/or spreading flu. These actions include staying home when you are sick, covering your coughs and sneezes with a tissue, and washing your hands often with soap and water.



**Community NPIs** are strategies that organizations and community leaders can use to help limit face-to-face contact. These strategies may include making sick-leave policies more flexible, promoting telework, avoiding close contact with others, and scheduling remote meetings.



**Environmental NPIs** are surface cleaning measures that remove germs from frequently touched surfaces and objects.



### **CDC has created resources to help you plan for a flu pandemic.**

Visit [www.cdc.gov/npi](http://www.cdc.gov/npi) for the latest information and resources about nonpharmaceutical interventions (NPIs).



### **Center for Infectious Disease Research and Policy's Toolkit for Doing Business During an Influenza Pandemic**

<http://www.cidrap.umn.edu/sites/default/files/public/downloads/cidrap-shrm-hr-pandemic-toolkit.pdf>

# Take Action to Help Slow the Spread of Flu and Illness

CDC has developed recommended actions for preventing the spread of flu in workplace settings. Promote and reinforce the practice of *everyday preventive actions* at all times. Plan for and educate workers about additional community NPI actions that may be recommended by public health officials, if a flu pandemic occurs.

Work closely with your local public health department before a pandemic occurs to establish a flexible contingency plan that includes actions to take during a mild, moderate, severe, very severe, or extreme pandemic. Be prepared to take actions that are appropriate for the **level of severity** of the local pandemic outbreak. The **Before, During, and After** sections of this guide offer suggested actions to help you plan for and implement these recommendations.

## EVERYDAY PREVENTIVE ACTIONS

*Everyone should always practice good personal health habits to help prevent flu.*



**Stay home when you are sick.** Stay home for at least 24 hours after you no longer have a fever or signs of a fever without the use of fever-reducing medicines.



**Cover your coughs and sneezes with a tissue.**



**Wash your hands often with soap and water for at least 20 seconds.** Use at least a 60% alcohol-based hand sanitizer if soap and water are not available.



**Clean frequently touched surfaces and objects.**

## NPIs RESERVED FOR A FLU PANDEMIC

*Employers should be prepared to take these additional actions, if recommended by public health officials.\**



**Allow workers to telework, if feasible.**



**Be prepared to allow workers to stay home if someone in their house is sick.**



**Increase space between people at work to at least 3 feet, as much as possible.**



**Decrease the frequency of contact among people at work.**



**Modify, postpone, or cancel large work events.**



**Postpone or cancel non-essential work-related travel.**

\*These additional actions may be recommended for severe, very severe, or extreme flu pandemics.



## Planning for a flu pandemic is a wise investment.

Most large workplaces find it important to develop continuity-of-operations plans for a range of emergencies. Make sure your plan includes preparations for a flu pandemic and is flexible to accommodate pandemic outbreaks of varying severity levels.



## What Employers can do to Protect Workers from Pandemic Influenza, from the U.S. Department of Labor, Occupational Safety and Health Administration

<https://www.osha.gov/Publications/employers-protect-workers-flu-factsheet.html>

*Note: The following sections include CDC's recommended actions for preventing the spread of pandemic flu and suggested strategies for implementing these recommendations.*

# Before a Flu Pandemic Occurs: Plan

## Did you know community-wide pandemic flu planning by employers can help limit the impact to the economy and community?

A flu pandemic can last for several months. Public health officials may recommend additional community actions based on the **severity of the pandemic** that limit exposure, such as flexible sick-leave and telework policies. These recommendations may be challenging to plan for and implement in your workplace. However, you may be asked to follow such recommendations for the safety and well-being of your workers and the community.

- ✓ **Establishing ongoing communication with your local public health department now can give you access to relevant information before and during a pandemic.** Having a good contingency plan in place and developing flexible policies and procedures to accommodate public health recommendations can help reduce infection. During your planning process, remember to engage key partners across both public and private sectors. Also, the specific details of your plan should be based on the severity of the pandemic and the size of your workplace and workforce, complexity of your day-to-day operations, and type of services your workplace provides.

Community-wide planning is essential to responding to and recovering from a flu pandemic. Find out if your local government has a private-public emergency planning group that meets regularly. Building strong alliances before a pandemic may provide your workplace with the support and resources needed to respond effectively.



**Small Workplaces:** A flu pandemic can be especially challenging for small workplaces. Up to 40% of workplaces never reopen following a major disaster. Planning for flu or other disasters is key. Put strategies in place to protect your workers, customers, and business.

## Update your existing emergency operations plan

- ✓ **Meet with your emergency operations coordinator or planning team to update your emergency operations plan.** If your workplace does not have a person or team in place, determine who will be responsible for coordinating your workplace's pandemic flu actions. Review all aspects of your workplace, such as personnel, systems, services, and other resources. Make preparations for the key prevention strategies outlined in this guide. Develop or update your plan based on various scenarios your workplace may face during a flu pandemic.



**Small Workplaces:** Select an emergency planning coordinator and one support person to plan for emergencies like pandemic flu. They will be responsible for engaging community partners in planning efforts, reviewing workplace policies and protocols, and identifying critical workplace functions and positions to maintain during an emergency. Learn more about pandemic flu and Continuity of Operations Planning by visiting <https://www.fema.gov/media-library/assets/documents/93250>

- ✓ **Establish relationships with key community partners and stakeholders.** When forming key relationships, include the local public health department, local boards of education, and community leaders. Collaborate and coordinate with them on broader planning efforts. Clearly identify each partner's role, responsibilities, and decision-making authority. Review the pandemic flu plan for your community and participate in community-wide emergency preparedness activities.

## Address key prevention strategies in your emergency operations plan

- ✓ **Promote the daily practice of everyday preventive actions at all times** (see Page 5). Use health messages and materials developed by credible public health sources, such as your local public health department or the Centers for Disease Control and Prevention (CDC). **Read more about everyday preventive actions.**
- ✓ **Provide flu-prevention supplies in your workplace.** Have supplies on hand for workers, such as soap, hand sanitizer with at least 60% alcohol, tissues, trash baskets, and disposable facemasks. Plan to have extra supplies on hand during a pandemic. *Note: Disposable facemasks should be kept on-site and used only when someone becomes sick at the workplace. Those who become sick should be given a clean disposable facemask to wear until they can leave.*
- ✓ **Plan for worker absences.** Develop flexible pandemic flu attendance and sick-leave policies. Workers may need to stay home when they are sick, caring for a sick household member, or caring for their children in the event of school dismissals. Identify critical job functions and positions, and plan for alternative coverage by cross-training staff (similar to planning for holiday staffing).
- ✓ **Develop a method for monitoring and tracking flu-related worker absences.** Understand your usual absenteeism patterns at each worksite. Determine what level of absenteeism will disrupt day-to-day operations. If worker absenteeism increases to disruptive levels, some workplaces may need to consider temporarily reducing on-site operations and services.
- ✓ **Identify space that can be used to separate sick people (if possible).** Designate a space for people who may become sick and cannot leave the workplace immediately. If possible, designate a nearby separate bathroom just for sick people. Develop a plan for cleaning the room daily.
- ✓ **Plan ways to increase space between people to at least 3 feet or limit face-to-face contact between workers and those who come to the workplace.** Several ways to do this include offering workers the option to telework, creating reduced or staggered work schedules, spacing workers farther apart, and postponing non-essential meetings and travel.
- ✓ **Develop a risk-assessment and risk-management process for your workplace.** Work closely with local

public health officials to develop a contingency plan if assessing and managing risks among workers and those who come to your workplace is needed (for example, conducting health screenings for flu-like symptoms).

*Note: Your Human Resources Manager may want to review the current Employee Assistance Program (EAP) to ensure workers will have access to needed emotional and mental health services during and after a pandemic.*

- ✓ **Review your process for planning workplace events.** Identify actions to take if you need to temporarily postpone or cancel events.
- ✓ **Plan ways to continue essential services if on-site operations are reduced temporarily.** Provide Web- and mobile-based communication and services, if possible. Increase the use of email, conference calls, video conferencing, and web-based seminars.
- ✓ **Be familiar with your local board of education's pandemic flu plans.** Local public health officials may recommend schools be dismissed for up to 2 weeks until they have time to gather information about how fast the pandemic flu virus is spreading in your community and how severe the flu is. Workers with children may need the flexibility to work from home. Encourage workers to plan for alternative childcare arrangements now.



**Small Workplaces:** Determine if social media would be a helpful tool to increase and sustain your business before and during a pandemic. Consider creating a strong social media plan to provide information to customers and help secure online business and revenue in the event your workplace has to temporarily reduce on-site services.





## Communicate about pandemic flu and NPIs

- ✓ **Update your emergency communication plan for distributing timely and accurate information.** Identify everyone in your chain of communication (for example, workers, customers, suppliers, and key community partners and stakeholders) and establish systems for sharing information with them. Maintain up-to-date contact information for everyone in the chain of communication. Identify platforms, such as a hotline, automated text messaging, and a website to help disseminate information to those inside and outside your workplace.
- ✓ **Identify and address potential language, cultural, and disability barriers associated with communicating pandemic flu information to workers and customers.** Learn more about reaching people of diverse languages and cultures by visiting [www.cdc.gov/healthcommunication/Audience/index.html](http://www.cdc.gov/healthcommunication/Audience/index.html). You also can learn more about communicating to workers in a crisis at [www.ready.gov/business/implementation/crisis](http://www.ready.gov/business/implementation/crisis)



## Get input and support for your emergency operations and communication plans

- ✓ **Share your plans with workers, suppliers, and key community partners and stakeholders.** Develop training and educational materials about the plans for workers.
- ✓ **Test and update your plans every 12–18 months, or as aspects of your workplace change.** Start with discussion-based practice sessions, such as tabletop exercises to identify and address the gaps in your plans.



## Create a culture of health and resilience for emergencies in your workplace.

Plan workshops, trainings, and health campaigns to help workers create emergency care and response plans for their households. Create a plan for providing health information to workers. Consider using multiple forms of communication, such as a website, text messaging, social media, or an automated phone system.



# During a Flu Pandemic: Take Action

## Did you know a flu pandemic could seriously impact the nation's economy, accruing costs of \$100-\$250 billion?

It is important that your emergency operations planning team meets regularly during a pandemic to accurately assess, manage, and communicate possible risks. Early action to slow the spread of flu will help keep workers healthy, reduce absenteeism, maintain productivity, and limit the negative impact of flu.

### Put your emergency operations and communication plans into action

- ✓ **Stay informed about the local flu situation.** Get up-to-date information about local flu activity from public health officials. Be aware of temporary school dismissals in your area because these may affect your workers.

*Note: Early in the pandemic, local public health officials may recommend schools be dismissed temporarily to allow time to gather information about how fast and severe the flu virus is spreading in your community. Temporarily dismissing schools also can help slow the spread of flu.*

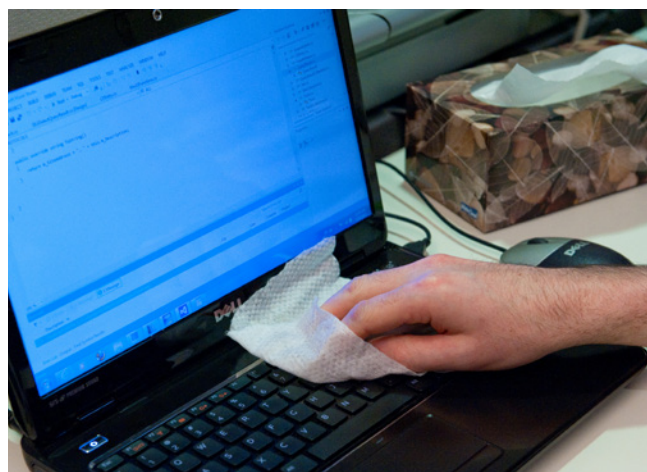


**Small Workplaces:** Work closely with your local public health department to learn how flu is affecting your community and what steps you need to take to protect your workers. You also can sign-up to receive alerts and updates directly from CDC during a pandemic. To become a subscriber, visit <http://www.cdc.gov/Other/emailupdates/>

- ✓ **Implement NPI actions to protect your workers and others** (see Page 5). Meet with your coordinator or planning team to discuss plans for starting NPI actions, such as increasing space between people or decreasing the frequency of contact among people. Again, work closely with your local public health department when starting NPIs reserved for flu pandemics. Discuss how these actions will impact your workplace.  
*Note: Using multiple NPIs at the same time is more effective.*
- ✓ **Track worker absenteeism related to flu symptoms.** Work with local public health officials to determine when to begin tracking and reporting flu-related absenteeism. They may ask you to notify

them if absenteeism is higher than normal for your workplace. Learn more about flu symptoms at: <https://www.cdc.gov/flu/about/disease/complications.htm>

- ✓ **Implement your risk-assessment and risk-management plan.** Work closely with local public health officials and healthcare partners to conduct health risk assessments at your workplace, if warranted by the severity of the pandemic.



## Communicate frequently with those in your communication chain

- ✓ **Update key community partners and stakeholders regularly.** Share information about how your workplace is responding to the pandemic.

- ✓ **Provide flu-prevention supplies and distribute health messages and materials to workers.**

Continue to promote **everyday preventive actions** (see Page 5). Ensure that your workplace has supplies, such as tissues, trash baskets, disposable facemasks, and at least a 60% alcohol-based hand sanitizer for workers and customers. Clean frequently-touched surfaces and objects with regular soap and water or Environmental Protection Agency (EPA)-approved products. Offer resources that provide reliable pandemic flu information. Address the potential fear and anxiety that may result from rumors or misinformation. For pandemic flu health messages and materials, visit: <http://www.cdc.gov/nonpharmaceutical-interventions/tools-resources/educational-materials.html>

*Note: Messages, materials, and resources should be culturally appropriate.*

- ✓ **Address the concerns of workers who are at high risk for flu complications.** Encourage workers to consult with their healthcare provider about how to protect their health, if they are at high risk for flu complications. Be prepared to address the health concerns and needs of workers who are at high risk (for example, by allowing them to telework, if possible). Learn who may be at high risk for flu complications at: [http://www.cdc.gov/flu/about/disease/high\\_risk.htm](http://www.cdc.gov/flu/about/disease/high_risk.htm)
- ✓ **Provide information that explains why and when on-site operations and services may be reduced temporarily.** Some employers may choose to alter normal operations due to high worker absenteeism or lack of patronage.





## Take administrative action (as needed) to maintain operations

- ✓ **Implement flexible attendance and sick-leave policies (if possible).** Continue to encourage workers to stay home if they are sick or caring for a sick household member. Notify workers of when your workplace plans to implement pandemic flu leave policies. Provide instructions about how and when to safely return to work.  
*Note: If a worker gets sick with **flu symptoms**, they should stay home to lower their chances of spreading illness to others. CDC recommends they stay home for at least 24 hours after their fever is gone without the use of fever-reducing medicines, such as acetaminophen. This will help ensure their fever is truly gone, and they are past the point of being contagious. People with weakened immune systems may need to stay home longer.*
- ✓ **Increase space to at least 3 feet and limit face-to-face contact between workers in the workplace.**
- ✓ **Postpone or cancel large meetings or events.** Suspend non-essential business travel, if recommended by public health officials, and postpone workplace, community, and social events.
- ✓ **Separate those who become sick at your workplace from those who are well.** Send sick workers home immediately. If someone becomes sick at your workplace, separate them from others (particularly from those who are at high risk for flu complications) as soon as possible. Provide them with clean disposable facemasks to wear until they can leave. Work with the local public

health department and nearby hospitals to care for those who become sick. If needed, arrange transportation for workers and others who need emergency care. Read more about caring for those sick with the flu at: <http://www.cdc.gov/flu/consumer/caring-for-someone.htm>

*Note: Providing sick workers with facemasks does **not** replace the need to encourage them to go home and stay home when they are sick. Facemasks may be in short supply during a flu pandemic.*



### Communicate only accurate, up-to-date information.

Rumors and misinformation may contribute to confusion and fear. Address misinformation among workers by staying informed about the flu situation in your local community.



### Connect to city and county public health officials

<http://www.naccho.org/about/LHD/index.cfm>

### Connect to state and territorial public health officials

<http://www.astho.org/Directory/>



# After a Flu Pandemic Has Ended: Follow Up

**Did you know employers who focus on protecting and promoting health and safety have more productive and satisfied workers, and see reductions in absenteeism, lower levels of healthcare spending, and a decrease in rates of illness and work-related injuries?**

Remember, a flu pandemic can last for several months. When public health officials determine that a flu pandemic has ended, work with them to identify criteria for phasing out and ending your workplace's NPI actions. The criteria should be based on reduced flu severity or a slowing of the outbreak in your local area. The criteria also should consider how easy or difficult it will be to end each action and return to normal operations.

## Evaluate the effectiveness of your emergency operations and communication plans

- ✓ **Discuss and note lessons learned.** Gather feedback from workers and key community partners and stakeholders to improve your plans. Identify any gaps in your plans and any needs you may have for additional resources.
- ✓ **Maintain and expand your emergency planning team.** Look for ways to expand community partnerships. Identify agencies or partners needed to help you prepare for pandemic flu, and make an effort to add them to your planning team.
- ✓ **Revisit your risk-assessment and risk-management plan.** Determine ways to improve planning and implementation processes. Assess the availability of medical, mental health, and social services for workers.
- ✓ **Update and practice your emergency operations and communication plans every 12–18 months, or as aspects of your workplace change.** Update your plans based on lessons learned, and replace necessary supplies and equipment.

## Congratulations on planning for a flu pandemic

A flu pandemic can occur at any time, and having a plan in place is essential. Your contingency or emergency operations plan will help protect the health and safety of your workers, customers, and the community, while preserving workplace productivity. Coordinate your planning activities with local public health officials and key community partners and stakeholders to help maintain essential services.



### Meet with your emergency coordinator or planning team within 30 days after a flu pandemic ends.

Debrief with your team and key community partners and stakeholders while they still remember events.



### Community Mitigation Guidelines to Prevent Pandemic Influenza—United States, 2017

<http://dx.doi.org/10.15585/mmwr.rr6601a1>



### Questions?

Help and planning resources are just a click away. Visit [www.cdc.gov/npi](http://www.cdc.gov/npi) and [www.cdc.gov/flu/pandemic](http://www.cdc.gov/flu/pandemic)

# Readiness Resources

## Pandemic Flu Planning Resources

### CDC Pandemic Flu Planning Tools and Resources

- Visit [www.cdc.gov/npi](http://www.cdc.gov/npi) for the latest information and resources about nonpharmaceutical interventions (NPIs)
- Learn who may be at high risk for flu complications [http://www.cdc.gov/flu/about/disease/high\\_risk.htm](http://www.cdc.gov/flu/about/disease/high_risk.htm)
- Community Mitigation Guidelines to Prevent Pandemic Influenza—United States, 2017  
<http://dx.doi.org/10.15585/mmwr.rr6601a1>
- Visit <http://www.cdc.gov/flu/pandemic-resources/index.htm> for the latest information and resources about pandemic flu
- Reaching People of Diverse Languages and Cultures with Flu Communications  
<http://www.cdc.gov/healthcommunication/Audience/index.html>
- Creating Easy-to-understand Materials [http://www.cdc.gov/healthliteracy/pdf/Simply\\_Put.pdf](http://www.cdc.gov/healthliteracy/pdf/Simply_Put.pdf)
- Crisis and Emergency Risk Communication (CERC) <http://emergency.cdc.gov/cerc/index.asp>
- Preparing for the Flu (including 2009 H1N1 Flu): A Communication Toolkit for Businesses and Employers, from the U.S. Department of Health and Human Services  
[http://www.cdc.gov/H1N1flu/business/toolkit/pdf/Business\\_Toolkit.pdf](http://www.cdc.gov/H1N1flu/business/toolkit/pdf/Business_Toolkit.pdf)
- Estimate potential days of work loss resulting from a pandemic flu at Flu Work Loss 1.0  
<http://www.cdc.gov/flu/pandemic-resources/tools/fluworkloss.htm>

### CDC Pandemic Flu NPI Planning Guides

- Get Ready for Pandemic Flu: Educational Settings  
<https://www.cdc.gov/nonpharmaceutical-interventions/pdf/gr-pan-flu-ed-set.pdf>
- Get Ready for Pandemic Flu: Individuals and Households  
<https://www.cdc.gov/nonpharmaceutical-interventions/pdf/gr-pan-flu-ind-house.pdf>
- Get Ready for Pandemic Flu: Event Planners  
<https://www.cdc.gov/nonpharmaceutical-interventions/pdf/gr-pan-flu-event-plan.pdf>
- Get Ready for Pandemic Flu: Community- and Faith-Based Organizations Serving Vulnerable Populations  
<https://www.cdc.gov/nonpharmaceutical-interventions/pdf/gr-pan-flu-com-faith-org-serv-vul-pop.pdf>
- Get Ready for Pandemic Flu: Health Communicators  
<https://www.cdc.gov/nonpharmaceutical-interventions/pdf/gr-pan-flu-health-com.pdf>

### CDC Checklists

- Pandemic Flu Checklist for Workplace Administrators <http://www.cdc.gov/nonpharmaceutical-interventions/communication/pdf/pandemic-flu-checklist-workplace-administrators.pdf>

### CDC Factsheets

- Do Your Part to Slow the Spread of Flu  
<http://www.cdc.gov/nonpharmaceutical-interventions/pdf/do-your-part-slow-spread-flu-item5.pdf>

### CDC Trainings

- NPI 101—An Introduction to Nonpharmaceutical Interventions for Pandemic Flu  
<http://cdc.train.org/DesktopModules/eLearning/CourseDetails/CourseDetailsForm.aspx?courseId=1051645>
- CERC Pandemic Influenza Training <http://emergency.cdc.gov/cerc/cerconline/pandemic/index.html>
- Message Mapping Guide and Training <http://www.orau.gov/cdcynergy/messagemappingguide>

## Additional Planning Information

- 2009 Guidance on Preparing Workplaces for an Influenza Pandemic, from the U.S. Department of Labor, Occupational Safety and Health Administration <https://www.osha.gov/Publications/OSHA3327pandemic.pdf>
- 2009 What Employers can do to Protect Workers from Pandemic Influenza, from the U.S. Department of Labor, Occupational Safety and Health Administration  
<https://www.osha.gov/Publications/employers-protect-workers-flu-factsheet.html>
- Preparedness Planning for Your Business <http://www.ready.gov/business>
- Prepare My Business <http://www.preparemybusiness.org/>
- Exploring National Surveillance for Health-Related Workplace Absenteeism: Lessons Learned From the 2009 Influenza A Pandemic <http://www.ncbi.nlm.nih.gov/pmc/articles/PMC4552194/>
- Pandemic Influenza Guide for Critical Infrastructure and Key Resources (2011)  
[https://training.fema.gov/programs/emischool/el361toolkit/assets/cikr\\_pandemicinfluenzaguide.pdf](https://training.fema.gov/programs/emischool/el361toolkit/assets/cikr_pandemicinfluenzaguide.pdf)

## Connecting with Public Health Agencies

- Connect to city and county public health officials for local information <http://www.naccho.org/about/LHD/index.cfm>
- Connect to state and territorial public health officials for statewide information <http://www.astho.org/Directory/>

## Communicating about Pandemic Flu

- Culture, Language, and Health Literacy <http://www.hrsa.gov/culturalcompetence/index.html>  
See “Essential Health Literacy Tools” on the right side navigation toolbar.
- Developing Materials for Clear Communication <http://www.nih.gov/clearcommunication/>
- Crisis Communications Plan <http://www.ready.gov/business/implementation/crisis>
- Read more about the important differences between seasonal flu and pandemic flu  
<https://www.cdc.gov/flu/pandemic-resources/basics/about.html>

## Seasonal Flu Planning Resources

### CDC Seasonal Flu Planning Tools and Resources

- Visit [www.cdc.gov/flu](http://www.cdc.gov/flu) for the latest information and resources about seasonal flu
- Summary of Weekly Flu View <http://www.cdc.gov/flu/weekly/summary.htm>
- Flu View Portal <http://gis.cdc.gov/grasp/fluview/fluportaldashboard.html>
- Make it Your Business to Fight the Flu: A Toolkit for Businesses and Employers  
[http://www.cdc.gov/flu/pdf/business/Toolkit\\_Seasonal\\_Flu\\_For\\_Businesses\\_and\\_Employers.pdf](http://www.cdc.gov/flu/pdf/business/Toolkit_Seasonal_Flu_For_Businesses_and_Employers.pdf)

### CDC Fact Sheets

- Everyday Preventive Actions [http://www.cdc.gov/flu/pdf/freeresources/updated/everyday\\_preventive.pdf](http://www.cdc.gov/flu/pdf/freeresources/updated/everyday_preventive.pdf)
- Hand-washing: A Corporate Activity—Improving Health and Increasing Productivity (CDC)  
<http://www.cdc.gov/healthywater/pdf/hygiene/hwcorporate.pdf>

### CDC Brochures

- Flu and You [http://www.cdc.gov/flu/pdf/freeresources/updated/fluandyou\\_upright.pdf](http://www.cdc.gov/flu/pdf/freeresources/updated/fluandyou_upright.pdf)
- “Take 3” Actions to Fight the Flu <http://www.cdc.gov/flu/pdf/freeresources/general/take3.pdf>

### CDC Videos

- Do Your Part to Stop the Spread of Seasonal Flu at Home  
<https://www.youtube.com/watch?v=9APKBBR18Cc&feature=youtu.be>



## **CDC Posters**

- Do Your Part to Slow the Spread of Germs <http://www.cdc.gov/nonpharmaceutical-interventions/communication/pdf/do-your-part-slow-spread-germs-poster.pdf>
- Don't Spread Germs at Work <http://www.cdc.gov/nonpharmaceutical-interventions/pdf/dont-spread-germs-work-item3.pdf>
- Don't Spread Germs at Work (with Message to Employers) <http://www.cdc.gov/nonpharmaceutical-interventions/pdf/dont-spread-germs-work-employers-item2.pdf>
- Stay Home If You're Sick <http://www.cdc.gov/nonpharmaceutical-interventions/pdf/stay-home-youre-sick-item5.pdf>
- Stay Home If You're Sick (with Message to Employers) <http://www.cdc.gov/nonpharmaceutical-interventions/pdf/stay-home-youre-sick-employers-item4.pdf>
- Everyday Preventive Actions <http://www.cdc.gov/flu/pdf/freeresources/family/flubreak-poster.pdf>
- "Take 3" Actions to Fight the Flu <http://www.cdc.gov/flu/pdf/freeresources/general/take3-poster.pdf>

## **Additional Planning Information**

- Flu Near You <https://flunearyou.org/>
- Flu Season Hits US: Seven Steps You Can Take to Prepare Your Business and Employees [http://www.iesmallbusiness.com/news\\_sbdc/flu-season-hits-us-seven-steps-you-can-take-to-prepare-your-business-and-employees/](http://www.iesmallbusiness.com/news_sbdc/flu-season-hits-us-seven-steps-you-can-take-to-prepare-your-business-and-employees/)
- Seasonal Flu—Employer Guidance Reducing Healthcare Workers' Exposures to Seasonal Flu Virus <https://www.osha.gov/dts/guidance/flu/healthcare.html>
- CDC Foundation Business Pulse Tools and Resources <http://www.cdcfoundation.org/businesspulse/flu-prevention>

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