10 Steps Organizations can take to Prepare for an Influenza Pandemic

1. Check that existing contingency plans are applicable to a pandemic (or prepare a Pandemic Plan). In particular, check that core activities can be sustained over several weeks with limited resources.

2. Identify key functions, responsibilities and supplies. Determine which resources are critical for maintaining operations. Consider alternatives.

3. Plan accordingly for disruptions in some essential services such as garbage collection and transport.

4. Maintain a healthy environment. Post tips on stopping the spread of germs. Routinely clean and disinfect surfaces such as table tops, desks, door handles, etc.

5. Promote good health habits – adequate sleep, physical activity, stress management, healthy eating, avoiding smoking, etc. These habits decrease the risk of serious consequences among people who contract the flu.

6. Promote hand and respiratory hygiene. Encourage people to cover their mouth and nose when coughing and sneezing and to dispose of used tissues correctly. Advise people to clean their hands often, either washing with soap and water for at least 15 seconds or using an alcohol-based hand sanitizer.

7. Practice social distancing measures. Encourage persons to stay respectfully away from others, especially if sick. An arm’s length is sufficient.

8. Keep informed about signs and symptoms of influenza, what to do if ill, etc.


10. Share information with others on what preparations are being undertaken.