



## Pandemic Plan Checklist

The Ontario Nurses' Association (ONA) believes it is the right of all its members to work in a healthy and safe work environment. It further believes in the pursuit of the highest degree of physical, mental and social well-being of workers in all occupations. As one of the largest health-care unions in the province and in the country, ONA believes it is part of our mandate to exercise a strong leadership role in achieving progressively greater gains in the field of occupational health and safety. As a leader, you have a key role in ensuring all members have a healthy and safe work environment.

ONA has developed this checklist to aid our leaders assess their employer's pandemic plan. This is not an exhaustive checklist and should only be used as a topical guide when assessing or reviewing your pandemic plan.

Element	Yes	No	N/A	Follow up/Action
Employer has a Pandemic Plan				
Outbreak Management Program				
Emergency Response Plan				
Incident response Plan				
Evaluation and Review Policy				
<b>Pandemic Plan Elements</b>				
<b>Training and Education</b>				
Point of Care Risk Assessments (PCRA)				
Infection Prevention and Control (IPAC) staff training, including Routine Procedures				
Protected Codes (Personal Protective Equipment [PPE] During Code Blue)				
Written policies on training and IPAC requirements (i.e., aerosol-generating medical procedures [AGMP])				

Does the employer offer regular training on the contents of the written policies and programs?				
Selection, Storage and Use of PPE				
<b>Communication Policy/Programs</b>				
Staff Communication (i.e., huddles)				
Role of JHSC Policy & Program				
Exposure Control				
Plan includes protocol for fitness to work (e.g., screening)				
<b>PPE Policy &amp; Programs</b>				
Respiratory Protection Program				
Donning/Doffing Policy/Program (including patient/public)				
Storage/Disposal of PPE Policy/Program				
Extended Use Policy/Program				
Inventory Management Policy/Program				
Substitution of PPE or IPAC products				
<b>Hygiene</b>				
Hand Hygiene Policy				
Cleaning and Disinfection Policy/Program				
Heating, Ventilation and Air Conditioning (HVAC) systems maintained and inspected				
Negative Pressure Units (e.g. Maintenance – Inspections)				
<b>Staffing</b>				
Reassignment (Redeployment)				
Return To Work/Accommodation Policies				

<b>Outbreak Management Plan</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Follow up/Action</b>
Authority (Activation/Termination)				
Scope of Plan is defined				
Communication Plan (Internal and External)				
Identifies Essential Services				
Staff Re/Assignment				
Training (including Education Materials)				
PPE Usage				
Patient Triaging and Treatment (e.g., Patient and Staff Cohorting)				