

# 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.

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| **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 |   |   |   |   |
| **Pandemic Plan Elements** |
| **Training and Education** |   |   |   |   |
| 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 |  |  |  |  |
| **Communication Policy/Programs** |   |   |   |   |
| Staff Communication (i.e., huddles)  |   |   |   |   |
| Role of JHSC Policy & Program |   |   |   |   |
| Exposure Control |   |   |   |   |
| Plan includes protocol for fitness to work (e.g., screening)  |   |   |   |   |
| **PPE Policy & Programs** |   |   |   |   |
| 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 |   |   |   |   |
| **Hygiene** |   |   |   |   |
| 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) |  |  |  |  |
| **Staffing**  |  |  |  |  |
| Reassignment (Redeployment) |  |  |  |  |
| Return To Work/Accommodation Policies |  |  |  |  |

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| **Outbreak Management Plan** | **Yes** | **No** | **N/A** | **Follow up/Action** |
| 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) |   |   |   |   |