



chambers of commerce, and associations to improve community response efforts; and

- Add a “widget” or “button” to your company Web page or employee Web sites so employees can access the latest information on influenza: [www.cdc.gov/widgets/](http://www.cdc.gov/widgets/) and [www.cdc.gov/SocialMedia/Campaigns/H1N1/buttons.html](http://www.cdc.gov/SocialMedia/Campaigns/H1N1/buttons.html).

### Important Components of an Influenza Pandemic Plan

- Be prepared to implement multiple measures to protect workers and ensure business continuity. A layered approach will likely work better than using just one measure.
- Identify possible work-related exposure and health risks to your employees. The Occupational Safety and Health Administration (OSHA) has developed tools to determine if your employees are at risk of work-related exposures and, if so, how to respond (see [www.osha.gov/dsg/topics/pandemicflu/index.html](http://www.osha.gov/dsg/topics/pandemicflu/index.html)).
- Allow employees to stay home if they are ill, have to care for ill family members, or must watch their children if schools or childcare facilities close.
- Explore whether you can establish policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), when possible, to increase the physical distance among employees and between employees and others if local public health authorities recommend the use of social distancing strategies. Ensure that you have the information technology and infrastructure needed to support multiple workers who may be able to work from home.
- Plan for how your business will operate if there is increasing absenteeism or these supply chains are interrupted.
- Set up authorities, triggers, and procedures for activating and terminating the company’s response plan, altering business operations (e.g., possibly changing or closing operations in affected areas), and transferring business knowledge to key employees. Work closely with your local health officials to identify these triggers.
- Plan to minimize exposure to fellow employees or the public if public health officials call for social distancing.
- Establish a process to communicate information to workers and business partners. Anticipate employee fear, anxiety, rumors, and misinformation, and plan communications accordingly. ❖

Review additional government agency resources: [www.flu.gov/plan/workplaceplanning/index.html](http://www.flu.gov/plan/workplaceplanning/index.html).

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