

Short overview:

Pandemic Preparation – Checklist for Companies

Information

- Establish a communication network
- Circulate information
- Inform employees about matters of hygiene

Company and personnel

- Build up teams
- Identify core functions and key personnel
- Agree on measures with customer suppliers
- Decide on departments that could be shut down temporarily
- Agree on preventive measures for employees abroad

Medicine and Hygiene

- Provide gloves, filtering masks and disinfectants
- Employ and train medical personnel
- Assign competencies
- Define special processes for pandemic planning
- Provide medicine

Note: This list is not exhaustive. It does not replace a company emergency plan.