

Pandemic PLANNING

This graphic illustrates a range of controls that could help prevent the spread of infection during a pandemic. Workplaces may want to adopt these controls for different areas as appropriate.

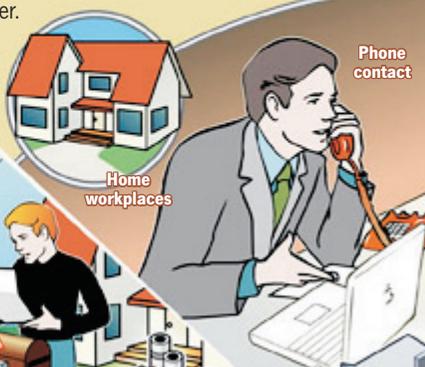
DEVELOP A BUSINESS CONTINUITY PLAN

A business continuity plan (BCP) can help minimise the impact of a pandemic on your business. Good communication between employers, employees, unions, suppliers and clients is vital to creating a good plan.



WORK REMOTELY

Many staff can work just as productively from home or other places remote from the workplace – reducing the risk of infection by people working closely together.



SHOP ON THE INTERNET

Workplaces can greatly reduce their chances of coming into contact with an infection by removing the need for customers to enter their premises. Online trading supported by a goods delivery service may be appropriate.



USE SCREENS

Screens can enable businesses to provide face to face customer service where necessary – without the risk of exposure to an infection. A good example of this arrangement is night windows in service stations.



MANAGE YOUR STAFF

An influenza manager can manage rosters, ensure that staff with symptoms are sent home and monitored, facilitate remote working and manage sick leave issues – reducing the risk of infection spreading in your workplace.



INCREASE SOCIAL DISTANCING

When people are further apart they have less chance of transferring an infection. The wearing of masks and the practising of good personal hygiene will also help.



VENTILATE

Fresh air ventilation (open windows) or mechanical ventilation (well maintained air-conditioning systems) reduce the likelihood of someone becoming infected by a person somewhere else in the vicinity.



TRAIN YOUR STAFF

Effective training in personal hygiene, social distancing; and correct fitting, use and disposal of Personal Protective Equipment will determine how confident your staff and customers are about your control measures.



PRACTISE GOOD HYGIENE

People may be capable of passing on an infection by coughs, sneezes or touch, even those who don't have obvious symptoms. Good hygiene practice such as washing and drying hands, putting your hand over your mouth when you cough and covering food can reduce the chances of this happening.



PROTECT YOUR STAFF

Personal Protective Equipment (PPE), if properly used, can be an effective barrier against infection. Choosing the right PPE and training in its use are essential.