



SAUL EWING ARNSTEIN & LEHR LLP

Coronavirus (COVID-19) Prevention and Preparedness for Employers Webinar

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Checklist for Disease Preparedness Plan Documents

When preparing a disease prevention and preparedness plan for your workplace, it is important to determine specific lines of communication in the event of an emergency, create or clarify appropriate reporting structures, provide emergency contacts, and determine what order of operations best suits the needs of your business. The following is a non-exhaustive list of items to consider when preparing, reviewing and implementing an effective disease preparedness plan:

- Determine line of communication to employees in the event of critical updates or exposure (email/text alert systems).
- Identify who will contact CDC/local public health agency.
- Create reporting structure for employees who may need to report potential exposure.
- Identify essential versus non-essential employees.
- Identify employees who have the capacity to work from home.
 - Require employees to bring laptops and work devices home in advance.
- Determine who will communicate with employees about any changes in business travel.
- Prepare for possible increased numbers of employee absences due to illness in employees and their family members.
- Assess your essential functions and the reliance that others and the community have on your services or products. Be prepared to change your business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of your operations if needed).
- Ensure that your business maintains the confidentiality concerning the identities of any individuals who have, or may have, been exposed to COVID-19.

- Identify the phases of emergency response in the event of an outbreak and the individual(s) responsible for each task:
 - Sending out emergency notifications to staff and public health agencies.
 - Preparing initial assessment of the impact of the situation.
 - Notifying public health agencies (identify what areas of the office are to be closed).
 - Contacting building management.
 - Securing isolation room(s) and organizing staff away from potential exposure.
 - Assigning critical tasks to essential/non-essential staff.
 - Identifying the most critical customers, issues, and services to be addressed and the appropriate resources teams.
 - Initiating remote-work policies.
 - Communications regarding event postponement or cancellation.
 - Identifying a spokesperson for media communications.
 - Maintaining of a central log to track sick leave, symptoms and exposure to the virus.
 - Securing all devices and IT platforms and obtaining any systems support.
 - Contacting vendors/clients to reroute or postpone services, deliveries, meetings, mail, etc.
 - Identifying any alternative worksites.
 - Identifying a spokesperson for any media communications.
 - Be prepared to hire a professional cleaning service to sanitize impacted areas, in accordance with public health agency guidance.
 - Communicating current travel advisories, including any internal travel restrictions.
 - Communicating about medical/testing resources for employees.
 - Providing a list of external resources for employees to review to stay informed.
 - Putting your insurance carrier on notice.
 - For onboarding, considering alternative locations or postponing in-person training.
 - Notifying employees when normal operations may resume.

For more information, please contact:



Robert L. Duston

Partner

1919 Pennsylvania Avenue, N.W., Suite 550
 Washington, DC 20006-3434
 (202) 342-3415 | Rob.Duston@saul.com



Lisa M. Koblin

Associate

1500 Market Street, 38th Floor
 Philadelphia, PA 19102-2186
 (215) 972-7896 | Lisa.Koblin@saul.com

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