

**PANDEMIC FLU PREPARATIONS**  
**CHECKLIST FOR TRADOC SUPERVISORS**

**ORGANIZATIONAL READINESS**

Managers should ensure that their operations are insulated from disruptions that will be caused by the absence of key personnel.

- Identify any organizational functions that are essential to the day-to-day operation of TRADOC activities and/or required to protect its assets if the activity is closed for business, and activities that are high-priority and schedule critical.
- Identify the organizational employees needed to perform the functions/activities identified
- Develop a formal succession / delegation of authority list. Managers should ensure that multiple alternates are designated for supervisory and key tasks, and that alternates have the appropriate credentials and training to perform these functions. Provide this list to your employees and supervisor.
- Develop mitigation approaches for ensuring that organizational functions/activities can be performed, if your organization has 40% or more absenteeism.
- Identify, develop, and prepare back-up capability for ill employees.
- Prepare to deal with absences of employees with children that are ill or attend schools / day care facilities that close.
- Establish communication mechanisms for dealing with pandemic related matters. These mechanisms should cover both well, at-work employees and ill employees.
- Consider short term situational telework arrangements for employees whose duties can be performed away from their normal workplace.

**EMPLOYEE WELL-BEING**

- Identify any employees that do not have an adequate amount of leave to handle a flu-like illness and inform them that the G1/4 portal contains information on various leave flexibilities that are available to them.
- Ensure emergency contact lists are up-to-date. Ensure that you can contact all your employees. Ensure all your employees know how to contact you.

## PREVENTION

Managers can protect employees and assure mission continuity by helping employees prevent catching or spreading the flu. Some ways of doing this are to:

- Encourage your employees to get vaccinated for the flu.
- Eliminate face-to-face meetings and public gatherings as much as practical. For essential face-to-face meetings, minimize the meeting duration, use large rooms, and sit people at least 3-feet apart. Alternatively, use videoconferencing, teleconferencing, and e-mail where practical.
- Eliminate or delay non-essential travel.
- Prevent unnecessary visitors/guests in the workplace.
- Ensure your employees understand good health practices for preventing the spread of the flu, like good hand-washing practices and covering their cough.
- Insist that your employees stay home if they have flu-like symptoms.
- If employees report to work with flu-like symptoms, send them home. Supervisors must consult their servicing HR specialists concerning proper treatment of employee absence and leave.
- Look for and identify clusters of flu-like illnesses. Take steps to isolate others who are in the cluster.
- Ask employees to notify you if they are sick with flu-like symptoms or caring for someone with flu-like symptoms.