

**Pre-Pandemic Planning Worksheet
2009**

Program [Click here to enter text.](#)

Staff Completing Form [Click here to enter text.](#)

Program Area	Things to think about	Program Considerations	Next Steps/By Who/By When?
Staffing Experts suggest planning for 1/3 of your staff being absent for a two week period.	What is the minimum number of staff required to run the program?		
	How could you reorganize a smaller staff and maintain services?		
	Could participants be utilized as staff during an emergency?		
	Would changing hours allow for better use of staff?		
	Can staff work from home? If so, what is needed to allow that to happen?		
	What role could volunteers play?		
Participants/Program Users	What information needs to be communicated to participants about the flu – prevention, symptoms, self-care, where/when to seek medical advice?		
	What is the best method to communicate that info?		
	What supplies could your program utilize for prevention – i.e. hand washing stations, waterless hand wash, tissues.		
	What do you do if you suspect a participant is ill?		
Reducing Services	Could services be scaled back or components of the service cancelled? For how long?		

Program Area	Things to think about	Program Considerations	Next Steps/By Who/By When?
Closing Services/Programs	At what point do we stop offering the program? Consider level of participant attendance, availability of staff.		
	What will the impact be on participants? How can those be addressed?		
Alternative Sites	Could you coordinate or share resources with other agencies? If Bissell closed what support would need to be available for participants?		
	What arrangements could be made with other agencies now to ensure the needs of participants are being met?		
Communication	What are your current modes of communication with stakeholders/participants?		
	How will those modes be impacted by a pandemic? Who do you regularly communicate with? How would reduction in service best be communicated? How would closures best be communicated? Do you know how to reach staff after hours?		
Other	Any special considerations for your program and/or participants? Impact on Bissell?		