

**Attachment 1 Installation Head Pandemic Flu Checklist**

Consult with the District or Plant Emergency Management Team as appropriate regarding pandemic planning for your Area. Postal policy and guidance on pandemic flu is also available on the Safety and Environmental Resources Web site. The federal government’s Web site, <http://www.cdc.gov/H1N1flu>, also has guidance.

<b>Protect employees during a pandemic.</b>	<b>Y</b>	<b>N</b>
Personal hygiene. Are employees aware of personal hygiene practices such as: hand washing and use of alcohol based disinfectants? cough etiquette? stay home if sick with flu? good health practices and flu shots? social distancing (reducing personal contact)? (Consult guidance on the Safety and Environmental Resources Web site or <a href="http://www.cdc.gov/H1N1flu">www.cdc.gov/H1N1flu</a> .) Safety talks will also be issued as appropriate.		
Sanitation. Have you reviewed MMO-087-07, <i>Pandemic Flu Cleaning Contingency</i> ? If you have maintenance staff, are they prepared to implement the MMO?		
HR Policy. Have you reviewed the pandemic HR policy guidance?		
Do supervisors understand the HR pandemic guidance? Questions should be directed to Human Resources.		
<b>Sustain essential functions during times of significant absenteeism.</b>		
Are you familiar with the District or plant Continuity of Operations plan and IEMP? If not, consult with the District or plant EMT.		
Are you familiar with directions for plants or offices to redirect or divert processing, transportation, and delivery operations should the facility be unavailable or insufficient personnel be available to perform the operations?		
<b>Communicate guidance to stakeholders during a pandemic.</b>		
Do you and all employees have access to Postal Service media outlets for pandemic flu policy and guidance? Are all employees aware of these outlets?		
Do employees know about the National Emergency Hotline, 1-888-363-7462, and when to call it?		
<b>Support the overall federal response to a pandemic.</b>		
Are you aware that the Postal Service may be required to provide certain emergency support functions during a pandemic? These may include transporting medical supplies. Headquarters will advise the field if any such activities are required.		