

# Pandemic Preparedness

## Procovery Toolkit for the Swine Flu



### About Procovery

Procovery's consultants have over 5 years experience helping organizations prepare for a flu pandemic. We have a proven methodology for developing cost-effective and sustainable response and recovery plans.

### Procovery's Toolkit for Preparing for the Flu Pandemic

Procovery has developed a toolkit to help our clients prepare for the Flu Pandemic. Our toolkit contains tools for building several essential programs:

- **Upper Management Support** (A strategy for getting support from upper management)
- **Step-By-Step Process for Establishing the Pandemic Plan** (Uses Business Continuity Principles for an efficient and methodical approach to developing preparedness plans)
- **Pandemic Plan Builder** (Addresses issues such as employee education, critical business functions, sick leave policies, etc...)
- **Corporate Communications Program Builder** (Includes an Assessment Tool, Guidelines for the Corporate Policy and Website, and Employee Home-Hygiene)
- **Pandemic Response Matrix** (Uses the World Health Organization "Pandemic Alert Phase" System)
- **Database of State Response Plans** (A database to help clients learn how state plans will affect their programs)
- **Workforce Education Planner** (Tools to educate the workforce about Pandemic flu, and the company's preparedness)

- **Benchmarking Tools** (Metrics for comparing programs with peers)
- **Scenarios and Assumptions for Strategic Planning** (Our tools follow the CDC's advice for risk assessments and financial impact analysis)
- **Business Continuity Planning Tools** (Tools to identify Critical Business Functions, Suppliers/Vendors, Workarounds, etc...)
- **Travel Policy Builder** (Tools for building Education & Awareness, Approvals, Traveler Counseling, Visitor Screening, Nonessential Travel, Quarantine, Sick Leave, etc...)
- **Sick Leave Policy Builder** (Addresses Disclosure, Stay-Home, Return-To-Work, Quarantine-Pay, Benefits, etc...)
- **Workplace Hygiene Program Builder** (Helps create policies on Social Distancing, Signage, Cafeteria & Breakroom, Sanitizing, etc...)
- **Illness Screening and Assessment** (A tool for designing a systematic approach for screening visitors, employees and vendors)
- **Telecommuting-Policy Builder** (Capacity & Infrastructure, Data Security & Access, Critical Employees, Cross-Training, etc...)
- **Decision Matrixes** (Tools for making decisions on masks, medicines and other supplies)
- **Exercises** (Tabletop exercises based on the CDC's recommended practices)
- **More...** (Numerous additional tools for building preparedness and response programs)

### Contact Procovery

*"Our consultants are ready to help clients stay profitable, reduce risks and prepare for disaster."*  
- Chris Scheffler, Procovery Risk Consulting