



Travel Industry Swine Flu Pandemic Checklist

Businesses in the travel industry will play a key role in protecting the health and safety of their personnel and travelers in the months ahead. The Department of Health and Human Services and U.S. Centers for Disease Control have developed a checklist to assist the travel community make appropriate preparations. The entire checklist may be found at www.flu.gov or by clicking [here](#). For your convenience, listed below are some key action steps to consider:

- ✓ Develop a plan to continue operations that anticipates, responds to, and supports voluntary or mandatory travel restrictions or cancellations, border restrictions, event restrictions and quarantines.
- ✓ Assign a specific person to monitor CDC travel health notices, U.S. Department of State travel warnings, and advice for travelers from the World Health Organization.
- ✓ Develop communications with public health officials in your area to learn more about events that would signal an emergency.
- ✓ Develop a communications plan to reach all employees, travelers and other key contacts.
- ✓ Train your work force to perform critical functions in case employees who normally perform those tasks are absent. Share essential business knowledge with employees.
- ✓ Determine possible insurance coverage limitations or cancellations which may relate to agency, business or travel plans and events.
- ✓ Encourage good hygiene in the work place. Provide employees and staff with relevant information.
- ✓ Establish and clearly communicate policies on sick leave, family leave and employee compensation to the work force.
- ✓ Establish compensation and sick-leave policies that encourage ill workers to stay home until their symptoms resolve.
- ✓ Procure adequate infection control supplies, such as hand-hygiene products, protective equipment and waste receptacles.