

Nova Scotia Government  
Manager Checklist  
H1N1 (human swine influenza) Pandemic

As a supervisor/manager in the Nova Scotia Public Service, you have a responsibility to the employees on your team, the department and to members of the public. Are you prepared to manage your area of responsibility through an influenza pandemic? The following is a general checklist to help you and your team maintain services and keep as healthy and safe as possible.

**1. Are You Ready For A Pandemic?**

- Familiarize yourself with the Business Continuity Plan (BCP) of your **department**.
- Review your **program area** BCP to confirm what is required of your team.
- Determine the employees required for delivering time-critical services in your area. Do you have an alternate workforce that can meet operational needs?
- Advise/provide direction to employees regarding the preparations for a pandemic.
- Work with your Joint Occupational Health & Safety (JOH&S) committee(s)/Occupational Health & Safety (OH&S) Specialist/Healthy Workplace Committee/Healthy Workplace Coordinator to deal with department health and safety issues.
- Ensure that your team has received any documents distributed regarding the pandemic (eg. the Q&A on the PSC website). Please print and post information in lunchrooms and common areas for ease of access to the information, and for those employees who may not have regular access to a computer.
- Ensure you are familiar with the content yourself as many of your employees will rely on your ability to respond.

- Encourage questions and find the answers if you are unable to respond.
- Be available to your employees to address concerns.
- Contact your HR representative when you are unsure of how to re-assign employees.

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## **2. Assessment for Symptoms of H1N1**

- Employees will contact you when they are experiencing flu-like symptoms and, although you are not expected to diagnose your employees, you are expected to tell them whether or not they should come to work. Consider what is best for the health and safety of the workplace and your clients as you make your decision.
- Inform the employee that if they have a cough and/or fever with one or more of: unusual tiredness, head/muscle/joint aches or sore throat, that they should stay home and to contact you daily to review their symptoms.
- If the employee is pregnant and displaying flu-like symptoms, advise them to speak to their health care practitioner as pregnant woman are more likely to suffer complications.

## **3. Work Arrangements**

- Can your employees provide services from an alternate work site? This can include a work at home arrangement.
- Keep your local JOH&S committee informed of alternate work arrangements.

- Develop and deliver any training that would be necessary for alternate work arrangements (eg. Technology, attendance reporting, OH&S requirements, communication and productivity reports).
- Test the alternate work arrangements.
- Keep an up-to-date record of your own and your employees' contact information.
- Do your employees know how to obtain information during an emergency?

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#### **4. Alternate Workforce**

- Do you have enough employees available to provide the services required?
- Identify alternate resources, their contact information and any training that may be required to ensure the safety of the worker, co-workers and members of the public.
- Alternate resources could be students who have previously worked in your program, retirees, members of the Diversity Talent Pool and temporary agencies.
- Consider collective agreement requirements and contact your HR Consultant if you have any questions.
- Prepare orientation, including OH&S training, for a workforce you may have to bring in at short notice.

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**5. Practicing Good Hygiene - Infection Prevention**

- Post information on good hygiene such as effective hand washing and sneezing/coughing into your sleeve.
- Ensure employees know where to locate hand sanitizers and sanitized wipes and when/how to use them.
- Consult with your Healthy Workplace Advisory Committee, OHS Specialist or JOH&S committee on any other promotion or practices that would benefit your specific workplace.

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**6. Personal Protective Equipment**

- Identify personal protective equipment (PPE) that may be required in performing their duties (check with the Business Continuity Plan if you are unsure of the established criteria for your department).
- Ensure employees are trained to use the appropriate PPE.
- Identify a secure area to store PPE until required.
- Consult with your OH&S Specialist/JOH&S committee/safety representative/Healthy Workplace Coordinator in regards to PPE for your employees.

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**7. Minimize Work Refusals**

- In consultation with your JOH&S committee, do everything to make your workplace(s) a safe environment.

- Make it known that you want to hear about any potential hazards so they can be addressed.
- Take each OH&S concern seriously and consult with your OH&S Specialist/JOH&S committee to define solutions such as reassignments of work or locations.
- Speak to your OH&S Specialist to receive technical expertise and information regarding recommended solutions to any hazards.
- Track, monitor and report work refusals to your OH&S Specialist or HR representative.

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## **8. Good Record Keeping**

- Maintain detailed records of employee work hours - overtime, reassignments and absences during the pandemic.
- Advise employees to keep records as well.
- Track, monitor and report work refusals to your OH&S Specialist or HR representative.
- If there are changes/updates regarding absences/compensation/etc. communicate these to your team.
- Safeguard the confidentiality of employee health information.
- Ensure that any complaints regarding reduced services are recorded and dealt with in a timely manner.

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**9. Demonstrate Leadership**

- Stay away from the workplace if you are experiencing flu-like symptoms.
- Speak to employees about being a healthy workplace - contain the spread of influenza by practicing good hygiene.
- Encourage opportunities for employees to get together and talk about any concerns they have about operations during a pandemic.
- Ensure you check for updated information on various websites (eg. Public Service Commission, Health Promotion & Protection, Public Health Agency of Canada) before meeting with your team.

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**10. Helping Others**

- There will be many Nova Scotians who will require assistance due to the lack of family or health care providers. Distribute any relevant information about emergency support volunteering.
- Talk to employees about their skill sets and experience in relation to volunteer support.
- Plan for and track employees who may request permission to be an emergency support volunteer.

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