COVID-19 Planning and Mitigation Checklist

Effectively managing your company during an infectious disease pandemic like COVID-19 is critical to protecting the health and welfare of your workers and their families, the people you serve, and the public's health at large. To assist portable sanitation companies in this effort, the PSAI has adapted and clarified a checklist prepared by the U.S. Department of Health and Human Services (HHS) Office of the Assistant Secretary for Preparedness and Response. It identifies specific activities your company can take to prepare for, respond to, and be resilient in the face of COVID-19. Although the activities in this checklist are specific for COVID-19, many pertain to any public health emergency or disaster.

The underlying checklist adapted by the PSAI was first developed by HHS from a variety of HHS Pandemic Influenza Pandemic Planning resources. Each portable sanitation company's decision makers should determine for themselves whether the firm is taking adequate measures based on the realities of the disease outbreak(s) in the area and the needs of the business, keeping in mind the laws and authorities with jurisdiction there. The PSAI strongly encourages continued review of guidance on the cdc.gov website for the most current information.

1. Safety/Infection Control Activities

Not Started	In Progress	Done	Activity
O	O	O	1.1. Develop a pandemic-specific safety and response plan, and be sure to appoint a team member responsible for safety to modify it as required. This should address steps you will take to protect employees and the community during the following phases of a pandemic:
O	O	O	1.1.1. Prevention/preparation for an epidemic or pandemic
O	O	O	1.1.2. Response/steps you will take to mitigate or slow the spread of the disease
O	O	O	1.1.3. Procedures you will take for confirmed cases
O	O	O	1.1.4. Notification process for exposed or infected employees
O	O	O	1.1.5. Procedures for returning employees to work
O	O	O	1.2. Provide staff education about COVID-19 infection control and update polices as required.
O	O	O	1.3. Monitor the availability of necessary PPE including masks, face shields, and gloves. Reorder proactively.
O	O	O	1.4. Watch and alert team members to supply shortages. Make recommendations and source possible alternatives.
O	O	O	1.5. Support just-in-time education on recommended infection control precautions as circumstances change and/or PPE substitutions have to be made.
O	O	O	1.6. Monitor availability of cleaning and hygiene supplies including alcohol-based hand disinfectants, soaps, toilet paper, and cleaners. Watch and alert appropriate team members to anticipated supply shortages. Make recommendations on possible alternatives.
O	O	O	1.7. Updated your company's overall exposure control plan (ECP) in accordance with OSHA guidelines to ensure it is current and aligned with your pandemic response plan.
O	O	O	1.8. Plan contingencies if appropriate levels of PPE, cleaning and hygiene products are not available.
O	O	O	1.9. Prepare guidelines for conservation and re-use of PPE and supplies if severe shortages are imminent (ideally in conjunction with local public health, occupational safety, and infection prevention providers and agencies - for example, consider use by only the highest- risk staff, re-use in selected situations, continued use while working in areas of known infection, etc.).
O	O	O	1.10. Develop equipment and PPE decontamination procedures.
O	O	O	1.11. Develop guidance for staff monitoring for signs of illness (including self-reporting, self- quarantine, and start/end of shift evaluation) and create a mechanism for reporting both illness and absenteeism.
O	O	O	1.12. Develop a return to work post illness policy for health care workers. This should be as consistent as possible for all team members.
O	O	O	1.13. Plan for staff access to medical care for themselves and their families.

Not Started	In Progress	Done	Activity
			This is important in general for team safety and loyalty, but it is especially important if worker illness could be a workers' compensation claim. Consult your worker's comp carrier (and company medical carrier if applicable) proactively for guidance and best practices.
○	○	○	1.14. Determine a contingency plan for at-risk staff (e.g., pregnant, other defined risk groups) including job expectations and potential alternate roles and locations.
○	○	○	1.15. Evaluate the need for family support to enable staff to work (e.g., childcare, pet care). Provide information that may assist workers with family care plans if possible.

2. Operational Activities

Not Started	In Progress	Done	Activity
○	○	○	2.1. Investigate and make yourself aware of any state or local laws that may affect your company's ability to operate during a declared disaster or pandemic as well as whether — and when — the authorities can require your firm to support non-traditional operations.
			2.2. Adjust response configurations to allow flexibility including:
○	○	○	2.2.1. Prioritization of calls for equipment or service that may be different than the system in place during normal operations
○	○	○	2.2.2. Assignment of more or less than usual resources in identified situations (e.g., increasing the number of services or the amount of supplies provided at a customer site, requiring two service technicians on certain sites, etc.)
○	○	○	2.2.3. Assignment of non-traditional resources (e.g., advanced cleaning product solutions)
○	○	○	2.2.4. Changes to hours worked by staff and routing procedures
○	○	○	2.3. Determine a process for the expedited hiring and training of supplemental staff and/or repurposing existing staff to cover critical roles.
○	○	○	2.4. Determine likely resource shortages and identify relevant supplier and storage options, as well as "make do" scenarios for managing shortages.
○	○	○	2.5. Develop service restriction or modification plans in case of staff shortages or increased demand.
○	○	○	2.6. Emphasize hand and respiratory hygiene and other infection prevention techniques through education, policies, signage, and easy availability of supplies.
○	○	○	2.7. Develop a process to address a shortage of supplies on customer sites due to theft or overuse and requests for emergency service
○	○	○	2.8. Address transportation-related issues (staff, routes) that may be anticipated such as reduced access to fuel or replacement parts.

3. Communication Activities

Not Started	In Progress	Done	Activity
			3.1. Develop internal and external information sharing processes
O	O	O	3.1.1. Staff
O	O	O	3.1.2. Customers
O	O	O	3.1.3. Suppliers
O	O	O	3.1.4. Other stakeholders (associations, government entities, etc.)
O	O	O	3.2. Develop messages for your customers and the public regarding how your operations will change and the best way to reach your company during the pandemic.
O	O	O	3.3. Determine virtual coordination mechanisms that will enable remote engagement of senior staff to prevent exposures and maximize ability to engage in both daily and incident operations.
			3.4. Adjust response configurations to allow flexibility including:
O	O	O	3.4.1. Prioritization of calls for equipment or service that may be different than the system in place during normal operations
O	O	O	3.4.2. Assignment of more or less than usual resources in identified situations (e.g., increasing the number of services or the amount of supplies provided at a customer site, requiring two service technicians on certain sites, etc.)
O	O	O	3.4.3. Assignment of non-traditional resources (e.g., advanced cleaning product solutions)

4. Business Management Activities

Not Started	In Progress	Done	Activity
O	O	O	4.1. Pre-identify the steps you must take to do business with FEMA and other government agencies. Register with those whose business you seek.
O	O	O	4.2. Develop and implement a system for tracking all business lost or gained as the result of the pandemic in terms of contracts, customers, revenue, and other key indicators. Also track changes in your costs for raw materials/supplies and other necessities of doing business.
			4.3. Determine indicators and potential triggers for key business decisions.
O	O	O	4.3.1. Cutting or adding staff
O	O	O	4.3.2. Cutting or adding services/locations/equipment
O	O	O	4.3.3. Applying for bridge loans or grants
O	O	O	4.3.4. Adding or modifying insurance coverage