

COVID-19 Risk Management Checklist for Transportation Companies

Review of Legal Documents and Policies

Completed	In Progress	Not Started	Not Applicable	
				Have you reviewed your employee manual?
				Does your employee manual address COVID-19 or medical emergencies?
				Does your human resources specialist have guidance and training for addressing medical emergencies
				Have you reviewed your agreements with independent operators?
				Do your agreements with independent contractors address medical emergencies like COVID-19?
				Do you have an EEO Policy?
				Does your EEO Policy address medical emergencies like COVID-19?
				Did you train employees with regard to your EEO Policy?
				Did your EEO policy address possible EEO concerns during medical emergencies?
				Did you review your general liability insurance policy?
				Does your insurance cover business interruptions resulting from medical emergencies?
				What is the notice requirement for alerting your insurance carrier?
				Do your contracts include “force majeure” provisions that may apply during a pandemic?

Pandemic Coordinators

Completed	In Progress	Not Started	Not Applicable	
				Have you identified a pandemic coordinator and/or team with defined roles and responsibilities for preparedness and response planning?
				Have you identified essential employees and other critical inputs (e.g. raw materials, suppliers, sub-contractor services/products, and logistics) required to maintain operations by location and function during a pandemic?
				Have you trained and prepared ancillary workforce (e.g. contractors, employees in other job titles/descriptions, retirees)?
				Have you developed and planned for scenarios likely to result in an increase or decrease in demand for your products and/or services during a pandemic (e.g. effect of restriction on mass gatherings, need for hygiene supplies)?
				Have you determined potential impact of a pandemic on company financials using multiple possible scenarios that affect different product lines and/or production sites?
				Have you determined potential impact of a pandemic on business-related domestic and international travel (e.g. quarantines, border closures)?
				Do you have process to obtain up-to-date, reliable pandemic information from community public health, emergency management, and other sources and make sustainable links?
				Did you establish an emergency communications plan and revise periodically. This plan includes identification of key contacts (with back-ups), chain of communications (including suppliers and customers), and processes for tracking and communicating business and employee status?
				Did you implement an exercise/drill to test your plan, and revise periodically?

Essential Employees

Completed	In Progress	Not Started	
			Do you forecast and allow for employee absences during a pandemic due to factors such as personal illness, family member illness, community containment measures and quarantines, school and/or business closures, and public transportation closures?
			Did you implement guidelines to modify the frequency and type of face-to-face contact (e.g. hand-shaking, seating in meetings, office layout, shared workstations) among employees and between employees and customers (refer to CDC recommendations)?
			Do you encourage and track annual influenza vaccination for employees?
			Did you evaluate employee access to and availability of healthcare services during a pandemic, and improve services as needed?
			Did you evaluate employee access to and availability of mental health and social services during a pandemic, including corporate, community, and faith-based resources, and improve services as needed?
			Did you identify employees and key customers with special needs, and incorporate the requirements of such persons into your preparedness plan?

Human Resources Specialists

Completed	In Progress	Not Started	
			Did you establish policies for employee compensation and sick-leave absences unique to a pandemic (e.g. non-punitive, liberal leave), including policies on when a previously ill person is no longer infectious and can return to work after illness?
			Did you establish policies for flexible worksite (e.g. telecommuting) and flexible work hours (e.g. staggered shifts)?
			Did you establish policies for preventing coronavirus spread at the worksite (e.g. promoting respiratory hygiene/cough etiquette, and prompt exclusion of people with symptoms)?
			Did you establish policies for employees who have been exposed to coronavirus, are suspected to be ill, or become ill at the worksite (e.g. infection control response, immediate mandatory sick leave)?
			Did you establish policies for restricting travel to affected geographic areas (consider both domestic and international sites), evacuating employees working in or near an affected area when an outbreak begins, and guidance for employees returning from affected areas (refer to CDC travel recommendations)?
			Did you set up authorities, triggers, and procedures for activating and terminating the company's response plan, altering business operations (e.g. shutting down operations in affected areas), and transferring business knowledge to key employees?

Resources and Supplies

Completed	In Progress	Not Started	
			Do you provide sufficient and accessible infection control supplies (e.g. hand-hygiene products, tissues and receptacles for their disposal) in all business locations?
			Do you provide such supplies for all vehicles?
			Did you enhance communications and information technology infrastructures as needed to support employee telecommuting and remote customer access?
			Did you ensure availability of medical consultation and advice for an emergency response?

Employee Communication and Education

Completed	In Progress	Not Started	
			Did you develop and disseminate programs and materials covering pandemic fundamentals (e.g. signs and symptoms of influenza, modes of transmission), personal and family protection and response strategies (e.g. hand hygiene, coughing/sneezing etiquette, contingency plans)?
			Did you anticipate employee fear and anxiety, rumors and misinformation and plan communications accordingly for all employees and independent operators?
			Did you ensure that communications are culturally and linguistically appropriate?
			Did you disseminate information to employees and all affiliated drivers about your pandemic preparedness and response plan?
			Do you provide information for the at-home care of ill employees and family members?
			Did you develop platforms (e.g. hotlines, dedicated websites) for communicating pandemic status and actions to employees, vendors, suppliers, and customers inside and outside the worksite in a consistent and timely way, including redundancies in the emergency contact system?
			Did you identify community sources for timely and accurate pandemic information (domestic and international) and resources for obtaining counter-measures (e.g. vaccines and antivirals)?

External Communications

Completed	In Progress	Not Started	
			Do you collaborate with insurers, health plans, and major local healthcare facilities to share your pandemic plans and understand their capabilities and plans?
			Do you collaborate with federal, state, and local public health agencies and/or emergency responders to participate in their planning processes, share your pandemic plans, and understand their capabilities and plans?
			Do you communicate with local and/or state public health agencies and/or emergency responders about the assets and/or services your business could contribute to the community?
			Do you share best practices with other businesses in your communities, chambers of commerce, and/or trade associations to improve community response efforts?