

**Appendix E
(Page 1 of 9)**

Individual SBU Pandemic Checklist

EXAMPLE

Individual SBU Pandemic Checklists

TVA / NEI Pandemic Phase 1:

Governments, owners, and operators are notified that a pandemic is possible.
Preparedness plans are reviewed and updated.

CHECKLIST ITEMS:

1. Pandemic Plan developed that covers all five NEI pandemic phases and aligns with TVA.SPP.X.X TVA Pandemic Plan. _____ Initials
2. Accurate, up-to-date listing of essential functions established and personnel identified (3 deep) to perform them in the midst of up to 40% workforce attrition. _____ Initials
3. SBU Pandemic Response Team Members identified to coordinate pandemic tracking and response measures. _____ Initials
4. IT needs identified (hardware, software, communication devices, etc.) to support “Essential Staff Working from Home” in advanced phases of a Pandemic. _____ Initials
5. Plan developed to separate the workforce (social distancing) in pandemic phases 3 and 4 to the extent feasible in order to minimize employee exposure. _____ Initials
6. Agency Wide Pandemic Actions reviewed to ensure the phase 1 actions are scheduled/accomplished as required. _____ Initials
7. TVA corporate pandemic-related communiqués reinforced with intra-SBU information bulletins. _____ Initials
8. All employees made aware that TVA will follow Office of Personnel Management (OPM) policies regarding Human Resource actions during a pandemic. _____ Initials
9. Employee awareness training developed on how to prepare for and respond to a pandemic. This should include covering pandemic preparation and response information. _____ Initials
10. Non-critical listings developed for areas to be closed including those buildings that require limited/no visitor access or to be closed during Phases 3 & 4. _____ Initials

Appendix E
(Page 2 of 9)

11. Essential supplies/consumables such as diesel fuel and chemicals, including equipment and vendor resources identified to sustain essential functions during a pandemic. _____ Initials
12. Personnel briefed on specific regulatory requirements from which relief is needed during a pandemic, with a threshold for seeking such relief and a plan of action to obtain it. _____ Initials
13. Personnel briefed on the need to develop contingency plans for discontinuing scheduled outages and capital projects during a Pandemic. _____ Initials
14. Personnel briefed on the need to develop contingency plans for diminished local law enforcement capability for activities such as secure travel and access assistance, protection of people and physical assets, and security incident response. _____ Initials
15. Personnel briefed on health monitoring techniques such as infrared detectors to be on hand for use when needed as a health screening tool. _____ Initials
16. Personnel briefed on the intent to use quarantine and sequestering during the later part of a Pandemic Phase 4. _____ Initials
17. Personnel briefed on the potential loss of critical infrastructure related to the following:
 - a. Transportation issues _____ Initials
 - b. Telephone and related communications failures _____ Initials
 - c. Food and water issues. _____ Initials
18. TVA coordinated pandemic preparation and response exercises conducted periodically, with documentation of lessons learned and implementation of appropriate corrective actions in a timely manner. _____ Initials

TVA / NEI Pandemic Phase 2:

Localized outbreaks of the disease are occurring with human-to-human transmission. Governments and nuclear sector entities begin to assign resources, prepare staffing, implement contingency plans, and begin an information distribution program to promote appropriate behaviors by citizens and employees.

CHECKLIST ITEMS:

1. Agency Wide Pandemic Actions reviewed to ensure the Phase 2 actions are scheduled/accomplished as required. _____ Initials
2. TVA corporate pandemic-related communiqués reinforced with intra-SBU information bulletins (e.g. latest medical advisories).
 - a. Employee awareness training on how to prepare for and respond to a pandemic, communicated regularly with employees to promote appropriate behaviors that will limit the spread of the disease. Personal protection techniques such as hand washing, social distancing, along with standard flu prevention measures (e.g. cough and sneeze etiquette) should be in effect both on and off the job. _____ Initials
 - b. Providing updates for relevant policies such as sick leave; travel and social distancing. _____ Initials
 - c. Pandemic awareness communicated to all employees to take appropriate measures to prepare themselves and their families by stockpiling at least a 30 day supply of materials/supplies needed for survival. _____ Initials
3. All provisions of the SBU Pandemic Phase 1 Checklist implemented. _____ Initials
4. Social distancing plans to include alternate work schedules and locations developed and communicated to TVA Administrative Services for their support. _____ Initials
5. Website updated with the latest pandemic-related information. _____ Initials
6. Plans developed to address potential loss of critical infrastructure.
 - a. Transportation issues. _____ Initials
 - b. Telephone and related communications failures. _____ Initials
 - c. Food and water issues. _____ Initials
7. Detailed plans developed for essential supplies and equipment, including plant consumables (such as diesel fuel and chemicals), and vendor resources required to sustain SBU's essential functions during a pandemic. _____ Initials

Appendix E
(Page 4 of 9)

8. PPE distribution plans developed including point(s) of contacts and identified drop-off locations. _____ Initials
9. SBU sequestering plans developed to ensure 6-8 week supplies are available at specific locations. _____ Initials
10. IT plans updated/revised to ensure adequate TVA internet portals to align with plans. _____ Initials
11. Arrange for health monitoring equipment such as infrared detectors to be on hand for use when needed as a health screening tool at key facilities in accordance with corporate guidance. _____ Initials
12. Contingency plans developed for diminished local law enforcement capability for activities such as evacuation route alerting and assistance, protection of people and physical assets, and security incident response. _____ Initials
13. Personnel Contact System updated and kept accurate as changes occur (PSO only). _____ Initials
14. Specific regulatory requirements documented for relief during a pandemic, with a threshold for seeking such relief and a plan of action to obtain it. _____ Initials

TVA / NEI Pandemic Phase 3:

General outbreaks of the disease occur across borders and continents. Implement response and contingency plans.

CHECKLIST ITEMS:

1. Agency Wide Pandemic Actions reviewed to ensure the Phase 3 actions are scheduled / accomplished as required. _____ Initials
2. TVA corporate pandemic -related communiqués reinforced with intra-SBU information bulletins. _____ Initials
3. All provisions of the SBU Pandemic Phase 2 Checklist implemented. _____ Initials
4. Pandemic Response Team activated as appropriate. _____ Initials
5. Separation of staff including the activation of backup facilities and alternate work schedules implemented as planned. _____ Initials
6. PPE supplies distributed to designated drop-off locations, and issued to employees including N95 masks, disinfectants, paper towels, latex or vinyl gloves, etc, in accordance with corporate guidance. _____ Initials
7. HR Policies implemented on social distancing such as (but not limited to):
 - a. In and out of Valley Travel. _____ Initials
 - b. Group Meetings. _____ Initials
 - c. Limiting Visitors. _____ Initials
 - d. Facility Access. _____ Initials
 - e. Elevator Usage. _____ Initials
 - f. Public Transportation. _____ Initials
8. Corporate Media Monitoring of health threats communicated to all employees as appropriate. _____ Initials
9. Employee screening implemented in accordance with corporate guidance. _____ Initials
10. Emergency pandemic notification systems implemented in all SBU's as appropriate. _____ Initials

Appendix E
(Page 6 of 9)

11. Personal protection techniques such as proper hand washing and social distancing posted in all washrooms and common use areas. _____ Initials
12. Employees provided with detailed written instructions / reinforcement on what to do for employees, who have been exposed to the pandemic disease, including instructions for returning to work. _____ Initials
13. Common use areas and equipment cleaned and disinfected at least once per shift. _____ Initials
14. Non-critical common use areas such as lunch rooms and exercise facilities closed to minimize exposures. _____ Initials
15. TVA Employee Hotline/FAQ's established to help allay fears and ensure proper awareness of actual conditions and anticipated threats. _____ Initials
16. Infected employees workstations and shared work areas as well as all shared equipment and facilities properly disinfected. _____ Initials
17. Waterless hand cleaner, cleansers, and wipes provided in communal areas. _____ Initials
18. All Staff on site notified to leave their full name, employee ID, and after-hours contact number(s), including numbers where they may potentially relocate, such as with parents, family, etc. Have visitors provide their home and company contact numbers as well as after-hours contact numbers for follow-up. _____ Initials
19. Adequate sequestering-related supplies purchased for use in Phase 4 and ensure essential staff members are trained and ready for sequestering when it is invoked. _____ Initials
20. Contingency plans for discontinuing scheduled outages and capital projects during a Pandemic developed. _____ Initials
21. Contingency plans developed for diminished local law enforcement capability for activities such as secure travel and access assistance, protection of people and physical assets, and security incident response. _____ Initials

TVA / NEI Pandemic Phase 4:

High absentee rates (up to 40%) and fatalities begin to impact the workforce. This phase could last for several months. There may be multiple waves of the pandemic, each lasting six to eight weeks.

CHECKLIST ITEMS:

1. Agency Wide Pandemic Actions reviewed to ensure the Phase 4 actions are scheduled / accomplished as required. _____ Initials

Appendix E
(Page 7 of 9)

2. All provisions of the SBU Pandemic Phase 3 Checklist implemented. _____ Initials
3. TVA corporate pandemic -related communiqués reinforced with intra-SBU information bulletins. _____ Initials
4. Execute the plan for Essential Onsite, Tele-Work and Reserve Pandemic Categories _____ Initials
5. Implement use of PPE supplies in accordance with corporate guidance. _____ Initials
6. HR Policies implemented on social distancing such as (but not limited to):
 - a. In and out of Valley Travel. _____ Initials
 - b. Group Meetings. _____ Initials
 - c. Limiting Visitors. _____ Initials
 - d. Facility Access. _____ Initials
 - e. Elevator Usage. _____ Initials
 - f. Public Transportation. _____ Initials
7. Employee screening implemented in accordance with corporate guidance. _____ Initials
8. Dispense antiviral medications and coordinate vaccinations as they become available in accordance with TVA criteria. _____ Initials
9. Verify personal protection techniques such as proper hand washing and social distancing posted in all washrooms and common use areas. _____ Initials
10. Employees provided with detailed written instructions / reinforcement on what to do for employees, who have been exposed to the pandemic disease, including instructions for returning to work. _____ Initials
11. Common use areas and equipment cleaned and disinfected at least once per shift. _____ Initials
12. Verify non-critical common use areas such as lunch rooms and exercise facilities remain closed to minimize exposures. _____ Initials
13. TVA Employee Hotline/FAQ's updated to help allay fears and ensure proper awareness of actual conditions and anticipated threats. _____ Initials

Appendix E
(Page 8 of 9)

14. Enhanced plans activated to clean workstations, shared equipment, and other items and areas of concern, especially common use equipment, facilities, and areas. Ensure waterless hand cleaners, cleansers, and wipes have been placed at all communal areas. _____ Initials

15. All Staff on site notified to leave their full name, employee ID, and after-hours contact number(s), including numbers where they may potentially relocate, such as with parents, family, etc. Have visitors provide their home and company contact numbers as well as after-hours contact numbers for follow-up. _____ Initials

16. Employee absenteeism monitored and managed with regular reporting to determine impact on essential functions. _____ Initials

17. Plans for diminished local law enforcement capability for activities such as such as secure travel and access assistance, protection of people and physical assets, and security incident response implemented. _____ Initials

18. Contingencies implemented to ensure continuity of operations as required. _____ Initials

TVA / NEI Pandemic Phase 5:

Governments, owners, and operators work to recover from the pandemic outbreak and associated disruptions.

CHECKLIST ITEMS:

1. Actions needed to support SBU recovery are identified, scheduled, and accomplished. _____ Initials
2. Review all Pandemic Phase checklists actions, document lessons learned, and lay out an effective plan to implement appropriate remedial actions in preparation for future waves. _____ Initials
3. TVA corporate pandemic-related communiqués reinforced with intra-SBU information bulletins. _____ Initials
4. As they become available, coordinate with the TVA Pandemic Core Team and arrange anti-viral drugs and vaccines for employees. _____ Initials
5. Implement recognition of those who have passed and appreciation for those who supported our mission. _____ Initials
6. Review lessons learned and ensure a “going forward” communication plan is developed and implemented. _____ Initials