**Business Continuity Operational Checklist for COVID-19**

**Threat Analysis and BCP Planning**

1. Conduct a comprehensive threat assessment of COVID-19 with the Country Office.

 Completed

 In Progress

 Not started

1. Put in place risk assessments of potential outbreak considerations and establish mitigation measures for all your respective country office program sites.

 Completed

 In Progress

 Not started

1. Identify risk triggers established along with action points and clear set of responsibilities for each member of the Senior Management Team.

 Completed

 In Progress

 Not started

1. Have you developed a Business Continuity Plan for your country offices?

 Completed

 In Progress

 Not started

**Human Resources and Staffing**

1. Devise a plan for how your organization will operate if absenteeism spikes from increases in sick employees. (i.e those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from school.)

 Completed

 In Progress

 Not started

1. Create a flexible workplace and leave policies for employees.

 Completed

 In Progress

 Not started

1. As a supervisor, work out with your team a remote/telework protocol, such as flexible worksites (i.e telecommuting), and flexible work hours to increase physical distancing between employees.

 Completed

 In Progress

 Not started

1. Ensure appropriate information technology and infrastructure is on hand and needed to support multiple employees who may be able to work from home.

 Completed

 In Progress

 Not started

1. Devise a protocol for ensuring regular advice and communication is received by MOH to influence decisions public health officials are making regarding national, district and community-level strategies.

 Completed

 In Progress

 Not started

1. Review human resources policies to make sure that policies and practices are consistent with public health recommendations and country workplace laws.

 Completed

 In Progress

 Not started

**Logistics/Supply chain planning**

1. Ensure your organization has pre-positioned essential program equipment and supplies in your field sites in the event of a mandatory quarantine.

 Completed

 In Progress

 Not started

1. Identify essential business functions, signature programming and critical elements within your supply chains (e.g., kits, suppliers, subcontractor services/products, and vendors) required to maintain business operation.

 Completed

 In Progress

 Not started

1. Devise a plan to anticipate how your programming will continue with increased absenteeism or if supply chains are interrupted.

 Completed

 In Progress

 Not started

**Communications Planning:**

1. Establish a process in your office for how to communicate information to employees and have a communications plan in place to anticipate employee fear, anxiety, rumors, and misinformation, and plan communications accordingly.

 Completed

 In Progress

 Not started

1. Actively review and adapt business continuity plans in each of your sites where you have field programming.

 Completed

 In Progress

 Not started

1. Establish thresholds on outbreaks for convening large work-related meetings.

 Completed

 In Progress

 Not started

1. Engage health departments to confirm communication channels and dissemination methods of local outbreak information.

 Completed

 In Progress

 Not started