NB: This checklist was developed on February 27, 2020 by the OFDA-funded READY Initiative for Outbreak Preparedness Planning Workshops conducted at regional and country levels. It is iterative and will be updated to reflect updates in Covid-19 guidance.

V1. Business Continuity Operational Checklist in Outbreaks

Threat Analysis and BCP Planning

1. Conduct a comprehensive threat assessment of Coronavirus with the Country Office

   ☐ Completed
   ☐ In Progress
   ☐ Not started

2. 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

3. Identify risk triggers established along with action points and clear set of responsibilities for each member of the Senior Management Team/ Task Force?
   ☐ Completed
   ☐ In Progress
   ☐ Not started

4. Have you developed a Business Continuity Plan for your country offices?
   ☐ Completed
   ☐ In Progress
   ☐ Not started
   - Ensure you set up authorities, triggers, and procedures for activating and terminating the organization's business continuity plan. This includes altering business operations (e.g., possibly changing or closing operations in affected areas), and transferring business knowledge to key employees.

Human Resources and Staffing

5. 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

6. Create a flexible workplace and leave policies employees.
   - ☐ Completed
   - ☐ In Progress
   - ☐ Not started

7. 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

8. 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

9. 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

10. 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

11. 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

12. 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

13. 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:

14. 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

15. Actively review and adapt BCP plans in each of your sites where you have field programming.
    - ☐ Completed
    - ☐ In Progress
    - ☐ Not started

16. Establish thresholds on outbreaks for convening large work related meetings.
    - ☐ Completed
    - ☐ In Progress
    - ☐ Not started

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

- ☐ Completed
- ☐ In Progress
- ☐ Not started