**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.

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

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

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

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**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.)

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

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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.

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

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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.

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

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**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.

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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.

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

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**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.

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

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

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

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