

BUSINESS CONTINUITY PLANNING

Checklist of preparatory actions in responding to
COVID-19



BUSINESS CONTINUITY PLANNING CHECKLIST

The following is a checklist of some of the key risks to the continuity of your business activities during the outbreak of COVID-19 and of preparatory actions that can be taken to respond.

Many of the actions are the same as you would have prepared during any type of similar threat such as preparations for influenza pandemics. Your organization should consider appointing a planning coordinator and/or team with defined responsibilities and budget for planning and for preparedness.

If your organization already has a business continuity planning process, you should consider addressing COVID-19 within that process.

Source: <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance>

Section 1: Plan activities

	Task	Status (Not Started / In progress /Complete)	Comment	Upload Evidence
1.1	Assign responsibility for planning and preparedness to a senior executive			
1.2	Obtain information on COVID-19			
1.3	Consult within the company, with workers and worker representatives			
1.4	Consult with suppliers on measures they are taking, and on potential disruptions to supply chains			
1.5	Assess 'high level' impacts on your business and attach appropriate priorities to the planning process			
1.6	Develop a business continuity plan or review the existing plan should one already be in place			
1.7	Establish authorities, triggers, and procedures for implementing the plan			
1.8	Test the plan in exercises			
1.9	Share best practice with all business units			

Section 2: Address business issues

	Task	Status	Comment	Upload Evidence
2.1	Identify critical activities, and the employees and inputs required to maintain them			
2.2	Consider the possible impact of employee absences			
2.3	Consider the possible impact of disruption to the supply of inputs from suppliers in each regional location and overseas suppliers			
2.4	Examine the likely impact of COVID-19 on your market and on your customers' requirements			
2.5	Identify and agree strategic imperatives			
2.6	Understand the business need for face-to-face meetings should there be community transmission of COVID-19 with a risk of person to person spread. Consider the potential for remote working.			
2.7	Consider the issues for business related travel due to COVID-19			
2.8	Consider the financial management implications due to COVID-19			
2.9	Examine the extent to which others will be dependent on your business due to COVID-19			
2.10	Consider the circumstances under which you might decide to scale back or suspend operations due to COVID-19			

Section 3: Measures to underpin continuity

	Task	Status (Not Started / In progress /Complete)	Comment	Upload Evidence
3.1	Cross-train, and identify alternative sources of labor			
3.2	Communicate with staff in a manner appropriate to the current state of COVID-19 phase as guided by national recommendations			
3.3	Prepare an emergency communications plan			
3.4	Plan for increased take-up of employee welfare services			
3.5	Prepare policies on sick leave and compassionate leave due to COVID-19			
3.6	Prepare policies on foreign travel during COVID-19 event			
3.7	Make arrangements to assure supplies during the COVID-19 event			
3.8	Consider the possibility of changes to your product or service, due to COVID-19, and plan for any changes you consider appropriate			
3.9	Review insurance coverage			

Section 4: Response to workplace risks

	Task	Status (Not Started / In progress /Complete)	Comment	Upload Evidence
4.1	Prepare policies on hygienic behavior for employees and visitors to premises			
4.2	Plan to provide for hand washing, hand hygiene, tissue disposal and other facilities			
4.3	Plan for frequent and effective cleaning of the workplace			
4.4	Prepare policies as per national recommendations to advise those who are infected, or are suspected to be infected with COVID-19			
4.5	Plan measures to reduce face-to-face contact with customers / suppliers and between employees from different sites			
4.6	Prepare policies on flexible work locations (e.g. teleworking) and flexible working times (e.g. shift working)			
4.7	Provide IT assistance to support teleworking and remote customer interaction			

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