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| **Name of Company** |  | **Name of Leader** |  |
| **Name of Organisation (if applicable)** |  | **Date** |  |

**Section A**

Please utilise below check list to support your business continuity plan.

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| **Business Continuity Planning**  **Impact on your business** | **Fully Prepared** | **Partially Prepared** | **Not Prepared** | **Action Taken / Risk Mitigation** |
| **Identify a person or a team for preparation and response to the agreed plan** |  |  |  |  |
| **Develop and plan for scenarios likely to result in an increase demand of your staffing level and service** |  |  |  |  |
| **Determine potential risks to your business and mitigate potential risks** |  |  |  |  |
| **Know where to get up-to-date and reliable information e.g. Public Health England** |  |  |  |  |
| **Establish an emergency communications plan and update the information periodically, including communication to staff, and clients.** |  |  |  |  |
| **Test the temperature with your staff on how they react to the situation** |  |  |  |  |
| **Evaluate supplies, stocks and any other required equipment** |  |  |  |  |
| **Forecast your cash flow in case of the need to procure extra funds** |  |  |  |  |

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| **Business Continuity Planning**  **Impact on our employees and customers** | **Fully Prepared** | **Partially Prepared** | **Not Prepared** | **Action Taken / Risk Mitigation** |
| **Forecast and allow for employee absences if a coronavirus outbreak occurs**  **Think about what effect that have on your business**  **10% staff absence**  **20% staff absence**  **50% staff absence** |  |  |  |  |
| **Define what you consider to be your business critical areas** |  |  |  |  |
| **Implement guidelines to modify the frequency and type of face-to-face contact among employees and between employee and customers if appropriate** |  |  |  |  |
| **Identify employees and key customers with alternative needs, and incorporate the requirements of such persons into your plan** |  |  |  |  |
| **Enhance communications and information around hand hygiene** |  |  |  |  |
| **Ensure availability of medical consultation and advice for emergency response** |  |  |  |  |

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| **Business Continuity Planning**  **Policy / Procedure** | **Fully Prepared** | **Partially Prepared** | **Not Prepared** | **Action Taken / Risk Mitigation** |
| **Establish policies for sick-leave absences unique to a coronavirus outbreak, including policies on when a previously ill person is no longer infectious and can return to work, self-isolation at home, return from travel from high risk country etc.** |  |  |  |  |
| **Establish policies for flexible working and communication between staff** |  |  |  |  |
| **Establish policies for preventing the spread at your setting (e.g. promoting hand hygiene, cough etiquette, increased cleaning, social distancing and prompt exclusion of people with symptoms)** |  |  |  |  |
| **Establish quarantine procedure all staff** |  |  |  |  |
| **Establish policies for evacuating employees working in or near an affected area when an outbreak begins, and guidance for employees returning from affected areas** |  |  |  |  |
| **Set up triggers, and procedures and authority for activating the response plan to allow the employee to respond an outbreak** |  |  |  |  |
| **In case of outbreak, reduce footfall for non-essential contact** |  |  |  |  |

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| **Business Continuity plan**  **Communicate and educate your employees** | **Fully Prepared** | **Partially Prepared** | **Not Prepared** | **Action Taken / Risk Mitigation** |
| **Develop and disseminate information and materials covering the coronavirus, including personal and family protection** |  |  |  |  |
| **Anticipate employee fear and anxiety, rumours and misinformation and plan communications accordingly** |  |  |  |  |
| **Provide sufficient and accessible infection control supplies (e.g. hand hygiene products, tissues and containers for their disposal)** |  |  |  |  |
| **Ensure that communications are culturally and linguistically appropriate** |  |  |  |  |
| **Disseminate information to employees about your response plan** |  |  |  |  |
| **Develop platforms (e.g. dedicated websites, social media) for communicating status and actions to customers, employees and visitors** |  |  |  |  |
| **Provide information for the at-home care of ill employees and family members** |  |  |  |  |
| **Establish communicate with Public Health Protection Team & local emergency planning team** |  |  |  |  |

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| **Supply of Non-critical Consumables, Goods and Services** | **Fully Prepared** | **Partially Prepared** | **Not Prepared** | **Action Taken / Risk Mitigation** |
| **Contingency Plan in Place** |  |  |  |  |
| **Further Information Key Priorities Key challenges fresh Ides Proposed developments** | | | | |
| **Resourcing Priorities/Challenges/Ideas Operational Priorities/Challenges/Ideas**  **Financial Priorities/Challenges/Ideas Service PriorItes/Challenges/Ideas** | | | | |

**Fully Prepared**

All risk mitigation aspects have been reviewed and agreed. Agreed actions added to continuity plan and communicated among relevant staff members. .

**Partially Prepared**

Risk aspects have been reviewed, or are in the process of being reviewed. Continuity plan not yet updated,

**Not Prepared**

Some aspects have not been, or are not yet in the process of being reviewed. require specific action taken to prepare for and mitigate risks