Maintaining business during an infectious disease outbreak

BUSINESS CONTINUITY CHECKLIST

CONSIDERATIONS:

1. Convene a task force to discuss potential protocols and policies to mitigate the impact of the infectious disease on the workforce. Consider the inclusion of groups such as human resources, facilities management, finance, communications, and health and safety.

2. Review your business continuity plan to assess what essential services must be delivered and strategies for how services will be maintained with a reduced workforce.

3. Determine what personal protective equipment is required for employees and options for stockpiling and procurement.
- Consult recommendations from Hamilton Public Health prevention measures to help guide decisions.
- Identify financial implications of, and processes for, emergency procurement.

4. Employ processes for monitoring and reporting of employee illness and travel.

5. Identify employee social distancing options, including teleworking, teleconferencing, staggered work shifts, and cancellation of group events.
- Assess information technology requirements to support telework and other remote meeting/working solutions.

6. Implement facility controls.
- Determine need and ability for personnel control in buildings.
- Increase sanitization and cleaning of workspaces.

7. Develop messaging for employees regarding:
- Your organization's preparedness
- Employee protection protocols and practices