An Roinn Gnó,
Fiontar agus Nuálaíochta
Department of Business,
Enterprise and Innovation

Business Continuity Planning
Checklist of preparatory actions in responding to COVID-19

February 2020

Responding to a COVID-19 Outbreak

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 organisation should consider appointing a planning coordinator and/or team with defined responsibilities and budget for planning and for preparedness. A deputy should also be appointed.

If your organisation already has a business continuity planning process, you should consider addressing COVID-19 within that process. In relation to COVID-19, it is particularly important that your organisation uses the national resources, posters and guidance that are available and updated on a regular basis to reflect the rapidly emerging situation. The links to COVID-19 resources are available here for employers, FAQs and posters, and issues such as prevention and control.

Information	Link
For Employers	www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/guidance/employersguidance/
FAQs	www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/frequentlyaskedquestions/
Posters	www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/posters/
Prevention and control	www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/

Planning Activities

Not Started	Underway	Complete	
			1.1 Assign responsibility for planning and preparedness to a senior executive and a deputy
			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' impact on your business and attach appropriate priority to the planning process
			1.6 Develop a business continuity plan
			1.7 Establish authorities, triggers and procedures for implementing plan
			1.8 Test the plan in exercises
			1.9 Share best practice with other businesses
			1.10 Revisit plan periodically

Business Issues to Address

Not Started	Underway	Complete	
			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 Ireland 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 Establish authorities, triggers and procedures for implementing plan.
			2.8 Consider the issues for business related travel due to COVID-19
			2.9 Consider the financial management implications due to COVID-19
			2.10 Examine the extent to which others will be dependent on your business due to COVID-19
			2.11 Consider the circumstances under which you might decide to scale back or suspend operations due to COVID-19

Measures to Underpin Continuity

Not Started	Underway	Complete	
			3.1 Nominate deputies
			3.2 Cross-train, and identify alternative sources of labour
			3.3 Communicate with staff in a manner appropriate to the current state of COVID-19 phase as guided by national recommendations
			3.4 Prepare emergency communications plan
			3.5 Plan for increased take-up of employee welfare services
			3.6 Prepare policies on sick leave and compassionate leave due to COVID-19
			3.7 Prepare policies on foreign travel during COVID-19 event
			3.8 Plan for the needs of staff overseas
			3.9 Make arrangements to assure supplies during the COVID-19 event
			3.10 Consider the possibility of changes to your product, your service, or your interaction with customers, due to COVID-19, and plan for any changes you consider appropriate
			3.11 Review insurance coverage

Responding to Workplace Risks due to COVID-19

Not Started	Underway	Complete	
			4.1 Prepare policies on hygienic behaviour for employees and visitors to premises as guided by national recommendations. Adhere to respiratory etiquette and hand hygiene policies.
			4.2 Plan to provide for hand washing, hand hygiene, tissue disposal and other facilities as per national recommendations
			4.3 Plan for frequent and effective cleaning of the workplace as per national recommendations
			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 Identify work organisation measures that can be taken to reduce potential for employees who are in the workplace to infect each other
			4.7 Prepare policies on flexible work locations (e.g. teleworking) and flexible working times (e.g. shiftworking)
			4.8 Provide ICT infrastructure to support teleworking and remote customer interaction

Signed
(Executive Responsible)