DEVELOP A PROCESS FOR ACTIVATING YOUR PLAN

IDENTIFY PLAN OBJECTIVES

- In this phase you will define the roles, responsibilities, and policies.
- Determine what people and resources are required for your business to continue operating.
- Determine your objectives and what you need to accomplish.
- Decide how you will respond if you activate your plan.
- Identify alternative suppliers to meet supply chain needs.
- Consider how your business will adjust if resources are constrained.
- Determine how your business will maintain business operations.
- Reduce the spread of disease among staff.

OUTLINE KEY BUSINESS FUNCTIONS

- Identify critical business functions and roles.
- Identify critical supplies and services.
- Identify key partners, suppliers, and contractors.
- Consider how your business will adjust if resources are constrained.
- Consider what you will need to maintain business operations.

ASKS WORKPLACE EXPERTISE

- Engage workflow experts to assess workplace needs.
- Identify critical supplies and services.
- Identify key partners, suppliers, and contractors.
- Determine how your business will adjust if resources are constrained.
- Determine what you will need to maintain business operations.

PREPARE FOR SOCIAL DISTANCING

- Review current social distancing guidelines.
- Ensure your policies are responsive and adaptable.
- Consider how your business will adjust if resources are constrained.
- Consider what you will need to maintain business operations.

PLAN TO SEPARATE SICK EMPLOYEES

- Identify appropriate areas where sick employees will be cared for.
- Consider what you will need to maintain business operations.

ANTICIPATE ABSENTEEISM

- Prepare for employee absences resulting from personal illness, caring for a sick family member, or caring for a dependent.
- Ensure employees who report having a fever or an acute respiratory illness are separated from others and immediately sent home.
- Ensure that sick employees stay home.

PLAN FOR RESTRICTED TRAVEL

- Prevent travel if travel is not essential.
- Allow telecommuting where possible.
- Permit flexible work hours (e.g., staggered shifts).
- Trial telecommuting and flexible hours during normal (non-pandemic) times.

ENCOURAGE PERSONAL PREPARATION

- Encourage employees to practice good hygiene and social distancing.
- Remind employees to stay home when sick.
- Instruct employees to keep non-prescription drugs and other health supplies on hand.
- Provide copies of electronic health records from the doctor, hospital, or pharmacy.

IN PERVOLVE

- Consider what procedures should be used to activate or deactivate your plan.
- Consider who the decision makers in your business should be involved.
- Test out your plan to help detect gaps or problems that need to be addressed.
- Consider how your business will adjust if resources are constrained.
- Consider what you will need to maintain business operations.

GET IN TOUCH FROM YOUR WORKFORCE

- Develop a process for communicating with your workforce.
- Ensure that your communication protocol is in place.
- Consider how you will adjust if resources are constrained.
- Consider what you will need to maintain business operations.

STAY INFORMED

- Public Health - Seattle & King County: https://wwwPUBLICHealth.seattle.gov/COVID-19
- San Francisco City & County Department of Public Health: https://www.facsf.org/coronavirus
- Equal Employment Opportunity Commission’s (EEOC) website: https://www.eeoc.gov/coronavirus
- The Centers for Disease Control webpage, “Interim Guidance for Businesses and Organizations.”
- The Occupational Safety and Health Administration’s COVID-19 page: https://www.osha.gov/SLTC/COVID19/

INTRODUCTION

If the novel coronavirus (COVID-19) continues to spread around the world, it could become a pandemic. Though global by definition, a pandemic isn’t an isolated incident, but an event that unfolds between people and reduces the spread of disease. This document is adapted from the Centers for Disease Control webpage, “Interim Guidance for Businesses and Organizations.”

For more information, visit: cdc.gov/coronavirus/2019-ncov/index.html

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Your business is only as healthy as your employees. Encourage employees to practice good hygiene and social distancing.

Prepare for employee absences resulting from personal illness, caring for a sick family member, or caring for a dependent.

Ensure employees who report having a fever or an acute respiratory illness are separated from others and immediately sent home.

Ensure that sick employees stay home.

Identify appropriate areas where sick employees will be cared for.

Provide copies of electronic health records from the doctor, hospital, or pharmacy.

Develop a process for communicating with your workforce.

Ensure that your communication protocol is in place.

Consider how you will adjust if resources are constrained.

Consider what you will need to maintain business operations.