In Reviewing your Emergency Plans

- Make sure plans are flexible and scalable
- Identify any work-related exposure or health risks for employees and plan accordingly
- Make sure HR policies and practices are consistent with State/Federal work laws
- Plan for employees to be absent
- Understand that if Social Distancing is called for, schools will likely be closed and increase employee absenteeism
- Cross-train key personnel
- Explore and review policies and practices; consider flexible work schedules (shifts and/or teleworking)
- Make sure your IT infrastructure can support employees teleworking
- Assess critical business functions and their reliance on partners (assume they are impacted)
- Set up authorities, triggers, and procedures for activating and terminating the company’s BCP
- Plan to minimize exposure
- Establish a process to communicate information to employees and business partners
- Anticipate employee fear, anxiety
- If there is spread intra-State, change postures to protect employees
- Communicate regularly with local health departments to ensure you are receiving up-to-date information, and to take appropriate action when situation dictates (e.g. if an employee self-IDs as COVID-19 infection, notify local public health)