7-POINT EMERGENCY PREPAREDNESS CHECKLIST

COVIDA-19 BUSINESS CONTINUITY PLAN

PHASE I: EMERGENCY PLAN ACTIVATION

1 *List the primary activities needed to run your business and rank activities based on urgency.* Assign essential tasks to team members to ensure the business remains operational in the event of a quarantine. (Transferring phones via a phone tree, picking up mail from the mailbox, making bank deposits, etc.)

2 *Establish a plan for employees to transport computer(s) home daily safely.* Also, make sure each team member has the proper equipment/technology to work from home (i.e., WIFI, hotspot, etc.). If local authorities activate a quarantine, precautionary isolation, or other emergencies, your team needs to be ready to work remotely.

3 *Instruct each team member to coordinate with their supervisor/manager their workload/inventory to make sure they have projects to work on from home daily.* This communication should be ongoing while the team is operating under the emergency plan.

4 *Establish a method to communicate important updates to the entire team.* Ensure the team knows the official channel the company will use for all communications.

5 *Verify that all work product and essential data (required for working remotely) is properly backing-up to the cloud.* Take corrective actions immediately to fix any data that is not being correctly backed-up. Each team member must check their back-up settings weekly while the emergency plan is in effect.

PHASE II: WORK-AT-HOME PLAN ACTIVATED

6 *In the event, the company must activate a work-at-home plan, and each team member needs to take home all personal items and leave their desk drawers unlocked.*

7 To ensure business continuity, create a schedule for team members to allow access to the office during Phase II.

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