7-POINT EMERGENCY PREPAREDNESS CHECKLIST

COVID-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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