

Business Continuity Plan Checklist (for your own use to support your efforts in developing a comprehensive plan)

Task		Actions taken
I. Plan for the impact of an emergency on your business:		
Did you:		
1. Identify an emergency coordinator and/or team with defined roles and responsibilities for preparedness and response planning	<input type="checkbox"/>	
2. Identify essential employees and other critical inputs (e.g. raw materials, suppliers, sub-contractor services/ products, and logistics) required to maintain business operations by location and function during an emergency.	<input type="checkbox"/>	
3. Train and prepare ancillary workforce (e.g. contractors, employees in other job titles/descriptions, retirees).	<input type="checkbox"/>	
4. Develop and plan for scenarios likely to result in an increase or decrease in demand for your products and/or services during an emergency (e.g. effect of restriction on mass gatherings, need for hygiene supplies, disruptions to telecommunications or transport infrastructure).	<input type="checkbox"/>	
5. Determine potential impact of an emergency on company business financials using multiple possible scenarios that affect different product lines and/or production sites.	<input type="checkbox"/>	
6. Determine potential impact of an emergency on business-related domestic and international travel (e.g. quarantines, border closures).	<input type="checkbox"/>	

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I. Plan for the impact of an emergency on your business:		
7. Find up-to-date, reliable information on emergencies from community public health, emergency management, and other sources and make sustainable links.	<input type="checkbox"/>	
8. Establish an emergency communications plan and revise periodically. This plan includes identification of key contacts (with back-ups), chain of communications (including suppliers and customers), and processes for tracking and communicating business and employee status.	<input type="checkbox"/>	
9. Implement an exercise/drill to test your plan and revise periodically.	<input type="checkbox"/>	
II. Plan for the impact of an emergency on your employees and customers:		
1. Forecast and allow for employee absences during an emergency due to factors such as personal illness, family member illness, community containment measures and quarantines, school and/or business closures, and public transportation closures.	<input type="checkbox"/>	
2. In the event of a pandemic, implement guidelines to modify the frequency and type of face-to-face contact (e.g. hand-shaking, seating in meetings, office layout, shared workstations) among employees and between employees and customers.	<input type="checkbox"/>	
3. Encourage/ track annual employee vaccinations (influenza,corona).	<input type="checkbox"/>	

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II. Plan for the impact of an emergency on your employees and customers:		
4. Evaluate employee access to and availability of healthcare services during an emergency and improve services as needed.	<input type="checkbox"/>	
5. Evaluate employee access to and availability of mental health and social services during an emergency including corporate, community, and faith-based resources, and improve services as needed.	<input type="checkbox"/>	
6. Identify employees and key customers with special needs and incorporate the requirements of such persons into your preparedness plan.	<input type="checkbox"/>	
III. Establish policies to be implemented during an emergency:		
1. Establish policies for employee compensation and sick-leave absences unique to an emergency (e.g. non-punitive, liberal leave). Include policies applicable to a pandemic, to state when a previously ill person is no longer infectious and can return to work after illness.	<input type="checkbox"/>	
2. Establish flexible policies re: worksite (e.g. tele-commuting) and work hours (e.g. staggered shifts).	<input type="checkbox"/>	
3. In the case of a pandemic, establish policies to prevent spread at the worksite (e.g. respiratory hygiene/cough etiquette, and prompt exclusion of people with symptoms).	<input type="checkbox"/>	
4. In the case of a widespread pandemic, establish policies for employees who have been exposed to pandemic, are suspected to be ill, or become ill at the worksite (e.g.	<input type="checkbox"/>	

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infection control response, immediate mandatory sick leave).		
III. Establish policies to be implemented during an emergency:		
5. Establish policies for restricting travel to affected geographic areas (consider both domestic and international sites), evacuating employees working in or near an affected area when an emergency occurs, and guidance for employees returning from affected areas.	<input type="checkbox"/>	
6. Set up authorities, triggers, and procedures for activating and terminating the company's response plan, altering business operations (e.g. shutting down operations in affected areas), and transferring business knowledge to key employees.	<input type="checkbox"/>	
IV. Allocate resources to protect your employees and customers during an emergency:		
1. Provide sufficient and accessible emergency supplies (e.g. safety equipment, hand-hygiene products, tissues and receptacles for their disposal) in all business locations.	<input type="checkbox"/>	
2. Enhance communications and information technology infrastructures as needed to support employee telecommuting and remote customer access.	<input type="checkbox"/>	
3. Ensure availability of medical consultation and advice for emergency response.	<input type="checkbox"/>	

Task		Actions taken
V. Communicate to and educate your employees:		
1. Develop and disseminate programs and materials covering emergency fundamentals (e.g. safety procedures, evacuation, signs and symptoms of infection, modes of transmission, etc.)	<input type="checkbox"/>	

V. Communicate to and educate your employees:		
2. Anticipate employee fear and anxiety, rumours and misinformation and plan communications accordingly.	<input type="checkbox"/>	
3. Ensure that communications are culturally and linguistically appropriate.	<input type="checkbox"/>	
4. Disseminate information to employees about your emergency preparedness and response plan.	<input type="checkbox"/>	
5. Provide information for the at-home care of ill employees and family members.	<input type="checkbox"/>	
6. Develop platforms (e.g. hotlines, dedicated Websites) for communicating emergency status and actions to employees, vendors, suppliers, and customers inside and outside the worksite in a consistent and timely way, including redundancies in the emergency contact system.	<input type="checkbox"/>	
7. Identify community sources for timely and accurate emergency information (domestic and international) and resources for obtaining counter-measures (e.g. specialized safety equipment, vaccines and antivirals).	<input type="checkbox"/>	
VI. Coordinate with external organizations and help your community:		

Task		Actions taken
1. Collaborate with insurers, health plans, and major local healthcare facilities to share your emergency plans and understand their capabilities and plans.	<input type="checkbox"/>	
2. Collaborate with local public health agencies and/or emergency responders to participate in their planning processes, share your emergency plans, and understand their capabilities and plans.	<input type="checkbox"/>	
VI. Coordinate with external organizations and help your community:		
3. Communicate with local or provincial public health agencies and/or emergency responders about the assets and/or services your business could contribute to the community.	<input type="checkbox"/>	
4. Share best practices with other businesses in your communities, chambers of commerce, and associations to improve community response efforts.	<input type="checkbox"/>	