|  |  |
| --- | --- |
| **Information** | **Link** |
| For Employers | [www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/](http://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/%0Bguidance/employersguidance/) [guidance/employersguidance/](http://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/%0Bguidance/employersguidance/) |
| FAQs | [www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/](http://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/%0Bfrequentlyaskedquestions/) [frequentlyaskedquestions/](http://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/%0Bfrequentlyaskedquestions/) |
| Posters | [www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/](http://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/%0Bposters/) [posters/](http://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/%0Bposters/) |
| Prevention and control | [www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/](http://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/%0Bguidance/infectionpreventionandcontrolguidance/) [guidance/infectionpreventionandcontrolguidance/](http://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/%0Bguidance/infectionpreventionandcontrolguidance/) |

# Planning Activities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Not Started✓** | **Underway****✓** | **Complete****✓** | **Item** | **Action taken** |
|  |  |  | 1.1 Assign responsibility for planning and preparedness to a senior executive and a deputy |  |
|  |  |  | 1.2 Obtain information on COVID-19 |  |
|  |  |  | 1.3 Consult within the company, with workers and worker representatives |  |
|  |  |  | 1.4 Consult with suppliers on measures they are taking and on potential disruptions to supply chains |  |
|  |  |  | 1.5 Assess ‘high level’ impact on your business and attach appropriate priority to the planning process |  |
|  |  |  | 1.6 Develop a business continuity plan |  |
|  |  |  | 1.7 Establish authorities, triggers and procedures for implementing plan |  |
|  |  |  | 1.8 Test the plan in exercises |  |
|  |  |  | 1.9 Share best practice with other businesses |  |
|  |  |  | 1.10 Revisit plan periodically |  |

**Business Issues to Address**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Not Started✓** | **Underway****✓** | **Complete****✓** | **Item** | **Action taken** |
|  |  |  | 2.1 Identify critical activities and the employees andinputs required to maintain them |  |
|  |  |  | 2.2 Consider the possible impact of employee absences |  |
|  |  |  | 2.3 Consider the possible impact of disruption to the supply of inputs from suppliers in Ireland and overseas suppliers |  |
|  |  |  | 2.4 Examine the likely impact of COVID-19 on your market and on your customers’ requirements |  |
|  |  |  | 2.5 Identify and agree strategic imperatives |  |
|  |  |  | 2.6 Understand the business need for face-to-face meetings should there be community transmission of COVID-19 with a risk of person to person spread. Consider the potential for remote working. |  |
|  |  |  | 2.7 Establish authorities, triggers and procedures for implementing plan. |  |
|  |  |  | 2.8 Consider the issues for business related travel due to COVID-19 |  |
|  |  |  | 2.9 Consider the financial management implications due to COVID-19 |  |
|  |  |  | 2.10 Examine the extent to which others will be dependent on your business due to COVID- 19 |  |
|  |  |  | 2.11 Consider the circumstances under which you might decide to scale back or suspend operations due to COVID-19 |  |

**Measures to Underpin Continuity**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Not Started✓** | **Underway****✓** | **Complete****✓** | **Item** | **Action taken** |
|  |  |  | 3.1 Nominate deputies |  |
|  |  |  | 3.2 Cross-train, and identify alternative sources of labour |  |
|  |  |  | 3.3 Communicate with staff in a manner appropriate to the current state of COVID-19 phase asguided by national recommendations |  |
|  |  |  | 3.4 Prepare emergency communications plan |  |
|  |  |  | 3.5 Plan for increased take-up of employee welfare services |  |
|  |  |  | 3.6 Prepare policies on sick leave and compassionate leave due to COVID-19 |  |
|  |  |  | 3.7 Prepare policies on foreign travel during COVID- 19 event |  |
|  |  |  | 3.8 Plan for the needs of staff overseas |  |
|  |  |  | 3.9 Make arrangements to assure supplies during the COVID-19 event |  |
|  |  |  | 3.10 Consider the possibility of changes to your product, your service, or your interaction with customers, due to COVID-19, and plan for any changes you consider appropriate |  |
|  |  |  | 3.11 Review insurance coverage |  |

**Responding to Workplace Risks due to COVID-19**

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| --- | --- | --- | --- | --- |
| **Not Started✓** | **Underway****✓** | **Complete****✓** | **Item** | **Action taken** |
|  |  |  | 4.1 Prepare policies on hygienic behaviour for employees and visitors to premises as guided by national recommendations. Adhere torespiratory etiquette and hand hygiene policies. |  |
|  |  |  | 4.2 Plan to provide for hand washing, hand hygiene, tissue disposal and other facilitiesas per national recommendations |  |
|  |  |  | 4.3 Plan for frequent and effective cleaning of the workplace as per national recommendations |  |
|  |  |  | 4.4 Prepare policies as per national recommendations to advise those who are infected, or are suspected to be infected withCOVID-19 |  |
|  |  |  | 4.5 Plan measures to reduce face-to-face contact with customers / suppliers and between employees from different sites |  |
|  |  |  | 4.6 Identify work organisation measures that can be taken to reduce potential for employees who are in the workplace to infect each other |  |
|  |  |  | 4.7 Prepare policies on flexible work locations(e.g. teleworking) and flexible working times (e.g. shiftworking) |  |
|  |  |  | 4.8 Provide ICT infrastructure to support teleworking and remote customer interaction |  |

Signed

(Executive Responsible)