



## Business Continuity Plan Checklist

Things to consider as you complete your business continuity plan. If you need help or have any questions, please Contact Us at [Help@Remver.com](mailto:Help@Remver.com) or 940-573-6837. We are Always Happy to Help.

	Tasks	Not Started	In Progress	Completed
1	Identify an emergency coordinator and/or team with defined roles and responsibilities for preparedness and response planning. The planning process should include input from labour representatives			
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			
3	Train and prepare ancillary workforce (e.g. contractors, employees in other job titles/descriptions, retirees)			
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)			
5	Determine potential impact of an emergency on company business financials using multiple possible scenarios that affect different product lines and/or production sites.			
6	Determine potential impact of an emergency on business-related domestic and international travel (e.g. quarantines, border closures)			
7	Find up-to-date, reliable information on emergencies from community public health, emergency management, and other sources and make sustainable links			
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			
9	Implement an exercise/drill to test your plan, and revise periodically			
10	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			
11	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			
12	Encourage/ track annual employee flu vaccination			
13	Evaluate employee access to and availability of healthcare services during an emergency, and improve services as needed			



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14	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			
15	Identify employees and key customers with special needs, and incorporate the requirements of such persons into your preparedness plan			
16	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			
17	Establish flexible policies re: worksite (e.g. tele-commuting) and work hours (e.g. staggered shifts)			
18	In the case of a pandemic, establish policies to prevent influenza spread at the worksite (e.g. respiratory hygiene/cough etiquette, and prompt exclusion of people with influenza symptoms)			
19	In the case of a widespread pandemic, establish policies for employees who have been exposed to pandemic influenza, are suspected to be ill, or become ill at the worksite (e.g. infection control response, immediate mandatory sick leave)			
20	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			
21	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			
22	Provide sufficient and accessible emergency supplies (e.g. safety equipment, hand-hygiene products, tissues and receptacles for their disposal) in all business locations			
23	Enhance communications and information technology infrastructures as needed to support employee telecommuting and remote customer access			
24	Ensure availability of medical consultation and advice for emergency response			
25	Develop and disseminate programs and materials covering emergency fundamentals (e.g. safety procedures, evacuation, signs and symptoms of influenza, modes of transmission, etc.)			
26	Anticipate employee fear and anxiety, rumors and misinformation and plan communications accordingly			
27	Ensure that communications are culturally and linguistically appropriate			



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	Tasks	Not Started	In Progress	Completed
28	Disseminate information to employees about your emergency preparedness and response plan			
29	Provide information for the at-home care of ill employees and family members			
30	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			
31	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)			
32	Collaborate with insurers, health plans, and major local healthcare facilities to share your emergency plans and understand their capabilities and plans			
33	Collaborate with federal, provincial, and local public health agencies and/or emergency responders to participate in their planning processes, share your emergency plans, and understand their capabilities and plans			
34	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			
35	Share best practices with other businesses in your communities, chambers of commerce, and associations to improve community response efforts			