



Exposure – CHECKLIST

The development or revision of a business continuity plan to consider COVID-19

The establishment of a response team to deal with the disruption to business due to COVID-19

Perform a business impact analysis and risk assessment

Ensure HR management has adequate tools and guidance in place. Items under HR management which need consideration include:

Competence and training requirements

Open door policy ensuring employees report any issues

Attendance and absence management

Development of a robust communications plan. Consider the following as part of that plan:

Appointing a co-ordinator

Communicating with suppliers and customers

Communicating with employees

Introduce appropriate cleaning measures/practices. Items/areas to be considered include:

Surfaces

Linens, clothing and laundry items

Cleaning of a contaminated area

Waste disposal

Develop performance indicators and evaluate the effectiveness of all COVID-19 measures implemented