

Attachment 3

Subject: Continuity Considerations Checklist

___ Continuity Communications (complete, in progress, or not initiated)

Systems that facilitate communication in the absence of person-to-person contact can be used to minimize workplace risk for essential employees and can potentially be used to restrict workplace entry of people with influenza symptoms.

* Identified appropriate communication resources needed such as laptops, high-speed telecommunications links, Personal Digital Assistants (PDAs), and other systems that support perform essential functions.

* Ensured each continuity facility has appropriate communication systems needed to maintain essential functions during a pandemic.

___ Vital Records Management (complete, in progress or not initiated)

Pandemic influenza COOP planning must identify and ensure the integrity of vital systems that require periodic maintenance or other direct physical intervention by employees.

* Identified records needed to sustain operations for longer than 30 days and established plans for maintenance of vital systems that rely on periodic physical intervention/servicing.

* Developed and maintained a current list of vital records, systems and databases.

* Ensured hard copies of vital records are current at each continuity facility

* Ensured employees can access vital records and systems from continuity facilities to include telework locations.

___ Human Capital (complete, in progress, or not initiated)

Each organization must develop, update, exercise, and be able to implement comprehensive plans to protect its workforce. The health threat to personnel is the primary threat to COOP during a pandemic.

* Coordinated with human resources to determine the impact of Pandemic Influenza on workforce capabilities to include:

- Compensation policy for nonessential and essential employees
- Sick leave policy
- Fitness for Duty policy
- Family medical leave policy
- Grievance policy
- Telework policy
- Family Assistance Programs

* Reviewed terms and conditions of contract work to ensure contractor responsibility for essential functions (where relevant) and to suspend non-essential work.

* Evaluated need for hygiene supplies, medicines, and other medical necessities to promote the health and wellness of personnel.

* Developed and/or modify an employee accountability system.

Attachment 3
CONTINUITY CONSIDERATIONS CHECKLIST (Con't)

___ Personnel Health & Safety (complete, in progress or not initiated)

Each organization must develop, update, exercise, and be able to implement comprehensive plans to protect its workforce. Although an influenza pandemic will not directly affect the physical infrastructure of an organization, a pandemic will ultimately threaten all operations by its impact on an organization's human resources. The health threat to personnel is the primary threat to COOP during a pandemic.

* Developed plans to promote health and safety of personnel to include:

- Infection control
- Personal hygiene
- Social distancing techniques
- Travel restrictions.

* Established plans to provide employees and families with relevant information and advisories about the pandemic, via

- Hotlines
- Web sites
- Voice Messaging System Alerts.

___ Test, Training & Exercises (complete, in progress or not initiated)

Pandemic influenza COOP plans should test, train, and exercise sustainable social distancing techniques that reduce person-to-person interactions within the workplace.

* Performed testing, training, and exercises that include social distancing techniques, telework capabilities and impacts of a reduced staff on facilities and essential functions and services.

* Cross-trained employees to ensure staff is available to perform functions and services.

___ Devolution of Control & Direction (complete, in progress or not initiated)

Because local outbreaks will occur at different times, have variable durations, and may vary in their severity, devolution planning may need to consider rotating operations statewide.

* Developed detailed guidance for full or partial devolution as:

- Essential functions and services
- Supporting tasks
- Points of contacts
- Resources and phone numbers

* Established Memorandum of Understandings (MOUs) or Memorandum of Agreements (MOAs) to ensure essential functions continue when staffs are unavailable.

___ Reconstitution (complete, in progress or not initiated)

After a pandemic will be the return to normal and bringing systems back to full capacity.

* Established plans to replace employees unable to return to work and prioritized hiring efforts

* In conjunction with public health authorities, developed plans and procedures to ensure facilities/buildings are safe for employees to return to normal operations.

___ Pandemic Influenza Continuity Considerations Checklist (completed, in progress or not initiated)