

BUSINESS CONTINUITY PLANNING CHECKLIST

CHECKLIST OF PREPARATORY ACTIONS FOR
BUSINESSES IN RESPONDING TO COVID-19
MARCH 2020
V1 (18/03/2020)



Isle of Man
Government

Reiltys Ellan Vannin

The Isle of Man Government is monitoring the ongoing situation in relation to the global coronavirus (COVID-19) pandemic and is committed to supporting the Island's businesses in order to minimise disruption to operations and the economy.

The following is a checklist of some of the key risks and considerations to the continuity of your business activities during the outbreak of COVID19. As well as providing general guidance and information on the outbreak, it suggests some specific activities which your organisation can take to be best prepared. It is recommended that your organisation appoint a planning coordinator and/or team with specific responsibility and budget for preparation and executing of plans.

If your business already has a business continuity plan in place, it is suggested that such plans be amended to address COVID-19 within this.

The outbreak of COVID-19 is continually developing, and active communications play an important part in stemming the spread of coronavirus. Therefore it is particularly important that your organisation utilises the Isle of Man Government national resources, posters and up-to date guidance that are provide at gov.im/coronavirus.

For up to date information on the Government's response to coronavirus, please visit:
www.gov.im/coronavirus

Key Messages:

- **Make sure your business has an up to date continuity plan and key members of staff are identified to carry out the measures required**
- **Identify clear ways to communicate with all employees throughout the process - whether in work or at home**
- **Display and share up to date content from www.gov.im/coronavirus**

1. Business Planning & Preparation

		Not Started	Underway	Complete
1.1 ASSIGN RESPONSIBILITY FOR PLANNING	Identify a senior executive and/or team, including deputy, with specific responsibility for planning and preparedness. The planning process should include involvement from a range of stakeholders across the organisation - for instance, Health and Safety.			
1.2 CONSIDER COMMUNICATIONS	Prepare an emergency communications plan, which should be updated periodically. Include key contacts, a priority chain of communications - including suppliers, customers and employees.			
1.3 IDENTIFY CRITICAL ACTIVITIES	Identify which activities your business would need to continue during a coronavirus outbreak in the Isle of Man and what activities may need to be put on hold during times of intense disruption.			
1.4. CONSULT WITH SUPPLIERS	Consult with your suppliers and sub-contractors on the measures they are taking, and on any forecast disruptions to supply chains. Align your continuity plans where possible.			
1.5 CONSIDER IMPACT ON BUSINESS AND EMPLOYEE TRAVEL	As of 11:49PM 17/03/20, anyone entering in to the Isle of Man is required to self-isolate for 14 days, whether or not they display signs of infection. The Isle of Man Government is also advising against all non-essential travel off-Island. Your organisation will need to consider this impact on any scheduled off-island travel plans and ensure that staff are aware of the requirements. For up-to-date information on travel restrictions, visit www.gov.im/coronavirus			
1.6 TECHNOLOGY	Where possible, consider technical requirements for working from home, or other resources that may be required in order to help staff that may be required to self-isolate or practice social distancing. Update business policies as required.			
1.7 TEST PLANS	Ensure emergency plans are regularly tested, especially when changes are made to them.			
1.8 FINANCIAL RESOURCES	Consider what financial resources will be required to implement these policies. The Isle of Man Government is putting support in place for businesses affected by COVID-19. Please check www.gov.im/coronavirus for more details.			

2. Employee and customer preparation

		Not Started	Underway	Complete
2.1 SHARE OFFICIAL GUIDANCE	Consider displaying educational posters issued by official bodies at relevant points in your workplace, including instructions for hand washing and guidance on self-isolation and symptom awareness.			
2.2 REVIEW STAFF SICKNESS AND SELF-ISOLATION POLICIES	Ensure you have policies in place for sick-leave and that these are communicated to Managers and Employees. In particular, make sure that your policies reflect situations of self-isolation for employees, which may not fall under traditional definitions of 'sick leave' but for which you may wish to give special treatment. As this is a stressful time, ensure staff have access to mental health and wellbeing resources such as at: https://www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak			
2.3 UPDATE CONTACT INFORMATION	Ensure that you have up to date employee contact details, including next-of-kin.			
2.4 IDENTIFY EMPLOYEE SPECIAL REQUIREMENTS	Identify employees who might be in at-risk groups such as those with underlying health conditions or who are pregnant. Ensure that mitigation strategies are in place to help protect these employees.			
2.5 REVIEW FLEXIBLE WORKING POLICIES	Where possible for your organisation, you may wish to consider establishing policies for flexible working, such as working from home and flexible working hours to reduce social contact among employees and allow work to continue where employees are well but self-isolating.			

3. Protection for Employees and Customers

		Not Started	Underway	Complete
3.1 HYGEINE MEASURES	Provide sufficient and accessible means for reducing the spread of infection, including provision of hand washing facilities, hot water and/ or hand hygiene products.			
	Consider additional measures to demonstrate proactivity, such as more frequent cleaning on premises. Ensure any increase in activity is sustainable. You may wish to consider providing updates to your customers on any enhanced measures you are taking.			
3.2 MEDICAL RESOURCES	Consider your organisation's policy on medical treatment for staff who may be working overseas and whether any specific arrangements need to be put in place. Based on your duty of care, consider how you will manage any staff working overseas in the case of reduced consular services.			

Summary of policies to be reviewed

	In place	Updated to reflect COVID-19
SICK LEAVE POLICY		
FLEXIBLE WORKING POLICY		
STAFF AND CUSTOMER HYGIENE & WELFARE POLICY		
COMPASSIONATE LEAVE POLICY		
TRAVEL POLICY		
INSURANCE POLICY		

