

# COVID-19 PANDEMIC PLANNING

## INTRODUCTION

COVID-19 (a strain of Coronavirus) is a virus which was first identified in December 2019, in people with pneumonia in Wuhan, China.

A pandemic is the worldwide spread of a new disease. An influenza pandemic occurs when a new influenza virus emerges and spreads around the world, spreading from person to person, and where most people do not have immunity.

The initial cause is that the COVID-19 virus possibly started in animals, but it is now spreading from person to person. There is no current treatment.

We hope these Guidelines provide useful insights into the key considerations when planning your own response strategies and plans.

## BUSINESS CONTINUITY vs. PANDEMIC INCIDENTS

External support likely	External support unlikely/limited
Usually physical in nature (fire, flood, IT, Cyber incident)	Biological Agent
Typically short/sharp event	Prolonged Event (6-12+ months)
No notice of event	Advance warning of event
Business Disruption due to loss or impact to Premises, Information Technology, Supply Chain	Business Disruption due to depleted human resources
Use Assembly points to control resources	Use Social Distancing as key strategy to contain virus

## 7 Steps to Protect Your Business

The following 7 categories should be included in your pandemic response strategy.

### 1. Staffing Considerations

- ◇ Minimum staff levels
- ◇ Key person risks
- ◇ Flexible working arrangement
- ◇ Cross training and redeployment
- ◇ Psychological and moral building support

### 2. Pandemic Response Planning

- ◇ Monitor for spread in areas of your business operations
- ◇ Plan for supply chain disruptions/shortages
- ◇ Review and update Business Continuity and Pandemic Response Plans
- ◇ Review and test communications tools and collaboration applications
- ◇ Training and awareness

### 3. Pandemic Resource Planning

- ◇ Increase stocks of emergency supplies, Personal Protective Equipment (PPE), hygiene and cleaning products
- ◇ Work with service providers to ensure sufficient telecommuting and remote access infrastructure
- ◇ Consider the need for rapid procurement of additional office/IT equipment that may be needed by staff

### 4. Review Corporate Policies

- ◇ Salary and remuneration related
- ◇ Travel (business and personal)
- ◇ Leave and return to work
- ◇ WHS and remote working

### 5. Manage Containment and WHS

- ◇ Social distancing
- ◇ Personal hygiene and cough etiquette
- ◇ Increase frequency of cleaning at workplace
- ◇ Implement remote working

### 6. Manage Anxiety & Fear

- ◇ Develop a comprehensive communication management plan
- ◇ Provide clear, timely and proactive communications to staff
- ◇ Provide counselling services and/or Employee Assistance Program (EAP) for staff if required

### 7. Manage Confirmed Cases

- ◇ Track all staff and visitors that a confirmed case employee has been in contact with
- ◇ Advise contacts who have been in contact with a confirmed case to go home and contact their GP by telephone for a review
- ◇ Clean and disinfect the suspect employee's workstation
- ◇ Request staff that have been affected to obtain clearance from their GP, prior to their return to work.

**Disclaimer:** These guidelines have been developed for educational purposes only and are not a substitute for professional medical advice. If you or any of your team feels sick or if you have questions about any topic in these Guidelines, please consult your professional medical practitioner.