



Initiatives & Actions
What packages of work should we form from the Actions?

<p>Business Operations Stabilisation Stage 1</p> <ul style="list-style-type: none"> Determine critical points of failure in your business operations Plan and build in redundancies in business operations Refresh all current Business Continuity and Disaster Recovery Plans Run Business Continuity and Disaster Recovery Plan scenario tests Create likely scenarios and analyse the impacts Improve liquidity to withstand financial shocks Identify employee demographics and likely impacts eg. people with school aged children, older team members View labor contracts for work schedule, cross-training, and if employees 	<p>Business Operations Stabilisation Stage 2</p> <ul style="list-style-type: none"> Establish crisis team Run simulations for various scenarios Cross train staff to provide greater flexibility in resource allocation Create 14 day quarantine shutdown plan by location Create 30 day quarantine shutdown plan by location Model the financial impact on your organisation given the most likely scenarios 	<p>Business Operations Stabilisation Stage 3</p> <ul style="list-style-type: none"> Provide essential services only Downsize operations to sustain business during crisis and beyond Consider pricing strategies including discounts Establish and train reserve personnel to buffer absenteeism Activate internal emergency operations center or use incident command center model if necessary Enhance security measures and personnel 	<p>Business Operations Stabilisation Stage 4</p> <ul style="list-style-type: none"> Optimise channels to support post pandemic customer buying preferences Support supplier restart after pandemic shutdowns Plan for business recovery including budgets and forecasts Track the availability of government direct and indirect recovery support Monitor recovery continuously and take necessary action Adjust maintenance schedules to ensure delayed items are handled first Review physical security procedures. Update and then return to pre-pandemic level Monitor environment for potential second wave or outbreak Progressively stand down pandemic policies and procedures and revert to normal operations 	<p>Communications Stage 1</p> <ul style="list-style-type: none"> Establish Communications Team Establish a regular cadence of communications to keep customers, staff and stakeholders informed Increase signage encouraging team members to adopt good hygiene practices Establish emergency communications capability including broadcast SMS 	<p>Communications Stage 2</p> <ul style="list-style-type: none"> Provide bulletins on key organisational policy decisions Create an online information hub Provide a trusted source of facts and information for staff in the form of FAQs Establish Emergency Communications Plans Establish training programs to educate on the virus and preventative behaviours 	<p>Communications Stage 3</p> <ul style="list-style-type: none"> Heightened training for staff in preventative procedures and utilisation of protective equipment Engage in discussions with key customers on a regular cadence to advise on disruptions as they occur Provide wider external messaging on your organisations efforts to support the greater community good Advise customers and suppliers of access restrictions to your business premises Advise customers and suppliers of alternative pickup and delivery procedures Reaffirm contact points for media relations Keep all internal and external stakeholders informed in a timely manner 	<p>Communications Stage 4</p> <ul style="list-style-type: none"> Communicate with customers, suppliers and government recovery teams on potential challenges resulting from delayed business operation restart. Provide continuous updates concerning business recovery and preparedness efforts for the next pandemic wave Re-affirm contacts and planned actions with public and media points of contact 	<p>Establish Decision Making Capability</p> <ul style="list-style-type: none"> Form decision making bodies for rapid action Establish or refresh your Infectious Disease Preparedness and Response Plan Appoint an individual accountable for monitoring the latest authoritative news and advice Identify chain of command and succession planning for key decision makers Empower location managers to be able to take action in accordance with current policies 	<p>Establish Remote Working Capability</p> <ul style="list-style-type: none"> Establish (if not in place) remote working platform Establish (if not in place) online collaboration platforms Remote working test days Establish (if not in place) instant messaging platform Assess IT and Telecommunications infrastructure capability to withstand additional demand
<p>Impact and Situation Reporting</p> <ul style="list-style-type: none"> Provide accurate impact reporting on your business operations to enable rapid decision making Conduct financial stress testing Agree stages of escalation for your organisation and a "threat" dashboard 	<p>Increased Workplace Hygiene Stage 1</p> <ul style="list-style-type: none"> Increase breadth and frequency of cleaning Ensure adequate hand sanitizing supplies Ensure adequate supplies of no-touch rubbish receptacles, disposable towels, disinfectants, tissues and hand soaps. Ensure adequate supplies of P2 masks and other PPE (Personal Protection Equipment) such as shields, gloves and goggles. Provide workers with individual as opposed to shared equipment where practical in particular computers and phones. 	<p>People Support Stage 1</p> <ul style="list-style-type: none"> Review and modify policies around absenteeism, holiday, sick and other forms of leave Actively encourage sick employees to stay home 	<p>People Support Stage 2</p> <ul style="list-style-type: none"> Exempt employees from needing a healthcare providers note or certificate if they experience COVID-19 or seasonal influenza Implement flexible policies that permit employees to stay home to care for sick family members Establish privacy policies on any employee health information gathered Collaborate with insurers, health plans, and health care facilities. Share pandemic plans and integrate plan with theirs 	<p>People Support Stage 3</p> <ul style="list-style-type: none"> Monitor peoples concerns about pay, leave, safety, health, and other issues that may arise Provide mental health services for team members impacted by COVID-19 including grief counselling and psychiatric services Provide support to team members having to look after children due to school closures Provide ease of access to medical help for staff where practical Implement financial assistance packages for severely impacted team members 	<p>People Support Stage 4</p> <ul style="list-style-type: none"> Provide mental health services for those suffering post-event stress Identify other special family support needs Develop an employee retention plan for skilled employees who may take advantage of higher demand and compensation elsewhere. Assist employees to access available business and government worker recovery support programs 	<p>Social Distancing Stage 1</p> <ul style="list-style-type: none"> Determine numbers and location of all staff and assess each location risk Review and postpone or cancel all large gatherings such as company events and conferences. Review current annual leave and holiday guidelines Ensure suppliers of contract or temporary labour supply to you have implemented appropriate policies 	<p>Social Distancing Stage 2</p> <ul style="list-style-type: none"> Review Travel Policies and Restrictions Replace face to face meetings with telephone or video conferencing Invoke 14 day quarantining of staff who have travelled to high risk areas Move recruiting interviews to virtual Restrict employee travel to essential only Cancel employee attendance at conferences Review remote working or working from home policies Establish isolation spaces in key working locations. Implement mandatory 14-day quarantining of staff if a family member shows symptoms or contracts COVID-19 	<p>Social Distancing Stage 3</p> <ul style="list-style-type: none"> Invoke Working from Home measures Implement additional social distancing measures such as role changes for the most vulnerable (older age groups and pre-existing medical conditions) Stagger work shifts Promptly identify and isolate potentially infectious individuals Limit customer interaction where practical or restrict access to work place sites Implement strategies to limit face to face contact such as drive through windows Implement mandatory 14-day quarantining of staff if they have come in contact with someone who has COVID-19 Cancel all employee travel Activate alternative delivery arrangements with customers and suppliers Encourage employees to avoid public transport where practical - provide alternative arrangements Shut down workplace cafeterias and other areas where employees gather in large numbers Enhance IT support to deal with increased remote working 	<p>Social Distancing Stage 4</p> <ul style="list-style-type: none"> Progressively stand down social distancing measures as threat stabilises
<p>Supply Chain Stabilisation Stage 1</p> <ul style="list-style-type: none"> Map and assess risks for your current supply chain Establish contingency supplies Determine alternative sources of supply Undertake inventory count and planning Encourage partners to work on their own pandemic plans Meet with inbound distributors and transporters to discuss likely impacts Meet with outbound retailers, distributors, and transporters to discuss likely impacts Identify and assess the risks of second and third tier supplier relationships 	<p>Supply Chain Stabilisation Stage 2</p> <ul style="list-style-type: none"> Establish supplier working groups to co-develop plans Lock in preferential supply status with key suppliers Plan for production spikes arising due to hoarding 	<p>Supply Chain Stabilisation Stage 3</p> <ul style="list-style-type: none"> Ration critical parts and supplies Utilise post sales stock to bridge supply gap Provide up to date company contact information to all suppliers and key customers 	<p>Supply Chain Stabilisation Stage 4</p> <ul style="list-style-type: none"> Prebook rail/ air freight capacity as suppliers come back on line Implement new sources of supply should existing suppliers fail to meet revised demand Optimise the supply network for post pandemic demand Assess shortage impacts on the business. Forecast costs and time to recover 	<p>Team Health Stage 1</p> <ul style="list-style-type: none"> Provide normal Flu Vaccinations for staff Implement physical barriers in workplaces eg. shields Implement mandatory reporting by staff if a family member shows symptoms or contracts COVID-19 	<p>Team Health Stage 2</p> <ul style="list-style-type: none"> Provide COVID-19 Vaccinations once available Implement air filters and ventilation at work sites Implement mandatory 14 day quarantine of staff if a family member shows symptoms or contracts COVID-19 	<p>Team Health Stage 3</p> <ul style="list-style-type: none"> Implement mandatory reporting of symptoms Implement start of work screening such as temperature checks and isolation if necessary Implement mandatory 14 day quarantine of staff if a family member shows symptoms or contracts COVID-19 	<p>Workplace Hygiene Stage 2</p> <ul style="list-style-type: none"> Further expand facility cleaning to be more frequent/in-depth, especially around areas of high traffic (elevators, meeting rooms, bathrooms & aircon) Limit company facility visitors to essential only Establish safe rubbish removal practices in particular for items such as tissues, masks and other high risk items Encourage respiratory etiquette including covering coughs and sneezes 	<p>Workplace Hygiene Stage 3</p> <ul style="list-style-type: none"> Enforce heightened staff hygiene processes including hand washing, use of alcohol-based sanitizers and wipes Discourage or ban sharing of equipment such as phones, laptops, tools and equipment. Implement high levels of cleaning including all frequently touched surfaces such as door knobs, countertops, keyboards and workstations. 	