



In the event of a disease outbreak, all organizations have a key role to play in managing the risks to the health and safety of employees/volunteers and maintaining critical services.

Below is a simple 10 minute business continuity self-assessment based on a disease outbreak. The aim of the assessment is to highlight issues you need to consider to prepare for a disease outbreak that may disrupt your organization.

PLANNING	YES	NO	UNSURE	COMMENTS
Has someone been assigned responsibility for planning and preparedness in the event of a disease outbreak?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you know where to obtain key information from e.g. Government of Canada, World Health Organization (WHO)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you know which stakeholders (internally and externally) you would need to consult with?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you carried out a "high level" impact on your organization e.g. financial assessment and strategic priorities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you agreed a high level strategy and plan for your organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you established authorities, triggers and procedures for implementation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

BUSINESS

	YES	NO	UNSURE	COMMENTS
Have you identified your organization's critical activities and the resources required to support them e.g. people, processes, equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you considered the possible impact of employee / volunteer absences?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you considered the possible impact of disruption to your supply chain?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you considered circumstances under which you might decide to scale back or suspend operations e.g. events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you examined the likely impact of a disease outbreak on your market and on your customer requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you assessed the organization's need for face-to-face meetings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you understand the special needs of some employees / volunteers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you considered the issues for business related travel and people working overseas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you examined the extent to which others will be dependent on your organization in the event of a disease outbreak?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

COMMUNITY

	YES	NO	UNSURE	COMMENTS
Have you considered cross-skilling and alternative resources to keep critical activities running?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are you prepared for an increase take up of employee / volunteer welfare services and support?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you prepared policies on sick leave and compassionate leave?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you made arrangements to assure supplies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you prepared an emergency communications plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you considered the possibility of changes to your offer, your services, or your interaction with customers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

WORKPLACE

	YES	NO	UNSURE	COMMENTS
Are plans to protect the workplace in line with the latest advice from key professional bodies e.g. WHO, Public Health Agency of Canada? (Regular monitoring of advice is necessary).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you prepared policies on hygienic workplace behaviour?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are plans in place for hand washing, hand hygiene, tissue disposal and other facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are plans in place for frequent and effective cleaning of the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you prepared policies on attendance by employees/volunteers who are infected, or are suspected to be infected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have work measures been identified to reduce potential for employees/volunteers who are in the workplace to infect each other e.g. social distancing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are plans in place to reduce face to face contact with customers, suppliers and between employees/volunteers from different sites?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are policies in place on flexible work locations and flexible working times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have the appropriate IT infrastructure to support remote working and interaction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

This self-assessment is purely a guide to support an organization's response to a disease outbreak in order to minimise disruption. Any disease outbreak is likely to be a fluid situation therefore it is important that specific health advice issued by key professional bodies, such as the Government of Canada, is considered when developing your response and that your plans are reviewed as necessary to reflect the latest advice.

For more risk control information, please consult an Ecclesiastical Risk Control Specialist in your region or visit www.ecclesiastical.ca