



Dr. Ing. Leonardo Bonini INGEGNERIA della SICUREZZA, AMBIENTE e della QUALITA'



## 通讯 N. 3 / 2020

### 业务连续性管理系统

业务连续性管理系统经理负责确保各种类型事件中的业务连续性，这可能会影响业务连续性。通常没有考虑到的事件恰恰是疾病的风险，即使没有达到大流行的水平，疾病的风险也可能涉及公司的运营连续性。

为了让您及时评估和管理这些事件，我在附件 n.1 中报告，感谢开发该事件的意大利和外国同事，该清单激活了当前大流行情况的管理计划。

我希望该清单可以为减少或至少部分减少大流行对工作环境的影响做出有益的贡献。

附件 n.1 英文

Checklist for pandemic planning				
Assess the business impact	asset	completed	In progress	Not yet started
	Identify a pandemic coordinator and / or team and define their responsibilities			
	Identify the essential employees and critical inputs needed to maintain business operations			
	Estimate the impact on national and international			



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Checklist for pandemic planning				
	travel, related to the business world			
	Establish plans to cope with a significant increase or decrease in the demand for products / services.			
	Develop an emergency communication plan			
	Implement exercises / exercises to test the pandemic plan			
	Review the pandemic plan on a regular basis			
<b>Assess the impact on employees and customers</b>	Reduce the risk of infection by encouraging and monitoring employee vaccinations			
	Set the criteria to decide when employees should work remotely			
	Ensure that employees are aware of the available health services.			
	Decide on how to handle high absence rates			
	Define sick leave policies			



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Checklist for pandemic planning				
<b>Implement the policy</b>	Define the criteria for telework/ smart work			
	. Establish policies to prevent infection in the workplace			
	Identify the signalers for the activation and the end of the pandemic plan			
<b>Allocate resources</b>	Provide PPE/DPI for infection control in all corporate locations			
	Confirm the availability of medical advice and emergency response advice			
	Optimize IT infrastructure to support teleworking and remote customer access.			
<b>Communicate with employees</b>	Develop and distribute information and materials regarding the fundamentals of the pandemic			
	Develop platforms and channels to communicate the status and actions of the pandemic to employees, suppliers, customers and vendors			



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Checklist for pandemic planning				
	Anticipate disinformation and plan the communication strategy accordingly			
<b>Communicate with external organizations</b>	Collaborate with insurance companies, health plans and the main local health structures, as well as national and local health bodies and rescuers to understand their skills and plans			
	Communicate with local and state health facilities and rescuers to identify ways in which the organization can help the community during the pandemic			
	Share best pandemic planning practices with other companies and community associations to improve global response efforts.			

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**博洛尼亚 24/03/2020**



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