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BULLETTIN N. 3/2020

Business continuity management system

Business continuity management system managers are responsible for ensuring business continuity in the various types of events, which may have an impact on business continuity. An event that is often not taken into consideration is precisely the risk of diseases, which can, even without reaching a pandemic level, involve the company's operational continuity.

To allow you to evaluate and manage these events promptly, I report in attachment n.1, thanking the Italian and foreign colleagues who developed it, this checklist to activate a management plan for the current pandemic situation.

I hope this list can be a useful contribution to reduce, at least in part, the impact of the pandemic on the work environment.

Attachment n.1

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			
Assess the impact on employees and customers	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

Implement the policy	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			
Allocate resources	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.			
Communicate with employees	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			
Communicate with external organizations	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.			

Studio Dr. Ing. Bonini Leonardo is available for clarification

Bologna 24/03/2020



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