**Covid19 -Preparedness Checklist for Service Providers**

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|  | **Governance, Leadership & Planning- List A** |
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|  | Fortis consulting  April 2020 |

**INTRODUCTION**

**This checklist covers the first phase of the Business Continuity and Resilience Framework- Preparedness from a Governance and Leadership perspective.**

Ensuring your **Business Resilience and Continuity** is important to us. We have hence developed a **COVID-19 Resilience and Continuity** **Framework in three key organisational areas**to help you navigate successfully through this time of crisis and to minimise disruption. The information contained in this framework is of a general nature and should be considered in line with relevant advice from state and national authorities

This checklist covers the first phase **Preparedness** in **Key area 1: Governance, leadership & planning**.

**Preparedness**

**Response**

**Recovery**

Call us on **+61 8 9467 2490** or email us on[**info@fortisconsulting.com.au**](mailto:info@fortisconsulting.com.au) to discuss any support we can provide around **Response** and **Recovery to optimise your current Governance, Leadership & Planning processes to manage Covid-19.**

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| Area | Preparedness Checklist -Governance & Leadership | Assessment | Comment |
|  | **STEERING & PLANNING** |  |  |
| A.1 | * Have you considered designating a Coronavirus (COVID-19) Emergency Coordinator, a ‘back up’ Coronavirus (COVID-19) Emergency coordinator in case the designated person is not available and or a Covid-19 Emergency Management Team (EMT) to effectively steer you organisation through the disruption?   Note: If your business has multiple locations, each location is to have an Emergency Management Team. | □ Yes □ No |  |
| A.2 | * Have you assigned specific roles to committee members, documenting names, roles and contact details? | □ Yes □ No |  |
| A.3 | * Have your considered involving relevant health care stakeholders in your EMT (e.g. associated GPs, infection control consultants)? | □ Yes □ No |  |
| A.4 | * Have you developed a Business Continuity programme that manages ( risks, mitigation and continuity of service) and documents your response in your key business areas (Governance & Leadership, Mitigation of Transmission efforts in Primary Service Delivery and Continuity of Primary Service Delivery processes) as well as your key Management processes e.g your Human Resource Management, Financial Management, ITC and Information Management, Communication processes, Infection Control measures.) | □ Yes □ No |  |
| A.5 | * Is your staff aware of the Business Continuity Plan including your Emergency Response Plan and knows who to contact for further information (f.e. COVID-19 Emergency Coordinator)? | □ Yes □ No |  |
| A.6 | * Have you set a time schedule to discuss assess and review potential risks ( Risk Register) associated with your Business Continuity programme to be able to develop mitigation strategies and respond to the rapidly changing situation, as well as adapt to additional advice from the Australian Government, as required? | □ Yes □ No |  |
| A.7 | * Have you reviewed your adherence to key legislation and guidelines (such as OHS, biosafety and national health regulations etc) and mapped your policy framework accordingly? | □ Yes □ No |  |
|  | **MONITORING & EVALUATION** |  |  |
| A.8 | * Have you considered establishing a monitoring and evaluation system to collect key data related to your business continuity programme and your emergence response to COV-19 and ensure managers are aware of data input processes?   Note: consider defining what, how, when and who will monitor and measure and who will analyse and evaluate key aspects of your business continuity plan as well as documenting you system ( e.g. monitoring level of compliance with legal and regulatory requirements, number of employees/volunteers who have received online training etc) | □ Yes □ No |  |