

Basic Outline for a Department or Business Unit Pandemic Continuity Plan

Unit demographics

- List name of unit and a brief description

Leadership and secession planning

- Identify department or unit leadership and alternates

Essential functions

- Identify the essential functions of the unit
 - o The services, programs, or activities that are necessary to on-going business of your department
- Identify essential staff for each function. Identify alternates
- Prioritize and assign criticality
- Identify which functions must be performed and how often (every day, once a week, etc.)
- Identify which functions can be delayed and for how long

Required resources

- Identify the essential resources needed for each function
 - o ITS
 - o Facilities
 - o Supplies & equipment

Upstream dependencies

- List departments that you rely on in order to complete your work
- Describe how you will continue with limited availability to these dependencies

Plan to keep people safe

- Reducing the number of people in spaces
- Social distancing – min of 6 feet away
- Split or alternate shifts – scheduling just a few staff in the office at any time
- Post instructions for keeping workspace clean

Work from home plans

- Identify who can work from home
- Check they all have the necessary IT capabilities (computer, internet, access to VPN, etc.)
- Check they have necessary equipment (printer if needed, proper desk, private space if needed)

Required on-campus work

- Identify what must be done on campus and who is required
- Schedule staff to limit interactions, encourage social distancing
- Practice proper worker hygiene

Plans for continuing with reduced workforce

- Plan for as much as 40% of staff are not available to work, even from home
- Cross train staff to perform essential functions. Each essential function should have at least three staff that can perform the duties if needed
- Identify work that must be completed and work that can be delayed