

Checklist

Considerations for Business during an Infectious Disease Outbreak*

	Not Started	Underway	Complete
<p>1. To mitigate the impact of the infectious disease on the workforce, organise a taskforce in your workplace to discuss potential protocols and policies.</p>			
<p>2. Review your business continuity plan to assess what essential services must be delivered and strategies for how services will be maintained with a reduced workforce.</p>			
<p>3. Determine what personal protective equipment is required for employees and options for stockpiling and procurement.</p> <ul style="list-style-type: none"> Consult recommendations from the Health Services Executive, the Department of Business, Enterprise and Innovation, and the Department of Foreign Affairs and Trade on disease transmission and prevention measures to help guide decisions. Identify financial implications of, and processes for, emergency procurement. 			
<p>4. Employ processes for monitoring and reporting of employee illness and travel.</p> <ul style="list-style-type: none"> Communicate with staff in a manner appropriate to the current state of the pandemic alert. 			
<p>5. Identify employee social distancing options, including teleworking, teleconferencing, staggered work shifts, and cancellation of group events.</p> <ul style="list-style-type: none"> Assess information technology requirements to support telework and other remote meeting/working solutions. 			
<p>6. Implement facility controls:</p> <ul style="list-style-type: none"> Determine need and ability for personnel control in buildings. Increase sanitization and cleaning of workspaces. 			
<p>7. Develop messaging for employees regarding:</p> <ul style="list-style-type: none"> Your organization's preparedness Employee protection protocols, practices and policies on hygienic behaviour 			

*Please note that this is only a brief guide for your business to consider. Please consult the relevant Department websites (mentioned hereafter) for more in-depth checklists and guidance.

Checklist

Useful links

- [HSE Information on Coronavirus \(COVID-19\)](#)
- [Department of Health updates](#)
- [Department of Foreign Affairs travel advice](#)
- [Health Protection Surveillance Centre \(HPSC\) advice and guidance](#) including [guidance for working with the general public](#)
- [Department of Employment Affairs and Social Protection information for employers and employees](#)
- [Calgary Chamber of Commerce Resources to help you plan for the unexpected](#)

Resources for Business

- **Short-Time Work Support booklet from the Department of Employment Affairs and Social Protection**
- **Coronavirus / COVID-19 Business Supports from the Department of Business, Enterprise and Innovation**
- **Coronavirus / COVID-19 Business Continuity Planning Checklist** from the Department of Business, Enterprise and Innovation
- **Coronavirus / COVID-19 Guidance from the Workplace Relations Commission** for Employers and Employees
- **Citizens Information Briefings on Employers' Obligations** (in context of Coronavirus / COVID-19)
- **Citizens Information Briefings on Employees' Rights and Entitlements** (in context of Coronavirus / COVID-19)
- **Information on the Short Time Work Support Scheme**, a scheme suited to benefit employees whose hours of work have been reduced from the impact of Coronavirus / COVID-19