



Coronavirus Business Continuity Plan Staffing

The business needs to have a planned response and controls in place to reduce risks and potential impacts and manage in these somewhat unknown circumstances – such is the role of management and the associated legal and moral responsibilities.

Legal responsibilities include:

1. Duty of Care
2. OH&S duties under the Act for employers to provide a safe place of work.

Business and commercial impacts will be felt by stakeholders, suppliers and customers and will impact the company. Supply chain and markets are expected to be impaired for some time.

Risk assessment, risk control measures for staff members and effective staffing of the business include the follow elements, actions and responsibilities.

Element	Action	Responsibility
1. Education	Regular updates to ensure awareness	
	Develop and distribute procedures for risk assessment, consultation and risk controls	
	Symptoms and actions required	
	Company responses and procedures	
	Company meetings	
	Notices	
2. Critical roles for minimum BAU	Key roles identified	
	Back up personnel identified	
	Responsibilities defined	
	Authority levels confirmed	
	Training for any skills deficits	
3. Facilities safety	Hygiene practices implemented - personal	
	Ventilation standards confirmed	
	Supplies of cleaning and hygiene products confirmed	
	Cleaning of shared spaces increased	
4. Contingency workforce	Needs identified and supply options identified	
5. Illness plan	Symptoms checklist defined (see policy)	
	PPE available (gloves, masks)	
	Procedure defined (exit)	
	Post exit procedure defined (clean up)	



**PERFORMANCE
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6. Policies reviewed	Shut Down Policy	
	Personal leave entitlements defined and distributed	
	Return to Work defined	
	Payments for those affected – paid and unpaid leave entitlements defined and known	
	Long service leave entitlements – when and how it can be used	
7. Reporting	What to report, when it must be reported and how it should be reported	
8. Communications plan	What is the purpose When communications happen How communications occur	
9. Workload changes	Staff consultation if changes occur	
	Training to ensure skills meet requirements	
	Performance standards for tasks developed	
	Supports and supervision strategies defined	
10. Infection Control Manager – Epidemic Manager	Select and appoint candidate	
	Upskill on requirements and processes	
	Authority levels defined	
	Resourcing adequately	
	Reporting procedures	
11. Documentation	Risk Assessments recorded	
	Consultations record	
	Risk Controls reported	
	Risk control reviews reported	

If you want any other information, please contact me. We want the best for your staff and your business.

Regards

S Dipone

Director

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