



Tool for considering your continuity planning and contingencies. *(This is an indicative not exhaustive list. Please ensure you seek independent advice relevant to your business where you have concerns about internal capacity)*

BCP ITEM	ACTION REQUIRED	BY WHO	BY WHEN	COMPLETED
BUSINESS CONTINUITY PLAN				
Update / draft Business Continuity Plan				
Consider readiness to implement Public Health measures				
Assess critical business functions & ensure they are included in your plan				
Identify key suppliers who may be faced with continuity issues and discuss their plans with them				
Establish when and how to activate alternative suppliers if necessary				
Establish alternative means of delivering your Community Business if required				

Update / draft a cascade communications tree and ensure all key people have information they need				
Update / draft a keyholder information plan to ensure continuity				
Ensure enough key people have details and can communicate with key partners: insurance, utilities, bank accounts, HMRC, Local Authority etc.				
PEOPLE				
Ensure key person is responsible for BCP				
Nominate key person to monitor Public Health messages				
Plan for contingency of leadership / management				
Update staff / volunteer absence procedures				
Ensure all staff / volunteers are aware of NHS guidance				

and know when not to attend work				
Consider team groupings of staff / volunteers to maintain continuity of service				
Consider cross-training staff / volunteers to ensure continuity of service				
HEALTH AND SAFETY				
Update Health and Safety policies / procedures where necessary				
Update staff / volunteer personal hygiene and infection control procedures / training				
Update customer hygiene processes where applicable / possible				
Update cleaning rotas / schedules to respond to the potential threat of solid surfaces				
Ensure / develop plan for adequate supply of PPE,				

personal hygiene and cleanliness products				
Establish procedures for suspected staff / volunteer / customer instance of Covid-19				
COMMUNICATIONS				
Develop a local communications plan for your Community Business				
Including how you will communicate any planned or unplanned closures of the business				
ELDERLY / VULNERABLE PERSONS PLAN				
Ensure plans are in place for additional services your Community Business has in place				
Ensure plans are in place for people in the community the Community Business is key / only contact				