

Checklist COVID-19 Crisis Management



Crisis Management Team	<p>Local crisis team consisting of senior manager of major functions (operations, supply chain etc.), HSE manager, plant medical doctor, HR representative, legal & communication, action list keeper</p> <p>Nominated deputies for the above functions, who are updated regularly and who are in physical separation</p> <p>Daily crisis meeting to exchange latest COVID-19 status plus ad hoc meetings depending on crisis progression</p> <p>All crisis team actions are filed and tracked with task description, due date / timeline, priority, progress, and accountable actionee</p> <p>Screening of relevant external & internal developments, creation of daily situational awareness, evaluation and implementation of measures</p> <p>Scenario analysis and risk management activities, prioritise tasks by urgency and importance</p> <p>Perform deep dives to derive operational measures and processes to ensure business continuity</p> <p>Assess financial and contractual impacts (e.g. review options of short-term work, insurance, supplier & employee contracts, etc.)</p>	STATUS
Preventive measures	<p>Define and implement measures to prevent/slow down infection rate (e.g. travel policy, meetings, office and plant measures, site access)</p> <p>Define measures for business continuity in case of a site closure (e.g. split departments/functions geographically, split and shift home/onsite duties, social distancing)</p> <p>Publish hygiene rules of WHO and recommendations/regulations imposed by national / local authorities</p> <p>Questionnaire for third parties visiting site to enable tracking in case of infection</p> <p>Expand home office IT infrastructure</p> <p>Provide guidelines and techniques for decision-makers and employees for individual resilience, self-empowerment, stress reduction, and dealing with uncertainty</p>	STATUS
Infection case management	<p>Define processes on how to handle (a) employees with exposure, (b) employees feeling sick, (c) COVID-19 testing, (d) infected employees</p> <p>Set-up category 1 list and handling of category 1 employees</p> <p>Identify high risk employees</p>	STATUS
HR / External communication	<p>Preparation of external communication (scenario specific) towards authorities, customers, suppliers</p> <p>Q&A for employees, customers, suppliers updated</p> <p>Preparation of templates / letters for the management and team level</p> <p>Regular (at least daily) update to employees through appropriate media</p>	STATUS

In case of questions and/or support required please contact
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