

Contingency Plan - COVID-19

Addressing Health
Concerns Amid
Public Health Crisis

Prepared by
CalCPA Human Resources



Table of Contents

What is the Novel Coronavirus	3
Chapter 1: Strategy 1: Create a Safe & Effective Foundation for Remote Digital Access	4
Chapter 3: Strategy 2: Access to Productivity, Applications, & Communications & Collaboration Tools	5
Chapter 4: Strategy 3: Developing Remote Working Skills	6
Chapter 5: Strategy 4: Cultivating A Remote Working Culture & Mindset	7
Chapter 6: Creating a Checklist Does every member of your team have the tools they need to be successful	7
Chapter 7: Conclusion	8
Grocery List	9



What is the Novel Coronavirus (COVID-19)

The global Coronavirus Disease 2019 (COVID-19) situation is rapidly evolving and expanding. It has met two conditions of a pandemic and is rapidly approaching the third criteria, worldwide spread of the new virus. The CDC has the most up-to-date public health information. CalCPA Human Resources is closely monitoring the situation and is working directly with the executive team as well as team managers to activate an Emergency Response Plan to coordinate a timely and cohesive response with a focus on staff safety and well-being.

Current COVID-19 statistics:

Confirmed and suspected cases of COVID-19 acute respiratory disease

Global Cases: 90 870 confirmed (1922 new)
United States: 70
Quarantined: 1,000+
Deaths: 9



Countries that have reported COVID-19 in the past 24 hours

Andorra, Jordan, Latvia, Morocco, Portugal, Saudi Arabia, Senegal, and Tunisia



The elderly and those with a compromised immune system are most vulnerable. Wash your hands frequently or use alcohol-based hand sanitizer to help prevent contracting or spreading COVID-19

Risk Level: Very High



Cited: WHO, Reuters

Chapter 1: 4 Strategies for Remote Work

Create a safe and effective foundation for remote digital access.

Internet Access

Don't assume your staff has adequate internet access at home. While many will, some won't have fast or reliable service. Quickly survey your staff to gather data and determine where your gaps are. For some workers you may need to be prepared to invest in mobile hot spots with associated data plans, or have them upgrade their internet to a higher gig speed.

Bandwith

One of the largest blindspots is knowing how much bandwidth each staff member will need to be optimally productive. Assessing this early will save a lot of time on the backend. Make sure everyone is syncing all of their files to the One Drive. Download any applications that they may need now and/or applications, especially web and video conferencing, adobe products, these can all help determine bandwidth needs.

Finally make sure every member of you team is aware that this could be long-term, and should they have any questions or needs about longterm remote working that they need to address those now.

Work Devices

Our ability to work remotely hinges on having the right tools. Often that's more than just a laptop. Make sure every member of your staff has what they need to be successful.

This is just a short list of what those could be:

- Headset
- VPN Access
- Printer/Scanner/Fax or e-Fax
- Additional monitor(s)
- Keyboard and mouse

Lastly remember to communicate the importance of using Teams. This will be your go to tool for communication and collaboration.

Chapter 3: Strategy 2: Access to Productivity, Applications, & Communications & Collaboration Tools

Business today revolves around teamwork

Applications

Most of share some of the work that we do on a daily basis. Often various applications are used for sharing, or co-working. Ensuring that all of applications you rely on daily will work well in a longterm remote access situation is imperative to success.

Most web based applications will work anywhere, but make sure your staff has the bandwidth to run them.

Again double check with your teams to ensure that everyone has the applications they will need to be successful and that they work outside the office.

Strategy 3: Developing Remote Working Skills

The reality is it's fundamentally different working remotely. Communicating to your team early on how you want to communicate is imperative to success.

Teams Meetings

Schedule weekly one-on-one video check-ins. Using video will allow you to take the pulse on how your staff member is truly feeling. It also helps breakdown the isolation that some people may feel working remotely.

BambooHR

Have your staff members (and you) schedule themselves "Working Remotely." This will help you keep tabs on where people are that day, and if someone goes off the grid, we can reach out to them to make sure they aren't sick themselves.

Zoom/Teams

Use Zoom or Teams to schedule full team video meetings. Don't stop working because you're now remote. Make sure everyone shows their faces. It doesn't matter if they're in gym clothes with messy hair. It's important for team moral to see one another.

Teams

Use Teams as your social connection. It's important to remember that your staff is used to being in an office. Transitioning them to FT remote workers can be adjustment for some. Using Teams to say hello or send a funny gif can go along way.

Chapter 5: Strategy 4: Cultivating A Remote Working Culture & Mindset

The key to successful remote teams is inclusion.

Inclusion & Participation

Embrace inclusion. Anyone can and should participate. This helps keep staff from feeling disconnected.

Remote working typically leads to overtime. Most of tend to work longer hours when we work from home. Teaching your staff early on about mass collaboration, self-organizing around problems/expectations/opportunities, and wielding influence while remote.

Organizations tend to run flat when they are remote. Embrace this.

Chapter 7: Conclusion

Transitioning to remote can be easy and we're here to help. Let's use our new remote work effort to build genuinely better and more effective teams.

Grocery List

The California State Government and CDC is recommend that everyone keep a supply of the following types of goods:

Food Items

Canned fruit, recommended - peaches, pears, pineapple, grapefruit and mandarins. Look for no sugar added. All are high in vitamin C

Canned or Frozen Vege - Corn, green beans, pumpkin, carrots, peas. Buy low-sodium

Beans - ALL

Canned or Frozen Fish - All

Soups or Chilis - Pick up a variety

Pantry

Applesauce

Quinoa

Pasta

Chicken, Beef or Vegetable Stock

Nuts and Nut Butter

Baby food and Formula

Shelf-stable Pasteurized Milk or Powdered Milk
(which is more common in the States)

Other

Hand sanitizer w/at least 60% alcohol

Cleaning products that contain bleach

Tissues

Toilet Paper

Paper Towels

Surgical Gloves

Face Masks

30 Day Supply of Medication

Ibuprofen

Diapers