



AFIMAC Global

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Overview of Topics

- Initial concerns upon outbreak disclosure
- Assessing employees location(s), their condition, and any need for action
- Travel options still available or shelter-in-place options
- Tracking the spread and how that affects your employees
- Effects on supply chain or product/service delivery
- Effects on workforce and business
- Support of quarantined or otherwise affected employees

Initial Concerns

- What is the WHO and CDC suggesting regarding the following:
 - Safeguards and precautions for individuals
 - Travel restrictions imposed by local containment authorities
 - Initial quarantines and duration
 - Typical symptoms and length of time it takes from contracting to showing symptoms (if known)
 - Treatment protocols
 - Any vaccine available

Separating fact from rumor!

Engage your Crisis Response/Business Continuity Team early

Assessing Employee Location / Condition / Need for Action

- How many of your employees do you have in the affected area(s) or nearby:
 - Are they in the affected zone and are they symptomatic?
 - Are they being permitted to leave or has quarantine begun?
 - Are they able to travel out of the affected area on their own?
 - Who is in any surrounding areas that might soon be affected?
 - Should they be leaving nearby areas out of an abundance of caution? COVID-19 EXAMPLE
 - Can they leave those areas on their own?
 - What restrictions should your organization impose on employees regarding travel to, or near, the affected area or recommendations to relocate away from the area

Restricted Movement

IF personnel are not caught up in quarantine yet:

- What means of public transportation is still available and running –these will often close off or limit service very quickly (a matter of days)
- Strongly consider early departure of those in non-essential business functions
- Communicate your policy decisions as soon as they are made to the whole workforce
- Consider establishing a restricted basecamp to limit exposure of employees and negative impact to the business due to lack of personnel.
- Provide employees the updates from WHO and CDC

Restricted Movement Options

- What private options are available if public transport is unavailable
- Plan for any special shelter in place guidance/arrangements and keep communications open with those who are restricted from leaving or in official quarantine.
- Stock up on supplies they may need during quarantine periods as they shelter in place
(NOTE : If local authorities have locked down an area or begun quarantine procedures private options for transport will be disallowed even if the individual or organization is willing to pay for outbound travel or evacuation.)

Tracking the Spread

The rate and nature of the spread of the virus will dictate what planning, rerouting, or cancellation needs to be engaged:

- Monitor WHO, CDC, and other resources for information on the spread of the outbreak and how that is going to affect travelers already in or near affected zones
- Monitor WHO, CDC, and other resources for information on the spread's effect on travelers not in the affected areas but planning to go there or to nearby areas.
- Track what public carriers, your suppliers and “feeder” companies are doing regarding works scheduling, rerouting, restrictions, or closures.

Effects on Supply Chain and Product Delivery

- How will this event affect your operations regarding the delivery of raw materials that you might typically be getting from the origination country?
- In time how will this affect your operations regarding the delivery of raw materials that you might typically get from other areas/States/Countries nearby that may become involved?
- How will this event affect the delivery of your product into affected areas and/or countries?
- Might you need to order a higher volume of raw materials to stockpile as a contingency OR quickly seek other suppliers?
- Might you need to ask your customers in affected areas if they want extra product shipped to them while you still can?

Effects on Workforce and Business

- How is public perception and its ripple effect going to affect your business now and in the future - warranted or not!
- Assess the ramifications on major public gatherings and events in which your business may be involved.
- Consider whether you need to modify your response/planning team due to individuals affected by the pandemic.
- How will possible closing of public institutions impact your personnel/operations (both personal & business)?
- What if another one of your facilities is impacted to a point of disfunction? Will you need to transfer of operations to temporary facilities as a result of the pandemic AND natural disaster?

Effects on Workforce and Business (cont.)

- If an employee is quarantined/infected how will your organization backfill for their responsibilities?
- Can you sustain operations with a reduced workforce or damaged facilities for an undetermined amount of time – basecamp, enhanced security or temporary labor options!
- Consult HR and Legal regarding employee issues such as:
 - Leave policies and any necessary changes/exceptions
 - “Work from Home” policies (will modification be needed)
 - FMLA
 - Workers Compensation
 - Any reductions of workforce due to longer term business downturns (especially those that would generate WARN Act requirements)

Support of Quarantined/ Affected Employees

- Do you have contingency protocols in place to help support an employee/family while they are quarantined?
- How do you help support them with food, medications, special care required, etc.
- Does the family need support if they are not with the employee?
- How will your EAP programs apply?

Summary

- Early and accurate information
- Engage your Crisis Response Team at early stages
- Travel decisions early based on spread rate information
- Lean on your All Hazards Planning
- Meet your duty of care
- Plan for business disruption beyond what you might expect