**COVID-19 Planning Checklist**

Group Name:

Contact Name:

Neighbourhood:

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| **Key Considerations** | **Guidance** | **Yes/No** | **Action Required** |
| Has your group identified a person or a group of people who will lead on developing your emergency response plans? | Where possible involve a team of people, this could be a few members of your management committee |  |  |
| Have you identified the critical activities that your group carries out which must continue during a pandemic? | Consider the volunteers or employees required to carry out these activities, along with other key elements such as equipment, materials.  What will be the impact if your group can’t carry on – eg how many people will not get support or help, what type of support will they not get. |  |  |
| Have you identified your key person dependencies and minimum volunteer or staffing requirements? | Key person dependencies occur when the delivery of an activity relies on one or a small group of people. Consider if more people need to be trained in the event that key persons are unavailable during a pandemic. |  |  |
| How many  volunteers or staff do you need as a minimum to carry on with your activities and what would happen if you don’t have enough available? |  |  |
| If 20% of your volunteers or staff were unavailable would you be able to deliver your activities? |  |  |
| Is there a clear communications plan and have you ensured that it is regularly updated? | Your plan should identify arrangements for communicating consistently with all volunteers, staff and your members or those who benefit from your groups activities. |  |  |
| Is it possible to utilise technology to reduce the need for face to face interactions during a pandemic? | Consider if measures such as homeworking and teleconferencing can be increased and if the necessary equipment/software is available to support this. |  |  |
| Is there a clear process for activating the plan? | Identify the persons with authority for activating the plan and the procedure for doing this. |  |  |
| Has the current advice from the Government on reducing the spread of infection been disseminated by your group? | Establish policies for reducing the spread of infection, based on current advice. Promote advice on infection transmission and respiratory hygiene and request that persons displaying symptoms remain at home to your volunteers and the people attending your activities |  |  |
| Do cleaning activities need to be increased and are the necessary materials and resources available? | Ensure that there are the necessary cleaning materials at your activities ie hand soap and hot water available and sufficient amounts. |  |  |
| Is there a clear policy, based on current advice from Government, on travel during a pandemic? | Use the current Government advice to develop a policy on managing the return to work of volunteers or employees after travel to an area in which an outbreak has occurred. |  |  |