PANDEMIC BACK TO WORK READINESS CHECKLIST

CATEGORY	QUESTIONS TO CONSIDER AS YOU START PLANNING YOUR "BACK TO WORK" APPROACH	YES/NO
An Enterprise Perspective		
Enterprise	Have you assembled a small trusted team to make rapid decisions?	
Enterprise	Are you able to pivot quickly on decisions with new credible information?	
Enterprise	Do you have the ability to provide your service/product in a different way?	
Enterprise	Do you have the flexibility to be "modular" in your production and pivot if demand shifts?	
Enterprise	Do you have a process in place to continue to evolve your business as demand changes?	
Enterprise	Have you looked how your organization is a part of the "bigger" picture and stick to your organization's values?	
Enterprise	Is there anything you can do to help your community?	
Planning	Are you prepared to adapt to this changing world?	
Planning	Have you considered future worst case scenarios and developed contingency plans?	
Planning	Have you considered what you need to do if another COVID-19 outbreak occurs in the fall/winter?	
Planning	Besides thinking about worst case scenarios, have you thought about running actual drills?	
Planning	Have you taken the time to step back to learn what worked and what didn't work?	
An Employee Communications Perspective		
Communications	Do you have a communications strategy?	
Communications	Do you have reliable and immediate modes of communications to your employees?	
Communications	Are you providing daily/weekly/monthly updates to your employees based on the frequency of change?	
Communications	Are you aware if your organization has been directly impacted by COVID-19 (sickness, death, and/or recovery)?	
An Operations Perspective		
Employee	Have you thought through how you will protect your employees in the workplace?	
Employee	Have you developed solutions for employees' "new" needs in this "new" workplace environment?	
Policies	Have you looked at expanding your remote work policies?	
Policies	Do you have updated safety, hand washing, and disinfecting policies and procedures?	
Policies	Do you have a "Social Distancing" Policy?	
Policies	Do you have a "Contact Tracing" Policy?	
Policies	Do you need to change your sick leave policies considering the 14 day quarantine guidance from the CDC?	
Policies	Have you taken into consideration how you will handle your work force's family demands if school is cancelled?	
Policies	Do you have an updated policy for furloughed employees?	
Policies	Do you have an updated travel policy? National? International?	
Policies	Do you have an updated technology usage policy for remote employees using company equipment?	
Operations	Have you reconsidered your policies on conferences or other meetings that involve large numbers of people?	
Operations	Have you considered changing cafeteria protocols/lunch catering?	
Operations	Are managers properly trained to manage remote workers?	
Operations	Are managers properly trained on infection outbreak protocols?	
Operations	Have you considered different work shift policies and approaches?	
Operations	Do you have critical/essential workers/roles identified that need to come back to the office?	
Operations	Have you identified who is able to remain in a remote working capacity?	
An Office Space and Facilities Perspective		
Facilities	Have you increased hand washing and disinfecting stations?	
Facilities	Have you thought about automated doors and/or voice-activated elevators?	
Facilities	Have you reconsidered your outside delivery protocols and whether they need to change?	
Facilities	Have you reconsidered different cubicle/working space configurations (short-term and/or long-term)?	
Facilities	Have you reconsidered updating your HVAC/filtration system?	
Facilities	Have you updated your policy on visitors to the workplace? For instance: for guests, vendors, deliveries, etc.	
Facilities	Have you considered an Emergency Operations Center at a plant/branch level, not just at the corporate level?	

A Financial and Reporting Perspective		
Data/Analytics	Do you have rapid reporting capabilities?	
Data/Analytics	Do you have new dashboards to keep up-to-date on critical metrics?	
Data/Analytics	Are you prepared to provide any new Federal/State reporting requirements that need to be maintained?	
A Supply Chain Perspective		
Supply Chain	Have you talked to your supply chain vendors to make sure they can meet your new needs?	
Supply Chain	Have you considered new supply chain vendors?	
Supply Chain	Have you considered a redundancy plan in supply chain?	
Supply Chain	Are you able to source locally?	
Supply Chain	Have you set up a plan to manage bottle necks?	
Supply Chain	Do you have a detailed mapping of all of your suppliers?	
Supply Chain	Do you have a supply chain risk mitigation plan?	
Supply Chain	Have you reconsidered your supply chain design?	
A Technology Perspective		
Technology	Do you have plans to enhance your electronic access for remote employees based on learnings to date?	
Technology	Are you aware of your increased risk exposure to data breaches with your increased remote workforce?	
Technology	Have you maximized your employees ability to work remotely?	
Technology	Have you considered developing App based services to meet the demands of social distancing?	
Technology	Do you have a Cyber Risk Mitigation Plan?	

If you answered "no" to any of these questions, Trexin Consulting is offering a complimentary assessment to work directly with you and your leadership team.