

(entity name) Business Disruption Plan

The following is the (entity name) Business Disruption Plan (BDP) in the event (entity name) must temporarily modify operations in response to the novel Coronavirus. It is intended to be a flexible working document that may be modified dependent upon changing circumstances. It is also important to remember that the BDP may be modified on a case by case basis, as warranted. It remains the (entity's) intent to provide regular services to its members, maintain a safe and healthy work environment, and mitigate disruptions in staff compensation and benefits, in accordance with the (entity name)'s Mission, core values and normal operations (even if there is a level of disruption).

Level	Stage	Parameters, Conditions and Environment
BD1	No Business Disruption Anticipated	<ul style="list-style-type: none"> ·Normal Operations ·Routine Communciation ·Common areas frequently cleaned and good hand hygiene emphasized ·Sick employees are not to come to work ·Education on remote tools ·Laptops taken home nightly
BD2	Potential Business Disruption	<ul style="list-style-type: none"> ·No immediate impact ·Heightened awareness ·Review BDP and update as needed ·Voluntary reductions in commercial travel, conferences and group meetings ·Active employee communication ·Vacations voluntarily cancelled ·Departments review remote work plans per position and designate essential staff
BD3	Business Disruption Imminent or Partially Realized	<ul style="list-style-type: none"> ·Limit non-essential activities ·Essential commercial travel, conference and group meetings only ·Off-site meetings and authorization coordinated prior to meeting ·Vacations subject to cancellation ·Increased remote flexibility ·Off-site training sessions cancelled ·Phones forwarded, as appropriate ·Partial number of secondary closures impacting attendance (school, day care, remote offices closed)
BD4	Partial Operational Disruption	<ul style="list-style-type: none"> ·Flexible use of sick leave ·Expanded use of remote work policy ·Commercial travel, conferences, group meetings cancelled, unless prior approval. ·Vacations subject to cancellation ·Normal Business Hours ·Off-site Meetings authorized and coordinated prior to meeting ·Widescale Secondary closures impact attendance (schools, day care, remote offices closed)
BD5	Full Operational Disruption	<ul style="list-style-type: none"> ·Office temporarily closed, except for essential personnel ·Remote work policy in full effect ·All provisions in other BD Levels available upon discretion