**KMA Model Action – COVID-19 Preparedness and Planning**

The following outline is a list of action items that have been identified for employers to consider. This is a working document that can be used to keep track of action items, noting timeline adjusted due to business/priority needs.

| **Action Area** | **Action Items** | **Participants/**  **Individuals Responsible** | **Status/**  **Timeline** | **Complete** |
| --- | --- | --- | --- | --- |
| Planning | * Gather a cross functional team including operations, finance, marketing, IT, and HR to discuss risks and address steps * Identify action steps and who will be assigned within each area of the organization * Meet regularly for updates and adjustments needed |  |  |  |
| Communications | * Develop communication to customers/clients on how you will continue business and adjust operations * Appoint a contact person for inquiries from customers/clients * Develop communication to internal staff on how they can protect themselves, changes in operations, opportunities for remote work, and cross training opportunities * Appoint a contact person for employee inquiries by area |  |  |  |
| Safety | * Provide general information for employees to stay well   <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>   * Encourage staying home when sick, respiratory etiquette, and hand hygiene * Separate sick employees who display acute respiratory illness symptoms upon arrival or at work * Perform and assign employees/department to routine environmental cleaning * Advise employees before traveling * Obtain and provide employees safety related supplies and equipment |  |  |  |
| Monitoring and Updating | * Continually monitor updates from the CDC and state CDC   Federal - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>  Maine - <https://www.maine.gov/dhhs/mecdc/>  New Hampshire -<https://www.dhhs.nh.gov/dphs/cdcs/2019-ncov.htm>  Massachusetts -<https://www.mass.gov/resource/information-on-the-outbreak-of-coronavirus-disease-2019-covid-19> |  |  |  |
| Information Technology | * Evaluate IT systems to allow opportunity for virtual communications by employees (i.e. conference calls/video calls) * Evaluate and enable IT systems as needed to provide employees access to resources from remote locations * Be aware of increase hacking and phishing scams and educate employees as activity has increased due to the pandemic |  |  |  |
| Group Gatherings | * Review need to reschedule or cancel external events * Review need to schedule or cancel internal events and meetings * Determine where meetings can be held via phone or video conferencing |  |  |  |
| Staffing | * Review operations to discuss a plan should the need arise to increase or decrease staff * Determine essential employees needed for periods where a large number of employees may be absent * Examine where cross training is appropriate and begin cross training * Determine back up coverage especially for essential employees      * Determine a plan for executives who have decision making ability and back up coverage as to who will be the decision maker if illness occurs. |  |  |  |
| Work Locations & Scheduling | * Evaluate where employees can work and if remote work is an option * Consider alternate employee scheduling * Develop and communicate alternate staffing and work location communication to employees * Consider and offer opportunities for employees to communicate via phone, email, video conferencing |  |  |  |
| Travel Plans | * Review employee travel and determine alterations needed * Require notifications from employees who have traveled to high risk areas |  |  |  |
| Employment Law and Wage and Hour  Compliance | * Review any proposed alterations in pay practices for compliance prior to implementation * Ensure compliance with wage and hour, employment, leave laws, and workers compensation requirements   <https://www.maine.gov/labor/docs/2020/COVID-19Resources.pdf> |  |  |  |
| Privacy and Confidentiality of Employee Information | * Ensure the privacy of employee information and legal compliance with privacy protection laws * Exercise caution and do not ask employee about medical condition and health conditions beyond those allowed NOTE: Employers may ask employees if they are experiencing COVID-19 symptoms such as fever, tiredness, chills, cough or sore throat, and shortness of breath. Information provided by employees should be handled as a confidential medical record   Office for Civil Rights, U.S. Department of Health and Human Services BULLETIN: HIPAA Privacy and Novel Coronavirus<https://www.hhs.gov/sites/default/files/february-2020-hipaa-and-novel-coronavirus.pdf> |  |  |  |