



COVID-19 RESPONSE PLANNING - CHECKLIST

PROMPT	RESPONSE	ACTION
<p>ACTIVITIES</p> <p>What are the business critical activities that must be continued?</p> <p>Who performs these?</p> <p>Can these people work separately from others? Within facility? Elsewhere?</p> <p>Who else could do these? Other people at same location? External Support? Other Alltech site?</p>		

<p>Do these people require training?</p>		
<p>HYGIENE</p> <p>Is there regular cleaning of commonly touched surfaces? Personal activity (e.g. phones, laptops) Building surfaces (e.g. door handles, light switches)</p> <p>Are handwashing stations available to everyone?</p> <p>Are visitors receiving protocols in place including Infectious Disease Visitor Screening Form?</p> <p>Are supervisors actively monitoring the health of their team members and taking action if they notice issues, e.g. sending workers home?</p> <p>Is a non-invasive thermometer available to check the temperature of staff?</p>		
<p>CLEANING OF FACILITIES</p> <p>Are stocks of disinfectant available? (list of suitable agents here)</p>		

<p>Have you means to apply the disinfectant, e.g. hand sprayers if large areas need to be treated?</p> <p>Have you identified the cleaning team?</p> <p>Is PPE available for the cleaning team? (eye protection (goggles) and/or face visor, nose/mouth mask (N95 min), disposable over suit and disposable gloves)</p> <p>Are arrangements in place to dispose of the PPE safely after use? Items should be placed in a sealed bag and then in a 2nd sealed bag and held for 72 hours before disposal.</p>		
<p>INVENTORY MANAGEMENT (to be elaborated by Operations)</p> <p>Raw material stocks?</p> <p>Raw material supply?</p> <p>Final product stocks?</p>		

<p>Minimum manning levels to maintain essential production? e.g. can multiple teams be created that can work separately? Remember to maintain First Aid, Emergency Evacuation, etc requirements</p>		
<p>WORKING FROM HOME</p> <p>Can the staff work from home if the pandemic reaches your location?</p> <p>What arrangements are in place to maintain communication with staff?</p> <p>Do all staff have necessary equipment, e.g. laptops, internet access, etc? Assess number of staff at office/plant that work from desktop computers - determine requirement for laptops Determine number of available spare laptops (new and/or returned) Ensure these laptops are wiped and re-set with required software for speedy deployment Determine where these laptops should be held - offsite to avoid having to retrieve from 'contaminated' office</p> <p>Have staff that are working from home been issued guidance (see ATLAS Covid-19 page link)?</p>		
<p>EXTERNAL COMMUNICATIONS DURING THE PANDEMIC</p>		

<p>Are you able to maintain communications with: Customers? Suppliers?</p> <p>Will you know if they are affected?</p> <p>If an employee is affected: It is important to remind the team that, out of respect for the privacy of the individual, they should not post or engage in conversation on social media about the situation.</p> <p>Additionally, all media queries must directed to Alltech's Press Team (press@alltech.com) who will ensure that official responses are provided through approved spokespeople.</p>		
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