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Important Information for Employers and Employees To Consider Regarding COVID-19

PURPOSE

- The purpose of this document is to share information from the board of directors of the Midwest Contingency Planners (MCP) with the Indiana InfraGard Members Alliance (IIMA) through our Memorandum of Understanding (MOU).

STRUCTURE

- The document will contain information for employers and employees as each has a responsibility to each other to create and raise awareness around organizational response plans as well as personal safety and best practices regarding personal hygiene and protection around COVID-19.

WHAT SHOULD EMPLOYERS BE DOING?

- Employers should be having meetings of their Crisis Response Team to determine if and when their Pandemic Response Plan will be initiated, and to what degree the plan will be deployed.
 - For Employers that don't follow NIST or FEMA organizational structure for Business Continuity Planning (BCP), the Crisis Response Team should contain representation from ownership plus any C-level executives and or senior management.
 - If you do not have a Pandemic Response Plan, see this sample provided by FEMA: https://www.fema.gov/media-library-data/1396880633531-35405f61d483668155492a7cccd1600b/Pandemic_Influenza_Template.pdf
- Employers should be looking to communicate their plans to their employees, their customers, and their vendors. It is likely that each group will be communicated with differently.
- Employers should be determining what modifications they will be making to operations at their facilities.
 - Enhance facility cleaning procedures to stop the spread of virus on common touchpoints.
 - Provide employees with disinfecting wipes or cleaners to sanitize their workstations



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- Determine if visitors or vendors will be allowed in the offices and if so, are there any restrictions?
- Determine employees travel restrictions. Will traveling employees be allowed to return to the building the day following returning from business travel?
- How will the Employer handle employees return from PTO that involved travel, especially International travel?
- Employers should be conducting tabletop exercises to walk through and determine the appropriate response for the business based on various scenarios ranging from an employee exhibiting symptoms to actual spread among your employees. You should work to determine if you are able to support all critical functions as the scenarios worsen.
- Employers should be monitoring communications from the managing organizations, such as the Centers for Disease Control (CDC) and the World Health Organization for guidance and response planning.
 - U.S. Centers for Disease Control
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
 - World Health Organization
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

WHAT SHOULD EMPLOYEES BE DOING?

- As citizens, we all have a responsibility to be aware of the guidance being provided by our Employers, as well as local, state, and federal government to keep us, our families, friends, and co-workers safe.
- As employees, we have a responsibility to be honest, and to respect and follow Employer guidance should symptoms occur or if symptoms have occurred within the last 14 calendar days.
- As employees, if your Employer allows a work from home (WFH) or telecommunicating arrangement, ensure that your setup is suitable to WFH for an extended period, at least 2 weeks consecutively.