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| **Category** | **Activities** | **Owner** | **Start** | **Finish** | **Commentary** |
| *Incident Management Team (IMT)* | * *Establish an IMT to coordinate your organisation’s response* * *Set clear roles, accountabilities and objectives* * *Develop a communications and stakeholder engagement strategy* * *Embed an incident reporting mechanism* * *Identify critical decision triggers to manage and contain the virus, i.e. travel restrictions; office closing / working from home; meeting restrictions / virtual solutions* * *Deploy a rapid response processes for your own cases and develop personnel recovery plans* | *CEO / GM* |  |  |  |
| *Regulatory and reporting requirements* | * *Clarify any reporting requirements (both for regulatory bodies / authorities as well as under the event an employee or customer contracts COVID-19)* * *Review potential legal impacts on your organisation* * *Review all contractual obligations, i.e. with suppliers, insurers, regulatory bodies etc.* |  |  |  |  |
| *Technology options* | * *Verify that technology infrastructure can support remote operations* | *IT team* |  |  |  |