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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* |  |  |  |