

The following operations are deemed essential for the [Organization] to maintain mission-critical operations and services at **50% absenteeism**:

Unit	Operation	Absenteeism		
		20%	35%	50%
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	X
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	X
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	X
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	X
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	X

The following operations can be suspended temporarily without causing immediate or irreparable damage to the [Organization]:

Unit	Operation	Can be suspended for the following time period:		
		_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

CUSTOMER/CLIENT DEMAND CHANGES

Tip
 Determine how the needs of your customers may change and plan to deliver on those needs. If some of the products or services you normally provide would be in low demand, find ways to re-deploy assets normally dedicated to providing those, to areas that experience increased demand.

The following services/operations may be in high demand during a pandemic:

The following services/operations may be in low demand during a pandemic:

REGULATORY REQUIREMENTS

The following regulatory requirements may be difficult to fulfill during a pandemic:

ROUTINE AND ESSENTIAL OPERATIONS

1. **Daily operation:** _____

2. **Unit responsible for operation:** _____

3. **Description of operation:** _____

4. **Purpose of operation:**

- Customer/client Service Internal Service (e.g. administrative, financial)
 Partner Service Other _____

5. **Number of staff required to perform operation on a routine basis:**

Required Staff	
Number	Job Level

6. **Supplies required to perform operation:**

* Detailed information attached in Annex 7, Product and Service Vendors

7. **Is this an essential operation if workforce absenteeism equals:**

- 20% _____
 35% _____
 50% _____

8. **Changes in demand that may occur during a pandemic:**

9. **Strategy for scaling back operation:**

10. **Alternative ways to provide services that limit human-to-human contact:**

