

Checklist: Threat Levels and Contingency Plans

Threat Level:

- Level 1** - Current, preparation stage
- Level 2** - Outbreak in Sri Lanka with over 50 cases identified
- Level 3** - Outbreak in neighboring facility
- Level 4** - Infected employee in one floor or facility, no national lockdown
- Level 5** - Multiple infections resulting in lockdown of one location, no national lockdown enforced
- Level 6** - Government lockdown for city, all facilities affected, remote working for all

Level 1 - Preparation Stage

Activity	Description	Owner
Increase awareness on hygiene practices		
Communicate expected behaviors from employees		
Obtain employee details (locations, lodging and mode of travel etc.)		
Test 'work from home' arrangements		
Plan for continuous facility support (support staff)		

Level 2 - Outbreak in Sri Lanka (50+ cases identified)

Activity	Description	Owner
Identify employees closest to infected areas and request to work from home (use employee details gathered from planning stage)		
Identify medical care and any other support to be given to identified employees		

Level 3 - Outbreak in Neighboring Facility

Activity	Description	Owner
Our employees in adjoining facilities to start working from home		
Lockdown the work location		
Any employee entering the facility should be clothed in protective gear		
Continuous monitoring of neighboring location		
Disinfect the facility		
Test for suitability of workplace prior to employees moving in		

Level 4 - Infected employee in one floor/facility, no national lockdown

Activity	Description	Owner
All employees on that floor to work from home until further notice		
Lockdown the work location		
Any employee entering the facility should be clothed in protective gear		
Identify medical care and any other support to be given to infected employee		
Communicate company-wide to identify others who may have had close contact with employee		
Those who had close contact with infected employee requested to also work from home		
Disinfect facility		
Test for suitability of workplace prior to employees moving in		

Level 5 - Multiple infections resulting in lockdown of one location, no national lockdown

Activity	Description	Owner
All employees on that floor to work from home until further notice		
Lockdown the work location		
Any employee entering the facility should be clothed in protective gear		
Identify medical care and any other support to be given to infected employees		
Communicate company-wide to identify others who may have had close contact with employee		
Request all employees to work from home to mitigate infections		
Disinfect the facility		
Test for suitability of workplace prior to employees moving in		

Level 6 - Government lockdown for city, all facilities affected, remote working for all

Activity	Description	Owner
All employees to work from home until further notice		
Any employee entering the facility should be clothed in protective gear		
Monitor situation from the local health authorities and take action		
Identify and provide medical care for employees based on severity of illness		
Formulation of volunteer teams to provide support to affected employees and their families (TBC)		
Await clearance from local health authorities to reopen facilities		
Disinfect the facility		
Test for suitability of workplace prior to employees moving in		