Community Disease and Pandemic Plan Check List

1. Develop or update current protocol for natural disasters to include community diseases and Pandemics.

2. **Board of Directors Participation -** Convene Board of Directors to discuss and gain approval of protocol. If possible, establish Public Health Committee to assist with developing new policy or updates to current protocols. This committee will also be responsible for reviewing organization calendar and rescheduling activities, events etc.

3. **Hold a staff meeting** - Discuss your organization's relevant policies and protocols for volunteers and paid employees. Stress prevention – encourage hand washing (including posting handwashing posters from the CDC) and not touching your face (the disease enters from the eyes, nose, and mouth) plus emphasize the importance of staying home if someone feels sick. Review your sick leave policy and, if possible, enhance the flexibility of that policy to give comfort to your employees - particularly hourly employees - about taking time off.

4. **Review your organization's business continuity and recovery plan** – Review and your operational budget and finances. Identify keys areas that will be impacted by the National Emergency.   Understand your staffing which includes volunteers who might not be able to assist during a National Emergency like a community spread of disease. What are operational challenges faced by your organization.   Do you have access to medication to restock etc.? Do you have a no contact hand off plan of medications for your clients or patients? Prepare for federal contracts and some foundation grants to be delayed.

5. **Plan for working remotely. Identify who is essential staff and who can work from home to lessen exposure.** Dust off or establish policies for remote workers and telecommuting. Remote work isn't possible for all staff. But for those where it is feasible, making this option available can help provide comfort to your employees that they can continue working without needing to draw down on their leave - and mandatory quarantines may make working remotely a necessity.

6. **Virtual Marketing –** Use Facebook and other social media platforms to post to keep your followers informed about your operations and challenges. Provide an opportunity to donate with each posting.

7. **Talking Points** - Develop talking Points about your organization to share with the media. Share how you are preparing for the National Emergency and talk about your needs, volunteers, funding etc.

8. **Participate in public decision-making** - If applicable to your mission, have a seat at the table as the local government is putting together response task forces. Ensure you and your partners are at the table so the needs of the people you serve are fulfilled and you can be part of the "information movement" - gathering and sharing information.

Resources for COVID-19

Google Hangouts Premium is free through July 1.
Microsoft Teams is available for free for six months.
GoToMeeting is also offering their remote work tools free for three months.
Nonprofits focused on fighting COVID-19 can access three months of free Dropbox Premium.