

COUNTDOWN CHECKLIST		PAGE 1 of 4 PAGES	
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		OPR	DATE UPDATED
PANDEMIC RESPONSE ACTIONS CHECKLIST		HR & T	03/10/2020
ITEM			ASSIGNED TO:
Annually			
1. Annually review <i>Business Continuity & Relocation Plan</i> and appendices A, B, and C document for any required updates			HR&T
2. Ensure whenever possible that trash receptacles purchased for the cooperative are no-touch to better minimize spread of germs.			Purchasing Agent
3. Ensure adequate supplies of the following: a. large hand sanitizer pump dispensers b. Clorox-style disinfecting wipes and spray c. Tissues d. N95 particulate respirators e. Nitrile gloves			Purchasing Agent
4. Establish emergency communications plan that identifies key contacts, with back-ups, for suppliers.			Purchasing Agent All Leaders
5. Review Business Continuity & Relocation Plan			All Leaders
a. Update assigned sections of the <i>Business Continuity & Relocation Plan</i> Appendix D			All Leaders
b. Update other assigned areas of the Business Continuity & Relocation Plan			All Leaders
6. Identify plans to maximize telework, where feasible. Pre-designate employees who will telework. Coordinate with Information Technology Department			All Leaders
7. Identify plans to support other telecommuting infrastructure (including bandwidth and VPN access) to accommodate a sudden spike in remote usage of cooperative systems as well as the accompanying technical support personnel to resolve remote connectivity issues. Included in the planning should be plans to meet other telework requirements to include computers/laptops loaded with appropriate software access, telephone access (VOIP).			Manager of IT
8. Coordinate with IT to enhance communications and information technology infrastructures as needed to support remote customer access			VP of Mbr Svs & EA
9. Review and update training materials for leaders and employees.			HR&T
10. Conduct table-top exercise to address departmental actions required in the event of a pandemic			CEO & VP Admin (All Leaders participate)
11. Review plan requirements and responses with team members.			All Leaders
Pandemic, But Not Affecting U.S.			
LOW SEVERITY			
<ul style="list-style-type: none">Monitor CDC website to track pandemic flu progress.Normal business operations, promote flu prevention practices (promote good hand washing hygieneReview <i>Business Continuity & Relocation Plan</i> taskings			HR&T
MODERATE SEVERITY			
<ul style="list-style-type: none">Complete all actions from low severity.			See Above
<ul style="list-style-type: none">Identify critical tasks/telecommuting capabilities			All Leaders
<ul style="list-style-type: none">Verify functionality of teleconferencing tools (e.g. Zoom, etc.)			IT
<ul style="list-style-type: none">Verify back-up plans with key suppliers (materials)			Purchasing Agent & All Leaders
<ul style="list-style-type: none">Plan for increased absenteeism levels.			All Leaders
HIGH SEVERITY			
<ul style="list-style-type: none">Complete all actions from low and moderate severity.			See Above
<ul style="list-style-type: none">Track flu spread on CDC site			All Leaders

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ITEM	ASSIGNED TO:	
<ul style="list-style-type: none">Review continuity plans again	All Leaders	
<ul style="list-style-type: none">Determine availability of vaccination.	HR&T	
Pandemic Identified in U.S.		
LOW SEVERITY If not already completed,		
<ul style="list-style-type: none">Monitor CDC website to track pandemic flu progress.Normal business operations, promote flu prevention practices (promote good hand washing hygieneReview Business Continuity & Relocation Plan taskings	All Leaders and HR&T	
MODERATE SEVERITY If not already completed,		
<ul style="list-style-type: none">Complete all actions from low severity.	See Above	
<ul style="list-style-type: none">Identify critical tasks/telecommuting capabilities	All Leaders	
<ul style="list-style-type: none">Back-up plans for key suppliers (materials)	Purchasing Agent & All Leaders	
<ul style="list-style-type: none">Plan for increased absenteeism levels.	All Leaders	
HIGH SEVERITY If not already completed,		
<ul style="list-style-type: none">Complete all actions from low and moderate severity.	See Above	
<ul style="list-style-type: none">Cancel non-essential business travel	CEO & Admin Supp Supv.	
<ul style="list-style-type: none">Track flu spread on CDC site	All Leaders	
<ul style="list-style-type: none">Review continuity plans again	All Leaders	
<ul style="list-style-type: none">Determine availability of vaccination.	HR&T	
Pandemic Identified in Florida/Alabama		
LOW SEVERITY If not already completed,		
<ul style="list-style-type: none">When directed by VP of Finance, distribute hand sanitizer and nitrile gloves to employees exposed to general public (MSRs, marketing, engineering).	Materials Department	
<ul style="list-style-type: none">When directed by VP of Finance, distribute disinfectant wipes and sprays to departments with employees exposed to general public (MSRs, marketing, engineering).	Materials Department	
<ul style="list-style-type: none">Wipe down (sanitize) shared work stations and vehicle cabs at each shift change.	All Employees	
<ul style="list-style-type: none">Continue to monitor CDC website to track pandemic flu progress.	All Leaders	
<ul style="list-style-type: none">Upon CEO direction, distribute employee and supervisor training materials to supervisors	HR&T	
<ul style="list-style-type: none">Upon CEO direction, distribute training materials to direct reports	All Leaders	
MODERATE SEVERITY If not already completed,		
<ul style="list-style-type: none">Complete all actions from low severity.	See Above	
<ul style="list-style-type: none">Identify critical tasks/telecommuting capabilities	All Leaders	
<ul style="list-style-type: none">Back-up plans for key suppliers (materials)	Purchasing Agent & All Leaders	
<ul style="list-style-type: none">Plan for increased absenteeism levels.	All Leaders	
<ul style="list-style-type: none">Have sick employees stay home until 24 hours after fever or symptoms have resolved (w/out use of fever suppressant) or if any members of their family are displaying symptoms or have been diagnosed with the illness.	All Leaders	
HIGH SEVERITY If not already completed,		
<ul style="list-style-type: none">Complete all actions from low and moderate severity.	See Above	
<ul style="list-style-type: none">Coordinate final actions required to support telecommuting requirements.	Manager of IT	

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PANDEMIC RESPONSE ACTIONS CHECKLIST	HR & T	03/10/2020
ITEM	ASSIGNED TO:	
<ul style="list-style-type: none">Upon direction from CEO, begin social distancing:<ol style="list-style-type: none">Increase telecommutingCancel face-to-face meetings and maximize use of tools like Zoom or conference callsReduce front desk traffic of general public	All Leaders	
<ul style="list-style-type: none">Assign employee(s) to routinely sanitize desk areas, computer keyboards, computer mice, telephones, door knobs/handles, and elevator buttons.	All Leaders	
Pandemic Identified in or Adjacent to the Cooperative Service Area		
LOW SEVERITY If not already completed,		
<ul style="list-style-type: none">When directed by VP of Finance, distribute hand sanitizer and nitrile gloves to employees exposed to general public (MSRs, marketing, engineering).	Materials Department	
<ul style="list-style-type: none">When directed by VP of Finance, distribute disinfectant wipes and sprays to departments with employees exposed to general public (MSRs, marketing, engineering).	Materials Department	
<ul style="list-style-type: none">Wipe down (sanitize) shared work stations and vehicle cabs at each shift change.	All Employees	
<ul style="list-style-type: none">Continue to monitor CDC website to track pandemic flu progress.	All Leaders	
<ul style="list-style-type: none">Upon CEO direction, distribute employee and supervisor training materials to supervisors	HR&T	
<ul style="list-style-type: none">Upon CEO direction, distribute training materials to direct reports	All Leaders	
MODERATE SEVERITY If not already completed,		
<ul style="list-style-type: none">Complete all actions from low severity.	See Above	
<ul style="list-style-type: none">Issue N95 particulate respirators to critical employees who must deal with public.Sick employees stay home (at least 24 hours after symptoms resolve).	Materials Department	
<ul style="list-style-type: none">Upon direction of the CEO and per CHELCO Crisis Communication Plan, communicate with members on staffing decisions and office hours/payment options available.	VP of Mbr Svs & EA	
<ul style="list-style-type: none">Upon direction of the CEO, coordinate plans and responses with Okaloosa and Walton County Emergency Operations Centers and Health Departments.	VP of Admin or Mgr of HR&T	
HIGH SEVERITY If not already completed,		
<ul style="list-style-type: none">Complete all actions from low and moderate severity.	See Above	
<ul style="list-style-type: none">Upon direction of CEO, temporarily close office to the general public. Maximize use of drive through or payment kiosks. Encourage members to use online payment methods.	All Leaders	
<ul style="list-style-type: none">Upon direction of CEO, temporarily shut down deliveries and shipments unless direct contact is not required.	Purchasing Agent & All Leaders	
<ul style="list-style-type: none">Upon direction of CEO, temporarily shut down operations with the exception of necessary repairs or maintenance.	All Leaders	
<ul style="list-style-type: none">Upon direction of CEO, utilize telecommuting to the extent available.	All Leaders	
<ul style="list-style-type: none">Continue social distancing practices for employees who must come into the office.	All Leaders	
<ul style="list-style-type: none">Sick employees remain home at least 7 days even if symptoms resolve sooner. If symptoms not resolved after 7 days, wait 24 hours after symptoms resolve before returning to work.	All Leaders	
Pandemic Affected Cooperative Employees/ Family Members		
LOW SEVERITY		
<ul style="list-style-type: none">Complete all actions from above.	See Above	
MODERATE SEVERITY		
<ul style="list-style-type: none">Complete all actions from low severity.	See Above	

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ITEM		ASSIGNED TO:
HIGH SEVERITY		
<ul style="list-style-type: none"> Complete all actions from low and moderate severity. 		See Above
Post Pandemic		
1. Ensure facilities are clean and safe to return to.	Corporate Services	
2. Direct all employees to resume normal operations.	All Leaders	
3. Communicate to members the return to normal operations.	Communications	
4. Conduct after action meeting to review effectiveness of response efforts.	All Leaders	
5. Collect and share best practices with FECA and AREA cooperatives	CEO, HR&T, All Leaders	