Checklist for the Completion of the Continuity of Operations Plan

☐ Employers must prepare a written continuity of operations plan for a state disaster emergency involving a communicable disease. Templates are available for your use.

☐ Employers must share the draft written plan with authorized employee representatives as soon as possible.

☐ Employers must allow authorized employee representatives to review the plan and provide recommendations.

☐ Employers must consider and respond to any authorized employee representative recommendations in writing within a reasonable amount of time.

☐ By April 1, 2021, employers must finalize the plan and publish it in a clear and conspicuous location, in the employee handbook (if applicable), and on the employer’s website or internet accessible by employees (if applicable).

☐ Employers must periodically revisit the plan to ensure that it is accurate.