



## **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.