

## **Business Continuity Plan**

### **Personal Checklist**

Use this list to think about your personal readiness to work from home. If you identify any gaps, address them quickly or seek assistance from your manager.

#### **Home**

##### **Workspace**

- Refer to the Working from Home Policy and Setting up your Workstation Guide for tips to help maintain a healthy and productive space. These documents are available in your *Files/Policies* folder in Employment Hero.

##### **Internet Connectivity**

- Do you have your own connection at home? Is your current plan robust enough to support additional hours online?
- Does your mobile phone plan come with data and hotspot as a backup?

##### **Essential Items**

- Current advice from the government is that supply chains are unlikely to be compromised and stockpiling is discouraged.
- However, in the event you are working from home due to increased risks, minimising your need to leave home and visit public places is good practice and some common sense planning now will assist you in achieving this.

##### **Prescription Medications**

- Make sure your medications are up to date.

##### **Maintain Hygiene**

- The most consistent advice on Coronavirus is that basic hygiene is effective at minimising transmission.
- Regularly washing your hands, covering your coughs, cleaning surfaces and minimising physical contact with other people are all recommended

**Hardware/Software****Applications**

- Have you downloaded all the apps you need on both laptop and mobile devices?  
Including:
  - Employment Hero
  - Bria Mobile
  - Slack

**Passwords and Authentication Tools**

- How do you manage these? Will that work out of the office?

**Laptop**

If you're working from home, don't forget:

- Laptop charger
- Phone charger
- Mouse
- Headphones and/or headsets
- USB/HDMI adaptor (for charging your mobile or connecting to a monitor)
- USB chargers

**Other Devices**

- iPads for demos
- Team specific requirements

**Other Office Items****Whiteboards, Wall charts (visual tools) and Notebooks**

- Photograph whiteboard and wall charts
- Notebooks, folders or any hand written notes you might need

**Personal effects**

- Reading glasses
- Medications