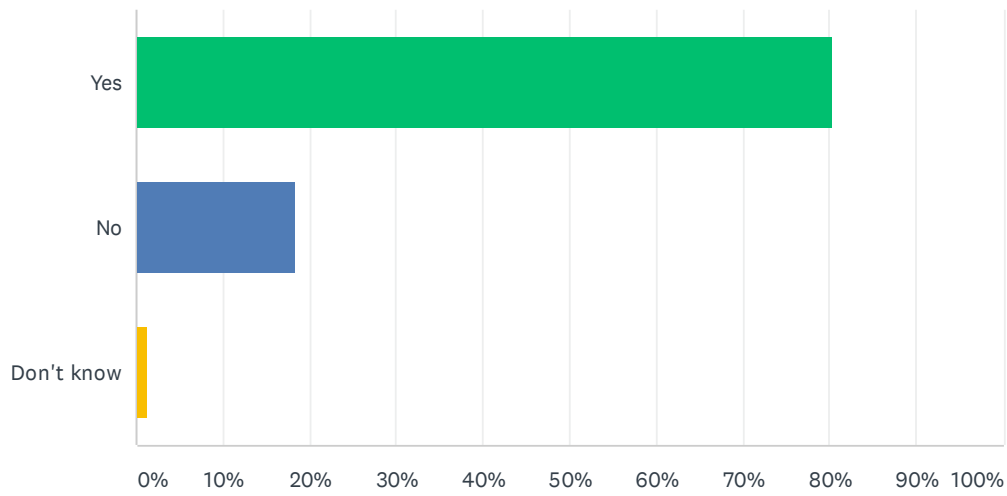


### Q3 Has your organization taken any actions specifically in response to COVID-19?

Answered: 168 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	80.36%	135
No	18.45%	31
Don't know	1.19%	2
<b>TOTAL</b>		<b>168</b>

## Business continuity planning and actions in relation to COVID-19

#	PLEASE BRIEFLY DESCRIBE THE ACTIONS THAT HAVE BEEN TAKEN...	DATE
1	split operations of critical functions, distribute masks & hand sanitizers, increase cleaning frequency, increased crisis communication, allocate donations to relief agencies/hospitals.	2/20/2020 3:27 AM
2	We held a tabletop exercise with the Covid-19 scenario to see if our plans were adequate.	2/19/2020 10:46 PM
3	We are watching our US footprint for nearby infections. Anyone traveling from an infected area is requested to work from home for 14 days after arriving in the US.	2/19/2020 4:14 PM
4	Crisis Management Team activated, acquiring masks and other PPE. Restricted travel to/from China, with non-essential business travel policy recently implemented.	2/19/2020 2:45 PM
5	Increased monitoring of COVID-19 and the common flu in this country.	2/19/2020 2:08 PM
6	Home quarantine for employees and contractors for 14 days if traveled in region. No travel to China. Monitoring travel to affected areas. Masks delivered to Asia offices.	2/19/2020 1:08 PM
7	Mask and disinfectant were distributed	2/19/2020 1:01 PM
8	Review of People plans, board paper re our "watching brief", daily monitoring of WHO and PHE information distributed to COO identified stakeholders	2/19/2020 10:37 AM
9	Implemented self quarantine and working from home in some geographies	2/19/2020 9:49 AM
10	Awareness message to employees	2/19/2020 9:25 AM
11	Warning communications issued on Intranet.	2/19/2020 9:02 AM
12	Updated policy documentation originally created in response to SARS and published this on our web site.	2/19/2020 8:28 AM
13	yes, steering group established to consider potential impacts across the organisation, chaired at senior manager level and includes reps from HR, Comms, Health and Safety, Business Resilience and other. Orders placed for hand gel. Health and safety signage being considered and preparatory work on staff communications.	2/19/2020 8:14 AM
14	Desinfektion dispensers at central places	2/19/2020 7:32 AM
15	Awareness campaigns	2/19/2020 7:19 AM
16	Our standard influenza best practices are in place like proper hygiene, handwashing, etc.	2/19/2020 5:02 AM
17	PPE in place - very few cases in UAE	2/19/2020 3:54 AM
18	Splitting teams to alternate site and to work from home; social distancing; temperature screening; travel restrictions.	2/19/2020 1:48 AM
19	Involved with State and National efforts. Circulating relevant agreed information to operators and workers. Keeping key executives in the loop on current situation and considering potential consequences/impacts.	2/19/2020 1:22 AM
20	alternate work site arrangement, split shift arrangement, travel and health declaration	2/19/2020 12:39 AM
21	increased hand sanitiser distribution in building; reconfirm stocks of masks; designate an isolation area if required; reconsider need to travel outside country; regular updates to incoming travellers on where to get masks/hand sanitiser and general personal hygiene (eg. hand washing)	2/18/2020 11:21 PM
22	We have met with local medical practitioners to have them explain to staff the specifics around the virus and likelihood of catching it. This has given staff more confidence when traveling locally and internationally.	2/18/2020 10:02 PM
23	Minimal approach to date, simply raising awareness of the existing Plan.	2/18/2020 9:58 PM
24	see above. using BCM strategies to continue BAU. Have also put out some internal (set up an employee information site) and external (customer) communications.	2/18/2020 8:30 PM
25	increase in cleaning protocols, communication re: safe Hygiene	2/18/2020 8:13 PM
26	Office closed in China. Canceled travels to/from China	2/18/2020 8:06 PM
27	Central intranet page to be the source of truth across the company	2/18/2020 8:04 PM
28	Monitoring situation in conjunction with other Government departments, in particular the Ministry of Health. Mini watch team meets weekly to review situation and other departmental responses	2/18/2020 7:43 PM

## Business continuity planning and actions in relation to COVID-19

29	Reviewed and refreshed the existing Pandemic Plan - communicated with staff	2/18/2020 6:56 PM
30	providing status updated to client via circulars	2/18/2020 6:31 PM
31	Reviewing and updated plans	2/18/2020 6:26 PM
32	For the moment only preventive actions: namely travel policy and hand sanitizers for the premises. Prepared action plan with difrent activities from remote working, displacement, pandemic plan activation, premises intensive cleanning squads, intranet and banners, all activated based in diferent triggers.	2/18/2020 6:17 PM
33	recomendamos cancelar as viagens para as regiões afetadas, solicitamos que todos os colaboradores que tenham viajado para os locais afetados informassem ao RH e aqueles que apresentassem sintomas. ficassem afastados pelo periodo de 14 dias	2/18/2020 6:07 PM
34	assembled a team to lean forward and monitor the situation	2/18/2020 6:03 PM
35	As above	2/18/2020 5:59 PM
36	It's forbidden to travel to China.	2/18/2020 5:58 PM
37	Pandemic Taskforce monitoring began. Halted travel to China. Established cadence of employee communications. Reviewed Chinese supplier dependencies. Holding tabletop exercise.	2/18/2020 5:58 PM
38	More Hand sanitizer stations, emails, and posters	2/18/2020 5:37 PM
39	We have protocols in place for intake, quarantine & treatment.	2/18/2020 5:36 PM
40	Maximized work from home strategy which allowed for social distancing for those who had to be on site.	2/18/2020 5:32 PM
41	Introducing self-isolation for individuals returning from countries with high numbers of infections. Invocation of a Tactical Crisis Management Group working to a Strategic Lead to prepare ready to act.	2/18/2020 5:18 PM
42	Travel restrictions, temperature checks, alternate work instructions	2/18/2020 5:14 PM
43	See above	2/18/2020 5:11 PM
44	See above	2/18/2020 5:10 PM
45	Currently 3 Asia offices associates are encouraged to work from home. Limited travel to Beijing, Hong Kong and Singapore.	2/18/2020 5:07 PM
46	Briefing emails, coordination and distribution of preventive supplies (i.e., masks, hand sanitizer), plans and playbooks reviews and tabletops	2/18/2020 4:48 PM
47	Created Pandemic plan, increased hygiene related posters and made disinfectants more accessible	2/18/2020 4:25 PM
48	Fielding questions and having to produce guidance etc. No actual BC actions needed Additional info for question4. Whilst it may become a pandemic, I do believe it will slight impact with people just having a 'cold' maybe flu like symptoms, but not really life threatening for a high majority of people	2/18/2020 4:00 PM
49	Reviewed and updated our Pandemic plan; checked on related supplies, ie. masks, sanitizer, etc. to ensure proper quantities, put article on employee digital newsletter and alerted team responsible for decision-making.	2/18/2020 3:57 PM
50	Home-working and remote VDI working from Singapore and China offices	2/18/2020 3:52 PM
51	making sure we have suitable ppe and hand sanitizer. promoting good handwashing activities and signposting staff to PHE	2/18/2020 3:51 PM
52	Employees advised to work from home. Alternative operations put in place for some business functions.	2/18/2020 3:41 PM
53	Restrictions on travel to and from China and other Asian countries that were outlined by PHE as requiring further focus.	2/18/2020 3:30 PM
54	Review of HR policies around time off for dependents, absence management levels for pandemic related illnesses etc. Review of key supplier business continuity arrangements. Provision for purchase of antibacterial wipes etc. Preparation and issue of specific communications.	2/18/2020 3:29 PM
55	Currently, risk is low to the U.S. population and our staff, but we are reviewing/updating our	2/18/2020 3:27 PM

## Business continuity planning and actions in relation to COVID-19

	protocols and pushing out general flu preparedness messaging	
56	frequent reminders to staff on tips to prevent spread of flu, meeting with our Business Resilience Team to discuss steps we're taking, approach should the situation evolve, monitoring for known information on COVID-19 and local impact, and benchmarking against peers.	2/18/2020 3:27 PM
57	Staff awareness: request for them to advise of travel to any high risk countries and official advice from WHO & PHE if they get symptoms.	2/18/2020 3:13 PM
58	Shipped masks to sites and implemented a work at home for all program. Daily status meetings with our APAC offices	2/18/2020 3:03 PM
59	monitoring the progress of the illness internationally, and looking for local impacts	2/18/2020 2:56 PM
60	Restricted travel. Requested any staff returning from China to self quarantine for 2 weeks. Reviewed pandemic plans, held refresher for sr mgt.	2/18/2020 2:53 PM
61	revisiting BCP, our essential services and resource requirements for delivering those	2/18/2020 2:27 PM
62	Implemented elements of the BC plan that address supply chain and other strategic issues.	2/18/2020 2:26 PM
63	We have banned all business travel to Asia	2/18/2020 2:20 PM
64	We are a government agency and have been involved in repatriation and national coordination planning.	2/18/2020 2:10 PM
65	Policies to promote social distancing and use of protective gear for employees working in the fields. Also, guidance on hygiene practices.	2/18/2020 2:07 PM
66	Increased communications; regular situational reporting; assessed cleaning of aircraft; assessed network load capabilities to address increased congestion for if people work from home; participated in conference calls with partners and government agencies.	2/18/2020 1:55 PM
67	Developed a plan, developed action cards for clinicians, procured additional PPE and set up a command structure.	2/18/2020 1:41 PM
68	we have implemented flexible WFH and travel restrictions for at risk offices and locations.	2/18/2020 1:26 PM
69	Multi site locations of teams	2/18/2020 12:00 PM
70	Stood up the Infectious Disease Advisory Committee (although not sure the membership is appropriate and certainly no expertise in Infectious Diseases (aside from Health and Safety specialist!))	2/18/2020 9:24 AM
71	Travel ban to certain locations, temperature check, cancel large form of gathering	2/18/2020 3:31 AM
72	But we do have a Pandemic Plan, that would be used in the event of an outbreak.	2/18/2020 12:58 AM
73	Monitoring of official information sources	2/17/2020 3:31 PM
74	But only preparatory at this stage and considering triggers for escalating our response.	2/17/2020 2:34 PM
75	We have met as a Crisis Response team and started dusting off HR Pandemic policies, researching travel bans, distributed masks to all building locations if needed.	2/17/2020 1:30 PM
76	Steering committee is monitoring events	2/17/2020 1:26 PM
77	Communication for impacts across the supply chain, communications to customers, communication to employees, review of stock holdings and ability to continue supply in the short term, plan for the long term potential impacts	2/17/2020 10:50 AM
78	Obtained quotes for hygiene equipment like hand gels. Put specific comms out about it. Are having regular meetings to track and monitor developments surrounding it.	2/17/2020 10:12 AM
79	communications to all staff regarding preventative measures	2/17/2020 4:04 AM
80	with screening procedures and priority only of essential travel for employees	2/17/2020 2:36 AM
81	Hygiene measures; Travel restrictions; Working from home; Split operations;	2/16/2020 1:04 PM
82	Travel ban to/from/through China, HK and Macau and in other SE Asian countries. Split team working in affected countries (i.e. staff divided into two groups each working alternate weeks in the office and at home). Increased cleaning in all locations.	2/16/2020 12:28 PM
83	Refreshed our infectious disease plan and reviewed policies around travel and work from home.	2/16/2020 5:50 AM

## Business continuity planning and actions in relation to COVID-19

84	Awareness week Simulation Increase Hygiene environment Increased Monitoring Travel restrictions	2/15/2020 5:43 AM
85	Suspension of travel to overseas corporate offices in China and Honk Kong, impacts to clients, increase of employees working from home, increased calls to HR, ongoing pandemic working group meeting, keeping employees informed, increased risk to business	2/14/2020 5:41 PM
86	Reviewed Flu and Pandemic Flu training and personal responsibilities for preventing spread of either within the organization.	2/14/2020 4:44 PM
87	crisis team activated; flexible work arrangements implemented / expanded / mandated; travel restrictions; comms campaign - to staff and outreach to customers	2/14/2020 3:55 PM
88	Aquisition of additional cleaning supplies.	2/14/2020 3:53 PM
89	Mostly comms to staff to remind them to practice good hygiene; hand washing etc. Also placing hand sanitizer in communal areas. Comms to staff to deal with staff or visitors returning from high risk countries.	2/14/2020 3:51 PM
90	Companywide email communication re: our response plan; additional disinfection measures at all office locations; business travel limitation; bathroom hand washing posters from CDC; work from home for recent China travelers	2/14/2020 3:50 PM
91	Developed pre-scripted messages for internal and external audiences. Operations in China and other Asia Pac countries have taken other health & safety steps.	2/14/2020 3:37 PM
92	Refreshed Threat/Action matrix. Insure HR policy aligns with CDC Interim Guidance, Communications related to existing and required hygiene and sanitation procedures. Awareness and status to executives and Sr Leadership. Re-enforced hand wash, cover cough, stay home if ill, etc. OSHA Illness & Injury log requirements for COVID-19 reporting	2/14/2020 3:36 PM
93	Initial informational campaign to employees, update of the pandemic plan to reflect current situation and assessment of trigger points for additional actions.	2/14/2020 3:34 PM
94	Advice to staff, monitoring travel, set up a incident management team, enhanced number hand sanitisers around building, reviewed remote working plans	2/14/2020 2:16 PM
95	Inventory of IT equipment in stock to enhance our work from home capability	2/14/2020 1:44 PM
96	We are monitoring via our crisis management team and have established a sub-cell specifically to triage sickness cases and also identify the criticality of those individuals relating to business processes. Other steps taken: We are engaging with 3rd parties to understand impacts/risks to our supply chain. We are briefing all of our 'Responsible Persons' from aa H&S perspective on what to do in the event of a case on their site and how to protect business processes. We have uplifted our locations with hygiene sinage and hand sanitizer etc. We have clarified our position in terms of how many personnel must be on-site to carry out their processes.	2/14/2020 12:42 PM
97	Review of travel planning and restrictions on travel to certain countries. Increase in personal protection offered to employees whilst travelling	2/14/2020 11:12 AM