

Six Actions Organizations Can Take Now to Prepare for the 2019 Novel Coronavirus

The number of cases of the 2019 Novel Coronavirus (COVID-19) **continues to rise** globally, including within the United States (US). The US Department of Health and Human Services (HHS) Secretary has declared a **public health emergency**, and the World Health Organization (WHO) has declared a **global public health emergency** due to the level the disease has spread outside of China. Local governments, such as the City and County of San Francisco, have also declared local emergencies to support preparedness.

As Hagerty Consulting, Inc. (Hagerty) continues to monitor the incident, we offer the following recommendations for all organizations – public and private – to protect against and prepare for COVID-19:



Stay Informed.

Stay up to date on the quickly evolving COVID-19 situation. Monitor information posted by reputable sources, such as the **CDC** and **WHO**, for reliable facts on how to protect yourself, your family, and your community.



Revisit Telework & Sick Policies.

Consider updating, or implementing, telework policies to allow employees to work remotely should the disease continue to spread. Allowing remote work constitutes as **social distancing**, a community mitigation technique used to prevent further spread of disease by reducing close interaction between people who may be contagious. Social distancing can be especially effective when **vaccines are not available**, as is the case with all coronaviruses. We encourage all organizations to make sure your company's sick leave policies encourage and allow for employees to **stay home when they are ill**. Employees coming into work while sick can result in the spread of disease to others.



Evaluate & Understand Large Gatherings & Potential Exposure.

Organizations should consider planned events, both within their organization and across the community, where large groups are coming together. As organizations consider the risk of exposure, consider alternative meeting strategies – such as conference call or video conference call – to maintain operational continuity while limiting potential exposure. Communities should also consider contingency plans, looking forward two weeks, including whether to delay events and when it might be necessary to cancel events that would bring together large groups of people.



Advise Staff on Best Practices for Personal Hygiene.

Non-pharmaceutical interventions, such as frequent handwashing and properly covering your mouth or nose while coughing and sneezing, are key to preventing the spread of harmful diseases, including COVID-19 and influenza. Take the time to educate your staff on how to best protect themselves through proper hygiene practices.



Review Travel Plans.

Limiting non-essential travel reduces the chance of interaction with possibly infected people. It only takes three days for a disease to spread around the world given **global flight patterns**. Travel to China is especially discouraged. The CDC has issued a **level-3 travel warning** that advises any non-essential travel to China be avoided, while the US Department of State (DOS) is discouraging all travel to China with a **level-4 travel advisory**. These advisories should be monitored over time as the incident continues to evolve.



Make a Plan.

Major closures or cancellations can accompany large-scale disease outbreaks. For instance, during the 2009 H1N1 pandemic **schools across the US closed**. Ensure that your community is prepared with a plan to support your employees and continue operations in case mitigation actions of this magnitude need to be implemented again. An in-place and well thought-out plan will be crucial for the successful continuity of operations should the COVID-19 situation worsen.



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Looking for more information?

We at Hagerty will continue to monitor the COVID-19 and provide updates, via our blog, Disaster Discourse, and through regular outreach and communications.

For further information, contact our Director of Preparedness, Kyle McPhee at kyle.mcphee@hagertyconsulting.com