

Qualification Questionnaire

COVID-19 Questionnaire

COVID-19 (Coronavirus)

COVID-19 Preparedness & Response (1) questions

1 of 1

Why a COVID-19 (Coronavirus) Pandemic Preparedness & Response questionnaire?

The spread of COVID-19 (Coronavirus) has reached the pandemic stage. This concerns us all, to protect the wellbeing of our families, our friends, our employees, and our professional lives. To be effective, our interventions must be coordinated and ambitious. We are very determined to implement the actions required to protect our communities, while continuing our operations.

Please see the following questions as a reminder of actions that should be taken to control the spread of the virus, and we hope it can be useful to you. We nonetheless need to know with certainty that your organization, as an important business partner, has taken all the recommended measures to protect yourself, your employees, and ours.

Be careful !

For more information on best practices for Pandemic Planning, Preparation & Response, please [click here](#).

Action Plan Implementation | COVID-19 Pandemic Preparedness & Response

4264

Has your organization implemented an action plan to mitigate the impact of the COVID-19 pandemic?

Yes

No, justify: :

Action Plan Documentation | COVID-19 Pandemic Preparedness & Response

4313

Is your action plan documented?

Yes, see attached plan/documents describing our actions

No

Business Resilience/Continuity of operations

4265

Identify all elements that your organization is implementing to mitigate the impact of the COVID-19 pandemic on its activities and planning for Business Continuity:

PANDEMIC MANAGEMENT TEAM: Assignment of defined roles & responsibilities for operational coordination, implementation of business resilience activities

OPERATIONAL PRIORITIES: Identification/reorganization/alignment of critical business processes, operations, & functions necessary during the COVID-19 pandemic

INCREASE/DECREASE IN DEMAND FOR YOUR PRODUCTS/SERVICES: Preparedness for scenarios likely to result in increase/decrease for your services during the pandemic

CUSTOMER RELATIONS: contract review and ongoing communication, & coordination with Customers related to the pandemic's impact on your level of service

SUPPLIES/INPUT: Ensuring availability of supplies, raw materials, services, etc. required to maintain business operations

EMPLOYEE ABSENCES: Forecast & allocation for absences (e.g. due to personal illness, family member illness, quarantines, school &/or business closures, public transportation closures)

SUPPLEMENTAL WORKFORCE: Need for additional workforce (e.g. employee reassignment, temporary employees, subcontractors, retirees, etc.), & associated training required for this workforce

COMMUNICATIONS & INFORMATION TECHNOLOGY INFRASTRUCTURES: Enhancement to support employee remote work & customer contact/exchange of information

Other actions taken to ensure continuity of operations: :

Planning & responding for impact of pandemic on your own Employees

4266

Please identify all of the elements that your organisation has included in its planning for the impact of a pandemic on its employees:

<input type="checkbox"/> HR POLICIES: Unique to a pandemic (sick leave policy, remote work, work-family balance, etc.)
<input type="checkbox"/> COMMUNICATION PLAN TO EMPLOYEES: Regular dissemination to your employees on the deployment of your pandemic action plan
<input type="checkbox"/> EMPLOYEE HEALTH MONITORING: Following up on employee health (questionnaire, guidance, etc.)
<input type="checkbox"/> Other actions taken to manage the impact of the pandemic on your employees: : <hr/>

Limiting transmission of COVID-19

4268

Please identify all of the elements that your organisation is implementing to limit the outbreak of the COVID-19 disease:

<input type="checkbox"/> CONTAINMENT OF DISEASE: Restriction of business travel, requirements for employees/subcontractors returning from business/personal travel (e.g. self-monitoring/self-quarantining/mandatory isolation, etc.)
<input type="checkbox"/> TRAINING/AWARENESS OF EMPLOYEES: Pandemic fundamentals (e.g. risk factors, symptoms, modes of transmission), instruction on proper behaviors (e.g. hand hygiene, coughing/sneezing etiquette, use of masks, etc.)
<input type="checkbox"/> INFECTION CONTROL SUPPLIES: Provision of sufficient & accessible supplies that promote personal hygiene (e.g. hand hygiene products, tissues & receptacles for their disposal) in all job/work sites
<input type="checkbox"/> SOCIAL/PHYSICAL DISTANCING: Minimization of face-to-face contact by reduction of frequency, proximity & duration of contact between employees, customers, contractors (e.g. working remotely, staggered shifts, layout spacing, etc.)
<input type="checkbox"/> CLEANING: Implementation of cleaning plan (complete with methods & frequency) for all touched surfaces/objects in all job sites
<input type="checkbox"/> PPEs: Supply & training on use of PPEs (e.g. respirator, gloves, etc.), if other controls are not sufficiently effective
<input type="checkbox"/> Other actions taken to control the transmission of the virus: