

Information Sheet

Business Continuity Planning for Social Profit Organizations

Social profit organizations should be considering their business continuity plans and how COVID-19 could impact their workplaces and business processes. The safety of staff, clients and the community should be the top priority. As social distancing recommendations continue, the need to provide a flexible work environment increases.

Employers should consider their business continuity plans and make plans to:

- Protect employees.
- Limit the potential spread of COVID-19 in workplaces.
- Ensure continuity of critical services if staff are ill or self-isolating.
- Explore alternate working arrangements, such as working from home or remotely, and doing work that doesn't require physical contact with other people.

Leaders should also consider:

- Understanding that the focus of staff will be on the welfare and supervision of their children and the well-being of family.
- Communicating the support of family-first messaging and expectations.
- Supporting staff to look for alternative childcare / support opportunities. This could include extended family members, high school students, or more creative options such as an arrangement where staff alternate days looking after each other's children, allowing some work and support for the agencies to continue. Please note, however, that this does create less effective social distancing, but may be the best alternative at this time.
- Fully understanding the organization's critical deliverables and what is non-essential. This, along with expectations, should be communicated clearly to staff.
- Engage with staff throughout the day to ensure they have the resources they need, and to address and mitigate any challenges they are facing.
- Consider onboarding additional volunteers who may be self-isolating or at home due to being non-essential from their employers and may have the ability and capacity to help out.

The Government of Alberta has implemented some employment rule changes by implementing paid, job-protected leave. Changes to the Employment Standards Code will allow employees to take 14 days of paid, job-protected leave if they are:

- a) required to self-isolate; or
- b) sick or caring for a loved one with COVID-19.



To be eligible, employees:

- a) will not be required to have a medical note; and
- b) do not need to have worked for an employer for 90 days. This leave covers the self-isolation period recommended by Alberta's chief medical officer.

Details with respect to how these changes will take effect is fluid. Please check the Government of Alberta website regularly for updates.

At FuseSocial, we are here to support the social profit sector any way we can during these trying times. The situation before us is unprecedented, but we are committed to offering support to assist organizations in getting through this to the best of their ability.

If you are in a leadership role in a local social profit organization and need support, please reach out to Diana Noble at diana.noble@fusesocial.ca or by phone to (780) 880-7807 for one-on-one coaching which will be facilitated through video conferencing. We are here for you and together we will get through this.