

SESSION 3.3

DEVELOPMENT OF A COVID-19 READINESS ACTION PLAN FOR YOUR ORGANISATION

SESSION OVERVIEW



KEY ISSUES THAT WILL BE COVERED

- ✓ **Planning on turning your vision into reality**
- ✓ **What's your best way to avoid challenges and problems during this journey**
- ✓ **Develop a solid action plan**



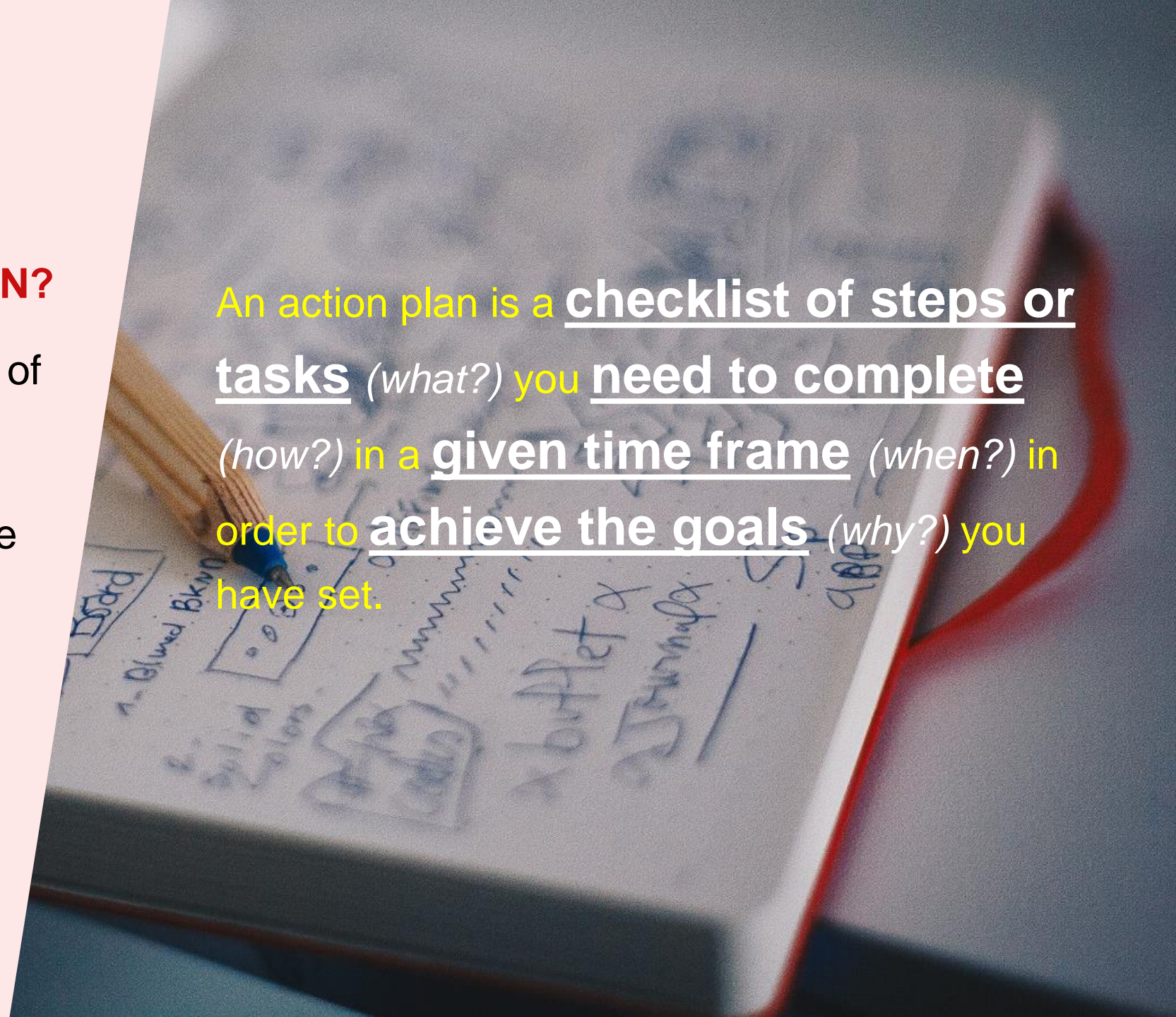
DURATION

40 mins

ACTION PLAN

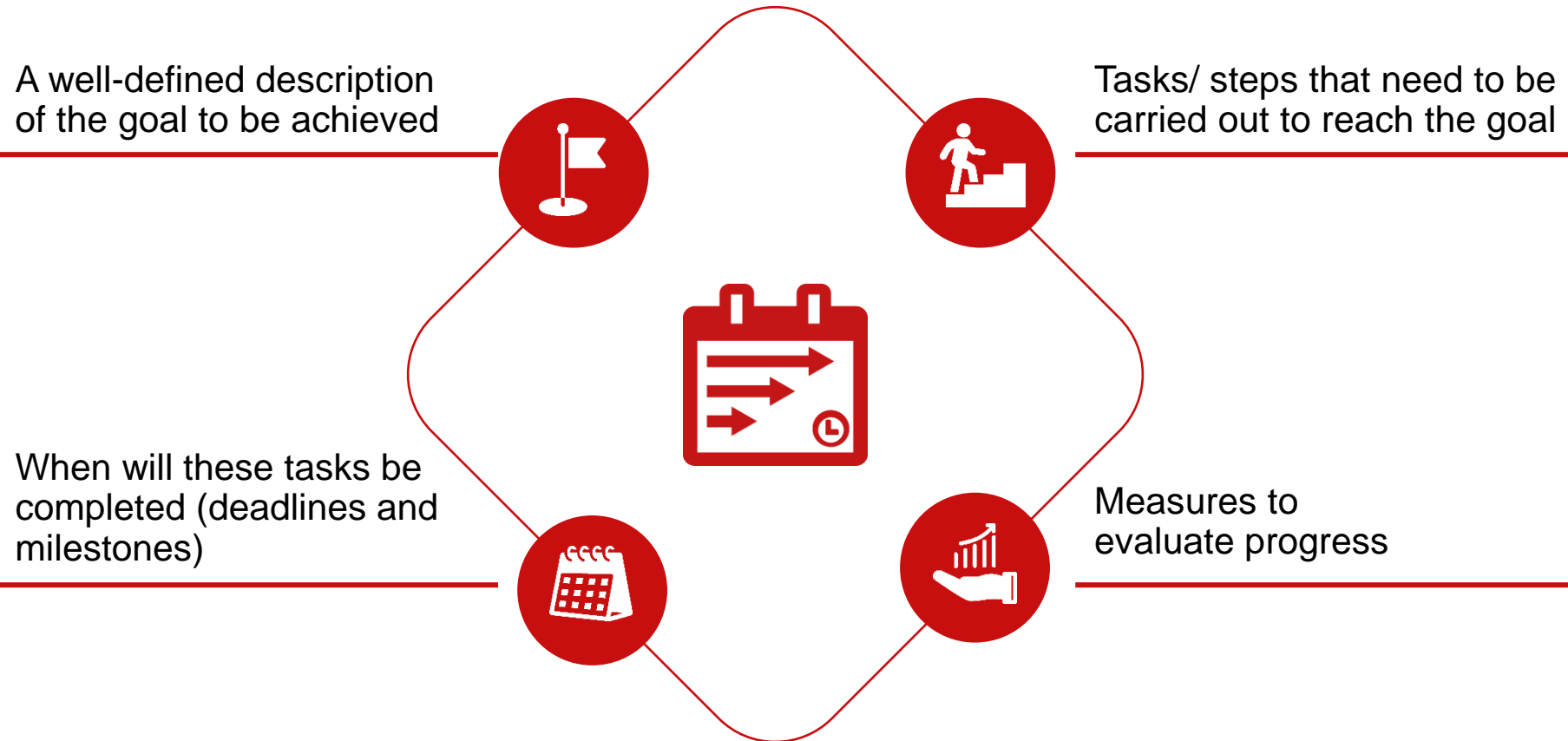
WHAT IS AN ACTION PLAN?

An action plan is a checklist of steps or tasks you need to complete in a given time frame In order to achieve the goals you have set.



An action plan is a checklist of steps or tasks (what?) you need to complete (how?) in a given time frame (when?) in order to achieve the goals (why?) you have set.

COMPONENTS OF AN ACTION PLAN



BENEFITS OF ACTION PLANNING

- ✔ It gives you a clear direction. As an action plan highlights exactly what steps to be taken and when they should be completed, you will know exactly what you need to do
- ✔ Having your goals written down and planned out in steps will give you a reason to stay motivated and committed throughout the project
- ✔ With an action plan, you can track your progress toward your goal
- ✔ Since you are listing down all the steps you need to complete in your action plan, it will help you prioritize your tasks based on effort and impact



STEP BY STEP GUIDE TO ACTION PLANNING

STEP 1

DEFINE YOUR END GOAL

- ✔ Start by defining where you are and where you want to be
- ✔ Then write down your goal
- ✔ Before you move on to the next step, run your goal through the SMART criteria

S

SPECIFIC

well-defined and clear

M

MEASURABLE

include measurable indicators to track progress

A

ATTAINABLE

realistic & achievable within the resources, time, money, experience, etc. you have

R

RELEVANT

align with your other goals

T

TIMELY

Has a finishing date

STEP 2

LIST DOWN THE STEPS TO BE FOLLOWED

1

The goal is clear

What exactly should you do to realize it?

2

List down all tasks

Create a rough template to list down all the tasks to be performed, due dates and people responsible

3

Involve & give access

It's important that you make sure that the entire team is involved in this process & has access to the document. This way everyone will be aware of their roles & responsibilities in the project.

4

Attainable tasks

Make sure that each task is clearly defined and is attainable. If you come across larger and more complex tasks, break them down to smaller ones that are easier to execute and manage

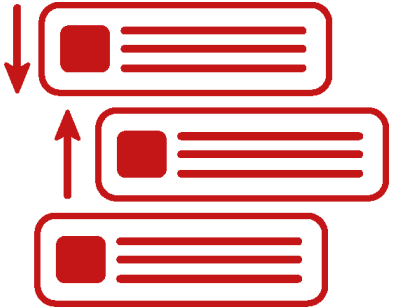
STEP 3

PRIORITIZE TASKS AND ADD DEADLINES

PRIORITIZE

It's time to reorganize the list by prioritizing the tasks. Some steps.

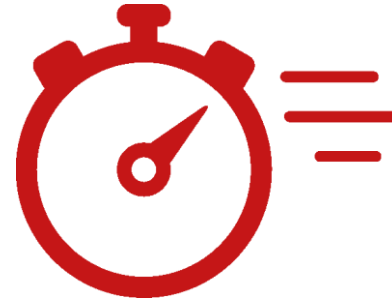
You may need to prioritize as they can be blocking other sub-steps.



ADD DEADLINES

make sure that they are realistic.

Consult with the person responsible for carrying it out to understand his or her capacity before deciding on deadlines.





STEP 4

SET MILESTONES



Milestones can be considered mini goals leading up to the main goal at the end



Gives the team purpose and help them stay motivated even though the final due date is far away



Start from the end goal and work your way back as you set milestones



Remember not to keep too little or too much time in between the milestone you set

STEP 5

IDENTIFY THE RESOURCES NEEDED



Before you start your project, it's crucial to ensure that you have all the necessary resources at hand to complete the tasks



And if they are not currently available, you need to first make a plan to acquire them



This should also include your budget. You can assign a column of your action plan to mark the cost of each task if there are any/

STEP 6

MONITOR, EVALUATE AND UPDATE





HOW TO PREPARE AND SUBMIT ACTION PLAN FOR THIS TRAINING?

You are now just one step away from getting the certificate

1 Prepare a simple, do-able action plan as part of this training

2 Submission of Action Plan is mandatory for certification.

3 It is an easy process

4 SIMPLE STEPS TO ACTION PLAN

1

Download the template on your computer/ mobile

2

Complete the format as per instructions given for each column

3

Save the Action Plan safely on your mobile/ computer

4

Upload and submit the Completed Action Plan

EXAMPLE - 1

ACTION PLAN

OBJECTIVE

Ensure thermal scanning of all employees and visitors

S.No	Activity	By Whom	By When	Money needed
1	Buy a Infrared Digital Thermometer	Owner	Nov 30	Provided by GIZ
2	Training Security Guard on using the Infrared Thermometer	XXXX	Dec 02	Nil
3	Prepare a register to maintain record	XXXX	Dec 03	Rs. 50
4	Define procedure for dealing with anyone who comes with fever	XXXX	Dec 04	
5	Inform staff of new guidelines	Manager	Dec 05	
6	Monitor the implementation of the guidelines	Manager	Dec 06 onwards	

EXAMPLE – 2

ACTION PLAN

OBJECTIVE

Ensuring Social Distancing at Cafeteria/Canteen

S.No	Activity	By Whom	By When	Money needed
1	Remove excess chairs from all tables	XXXXr	Nov 30	
2	Install ropes etc as barriers between food counters and staff members	XXXX	Dec 02	
3	Ensure proper signage is displayed at relevant points	XXXX	Dec 03	
4	Define procedure for serving of food, payments and sitting arrangement	XXXX	Dec 04	
5	Inform staff of new guidelines	Manager	Dec 05	
6	Monitor the implementation of the new guidelines	Manager	Dec 06 onwards	

EXAMPLE - 3

ACTION PLAN

OBJECTIVE

Training on staff on use and disposal of Masks

S.No	Activity	By Whom	By When	Money needed
1	The video provided by GIZ is downloaded and used for training	XXXX	Nov 30	
2	The video is shown to all staff in batches	XXXX	Dec 02	
3	Training records are kept	XXXX	Dec 03	
4	Adequate masks are made available to staff and placed at convenient spots in the office/factory	XXXX	Dec 04	
5	Inform staff of new guidelines	Manager	Dec 05	
6	Adherence to new guidelines is monitored	Manager	Dec 06 onwards	

EXAMPLE - 4

ACTION PLAN

OBJECTIVE

Counselling support for staff and workers experiencing stress and anxiety

S.No	Activity	By Whom	By When	Money needed
1	Identify an NGO/Association or Social Sector organisation providing counsellor services, and enter into an agreement with them	Owner	Nov 30	
2	Prepare a communication for the employees, informing them about symptoms of stress, mental anxiety etc. and also informing them about the services of the counsellor mentioned in point 1 above	XXXX	Dec 02	
3	Advise the HR department to assist employees in identifying symptoms of stress and anxiety etc	XXXX	Dec 03	
4	Also, the Manager / HR should facilitate the setting up of counselling sessions with the counsellor	XXXX	Dec 04	
5	Inform staff of new guidelines	Manager	Dec 05	
6	Keep a record of all employees who utilise these services	Manager	Dec 06	

EXAMPLE - 5

ACTION PLAN

OBJECTIVE

Ensuring social distancing and other precautions in lifts & staircases

S.No	Activity	By Whom	By When	Money needed
1	Conduct an assessment of all frequently touched surfaces in lifts, staircases and corridors e.g. hand rails, switches etc	Manager	Nov 30	
2	Prepare guidelines to ensure that these surfaces are frequently cleaned, at least once an hour	Manager	Dec 02	
3	Display signages, and paint appropriate marks on the floors etc, to ensure social distancing in lifts and stairs etc	XXXX	Dec 03	
4	Develop a communication, informing all staff members of the new guidelines and precautions	Manager	Dec 04	
5	Nominate a staff member/security guard who would monitor the implementation of these guidelines	Manager	Dec 05	
6	Regularly review progress	Manager	Dec 06 onwards	

Thanks.

Please submit your action plans and get assessed and certified by HSSC as a COVID-19 ready enterprise!