**DEPARTMENT NAME**

**Crisis Response: COVID-19**

**Background**

In preparation for any further impacts of COVID-19 on agency operations, JFS is assessing the capacity of individual departments to meet their essential functions.

Functions are characterized into three categories:

* Critical functions: Functions that cannot be interrupted or suspended for more than a few days.
* Important functions: Functions that can be suspended for up to one month.
* Non-Essential functions: Functions that can be suspended for over a month.

**Essential functions for succession planning and cross-training**

Please list the critical, important, and non-essential functions of your department below. Indicate whether the function can be performed remotely, who the function is assigned to, who would perform the function if the assigned person could not, and if the backup person is currently trained to perform the function.

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| **Critical functions** | **Can be performed remotely (Y/N)?** | **Assigned to** | **Backup** | **Is backup trained (Y/N)?** |
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| **Important functions** | **Can be performed remotely (Y/N)?** | **Assigned to** | **Backup** | **Is backup trained (Y/N)?** |
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| **Non-essential functions** | **Can be performed remotely (Y/N)?** | **Assigned to** | **Backup** | **Is backup trained (Y/N)?** |
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**Other planning questions**

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| **What needs do your staff have to be able to work from home? Computer access, internet, phone, etc.  Who needs what?** |  |
| **What other needs does your team have that would help it perform critical and important functions if working conditions become more restrictive? Think expansively.**  |  |
| **Do any of the critical and important functions listed above require other JFS teams in order to complete? If so, please explain.** |  |