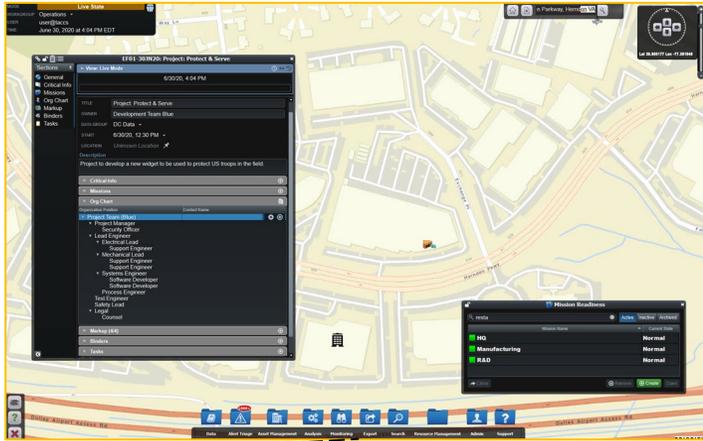PRIORITY5

Restarting Operations
with
TACCS™

- ✓ Do policies need to be revised/adapted to reflect applicable government regulations?

- ✓ Do workforce team assignments need to be modified to enable physical distancing and protect against loss of essential capabilities and key employees?

- ✓ Where will employees work?
    - From home?
    - Need to be onsite but location can be varied?
    - Need to be at a fixed position onsite?

- ✓ Do check in/check out processes need to be modified?

- ✓ Do equipment/workspaces require modification (e.g., surfaces, filters, plexiglass separators)?

PREPARING THE WORKSPACE
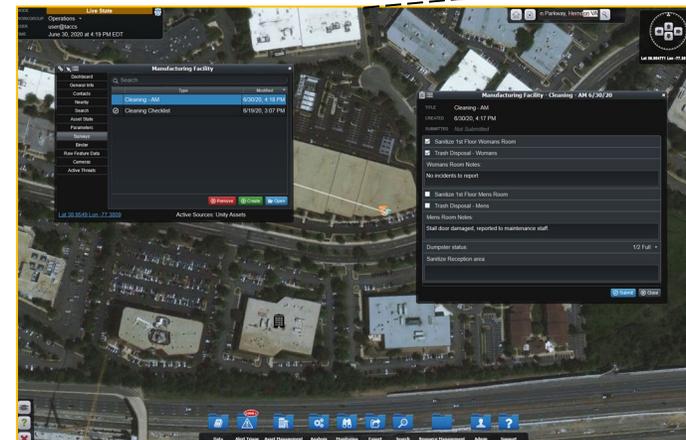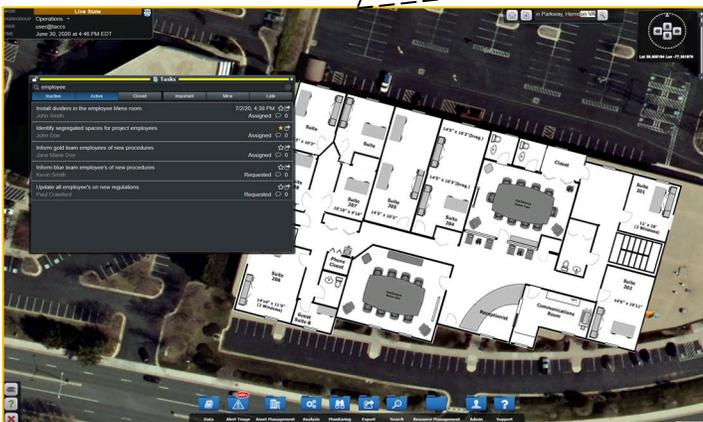## Implement the Plan

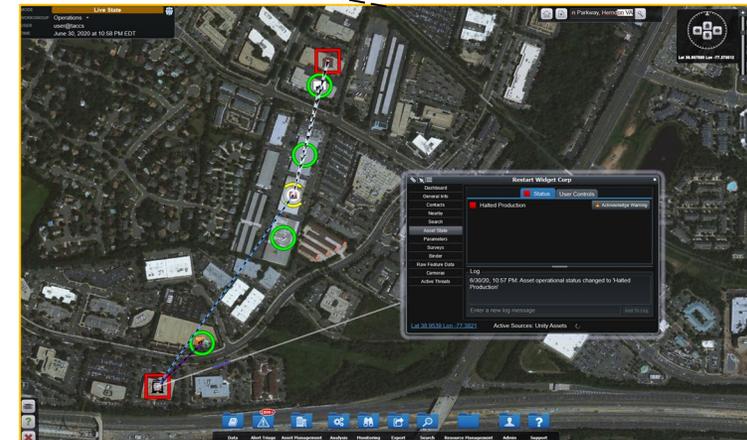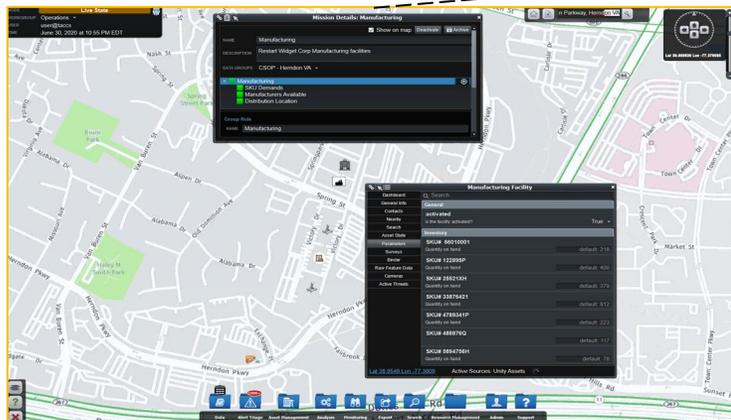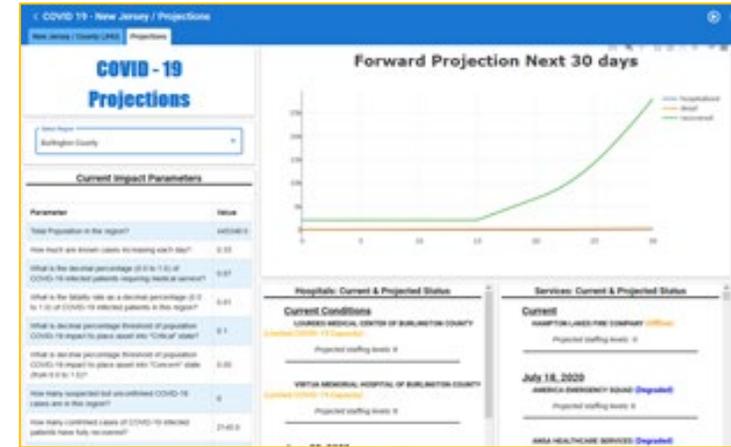| Assign key employees to management teams and projects/functions	Identify minimum staffing levels and constraints on work location	Set project/function locations and identify building/location-specific modifications	Establish procedures for check in/check out	Establish checklist/survey forms for daily cleaning

✓ What supplies are needed to maintain employee health based on office and function/project configurations, e.g., test kits, PPEs?

✓ Do cleaning protocols need to be updated?

✓ What are minimum inventory levels that need to be maintained for supplies/parts?

✓ What supplies/parts will be impacted by supply chain issues or are at high risk of shortage?

✓ What are the primary and backup sources and delivery methods for supplies and parts?

REAL-TIME INVENTORY, SUPPLY CHAIN
Implement the Plan

Identify consumables required to support the office and each project/function

Identify additional mission critical supplies and parts

Establish minimum inventory levels for mission critical parts and consumables

Use the TACCS™ supply chain tools to model mission impacts including delivery delays

Set automatic notifications and executive dashboard displays to predict potential operational impacts
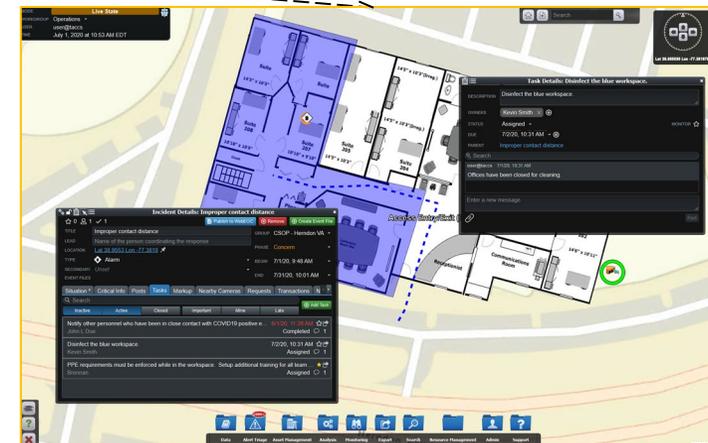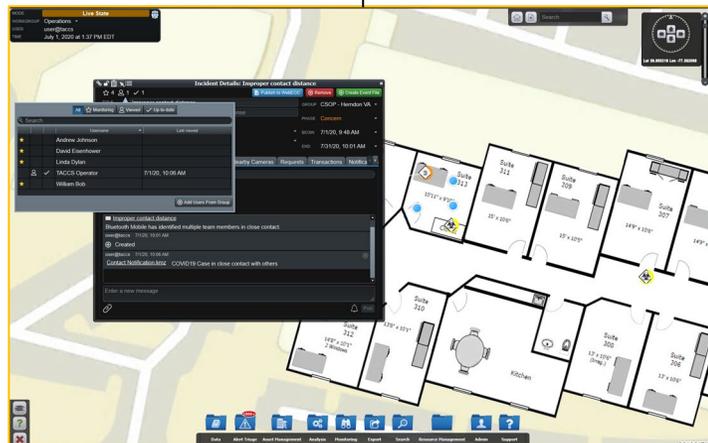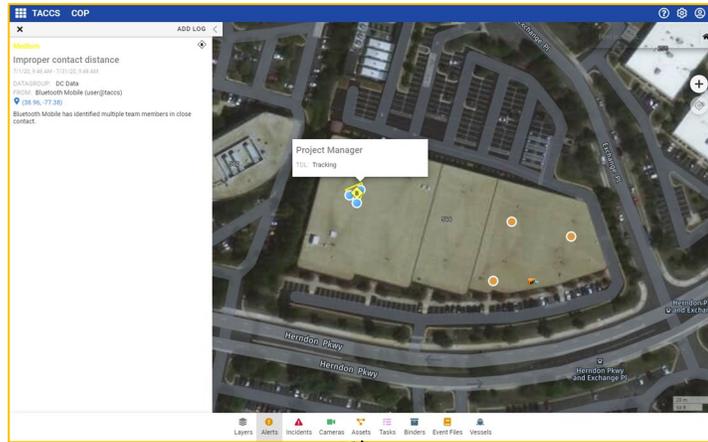
- ✓ Is there a procedure in place if an employee is diagnosed with COVID-19?

- ✓ Are there contact tracing protocols in place?

- ✓ Are there areas in or near the office/building that are visited by multiple employees and could be hotspots?

- ✓ How will corrective tasks be identified, assigned and tracked?

- ✓ What are potential business impacts of reported cases and how will they be communicated to management?

MANAGE BUSINESS IMPACTS
Implement the Plan

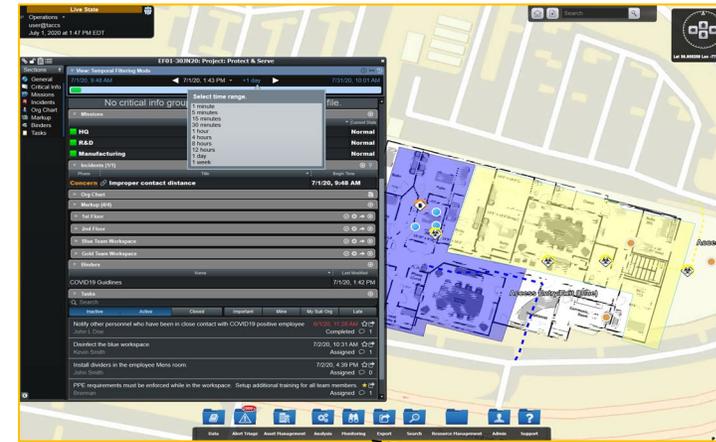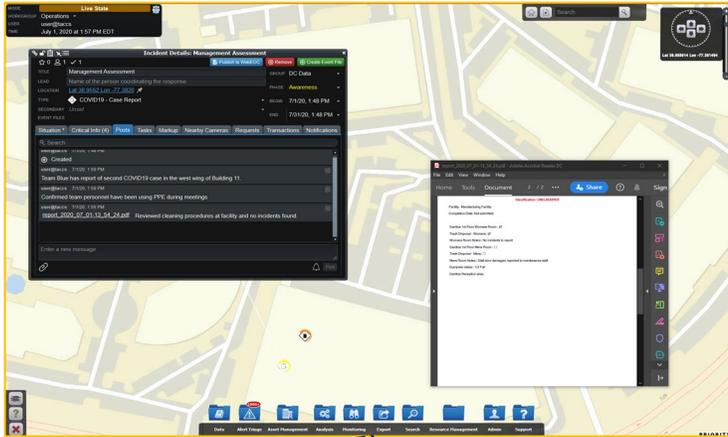| Use TACCS™ Mobile Bluetooth to create alerts in event of improper contact | If COVID-19 infections are reported, notify others that have had close contact | Initiate incidents and based on reported movements, check for hotspots, cleaning issues | Initiate corrective actions as required based on subsequent findings | Update the executive dashboard displays to show trends and project/function (mission) impacts |

- ✓ Is there a chat function to allow managers to exchange information and experience?

- ✓ How will notifications be sent to communicate urgent issues with employees?

- ✓ How do managers see conditions and resources across the organization and initiate actions to adjust as needed?

- ✓ How is documentation stored for easy access by designated parties?

- ✓ Can the sequence of events be tracked and coordinated for training and lessons learned?

COMMUNICATE -COLLABORATE – SHARE

Implement the Plan

Ensure incident reports are complete prior to closeout	Use the incident post feature to share lessons with similarly positioned managers	Use the mass notification feature to make company - wide or project/function adjustments as required	Establish new procedures as necessary and share in virtual binders	Conduct training/after action reporting using the TACCS™ "what if" or temporal mode