

Continuity Planning Fact Sheet

Did you know...

- ✓ Even in 2009, few companies are prepared to deal with disruptive events;
- ✓ That 40% of small to midsize businesses that suffer a sudden misfortune will go out of business within 5 years;
- ✓ The Department of Homeland Security estimates the worker absenteeism could reach 50% for an extended period in the event of the influenza pandemic;
- ✓ That a recent study by Harvard's School of Public Health found that only 1/3 of businesses today felt they could sustain operations if 50% of their workforce was out for 2 weeks; and
- ✓ That **Telework** as a continuity strategy is critical for your businesses success!

Do you know...

- ✓ It is not possible to tell if someone who is sick with influenza-like illness has swine flu (influenza H1N1) or seasonal flu, without testing;
- ✓ The difference between influenza and the common cold?

Influenza	Cold
<ul style="list-style-type: none"> ➤ Fever ➤ Symptoms severe ➤ Rarely have runny nose and watery eyes 	<ul style="list-style-type: none"> ➤ Rarely have fever ➤ Symptoms mild ➤ Usually have runny nose and watery eyes

- ✓ The best strategies for preventing influenza at your workplace?
 - Get flu shots as soon as possible
 - Check for flu symptoms daily
 - Separate staff with flu symptoms from others right away
 - Stay home when sick
 - Seek early treatment for flu symptoms
 - Practice good hygiene habits
 - Clean often
- ✓ That staff with influenza should stay home for **at least 24 hours after signs that the fever is gone** (the most contagious period) without the use of fever-reducing medications. In most cases the virus will be gone in 3 to 5 days. While infected avoid close contact with others.

DULLES AREA TRANSPORTATION ASSOCIATION

Have you...

- ✓ Established a continuity plan for your business?
- ✓ Crafted and/or enforced a policy that allows critical personnel to work remotely?
- ✓ Include **Telework** capability in business continuity plans and implement as appropriate?
- ✓ Use Virtual Private Network (VPN) to facilitate secure remote access?
- ✓ Train approved personnel on the use of remote access tools and implement the immediate, though staggered, use of your teleworking tools and techniques?
- ✓ Increased and/or tested bandwidth to ensure that all critical personnel are able to VPN-in simultaneously and work effectively?
- ✓ Virtualize critical vital records and web-enable them?
- ✓ Considered web-based-applications for document management, enterprise resource management, and timekeeping?
- ✓ Considered to use “cloud” platforms as a long-term solution to make critical web applications available and accessible remotely?
- ✓ Place the health and security of your personnel first!

For more information about...

Telework!VA	Harriet West Telework!VA Consultant Virginia Dept. of Rail and Public Transit 703.431.8463 harrietwest@teleworkva.org www.teleworkva.org
Influenza	Fairfax County's H1N1 Call Center: 703-267-3511, TTY: 703-591-6435 www.fairfaxcounty.gov/flu/
Continuity Planning	Gaston Boisson Director BDA Global Business Resilience Services Group 202.742.8972 ext. 701 gboisson@bdaglobal.com www.bdaglobal.com
DATA	James Larsen President/CEO Dulles Area Transportation Association 703.817.1307 jlarsen@datatrans.org www.datatrans.org

* Information presented in this fact sheet is based on presentation before the DATA Executive Committee meeting on October 21, 2009.