

Plan of Operation

(Pandemic Outbreak or Order)

RU Recovery Ministries

THE GOAL

The goal of this plan is to provide safety and continued employment to the staff of RU Recovery Ministries in the event of a community-wide pandemic.

As an employer, we dedicate ourselves to providing our employees with a safe workplace. RU Recovery Ministries takes workplace safety and security very seriously. Our goal is to identify ways we can prevent spread among our employees and volunteers, be prepared for all possibilities, have a measured and planned response, and a plan to recover once the danger has passed.

IMPLEMENTATION

This plan is implemented when a pandemic emergency has been declared for our city, county, or state, upon authorization of the Executive Director, CEO, or CFO. The board of directors, as and board president, shall be notified, but the notification is not required for authorization.

PROTECTING HEALTH

We ask all staff members to be considerate of their fellow associates' health. Please maintain proper sanitary conditions in your offices. Cover your cough and sneeze, wash your hands, and stay home if you are sick. In addition to these provisions, it is required that the RU Plan of Operation (Virus-Disease) be maintained for continued prevention measures.

Business Continuity Plan

IDENTIFY CORE SERVICES, AND WHAT IS NEEDED TO MAINTAIN THE SUPPLY CHAIN.

Our core services needed to maintain the business are donations, sales of product, and the student program. Communication must go out to our customers, letting them know that we are in a limited operation situation. We will continue to maintain the core functions of the ministry as allowed by legal regulations. Those specific services and functions will be detailed to our customers and chapters.

Donations can easily be maintained as online donations. Any operations to receive donations through personal contact or a fundraising event will be canceled. Any activities that involve large groups will be canceled.

Sales can continue through the website for as long as supplies are available. Vendors will be contacted to determine their ability to continue to supply and ship products. Core products will

be prioritized in maintaining the supply chain. The warehouse will operate on a skeleton crew of packing and shipping products. Marketing and sales of products will be done remotely.

Our Residential student program will continue according to the guidelines set forth by the Department of Health and other governing bodies. If warranted or ordered, the Executive Director, CFO, and Housing Director may choose to temporarily close the homes and send students home or quarantine students to their rooms and maintain a skeleton crew.

All travel for missionaries and representatives will cease.

IDENTIFY STAFFING ARRANGEMENTS, SUCH AS TELECOMMUTING, SUCCESSION PLANNING, AND CROSS-SKILLING

All staff not needed to maintain the homes, or to maintain the warehouse will be requested to work remotely. The IT department will be directed to ensure that phones are redirecting to personal cell phones. Access to files will be remote through file-sharing programs or the company server. All departments are required before a pandemic to have a plan in place to continue operations remotely.

Staff is required to maintain contact with their supervisors through phone calls, text, or emails.

Facebook Workplace will be a hub for connections between staff members.

Cross-Training may be necessary to maintain the continuance of RU Recovery Ministries. Staff members may be asked to step outside of their regular duties to assist in other areas of the ministry.

Business Recovery Plan

The CFO will maintain a detailed ledger of expenses incurred due to this emergency. The financial losses will be assessed daily, and bi-weekly reports will be shared with ministry leaders and the Board of Directors.

Once the emergency has ended, all employees will be required to report back to work. The CFO, CEO, Executive Director, and International Director will evaluate the overall damages to finances and report this to the board of directors.

An all-staff meeting will be held within a week of the emergency's end to give that report to the staff as well.

Very likely, our organization will need to recover the lost cash flow immediately. The marketing team will need to meet and access the best options for doing so.

Students that were sent home during a disaster will be invited to return and complete their program.

Communication will need to go out to our customers, letting them know that we are back in full operations.