

## Essential Services Template

### Instructions

Complete the attached form by working through the following process.

1. Identify all services/activities within your department and list them in the column identified as Service/Activity.
2. Identify the services with an "A" in the priority number column for those that must be maintained throughout staffing shortage; use "B" for services that can be discontinued for a short period of time, such as 4 weeks; and "C" for services that can be discontinued during the entire pandemic due to staffing shortage.
3. List the "A" services together. List the "B" services together. List the "C" services together.
4. Identify the current frequency at which the regular activity/service is performed/delivered.
5. Identify and describe the number of staff currently trained to perform the activity/deliver the service.
6. Identify the number of staff remaining in the event of a 35% staff absence rate and record the number in the "Number Remaining with 35% Absenteeism" column.
7. Identify the proposed minimum frequency at which the activity/service could be performed/delivered.
8. Identify the minimum number of staff required to perform the activity or deliver the service.
9. List the names of the staff currently trained to perform the activity or deliver the service.
10. Identify whether the service/activity is expected to experience a surge in demand during a pandemic.
11. Indicate whether there is a potential to have the service/activity delivered by other sector assistance. This can be volunteers, the private sector, or other agencies.
12. Indicate whether the service/activity can potentially be performed from home.
13. Indicate if critical supplies are required in order to maintain the integrity of the essential service/activity.
14. Indicate if critical maintenance & repairs could be required to maintain the integrity of the service/activity.
15. Indicate in the comments column any pertinent information: passwords required, regulations, etc.