

SE2 - Create Business Continuity Plan

Policy and/or Operations Schedule

WELL Health-Safety Rating™ Q1-Q2 2024

WHAT IS THIS DOCUMENT:






This document is intended to serve as a guide on how to create a project **policy/operations schedule** to **prepare organizations to operate, to the extent possible, under disruptive circumstances**.

This document is meant to demonstrate an acceptable degree of detail for a documentation submission. The Feature cannot be demonstrated solely through a confirmation that the requirements have been or will be implemented. The level of detail is up to the discretion of the project team, but the documents must include specific details demonstrating that the actual policies/protocols have been enacted in the project boundary.

This document and similar tools are intended to assist projects in their pursuit of the WELL Health-Safety Rating but use of this document and/or similar tools are in no way a guarantee of achievement of any rating, certification or other designation, and no representation or warranty is made regarding the likelihood of achieving any rating or designation, and IWBI shall have no liability resulting from the use or content of this document or similar tools or resources or from any action taken or inaction occurring in reliance on this document or similar tools or resources.

Note: The below document is based on the Q1 - Q2 2024 addenda of the WELL Health-Safety Rating™. Project teams are required to implement the feature requirements from the addenda version assigned to their project or any more recent addenda version.

HOW TO USE THIS DOCUMENT:

- ☐  Read the [below feature requirements](#) (or the feature requirements from the [addenda version assigned to your project](#), as relevant) and determine how your project addresses each requirement.
 - a. If your project is a WELL Core project, read through and ensure that your project follows the “WELL Core Guidance.”
 - b. Make sure to apply the feature requirements appropriate to your project’s space types. For example, if your project has both dwelling units and other space types, ensure your project is applying the requirements under “For Dwelling Units” to the dwelling unit spaces and applying the requirements under “For All Spaces except Dwelling Units” to the other space types. Check out the [WELL Health-Safety Rating™ digital standard](#) for the exact language on your project’s space types.
- ☐  Refer to the [below example document](#) to get an idea of how to set up your documentation.
- ☐  Collaborate with your stakeholders to gather the [relevant documentation](#) that demonstrates the project’s compliance with the feature. Some examples of relevant documentation include:
 - a. a letter from a hired professional outlining services provided
 - b. the project’s floor plans
 - c. a modeling report
- ☐  Create a technical document using existing documentation where relevant, annotating it to clarify where feature requirements are met. Some examples of annotating include:
 - a. highlight the sections relevant to WELL requirements
 - b. circle or add boxes around particular data
 - c. add notes to confirm WELL requirements
 - d. add labels to draw attention to particular sections
 - e. provide an explanation of the connection to WELL requirements using a different colored font
 - f. check out the [WELL Documentation Annotation Guide](#) for more
- ☐  Name the document so that it is easily identifiable. Some examples for naming include:
 - a. name the document using the WELL feature code
 - b. name the document using the WELL feature name
 - c. name the document using the WELL document type

- 🔍 Review the document you've created and ensure that all the necessary WELL requirements are fully and clearly addressed.
 - a. Note: the level of detail is up to the discretion of the project team, but the document must include specific details demonstrating that the actual requirements have been enacted in the project boundary. Features cannot be demonstrated solely through a written confirmation that the WELL requirements have been or will be implemented.
- ⌚ Upload the document to the scorecard in the WELL digital platform, after you've confirmed that the document fully and clearly addresses all the necessary WELL requirements.

Feature Part Requirements

For All Spaces

Projects implement a business continuity plan (BCP) that addresses at minimum the following:

- a. Determines critical business functions, processes, supporting resources and dependencies (e.g., email, internet connectivity, third-party suppliers or service providers, interdependent departments).*
- b. Includes a list of the roles and responsibilities of the business continuity team and convenes the team annually (at minimum) to review, test and update (as needed) the plan.*
- c. Implements a business impact analysis to evaluate the likely effects resulting from disruption of normal business functioning due to a disaster and identifies which critical business functions should be prioritized for recovery.*
- d. Conducts a remote work readiness assessment, including at minimum the following:*
 - 1. Evaluates which employees and/or positions (if any) are able to work remotely.*
 - 2. Evaluates which employees and/or positions (if any) have the necessary support infrastructure to work productively in a remote situation.*
 - 3. Evaluates whether organizational technology (e.g., company laptops, virtual private network (VPN)) is set up to support enterprise-wide remote work.*
 - 4. Implements the strategies necessary to support remote work readiness as determined by the evaluation, including (as applicable) methods of communication to employees during remote work and provision for alternate work locations.*
- e. Outlines strategies to support short- and long-term continuity in various disasters (e.g., blizzard, pandemic), restore and maintain business operations following disruption and re-mobilize to address recurring disasters.*

Note: This feature is a beta strategy and has an additional documentation requirement (beta feedback form). The feedback form support IWBI in developing new features that are effective and applicable to projects around the world.



The below sample documentation is intended to provide guidance in creating an effective Business Continuity Plan. It is not a template. You may note included components that are not required to demonstrate compliance with this Feature.

EXAMPLE DOCUMENT

Example for Section a

Critical business functions are those processes and activities that [Company] must maintain when there has been a disruption to normal operations, to sustain the mission of the organization, comply with legal requirements and support life-safety. They are the backbone of the organization and must be continued for [Company] to maintain operations.

[This table should be customized and completed to include all critical business functions.]

[Company] Critical Business Functions				
Critical Business Function 1:				
Business Process(es) [Insert a high-level description of the processes and/or systems tied to this business function.]				
Supporting Elements				
Supporting Activities	Lead Point of Contact	Vendors and External Contacts	Vital Records	Max Allowed Down Time
	Alternate			Criticality
[Tasks performed to achieve the critical function]			[List of vital records and their location(s) (e.g., contracts, memorandums, access codes, keys, passwords)]	[(e.g., 24 hours, 1 day, etc.)]
				[(e.g., High/Medium/Low)]
Implications if not Conducted:				
Financial:				
Operational: [(e.g., Interruption or loss of (X) function would interrupt (X) and result in delay of the capability to (X).]				
Staff Implications:				
Dependencies:				
[Those that are dependent on this function and therefore impacted if it stops]				
Function Frequency:				
[(e.g., this function is always occurring, this function only occurs in summer months, etc.)]				
Required Resources:				
[Describe staff, equipment, supplies, etc.]				
Facilities:				
[In order to execute this function, insert the minimum facilities that are required (e.g., meeting space for XX people, warehouse spaces for XX supplies, office space for XX people)]				
Supporting Departments:				
[(e.g., finance, HR, IT, etc.)]				

EXAMPLE DOCUMENT

Example for Section b

BUSINESS CONTINUITY AND RECOVERY PLANNING TEAM

The following people are responsible for business continuity and recovery planning:

NAME	POSITION	RESPONSIBILITIES	CELL PHONE	EMAIL
		REDACTED		
		REDACTED		

REVIEW SCHEDULE

The emergency planning team will meet at a minimum annually to review, test, and update the plan, as needed.

The date and location of these meetings will be updated in the table below and meeting minutes will be appended.

MEETING DATE	LOCATION	ATTENDEES

EXAMPLE DOCUMENT

Example for Section c

[Company] has defined what constitutes the severity of impact level for each category based on the type of disaster or disruption. Individual departments will identify activities conducted in each category and identify its level of impact.

In the event the disaster occurs, the priority is to restore all critical activities within [X hours], all major activities within [X days], and all moderate activities within [X weeks]. Minor activities will be restored after the disaster has subsided.

BUSINESS IMPACT ANALYSIS

Disaster A:

Department:	No Impact	Minor	Moderate	Major	Critical
Staff	Definition	Definition	Definition	Definition	Definition
[Activity A]					
[Activity B]					
Finance	Definition	Definition	Definition	Definition	Definition
[Activity A]					
[Activity B]					
Legal	Definition	Definition	Definition	Definition	Definition
[Activity A]					
[Activity B]					
Customer Service	Definition	Definition	Definition	Definition	Definition
[Activity A]					
[Activity B]					

REMOTE WORK READINESS ASSESSMENT

To assess [Company's] remote work readiness if an emergency, disaster, or other unforeseen event requires the primary work location to close, the following assessment has been conducted for each department to develop strategies for supporting remote work.

EMPLOYEE PREPAREDNESS

	YES	NO	IF NO, IDENTIFY NEEDS HERE
Are employees able to remote access the office network from home?			
Do employees have the necessary tools for remote work (e.g., laptop, monitors, webcam, headset, internet, etc.)?			
Can employees access e-mails remotely from home?			
Are employees able to make and receive business phone calls?			
Do employees have access to high speed internet?			
Describe any aspects of an employee's job that cannot be performed remotely.			

Based on the remote work readiness assessment conducted the following measures have been implemented to ensure remote work capability for all employees to the extent possible.

[Insert examples of the measure implemented to support remote work here: (e.g., A VOIP phone has been supplied to all remote work eligible employees, a team's collaboration tool license has been purchased to support internal and external communications, a co-working reimbursement may be supplied if needed, etc.)]

	Short-term strategies to maintain business continuity	Long-term strategies to maintain business continuity	Steps to Restore and Maintain Operations after the event	Steps to Re-Mobilize if the event reoccurs
Disaster A				
Disaster B				
Disaster C				
Disaster D				
Disaster E				
Disaster F				

TIPS FOR MULTIPLE LOCATIONS

- For organizations participating in WELL at scale, this Policy and/or Operations Schedule is categorized as Shareable. It may be shared across multiple projects, as long as they all meet the strategies that are outlined in the document.
 - If you have projects pursuing the rating together that have different business continuity practices, distinct documentation should be developed for each. Identify each of the specific projects by name (must match project names in WELL Online).