

Work from home plan Options

| Option | Details | Decision |
|--------------------------------|---|---|
| 1. Teamviewer | Using teamviewer application the staff can access the computer and network from home. | Option 2 Unable to work with multiple users |
| 2. VPN connection to ministry. | Setting up a VPN connection and by creating VPN users the staff can access the computer from outside. | Adopt Option 1 Works in slow connection |

Other admin arrangements

- Working hours will be 8am to 2pm. Additional time to be approved on need basis. IT to have a log of the after-hours access.
- GEMS, Viuga, SAP access for listed staff only (IT to manage listed staff).
- IT staff to work at office premise from 8am to 2pm
- GEMS access for (Rashid, Hanna & Shimna)
Rashid to fetch letter numbers from respective sections
Hanna & Shimna are assigned to route all letters and email the same to designated staff.
Hanna & Shimna are assigned to assist to send letters via GEMS
- All authorized personnel to get digital signature.

MINISTRY OF HOUSING & URBAN DEVELOPMENT
BUSINESS CONTINUITY PLAN (BCP)

| YELLOW ALERT | | | |
|--|--|---|---|
| | Threats/Risks | Suggested Solutions (Phase1 Strategies) | Assumptions |
| a) Personnel /Staff Safety | Spread of Infection in the work place | Awareness on hygiene/safety to be provided to staff | Trainers/ information made available. |
| | | Hand wash/disinfectant/sanitizer readily made available at worksite. | Sanitizing products and cleaning materials are available to procure |
| | | Cleanse & sanitize areas where staff and public touch frequently (eg. Figure print readers/ door knobs & handles) | |
| | | Office Access card to be used for IN/OUT registry instead of fingerprint. | Office Access card are made to most/all staff |
| | | Monitor staff on sick leave daily | Staff make effort to inform on sickness to HR/supervisors |
| | | Refer sick leave related to Flu for medical attention and monitor impact on work. | As per CSC circular (Authority of PS) |
| | | Special arrangements to be made and informed immediately for high risk staff. | |
| | | Minimal meetings. Communication through E-gov /internet to be promoted to minimize spread of infection. | E-gov/Intranet made available and all Networks function properly. |
| | | letter drop box for each office separately to be placed at the reception and man minimum counters | admin to make arrangements to handle letters safely and dispatch electronic copies to designated personnel (MNPI undertaking drop box work) |
| | | Test and be prepared to officially work from home via VPN | NCIT/Government approval to work from Home and online platforms (tested and functioning) |
| | Identify Key staff for certain tasks from Each Department (prepare minimum staff list & workfrom home list) | | |
| | Establish a COMMITTEE among Ministry staff (including Policy & senior Staff) to discuss and advice Minister. | existing Executive group (WatsApp Minister's group) can be the advising committee | |
| | Public Service disruption due to availability of staff onsite | Establish mechanism to officially work from home through Google /or other setup for staff | seek NCIT/Government approval to work from home and online platforms |
| | | Prepare list of Ministry staff with different qualification/jobs to Pool human resource within Ministry. | E-gov letter management system to be authorized for accessible from home/outside office |
| Service/Management staff unable to attend worksite for safety or due to quarantine situation | Establish mechanism to officially work from home through Google /or other setup for staff | NCIT/Government approval to work from Home and online systems | |
| | Prepare list of Ministry staff with different qualification/jobs to Pool human resource within Ministry. | Key staff for gov platforms identified and given access to work from home | |
| | Lack of maintenance of social housing buildings | Outsource maintenance work | Maintenance parties are available within the locality/based in same island |

| | | | |
|---------------------------------|--|--|--|
| b) Assets | Loss of valuables and possibility of theft or damage to important documents | Increase surveillance through daily screening of video footage/online surveillance and response. Departmental keys made available to heads and physically locked | Ministry ITC staff are able to conduct surveillance remotely |
| | | | Police & law enforcers respond timely |
| c) Effect on Work | Projects Implementation challenges due reduced staff and efficiency | projects department to arrange continuity of projects | Contractors have a contingency plan |
| | | Review current agreements and be ready to activate force majeure Clause. | |
| | Reduced efficiency may affect Ministry targets including SAP assigned targets. | Prepare human capital registry for Staff pooling within the Ministry to support core function tasks. | Contractors ready for mutual agreement implementation |
| | Challenges to Housing maintenance | Housing Units developed in the atolls to be handed to island/City Councils through MOU at the earliest | |
| Financial burden on government. | Minimise disbursement of budgeted activities through control measures | Policy measures in place to cut costs (already in effective, rf 4million) | |
| | Minimise travel exepenses | | |
| | Reduce office operational costs. | | |

**MINISTRY OF HOUSING & URBAN DEVELOPMENT
BUSINESS CONTINUITY PLAN (BCP)**

| | Threats/Risks |
|---------------------------------------|--|
| Spread of Infection in the work place | Public Service disruption due to availability of staff onsite |
| b) Assets | Lack of maintenance of social housing buildings |
| c) Effect on Work | Projects Implementation challenges due reduced staff and efficiency |
| | Reduced efficiency would affect Ministry targets including SAP assigned targets. |
| | Challenges to Housing maintenance |
| | Financial burden on government. |

ORANGE ALERT

| Suggested Solutions (Phase1 Strategies) | Assumptions |
|--|---|
| Critical staff to work at office. Rest of the staff work from home or granted paid leave. Work station and self hygiene compulsory | as per CSC circular mendatary meaures |
| enquiries via email and phone via hotline. Divert designated lines to staff personal lines. Reception to be closed for public | admin to maintain log of emails and record phone enquiries |
| All Communication through E-gov /email/ official social media apps (watsapp groups, viber groups) | E-gov/Intranet will be made available and all Networks function properly. |
| officially work from home | NCIT/Government approval to work from Home and online platfroms |
| Outsource maintenance work | Maintenance parties are available within the locality/based in same island |
| Discussions with Contractors on how to minimize disruptions to scheduled work. | Contractors have a contingency plan |
| force majeure condition | Contractors ready for mutual agreement implementation |
| Use human capital registry for Staff pooling within the Ministry to support core function tasks. | Necessary arrangement done prio to orange alert activation |
| Housing Units developed in the atolls to be under supervision of island/City Councils | |
| austerity measures in place | Policy measures in place to cut costs (4millionrf reduction propsoed from recurrent budget) |

**MINISTRY OF HOUSING & URBAN DEVELOPMENT
BUSINESS CONTINUITY PLAN (BCP)**

| | Threats/Risks |
|-----------------------------------|--|
| a) Personnel /Staff Safety | Spread of Infection in the work place |
| | Public Service disruption due to availability of staff onsite |
| c) Effect on Work | Projects Implementation challenges due reduced staff and efficiency |
| | Financial burden on government. |

RED ALERT

| Suggested Solutions (Phase1 Strategies) | Assumptions |
|---|--|
| hygiene/safety precautionary measures are in place | Trainers/ Informants available. |
| self cleaning and sanitizing made compulsory | Sanitizing products are made available |
| Counter staff to use mask & gloves | infection is spreading from person to person |
| Clean & sanitize areas where staff and public touch frequently (eg. Figure print readers/ door knobs & handles | adequate cleaning materials are stocked up prior to alert activation |
| Office Access card to be used for IN/OUT ONLY | Office Access card are made to most/all staff |
| Only the required staff to work at office. | as per CSC circular mendatary measures |
| public enquiries via email and phone only | admin to maintain log of emails and record phone enquiries |
| stop field travel of staff/officials and ensure business continuity via virtual arrangement | Setup of conference video calls . Island councils & contractor staff are available to provide info to project monitoing unit |
| Communication through E-gov /email/ official social media apps (watsapp groups, viber groups) to be promoted to minimize spread of infection. | E-gov/Intranet will be made available and all Networks function properly. |
| officially work from home | arranged by IT and approved by NCIT |
| Preparations to be made for CSC technical and Management Staff pooling to work at different institutions when required. | Task based and quantifiable work will be assigned to relevant staff. |
| force majeure conditions apply | Necessary arrangement done prio to orange alert activation |
| Government austerity measures in place | Policy measures in place to cut costs (4millionrf reduction propsoed from recurrent budget) |

| |
|--|
| |
|--|