



FÉDÉRATION
QUÉBÉCOISE DES
MUNICIPALITÉS

COVID - 19

SERVICE CONTINUITY SUMMARY PLAN

GLOBAL EVALUATION of all the services

TASK EVALUATION	What are the key tasks by department and by position? Make an assessment for the next month.
	Are these tasks that require a high level of competence? Can we delegate them?
	Are the positions occupied by one person only?
EVALUATION OF THE PEOPLE	Which employees are affected by the closure of daycares and schools?
	Who is in isolation or quarantine?

What is the short-term replacement strategy to ensure continuity of work?

1. **Internal**
2. **External**
 - a. Subcontracting
 - b. Intermunicipal agreements

EVALUATION FOR essential services only

Look at the same issues from the perspective of essential services.

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