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| **COVID- 19 Decision Tree and Recommendation****INSTRUCTIONS IN PAGE 2** |

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| 1. | **Submitted by (Team/name)** |  |
| 2. | **Activity** | Activity Event name/title |
| 3. | **Activity dates/time period** |  |
| 4. | **Brief Description of Activity** | Insert description |
| 5. | **Tokyo/Beijing Critical Y/N** |  |
| 6. | **Business Critical/Priority Y/N****If Yes, list priority level:** **(1) - High priority****(2) - Moderate Priority****(3) - Low priority** |  |
| 7. | **Remote Option Y/N** |  |
| 8. | **Activity (start/ stop/ modify/ continue)** |  |
| 9. | **Considerations:*** **Participation**
* **Athletes**
* **Mitigating Opportunities**
 | *For example** Risk of +XXX people attending
* Required travel from within Canada
* Virtual event
 |
| 10. | **Other considerations*** **Financial**
* **Contractual**
* **Operations**
* **Talent**
* **Stakeholders**
* **Brand**
 | *For example** E.g. sunk costs, however there is opportunity to mitigate further expense
* Event/Activity is a Contractual Commitment or has XYZ contractual commitments (cite sections)
* Appropriate/sensitive communication given circumstances
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| 11. | **Other work stream(s) codependent on this work stream** | List other departments consulted and applicable considerations raised by other teams |
| 12. | **Team Recommendation** | e.g. Do not proceed with Event in its current form…Explore … option to allow for remote engagement  |
| 13. | **MANAGEMENT ACTION REQUIRED*** **FYI only**
* **Validation**
* **Discussion**
 |  |
| 14. | **Management Feedback****Agree with Reco: Y/N****Additional Feedback/Considerations:****Date of decision** |  |

**Template Instructions & Process:**

1. Naming convention for template: “*COVID\_19\_Decision Tree Template\_activity name\_department\_ddmmyy”*
2. Team completes the template above for all events/activities requiring decision
3. Team and Management reviews the completed templates and confirm recommendation for next step among 3 options:
	* 1. **FYI:** Recommended decision for information only
		2. **Validation:** Recommended decision is verbally mentioned during meeting and Management confirms recommendation.
		3. **Discussion:** Recommendation and considerations are discussed during meeting to help finalize decision or other next steps.
4. Management sends all completed templates on XX basis in assigned ***Decision Tree Submitted Template Department Folder***. Deadline to input templates is XXpm each XX (to be added to Agenda for next meeting).
5. Management then provide feedback to Team
6. Team manages the next steps, including without limitations, informing other departments/stakeholders involved of decision/communications & messaging developed, etc)