

## I. Atascosa Central Appraisal District Business Disruption Plan

The following is the ACAD Business Disruption Plan (BDP) in the event ACAD must temporarily modify operations in response to a Viral Pandemic (ex. novel Coronavirus). It is intended to be a flexible working document that may be modified dependent upon changing circumstances. It is also important to remember that the BDP may be modified on a case by case basis, as warranted. It remains the ACAD's intent to provide regular services to the public, maintain a safe and healthy work environment, and mitigate disruptions in staff compensation and benefits, in accordance with the ACAD's Mission, core values and normal operations (even if there is a level of disruption).

| Level | Stage                                  | Parameters, Conditions and Environment  |
|-------|--|---|
| BD1   | No Business Disruption Anticipated     | <ul style="list-style-type: none"> <li>·Normal Operations</li> <li>·Routine Communication</li> <li>·Common areas frequently cleaned and good hand hygiene emphasized</li> <li>·Sick employees are not to come to work</li> <li>·Education on remote tools</li> <li>·Laptops taken home nightly when available</li> </ul>  |
| BD2   | Potential Business Disruption          | <ul style="list-style-type: none"> <li>·No immediate impact</li> <li>·Heightened awareness</li> <li>·Review BDP and update as needed</li> <li>·Voluntary reductions in commercial travel, conferences and group meetings</li> <li>·Active employee communication</li> <li>·Vacations voluntarily cancelled</li> <li>·Departments review remote work plans per position and designate essential staff</li> </ul> |
| BD3   | Business Disruption Partially Realized | <ul style="list-style-type: none"> <li>·Limit non-essential activities</li> <li>·Essential commercial travel, conference and group meetings only</li> <li>·Off-site meetings and authorization coordinated prior to meeting</li> <li>·Vacations subject to cancellation</li> <li>·Increased remote flexibility</li> <li>·Off-site training sessions cancelled</li> </ul>  |
| BD4   | Partial Operational Disruption         | <ul style="list-style-type: none"> <li>·Flexible use of sick leave</li> <li>·Expanded use of remote work policy</li> <li>·Commercial travel, conferences, group meetings cancelled, unless prior approval.</li> <li>·Vacations subject to cancellation</li> <li>·Normal Business Hours</li> </ul>   |
| BD5   | Full Operational Disruption            | <ul style="list-style-type: none"> <li>·Office temporarily closed, except for essential personnel</li> <li>·Remote work policy in full effect</li> <li>·All provisions in other BD Levels available upon discretion</li> </ul>  |