

Identification of essential functions and services by level of importance

Service/business unit: _____

Level of importance of essential service	Current number of employees providing services	Remaining number of employees if absenteeism rate of 35% is applied	Degree of risk (high, medium, low)	Possibility of working from home (Yes or no?)	Action plan implemented for essential service (Yes or no?)
A.					
B.					
C.					

Level of importance

- A. Crucial service. Cannot be interrupted or suspended.**
- B. Services/functions that can be suspended for a short period of time (e.g. a month).**
- C. Services/functions that can be suspended for a long period of time.**