



Continuity of Operations Staffing Worksheet

You should use this worksheet as a way of determining overall staffing needs. When completing the worksheet consider the following:

- What is the minimum number of persons required to perform each essential function? Tasks that are typically performed by several staff members during normal operations may need to be completed by only one or two staff members during COOP activations. Plan for the minimum number of staff required, unless other factors intervene that would allow additional personnel.
- What is the overall continuity strategy? Performance of essential functions from a continuity facility may allow for more personnel than if the essential functions must be performed by telework.
- How many shifts will be required? Does the organization mission require 24/7 operations? If so additional staff will be required for additional shifts.
- How Many support staff are required? A certain number of support staff will probably be required, regardless of the overall continuity strategy. Support staff could include administrative personnel, finance personnel, supply clerks, and others.

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| Essential Function | Minimum Staffing Requirements | Continuity Strategy Shifts | Support Staff Requirements Number/Type | Total Staff |
|-----------------------------|-------------------------------|-------------------------------|--|--------------|
| <i>Example: Payroll</i> | <i>Five payroll staff</i> | <i>Rotating 7 hour shifts</i> | <i>Three staff/Two Administrative Staff/One IT</i> | <i>Eight</i> |
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This job aid is a component of the free, on-demand CDC training course “Laboratory Continuity of Operations.” Find the course at <https://reach.cdc.gov/training>.