

**LOYALIST COLLEGE
Critical Functions Worksheet**

- Summarize all functions performed within academic and service areas
- Identify functions that can be completed from home
- **Surge** functions are those that could increase during an influenza pandemic
- **Priority A** are critical functions that must be maintained and may require cross-trained, redeployed employees
- **Priority B** are functions that can be suspended for a short period of time
- **Priority C** are functions that can be suspended for an extended period of time

Department Name:	Date:
Responding Manager:	

CRITICAL FUNCTIONS LIST						
Function	Positions(s) responsible for function	Work from home ✓	Surge function ✓	Priority A Must be maintained ✓	Priority B Short-term suspension ✓	Priority C Long-term suspension ✓