

PORTFOLIO COMPANY

COVID-19 PREPAREDNESS CHECKLIST



As you assess the variability in the current environment and plan for various scenarios, including the financial health of your portfolio companies, **CBIZ CMF's COVID-19 Preparedness Checklist** can help to minimize the impacts on your businesses.

STABILIZED WORKFORCE

- ❑ **LEADERSHIP & ALIGNMENT:** Stand Up Cross-Functional Incident Response Leadership Team | Business Continuity Plan | Formal Communication Plans (Internal & External Stakeholders)
- ❑ **WORK FROM HOME:** Governance & Risk Management (security, productivity, issues, communication, etc.) | VPN & Remote Workforce Operations | IT Governance | Cyber Consideration
- ❑ **CRITICAL EMPLOYEES:** Backups | Rotating Shift Schedules

FINANCE & LIQUIDITY

- ❑ **FORECASTING:** Cash Flow | Covenant Compliance | Sales | Working Capital
- ❑ **FINANCIAL 'STRESS TEST':** Scenario Planning | Sensitivity Analysis
- ❑ **FREQUENT KPI MONITORING:** Flash Reporting | Real Time Performance Management
- ❑ **AUDIT EXTENSIONS & OTHER COVENANT ISSUES**

OPERATIONS & SUPPLY CHAIN

- ❑ **SUPPLIER COORDINATION & LOGISTICS:** New Sourcing Alternatives for Key SKUs | Backup Plans: Freight & Fulfillment and 3PL
- ❑ **INVENTORY MANAGEMENT:** In-stock Availability | Inventory Coverage | SKU & Customer Prioritization Plans
- ❑ **PRODUCTION & OPERATIONS:** SKUs with Long Lead Time & High Variability | Supplier Disruption
- ❑ **DEMAND MANAGEMENT:** SKU Demand Planning | New Product Launches | Production & Sourcing Planning

CUSTOMERS & BRAND

- ❑ **COMMUNICATION WITH CUSTOMERS & OVERALL OUTREACH STRATEGY:** Supply | In-stock Levels | SLA Assurance
- ❑ **COMMUNICATION WITH SUPPLIERS:** Financial Stability Assurance