

TAB Checklist for Managing the Corona Virus Outbreak

- 1. How will the business run effectively in this crisis? Essential Employees? Office coverage?
- 2. How will you communicate with employees and provide updates on company policy and health status? Establish regular and clear communication. Consider scheduling regular conference call.
- 3. How are your employees affected by school closings? Can the company consider weekend work/split shifts/evening hours to assist dual career parents?
- 4. To what extent can the business be run from home? Remote strategy?
- 5. What happens if owner is sick and not available?
- 6. Can the VPN/infrastructure support the volume?
- 7. Consider recommendations for safety of staff in the office and the field? Procedures for employee safety/customer's safety. Policy on holding staff and customer meetings and position on large event attendance.
- 8. What is your company policy on employee travel within and outside of the USA?
- 9. Product and component availability. What's critical/how can we hedge?
- 10. Customers – How might their consumption change? Can we still acquire new customers and offer different services or products? Do our customer interfaces need to change?
- 11. Cash flow/debt management: What are the scenarios? How long can the business survive? Do we need to delay investments? Do we need bank facilities/larger LOC?
- 12. Crisis management team: Do we have one? Who is on it? Who can lead by department? Contact details, day or night? Company spokesperson?
- 13. Company specific negative PR/social media – Process for handling.
- 14. Engage with Healthcare provider in short term disability program details and communicate with staff.
- 15. If ill and isolation necessary, what is the company policy? LOA/leave without pay/short term disability?
- 16. Employee layoff strategy – Process for registering for unemployment.