

Prepare your business for coronavirus

Businesses can take the following steps to reduce their risk of exposure to coronavirus, as well as to prepare for any potential disruption.

Plan

- Assess your business' level of exposure to disruption due to coronavirus
- Identify business-critical activities and the resources you need to deliver them
- Identify the relevant policies, procedures and documents your business will need
- Assess the potential impact of coronavirus on your supply chain
- Stay up to date with the latest developments and best practices covering coronavirus

Communicate

- Make sure emergency contact details for employees are correct and up to date
- Keep employees up to date with the steps you are taking to minimize risks of exposure in the workplace
- Encourage employees to let you know as soon as possible if they will not be able to come into work due to coronavirus

Manage Risks

- Encourage employees to wash their hands regularly and provide clean washing facilities
- Make sure you and your employees know how to spot coronavirus symptoms
- Plan for potential staff absences and develop flexible working options where appropriate
- Review your business' travel plans, particularly to affect areas and countries