**COVID-19 Crisis Management Committee Plan**

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| **Week 1** | **Week 2** | **Week 3** | **Week 4** | **Week 5** | **Week 6** |
| -Define a team and roles-Get legal advice-Get expert advice-Setup a meeting platform-Define plan for the next 5-6 weeks and the agenda (s)-Prepare a tracking tool and modeling tools. | -Implement safety protocols-Model P&L and prioritize actions -Communicate actions to employees, customers, suppliers.-Make priority#1 strategic and operational adjustments  | -Establish new policies and procedures-Model P&L-Communicate actions to employees, customers, suppliers.-Make priority#2 strategic and operational adjustments | -Define and prepare for actions needed to be performed now for the near future reality-Prepare a recovery plan  |

**COVID-19 Crisis Management Committee Agenda**

1. TOP management: align the team, set priorities (e.g. safety, liquidity), encourage transparency.
2. SALES and/or S&OP: Update on demand forecast (after communication with customers).
3. FINANCE: Update P&L model and discuss actions plans for:
	1. Sales channels (e.g. pursue retail channels, online sales)
	2. Pricing
	3. Costs
		1. Headcount
		2. Salaries and compensation model at all levels
		3. Operations (remove certain operations, temporarily stop certain operations, overall production plan and strategy, production planning).
		4. Supply chain challenges (e.g. contracts)
4. LEGAL/HR: Update on regulatory requirements (Federal, State, Local, FDA, USDA, OSHA)
5. QA: Update on food safety requirements (FDA, USDA, GFSI)
6. COMMUNICATIONS: make a list of needed communications that need to be prepared and/or approved: for employees, customers, suppliers, social media.
7. MODERATOR: define separate room discussions and needed decisions.
8. MODERATOR: summarize actions plans