



Lockdown Checklist for Businesses

During Lockdown

- Talk to your customers regularly and be well prepared
- Talk to your suppliers, subcontractors and service providers to avoid last minute surprises
- Talk to your employees regularly and keep them motivated and engaged (group meetings, offline documentations and skill upgrading trainings)
- Plan actions to bring back workforce quickly after lockdown
- Explore alternate suppliers and service providers as backup plan
- Explore opportunities for employing local workforce
- Talk to your bankers and discuss on ways to ease out financial burden
- Prepare a plan to improve liquidity and cash flow
- Create a priority checklist for payments due and do payments
- Don't hesitate to write to your customers on payment dues
- Renegotiate contracts with all relevant parties for mutual benefit
- Take the stock of current inventories and prepare an action plan
- Ensure that machines are ready to start immediately after lockdown
- Plan for the spare parts, consumables and other support materials
- Plan if any long pending activities can be done at your works
- Review your current processes, templates and checklists for all functions
- Create a business plan and do detailed budgeting for next financial year
- Create a plan of action to protect your business from future crisis
- Carry out performance appraisal works for your workforce
- Review your organization structure, resource needs and recruitments
- Explore opportunities for acquisition of companies



Lockdown Checklist for Businesses

During Lockdown (Contd)

- Join online courses, read books and upgrade your skill levels
- Maintain healthy relationship (Employees, Suppliers & Customers) with all stakeholders
- Take care of your physical and mental health

After Lockdown

- Ensure that your plan for improving liquidity and cash flow are executed
- Prioritise activities to get back workforce immediately
- Visit your suppliers, subcontractors and customers to understand ground realities
- Be flexible and offer necessary support to all your supply chain partners
- Focus on cashflows for the short term and profits later
- Take necessary steps to shorten your cash cycle
- Focus on your employees and address them regularly – keep them positive and motivated