

**Recommendations to assure employees and reduce potential Corona impact**

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| **Employee Communication*** Communicate existing workplace wellness, work-from-home, sickness and other relevant policies. Consider changes.
* Any employee or those with a family member showing signs of sickness must stay home.
* If an employee COVID-19 case is confirmed, inform others but respect confidentiality.
 |  **Business Continuity Planning*** Ensure all employees who can work from home are set up to do so.
* Test work-from-home procedures and technology.
* Develop strategies to conduct business without business travel for an extended period.
* Cross-train employees especially where you have a single point of failure.
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|  **Supply Chain*** Evaluate potential interruption of any points of the supply chain.
* Ask suppliers to provide their continuity plans.
* Review contracts with key suppliers.
* Evaluate alternative vendors and suppliers.
 | **Revenue Impact*** Develop alternative strategies for acquiring customers that do not require in-person contact.
* Develop plans for a 25%, 50% or 75% decrease in revenue.
* Review business disruption insurance for adequacy.
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| **Physical Environment*** Provide on-site stock of sanitation supplies.
* Engage cleaning service for deep cleaning.
* Train employees on best practices for employee contact and social distancing.
 |  **Customer Impact*** Assess potential impact/delay to customer shipments/service.
* Communicate with customers whether or not you expect a service impact.
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| **Leadership*** Communicate often with your staff.
* Show concern but not panic.
* Take care of your employees first.
 | **Cash Position*** Evaluate your balance sheet and cash position.
* Reduce fixed or discretionary costs wherever possible.
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**Actions to Reduce Risk**

**(focus on items that are Urgent and Important)**

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