

**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. |
| **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. |
| **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. |
| **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. |

**Actions to Reduce Risk**

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

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