

# COVID-19 Business Continuity Considerations



## What Might Business Leaders Consider?



### Protect your people

- Encourage and practice social distancing starting immediately
- Inform and emphasize about respiratory, hand and face hygiene with constant reminders
- Enable work from home options
- Minimize face-to-face meetings and convenings
- Restrict non-essential travel
- Encourage wellness, empathy and compassion
- Provide safe alternative child-care options
- Identify support options for part-time or low- wage earners
- Identify and make special accommodations for high risk groups



### Protect your environment

- Restrict employees or visitors with symptoms of or exposures to COVID-19
- Screen at physical entry portals to your business
- Restrict on-site work to those essential for business functions
- Sanitize public high-touch surfaces such as door handles, elevator buttons, keypads, keyboards, breakrooms, copier, etc.



### Protect business continuity

- Secure your supply chain
- Preserve your core business functions using social distancing
- Protect your cash flow and key products
- Consider impact on your business and employees at time intervals – 4 weeks, 8 weeks, 3+ months
- Protect your C-suite leaders

### • Develop contingency plans based on WHO and CDC guidance

[cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

[who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance/guidance-for-schools-workplaces-institutions](https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance/guidance-for-schools-workplaces-institutions)

- Communicate clearly and frequently to your stakeholders
- Pull together, collaborate, share best practices