

Business Planning and Continuity

Pandemic Checklist

For any enquiries or questions please call 01481 754900 or e-mail craig@offshore.gg

Cash management and budgeting

Have you considered?

- 1. Negotiating extended terms of trade with suppliers
- 2. Taking less personal drawings or wages
- 3. Identifying the costs that are essential to keep the business running
- 4. Reviewing expenditure to see whether some expenses can be eliminated completely (i.e. marketing)
- 5. Reviewing staffing arrangements
- 6. Contacting customers to discuss whether they expect work to go ahead
- 7. Encouraging customers to pay immediately / earlier by offering discounts
- 8. Contacting your bank / finance provider to postpone future payments
- 9. Preparing a basic cash flow forecast to represent a 'worst case' scenario (i.e. zero income less known costs)

Impact planning - business

Complete In progress Not started

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identify a responsible individual for preparedness and response planning. The planning process should include input from a range of stakeholders. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Identify the critical activities undertaken by your business which would have to continue during a pandemic, as well as the employees and other inputs that support those activities (e.g. raw materials, suppliers, sub-contractor services/products, logistics). Consider how internal resources could be re-allocated to ensure those activities are maintained. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Discuss with your suppliers/sub contractors whether they have robust Business Continuity plans in place – your organisation is only as good as those on whom it depends. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Consider preparing an additional pool of workers to undertake key tasks and provide training where appropriate (e.g. contractors, cross train employees, retirees). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Establish an emergency communications plan and revise periodically. This plan should identify key contacts (with back-ups), chain of communications (including suppliers, customers and employees), and processes for tracking and communicating business and employee status. |

BUSINESS PLANNING AND CONTINUITY

Pandemic Checklist

Impact planning – employees and customers

Complete	In progress	Not started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forecast and plan for employee absences during a pandemic. This could be the result of a number of factors including personal illness, family member illness, bereavement, possible disruption to other sectors for example closures of nurseries and schools or reduced public transport.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As a general approach to reducing the spread of the infection across the island, assess your business needs for continued face to face contact with your customers/suppliers and consider plans to modify the frequency and/or type of face-to-face contact among employees and between employees and customers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide sufficient and accessible means for reducing spread of infection (e.g. provision of hand washing facilities) at your premises and/or client's premises.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Consider additional measures to reduce the risk of infection, such as more frequent cleaning on premises, and ensure the resources to achieve these will be available.

Establishing policies

Complete	In progress	Not started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies for sick-leave absences unique to a pandemic, including policies on when a previously ill person is no longer infectious and can return to work after illness (i.e. when they are no longer showing symptoms and feel better)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies for flexible worksite (e.g. working from home) and flexible work hours (e.g. staggered shifts).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies for reducing the spread of the virus at the worksite (e.g. promoting respiratory hygiene/cough etiquette, and asking those with symptoms to stay at home).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Set up procedures for activating and terminating the company's response plan, altering business operations (e.g. reducing operations as necessary in affected areas), and transferring business knowledge to key employees. This should include nominating deputies for key employees in advance, in case of absence.

Please note the above are suggestions and steps that you may consider as a business and it is not an exhaustive list. It should be used as a point of reference.