

ADDRESSING COVID-19

Business Preparedness Checklist

HUMAN RESOURCES



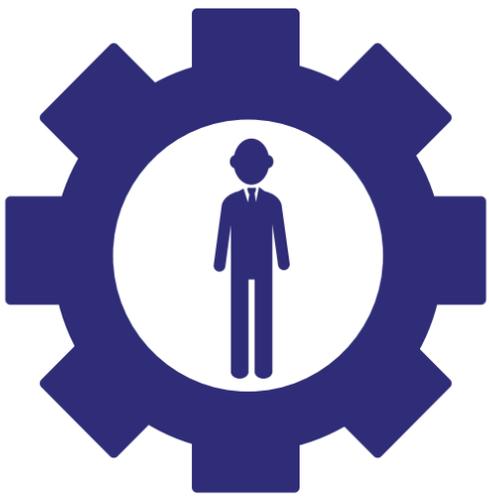
- Communicate sick leave & telecommuting policies
- Communicate computer, phone, & data management policies
- Ensure payroll & benefit plans are in place
- Communicate with vendors, subcontractors, clients/patients/customers what to expect if your business operates remotely

TECHNOLOGY



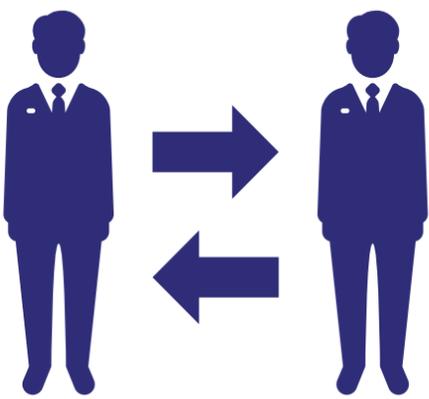
- Provide opportunities for telecommuting with access to online collaboration through tools like Office 365
- Ensure data is backed up off-site
- Communicate computer, phone, and data management policies for on AND off premises

OPERATIONS



- Ensure that your Emergency Operations Plan is current
- Ensure that you have enough supplies in the event of an emergency

COMMUNICATIONS



- Establish a point person or team for both internal & External Communications
- Make sure to update employees and clients/patients/customers through the appropriate channels, i.e., email, phone, website, social media, etc.
- Most importantly, remain CALM.