

Checklist

Prepare your business for coronavirus

Businesses can take the following steps to reduce their risk of exposure to coronavirus, as well as to prepare for any potential disruption.

Plan

- Assess your business' level of exposure to disruption due to coronavirus.
- Identify business-critical activities and the resources you need to deliver them.
- Identify the relevant policies, procedures and documents your business will need.
- Assess the potential impact of coronavirus on your supply chain.
- Stay up to date with the latest developments and best practice covering coronavirus.

Communicate

- Make sure emergency contact details for employees are correct and up to date.
- Keep employees up to date with the steps you are taking to minimise risks of exposure in the workplace.
- Encourage employees to let you know as soon as possible if they will not be able to come into work due to coronavirus.

Manage risks

- Encourage workers to wash their hands regularly and provide clean washing facilities.
- Make sure you and your employees know how to spot coronavirus symptoms.
- Plan for potential staff absences and develop flexible working options where appropriate.
- Review your business' travel plans, particularly to affected areas and countries.