

CORONAVIRUS (COVID-19)

Continuity Considerations for Organizations



WHAT MIGHT LEADERS CONSIDER?

Protect your people

- Encourage and practice social distancing starting immediately
- Inform and emphasize 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

- Be nimble. Think differently
- Preserve core business functions, essential jobs or roles, and critical operations
- Protect cash flow, supply chain, call centers, production capabilities and distribution networks
- Protect front-line personnel
- Ensure your C-suite is protected and connected
- Plan for increased absenteeism or interruptions in supply chains and distribution networks
- Consider impact on your business and employees at various time intervals
- Communicate and engage consistently with employees and business partners about your latest plans and information
- Be prepared to address fear, anxiety, rumors and misinformation with empathy, compassion and clarity

Pull together, collaborate, share best practices

Develop contingency plans based on WHO and CDC guidance

cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance/guidance-for-schools-workplaces-institutions

Download here:

mcw.edu/covid-19