

# COVID-19: TRIAGE CHECKLIST FOR BUSINESS

Quick and immediate actions that you should have started by now

experience | practical | results

ID	Item	Status Underway Do now Delegate Dump	Action	Assign
	<b>Protect Employees</b>			
	Apply gov. health guidelines			
	Remote working options and systems			
	Facility layout and access controls			
	Team separation incl workspace			
	Interactions incl meetings			
	Travel policy & limitations			
	<b>Liquidity</b>			
	Revenue scenarios			
	Cash and funding			
	Variable costs			
	Fixed cost			
	<b>Health</b>			
	Reinforce hygiene policy			
	Sanitising procedures			
	Minimise contact with outsiders			
	Social distancing in workplace			
	Work from home			
	Restructure work environment			
	Succession planning for illness: train back ups			
	Counselling support			

ID	Item	Status Underway Do now Delegate Dump	Action	Assign
	<b>Stabilise Supply</b>			
	Secure and ration critical items			
	Regular status reporting			
	Review and confirm freight arrgts			
	<b>Close to Customers</b>			
	Confirming their demand			
	Confirming your capacity			
	Building confidence			
	<b>Looking after Yourself</b>			
	Have a sounding board			
	Reduce low value activities			
	Rest, eat and exercise			
	<b>P&amp;L and cash</b>			
	Set up weekly / daily cash report			
	Cease discretionary spending			
	Review and apply Delegation of Authority			
	Seek Govt subsidies and grants			
	Review AR & AP resources & policies			

# COVID-19: STABILISATION CHECKLIST FOR BUSINESS

Near term actions that you should also have started thinking about for next 6-8 weeks

experience | practical | results

ID	Item	Status Underway Do now Delegate Dump	Action	Assign
	<b>Financial - Liquidity</b>			
	Scenario plan cash based on sales changes e.g. 25%, 50% & 75% drop or complete shutdown			
	Secure debt options – withdraw now as security?			
	Reallocate labour to growth and high profitability areas			
	Stand-down non-utilised employees – starting with underperformers			
	<b>Customers</b>			
	Communication: what how and when			
	Secure key customers			
	Refocus sales force			
	<b>Learning and growth</b>			
	High performance reviews			
	Employee communication to ensure retention			

ID	Item	Status Underway Do now Delegate Dump	Action	Assign
	<b>Process Improvements</b>			
	Policies Optimise working from home			
	Develop better risk assessment			
	Create Recovery Project Plan			
	Make step change to business while slow e.g. IT			
	<b>Supply Chain:</b> secure inward and outward supply chain			
	Supply Chain: maintain critical items: raws, packaging, spares			
	Supply Chain: Identify Opportunities for 2021			