

Protecting Your Business from COVID-19

Pandemics like COVID-19, also known as coronavirus, create a variety of unusual circumstances that you must be able to quickly adjust to. This guide can help you prepare for and react to COVID-19 impacts.

Get informed and understand your areas of risk:

- Review the [Center for Disease Control and Prevention \(CDC\)](#) and [North Dakota Department of Health](#) websites for information on COVID-19 or current health risk.
- Identify a resource at your company to monitor the crisis and potential impacts to business.
- Conduct a risk assessment of your operation, including such areas as staffing, business partners, supply chain, customers and potential shut-downs of suppliers, customers or transportation links.
- Identify potential cash-flow and financing requirement to sustain your business.

Plan your response:

1. Staff, Visitor and Travel Policies:
 - Review employee leave policies and modify them as necessary to support extended sick or home quarantine periods. Consider paid leave for these periods to encourage appropriate use.
 - Consider flexible working arrangements for staff including working on-line from home.
 - Review your visitor access policies and be prepared to limit visitors.
 - Consider replacing in-person meetings with on-line alternatives. Test online meeting tools prior to use.
 - Limit staff business travel to impacted areas; consult the [CDC Travel Health Notice](#) site for updates.
2. Help Employees Stay Healthy:
 - Maintain and enhance facility cleaning plans and consider providing hand-sanitizing locations on-site.
 - Provide illness prevention training and education to staff, encouraging to practice these habits at home and work.
 - Identify which staff and visitors need access to which areas of your facility, limit if possible.
 - Consider screening, home-quarantine and other policies as appropriate.
 - Consider a policy that supervisors must notice HR immediately if they become aware of a diagnosed employee.
 - Implement social distancing guidelines if recommended by public officials.
3. Communication Plan:
 - Develop an internal employee communication plan regarding the company's response plan providing regular (at least weekly) updates and provide opportunities for questions and feedback.
 - Communicate to external business partners with updates on your response plan and impacts to them.
 - Plan and act based on facts and anticipate employee fear, anxiety, rumors, and misinformation and plan communications accordingly.
 - Coordinate your response plan with local and state officials as needed.

Original Source:



The Center for Industrial Research and Service
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