

Given the threat of coronaviruses, you must be prepared for various unexpected scenarios. Here are some recommendations to ensure the continuity of your business:

- ⦿ Communicate critical risks and events to all employees. The aim is to raise awareness of the virus and disease and prevent misinformation.
- ⦿ Review established processes and identify all operational areas and locations (especially those that are more vulnerable and at higher risk).
- ⦿ Identify the person(s) who will oversee the coronavirus-related business continuity measures.
- ⦿ Identify critical activities and activities that may be interrupted or limited to the minimum operational level.
- ⦿ Reduce activities that require direct contact between employees.
- ⦿ Provide personal protective equipment for all employees as and when necessary.
- ⦿ Develop a communication plan to inform employees in the areas of infection measures, personal hygiene and usage of protective equipment, food safety, hand washing and personal distancing.
- ⦿ Review locations that can be used to ensure business continuity.
- ⦿ Use a remote working strategy (make sure you have the appropriate equipment).
- ⦿ Identify your key suppliers and consider the risks in the supply chain.
- ⦿ Monitor current coronavirus-related developments, keep employees and other stakeholders updated and informed, and take appropriate action.
- ⦿ Protect and support employees' wellbeing.
- ⦿ Assess the effectiveness of the measures on and adapt them based on the current situation as necessary.
- ⦿ Minimize social and economic impact through multisectoral partnerships.
- ⦿ Implement a comprehensive risk communication strategy and keep employees regularly informed of the evolution of the outbreak, preventive and protective measures for employees, and measures taken to limit risks.
- ⦿ Identify the key actors (organizations, health professionals, communities), gather their contact information and establish partnerships with them.
- ⦿ Actively monitor, detect, isolate and deal with any infection, preventing further spread of coronavirus pandemic.