

# WHAT BUSINESSES SHOULD DO TO PREPARE



- C - COMMUNICATIONS AND GUIDANCES
- O - OFFICE POLICES
- R - REMOTE WORK
- O- OFFICE LEGAL OBLIGATIONS
- N- NON-ESSENTIAL TRAVEL
- A- ACTIVITIES AND VISITORS

# THE BUSINESS CONTINUITY PLAN



- TASK FORCE AND COORDINATOR
- PLAN FOR POTENTIAL SCENARIOS
- ESTABLISH A COMMUNICATIONS PLAN
- SET UP PLATFORMS FOR INFORMATION AND UPDATES
- REVIEW ALL POTENTIAL COVERAGES

# CRISIS COMMUNICATIONS



- KNOW YOUR MESSAGE
- HAVE A DESIGNATED SPOKESPERSON
- KEEP IT SIMPLE
- DON'T SPECULATE
- DON'T MISLEAD OR EXAGGERATE
- BE ACCESSIBLE

# OFFICE POLICIES TO DEVELOP AND REVIEW



- PERSONNEL POLICIES – SICK LEAVE, OVERTIME
- REMOTE WORK
- APPROVAL FOR TRAVEL
- OFFICE CONDUCT AND HYGIENE
- CONDUCTING MEETINGS IN THE OFFICE
- NOTIFICATION OF EXPOSURES AND ILLNESS
- ACCESS TO THE OFFICE

# REMOTE WORK PREPAREDNESS



- PROVIDE NECESSARY EQUIPMENT AND CONNECTIONS
- TEST SYSTEMS FOR PREPAREDNESS
- CONFIRM YOU HAVE LICENSES AND CAPACITY
- TRAIN PERSONNEL ON REMOTE ACCESS
- BE ALERT TO PHISHING AND SECURITY
- PROTECT CONFIDENTIAL DATA