

NOVEL CORONAVIRUS COVID-19: CHECKLIST FOR BUSINESSES

Though the exact impact of Coronavirus in the UK is currently uncertain, there are steps that your business should be taking to prepare for potential disruption. The following checklist outlines a range of low-risk, low-cost actions you can take across three areas of business operations.

For further information on business and COVID-19, please visit [FindBusinessSupport.gov.scot](https://findbusinesssupport.gov.scot) or contact Find Business Support (Scotland) on 0300 303 0660, Monday to Friday, 8.30am – 5.30pm.

1. Business Planning

Not Started	Underway	Monitoring	
			<p>Appoint a senior member of your team to oversee your response.</p> <p>Develop, review and continuously update your Coronavirus business action plan as circumstances change and new information emerges. In times of high uncertainty, flexibility and adaptability are essential.</p>
			<p>Create a business continuity plan.</p> <p>Identify and quantify your exposure to the potential risks of COVID-19 across all areas of your business. Define the extent and likely timing of any impacts and create an action plan in response to any forecasted scenarios. Business Gateway and the Federation of Small Businesses (FSB) have put together guides on how to create a business continuity plan.</p>
			<p>Map your supply chain.</p> <p>It's important to understand the parts of your supply chain which are or could be disrupted and prioritise risks. For advice on mapping your supply chain, contact the Scottish Manufacturing Advisory Service (SMAS).</p>
			<p>Identify alternative suppliers</p> <p>If your supply chain is disrupted, you may wish to find alternate suppliers. Our page on supply chain mapping contains details of key directories that can help you identify and assess alternative suppliers from Scotland, UK and the rest of the world.</p> <p>You can also contact the Scottish Enterprise Research Service who can help you identify and assess potential new suppliers.</p>

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Employees

Not Started	Underway	Monitoring	
			<p>Follow the UK Government’s <u>guidance for employers and businesses</u> and the <u>latest information and advice</u>.</p> <p>This includes guidance on signs and symptoms, preventing the spread of infection and what to do if an employee becomes unwell, and advice for returning travellers, amongst a wealth of other information.</p>
			<p>Consider flexible working arrangements and the impacts of possible employee absences.</p> <p>Assess current risk levels and identify the practical implications of remote working, should this be necessary in the event of person to person spread (community transmission). Consider the consequences for your business if employees will need to care for others if schools and other establishments are closed.</p> <p>Companies are encouraged to adopt the fair work approach set out in the <u>Scottish Business Pledge</u> when managing the implications of the Coronavirus.</p>
			<p>Keep your employees informed (as well as suppliers and customers)</p> <p>Employees will feel anxious and may be faced with conflicting information. Communicate your approach promptly, clearly and in a balanced manner.</p>

Finance

Not Started	Underway	Monitoring	
			<p>Assess the potential risks of impact.</p> <p>Communicate with suppliers and customers to identify potential impacts and implications. This may include assessing if your suppliers are likely to be impacted themselves, current inventory levels and any contractual obligations likely to impact cash flow (e.g. payment deadlines). Define the extent and timing, and plan to mitigate any impacts.</p>
			<p>Consider financial implications on cash flow.</p> <p>Consider how you may manage cash flow more effectively through a cash flow forecast. Review outgoing payments for essential and non-essential items and communicate with suppliers on the possibility for flexible terms. If you identify potentially serious impacts on your cash flow, speak to your bank or funder who may have further support options available.</p>

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			<p>Contact the Department for International Trade.</p> <p>The Department for International Trade (DIT) can also provide <u>support to businesses impacted by COVID-19</u> including offering advice on alternative suppliers and UK Export Finance facilities available to cover exports to China.</p>
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Further resources:

[FSB advice for small businesses](#)

[ACAS Coronavirus advice for employers and employees](#)

[Scottish Government – Coronavirus in Scotland](#)

[Health Protection Scotland - Advice in non-healthcare settings \(e.g. workplaces\)](#)

[VisitScotland Coronavirus advice](#)

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