

DATE: MARCH 23RD, 2020

TITLE: BUSINESS CHECKLIST: PREPARING FOR SHELTER IN PLACE

PURPOSE

In light of the current situation, IEDC has received numerous questions about “Shelter in Place.” Although, Minnesota has not called for shelter in place, there are several other states that have taken this action. We thought it prudent to provide some guidance in this area. However, this is not an all-inclusive list, we are simply providing insights and hope to help you, the business owner, think about your own businesses and processes.

CHECK LIST

Each business is unique, please take these items, review with your team, and identify gaps within your own organization.

Communication: Company Leader -

Technology: email, phone/text/website/Facebook/other

- How will you communicate with your employees? Who will lead this effort?
- What is your “Disaster Plan”? Do your employees have access to this information?
- How will you communicate with your customers? Who will lead this effort?
- How will you communicate to your suppliers? Who will lead this effort?
- How will you communicate to your utility companies? Who will lead this effort?
- Post signs on all doors to business with contact information for questions.
- Remember to forward your US Mail, Fed ex, UPS etc. to a designated location.

Accounting: Company Leader -

- How will you pay your employees regular paychecks? Who will lead this effort?
- How will you pay your employees special pay (commission, expenses, etc.)? Who will lead this effort?
- How will you ensure health benefits, 401K, etc. are paid (if this will continue)? Who will lead this effort?
- What is the process for Accounts Payable? Who will lead this effort?
- What is the process for Accounts Receivable? Who will lead this effort?
- Reminder to have enough checks, stamps, envelopes, letter head, deposit slips etc. if working from home.

Security: Company Leader -

- How is your data protected? Who is responsible for IT communication and technology backups?
- How are your assets (building, site, equipment) protected? Do you need to have someone check on your assets, daily, weekly, etc.?

Other: Company Leader -

- Ensure you have an updated Contact List for: Employees, Customers, and Suppliers.
- Establish a Recovery Plan with your suppliers for post shelter in place.
- Prepare a list of suppliers that you could use if your current suppliers are unavailable.
- Remove perishable items from workplace
- Develop your "Get back to Business" Plan