

Corona Virus Diagnostic

Name

Position

Organisation

BUILDING YOUR BUSINESS RESILIANCE

People

Yes ? No N/A

- 1 Have you advised staff on current health & hygiene procedures
- 2 Have you provided additional hand sanitiser and handwash?
- 3 Have you provided cleaning staff with PPE?
- 4 Are yur helping staff to distance themselves from each other?
- 5 Have you advised staff what to do if they display symptoms?
- 6 Have you advised staff about your sick pay policy?
- 7 Have you planned for staff being ill or in isolation?
- 8 Do you have any staff who are classed as high risk?
- 9 Have you talked to staff about the situation and your plans?
- 10 Can you offer flexibilty or reduced hours to staff with children?
- 11 Could you offer reduced hours or unpaid leave to staff?
- 12 Could you second staff to another business with staff shortages?
- 13 Could any of your staff work from home?
- 14 Do you have systems & procedures in place for homeworking?
- 15 Could you offer a sabbatiacal or unpaid leave to any staff?
- 16 Have you taken HR advice about making redundancies?

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Finance

Yes ? No N/A

- 17 Do you know what your monthly overheads are?
- 18 Have you calculated how long you can survive financially?
- 19 Have you checked all your monthly outgoings?
- 20 Have you identified the non-negotiable items and cut the rest?

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- 21 Have you chased outstanding invoices and debts?
- 22 Have you spoken to creditors to ask for time to pay?
- 23 Have you spoken to your landlord about deferred payment terms?
- 24 Have you spoken to your bank/lenders about payment holidays?
- 25 Have you spoken to your bank about the loan guarantee scheme?
- 26 Are you aware of the government grants that will be available?
- 27 Can you sell stock or refinance assets to release cash?

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Operations

- 28 Have you got any perishable stock that needs to be used?
- 29 Are your customers still ordering from you?
- 30 Can you diversify e.g. making sanitiser or ventilator parts?

Yes ? No N/A

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Now total the number of **RED** and **YELLOW** answers you have ticked

0 to 3 RED Answers

You are already planning for business survival and are getting there with preparations. Ensure you are aware of all of the support available through the Business Growth Hub, Visit www.business-resilience.uk for more information and check the dates and times of online webinars and one to one and small group sessions that are available.

4 or more RED Answers

You should develop a contingency plan NOW to give your business the best chance of survival in the current crisis. Focus first on the questions where you have selected a red answer and those where you are unsure if this applies to you, or you simply do not know. Support to help you put a plan in place is available through www.business-resilience.uk, There is a great deal of fully funded support, especially for smaller businesses, but it is vital that you start to plan now as some things take time to organise. Visit www.business-resilience.uk for more information and check the dates and times of online webinars and one to one and small group sessions that are available

Answers where you have selected YELLOW

Review each of your ? answers to identify if they need to be red or green - then recalculate your totals. Support is available to help you do this and to identify if you need a contingency plan. We recommend you act NOW as some things take time to organise.