

# COVID19 Business Survival Checklist - Protect People

As business leaders our people are looking to us to step up and lead through these difficult times. They need us to acknowledge their fears, give them perspective, have an informed plan, focus on solutions, & over-communicate with confidence that we will come through this intact, together. To do this we have 2 critical priorities: **1. PROTECT OUR PEOPLE; 2. PROTECT THE BUSINESS.**

**PROTECT PEOPLE CHECKLIST** - To drive the changes you need to make to survive, consider "ARM"ing your organization with the following people protection approach: 1) **ANTICIPATE / ASSESS**, 2) **RESPOND / CONTROL**, 3) **MONITOR / LEARN / PIVOT**. To help you organize and prioritize your planning, we've developed this simple COVID19 Business Survival Checklist utilizing **2 scenarios** developed by McKinsey, and **3 key business functions**. Use the checklist to assess where your planning is at, and where you need to strategically focus next. A later consideration is the **recovery plan**, how & when you will adapt to prosper when the crisis is over.

<b>SCENARIO 1 - Delayed Recovery - Q4 2020</b> Moderate GDP effect (-5%)	<b>SCENARIO 2 - Prolonged Contraction - Q2 2021</b> Severe GDP effect (-15%)
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## 1 ANTICIPATE / ASSESS

**Verify the Plan - Anticipate, Identify & Assess Critical Hazards / Risks..."What &/or How can People or Operations be critically affected during this crisis?"**

	SCENARIO 1			SCENARIO 2			RECOVERY		
	Completed	In progress	NS or N/A	Completed	In progress	NS or N/A	Completed	In progress	NS or N/A
a <a href="#">Refresh Business-Specific Risk Assessment / Profile - Leverage to inform / align top priority-based response plans and actions. (See WSPS Checklist** sec. 2 &amp; 3)</a>									
b <b>Confirm Pandemic Preparedness and Response Plans are Risk-aligned &amp; Fit-for-Purpose</b> - If not recently drilled/confirmed, tweak/leverage critical aspects as required									
c <a href="#">Verify Crisis Management Team Rhythms, Assigned Critical Roles &amp; Responsibilities &amp; Required Resources (See CDC Checklist*** sec. 1.4)</a> <b>Readiness - Bolster as required</b>									

*NS - Not Started, N/A - Not Applicable*

## 2 RESPOND / CONTROL

**Work the Plan - Action Process & Tactical Responses / Controls...Communicate, Find & Fix Continually**

	SCENARIO 1			SCENARIO 2			RECOVERY		
	Completed	In progress	NS or N/A	Completed	In progress	NS or N/A	Completed	In progress	NS or N/A
a <b>Activate Crisis Management Team &amp; Rhythms</b> - Start connection rhythms, Identify Pandemic Leader									
b <b>Make Safe</b> - Understand & fix/contain any immediate tactical issues /incident responses. Start with "Worst First".									
c <a href="#">Implement /Re-enforce Applicable Critical Processes / Policies - (See CDC Checklist*** sec. 1.3)</a>									
d <a href="#">Protect People - Apply impactful complementary Controls Hierarchy protective layers: 1) Engineering (e.g. shields, remote work), 2) Administrative (e.g. isolation, social distancing, training, screening/cleaning procedures) 3) PPE (e.g. N95 respirators/ disposable coveralls/gloves) &amp; others. (See WSPS Checklist** sec. 4)</a>									
e <a href="#">Protect Operational &amp; Administrative Processes - Identify &amp; bolster critical process vulnerabilities. (See WSPS Checklist** sec. 5)</a>									
f <a href="#">Communicate - Multi-channel: Internal - 2-way, management to team and frontline feedback/reporting. External - reporting/sharing as needed. (See CDC Checklist*** sec. 1.5 &amp; 1.6)</a>									
g <b>Contractor / Supplier Management</b> - Control Interactions as appropriate									
h <b>Find &amp; Fix Developing Critical Issues</b> - Assign tiger team(s) as needed									

3 MONITOR / LEARN / PIVOT										
Monitor & Pivot Plan / Actions - Internally & Externally, Pivot as required... Prepare for Business Continuity										
		SCENARIO 1			SCENARIO 2			RECOVERY		
		Completed	In progress	NS or N/A	Completed	In progress	NS or N/A	Completed	In progress	NS or N/A
a	Monitor External Guidance & Internal Developments									
b	Pivot Plans & Actions - as needed									
c	<a href="#">Business Continuity Preparation &amp; Execution - Return to work approaches / readiness. (See CCOHS BCP**** Pages 8-11)</a>									
<b>ADDITIONAL LINKS TO RESOURCES:</b>										
<p>* <a href="https://www.mckinsey.com/business-functions/risk/our-insights/covid-19-implications-for-business">McKinsey Covid19 Article with scenarios</a> - <a href="https://www.mckinsey.com/business-functions/risk/our-insights/covid-19-implications-for-business">https://www.mckinsey.com/business-functions/risk/our-insights/covid-19-implications-for-business</a></p> <p>** <a href="https://www.wsp.ca/WSPS/media/Site/Resources/Downloads/Bsnss_Pndmc_Prprdnss_Chcklst_FINAL.pdf?ext=.pdf">WSPS Business Pandemic Preparedness Checklist</a> - <a href="https://www.wsp.ca/WSPS/media/Site/Resources/Downloads/Bsnss_Pndmc_Prprdnss_Chcklst_FINAL.pdf?ext=.pdf">https://www.wsp.ca/WSPS/media/Site/Resources/Downloads/Bsnss_Pndmc_Prprdnss_Chcklst_FINAL.pdf?ext=.pdf</a></p> <p>*** <a href="https://www.cdc.gov/flu/pandemic-resources/pdf/businesschecklist.pdf">CDC Pandemic Influenza Planning Checklist</a> - <a href="https://www.cdc.gov/flu/pandemic-resources/pdf/businesschecklist.pdf">https://www.cdc.gov/flu/pandemic-resources/pdf/businesschecklist.pdf</a></p> <p>**** <a href="https://www.ccohs.ca/publications/PDF/businesscontinuity.pdf">CCOHS Business Continuity Plan</a> - <a href="https://www.ccohs.ca/publications/PDF/businesscontinuity.pdf">https://www.ccohs.ca/publications/PDF/businesscontinuity.pdf</a></p> <p><a href="https://drive.google.com/file/d/174ZPrrLTmn-Mxn1bpRipSYyEMsimPUHl/view?usp=sharing">SAMPLE - COVID19 Small Business Response Plan</a> - <a href="https://drive.google.com/file/d/174ZPrrLTmn-Mxn1bpRipSYyEMsimPUHl/view?usp=sharing">https://drive.google.com/file/d/174ZPrrLTmn-Mxn1bpRipSYyEMsimPUHl/view?usp=sharing</a></p> <p><a href="https://drive.google.com/file/d/12RaO9mUQpQd_ckVAerzJ6Wra9yGGNZux/view?usp=sharing">COVID19 Business Survival Checklist</a> - <a href="https://drive.google.com/file/d/12RaO9mUQpQd_ckVAerzJ6Wra9yGGNZux/view?usp=sharing">https://drive.google.com/file/d/12RaO9mUQpQd_ckVAerzJ6Wra9yGGNZux/view?usp=sharing</a></p> <p><a href="https://drive.google.com/file/d/16_5gNLGrFPuLYPLX7s6ZSUR0bo-s9Ov9/view?usp=sharing">COVID19 Entrepreneur Survival Checklist</a> - <a href="https://drive.google.com/file/d/16_5gNLGrFPuLYPLX7s6ZSUR0bo-s9Ov9/view?usp=sharing">https://drive.google.com/file/d/16_5gNLGrFPuLYPLX7s6ZSUR0bo-s9Ov9/view?usp=sharing</a></p> <p>Developing effective plans requires factual information, and the collective intelligence of your teams in building practical strategies that they will be responsible for implementing. To help you CEVO is offering, (with no cost or obligation; it's the right thing to do):</p> <ol style="list-style-type: none"> <li>1. A 1.5 hour facilitated "online team problem solving session" on anything related to this Checklist, and/or</li> <li>2. <a href="#">Access to the COVID19 resource folder I've assembled from the most credible resources I can find including the WHO, CDN/AB Government, EU Health, MIT, CDC, etc.</a></li> <li>3. <a href="#">A weekly google group meeting for business leaders to discuss COVID19 issues as peers, share ideas &amp; success stories – Every Friday @ 12:15pm - https://meet.google.com/wzi-xaxb-mtz</a></li> </ol> <p>To follow-up contact Brad Gaulin at <a href="mailto:bgaulin@cevo.ca">bgaulin@cevo.ca</a>, 403.660.9961 or, for People Protection aspects, Ken Kan at <a href="mailto:kenkan@shaw.ca">kenkan@shaw.ca</a>, 403-589-6071.</p> <p>We hope this is useful for you, <b>feel free to share it</b>. We wish you the best in managing this crisis and know we'll all get through it together. Warmest regards, stay safe.</p>										