

### Tips for Employers During COVID-19 Shutdown

There are times when coming together is more than just for team building. It is also for crisis management. That is especially important now.

We're all being tested on many fronts right now and keeping cool heads and being very empathetic is required. Quick decision making is also very critical right now.

The daily check-in would cover the following topics.



#### Health Verification

Our leaders, their families, our employees and their families. Are any employees or their family members infected?



#### Our Communication With Our Clients

What do we know, what have we set as current expectations?  
What have our clients asked of us, and what are they feeling.



#### Government Announcements

Keep your team apprised of any legislative updates or announcements



#### Your Companies Financial Situation

How are you managing cash?



#### Any Employee Issues Outside of Health

Financial concerns  
Ability to do their job remotely



#### Create a Virtual Project Board

To track updates for COVID-19 – One place to capture and update information



#### Supply Chain

Its changing daily. This needs total attention

**TIP:** Be prepared for learnings and take-aways that will build resilience. Keep a journal.