

Business Recovery Plan

BUSINESS RECOVERY PLAN

Pre-Planning Considerations:

- Consult with your attorney, banker, CPA, Human Resource professional, insurance agent (both property/casualty and health/life/disability).
- Consult with your vendors and suppliers to ascertain what position they are in regarding the supply chain, as you may need to make alternative arrangements.
- Consult with your employees to gain their input. Consider appointing a Task Force to assist in developing your plan, keeping in mind the guidelines for social distancing and other related safety suggestions.
- Inventory your products.
- Be mindful that your employees' and your customers' habits may change temporarily, or even permanently. Proper distancing, thorough cleanliness, and personal actions (such as handshaking) should receive consideration in your plan.
- Communicate to your customers the steps you are taking to assure their safety and health.

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Your plan should consist of an internal business rollout of 30, 60 and 90 days that would start as soon as your business is able to re-open or ramp up, and should include:

- Ways to remain in contact with your customers.
- Periodic updates to employees, including those on furlough or COVID-19-related leave.
- A "depth chart" to track and manage employees based on their current and anticipated work status.
- Management of goods and products needed to provide your services, based on consultation with your vendors and suppliers.
- An advertising budget, that would include conventional advertising as well as social media.
- Any loans you may need until your business is fully operational and producing revenues.
- Review of your P&C insurance policy with your agent for any coverage on business loss, as

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Contact your Property & Casualty insurance agent:

- Review your P&C insurance policy for any coverage on business loss.
- Most policies contain a provision referred to as “Civil Authority,” which may allow you to file a claim for business loss/interruption.

Contact your Health & Life insurance agent:

- Most insurance companies are providing additional health plans and are reducing or eliminating copays, deductibles and other out-of-pocket expenses at least for some time period.