

COVID-19 Business Preparedness Checklist

PRIORITIZE CRITICAL OPERATIONS

Be prepared to change your business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of your operations).

PREPARE FOR SCHOOL CLOSINGS

Pre-schools and K-12 schools may be dismissed. Determine how you will operate if absenteeism spikes from increases in sick employees and/or sick families.

CREATE A COMMUNICATION PLAN

Put measures in place to effectively notify employees of the latest COVID-19 updates and information.

ESTABLISH POSSIBLE TELEWORKING POLICIES

Review human resources policies and explore whether you can establish flexible worksites (e.g., telecommuting) and flexible work hours. Consider cancelling large work-related meetings or events.

COORDINATE WITH STATE EXTERNAL & LOCAL EXTERNAL HEALTH OFFICIALS

The intensity of an outbreak may vary by location, and local health officials will be issuing guidance specific to their communities. Employers should learn about the plans in place in each community where they have a business.

For more information about the coronavirus visit [cdc.gov](https://www.cdc.gov)