

Business Preparedness Checklist

COVID-19

The Greater Vancouver Board of Trade has compiled a checklist for your information purposes only. The GVBOT does not guarantee it will fit your needs nor does the GVBOT offer any assistance in developing business preparedness plans.

BE INFORMED

Find reliable and up-to-date information:

- [Vancouver Coastal Health](#)
- [World Health Organization](#)

WHERE TO START

- Convene a taskforce or designate an internal champion to identify the threats of COVID-19 to your employees and business and determine protocols and policies to mitigate the impact. Taskforce considerations should include human resources, facilities management, finance, communications, and health and safety.
- Create or review/update your business continuity plan: For B.C. businesses without a business continuity emergency plan, consult [Getting your workplace ready for COVID-19, Guide for Small Business](#) and see [Emergency Plan for Small Businesses](#).

WORKPLACE AND EMPLOYEES

- Consult recommendations and communicate information from [Vancouver Coastal Health](#) on disease transmission and prevention measures, such as workplace hygiene, sanitization, and cleanliness of workspace.
 - Determine what personal protective equipment is required for employees and options for procurement.
 - Identify financial implications of, and processes for, emergency procurement.

- Implement flexible workplace and leave policies (e.g. encourage staff to stay/work from home if they or family members feel ill).
- Assess information technology requirements to support telework and other remote meeting/working solutions.
- Identify employees and key customers with special needs, and incorporate the requirements of such persons into your preparedness plan.
- Introduce processes for monitoring and reporting of employee illness and travel.
- Establish policies around travel restrictions: Check the [Government of Canada's Travel advice](#) for the latest travel guidance and recommendations for each country.

COORDINATE AND COMMUNICATE

Develop a [communications plan \(Canadian Chamber of Commerce\)](#)

Internal

- Develop messaging for employees regarding your organization's preparedness, protection protocols and practices.
- Communicate HR policies regarding employment policies including sick leave.

External

- Develop a communication method to inform suppliers, customers and key contacts of pandemic status and actions.
- Work with insurers, health plans, and major local healthcare facilities to share your plans and understand their capabilities and plans.
- Share best practices with other businesses in your communities, chambers of commerce, and associations to improve community response efforts.