COVID-19 PREPARATION

Recommendations from around the industry

Please follow the Federal/state/local government instructions, which are changing across the country and the world daily now. In addition:

01 - COMMUNICATE
Communicate regularly and as transparently as possible with your workforce, customers and suppliers; silence breeds fear, rumors and false assumptions.

02 - FOLLOW CDC
Share CDC recommended health guidelines (social distancing, frequent hand-washing, self-isolation or self-quarantine if you are sick; see full list here).

03 - SHARE SYMPTOMS

04 - TELEWORK
Implement telework for all who can; strongly urge leadership team to work from home to protect the company and its workers for the future (consider this a war-time situation—Generals stay in the bunker).

05 - CLEAN
If your company workplace remains open, increase cleaning frequency and disinfection.

06 - EMPLOYEE MANDATES
Mandate that if an employee is sick, he or she must stay home. Mandate that if any employee learns of a relative, friend or anyone they came into contact with is confirmed with Covid-10, they must inform management immediately and self-quarantine.

07 - NO VISITORS
Do not allow visitors into your workplace (office, showroom or factory); only employees with permission should enter now.

08 - NO FOOD TRUCKS
Do not allow food trucks on your property.

09 - ONLINE SECURITY
Stay alert to online and phone hackers and spammers who are already taking advantage of our distraction.

10 - DEVELOP A PLAN
Formulate a plan of how you will deal with employees with child-care and health issues. How will you compensate them?

11 - DETERMINE LIABILITY
Check your construction contracts to understand what you are responsible for, even in this unique situation.

12 - TALK TO YOUR BANK
Consider asking your bank for a temporary line of credit or a temporary increase if you have one.

13 - CONTACT THE SBA
Contact the Small Business Administration to start loan process.