

Roadmap to readiness

- Planning
- Workforce protection
- Working remotely
- Operational restructuring
- Business continuity



Planning



- 1. Assign a team to plan and implement all corona measures.**
- 2. Make a plan based on existing templates and checklists.**
- 3. Plan daily team meetings.**
- 4. Make a daily communications plan to all stakeholders.**



Key questions:

- How can you get the team up to speed quickly with the right knowledge and tools?
- What actions are a priority for your organization?
- How will you track progress?



Workforce protection



- 1. Understand the virus and most effective measures.**
- 2. Train your people.**
- 3. Make an enforcement plan.**

Key questions:

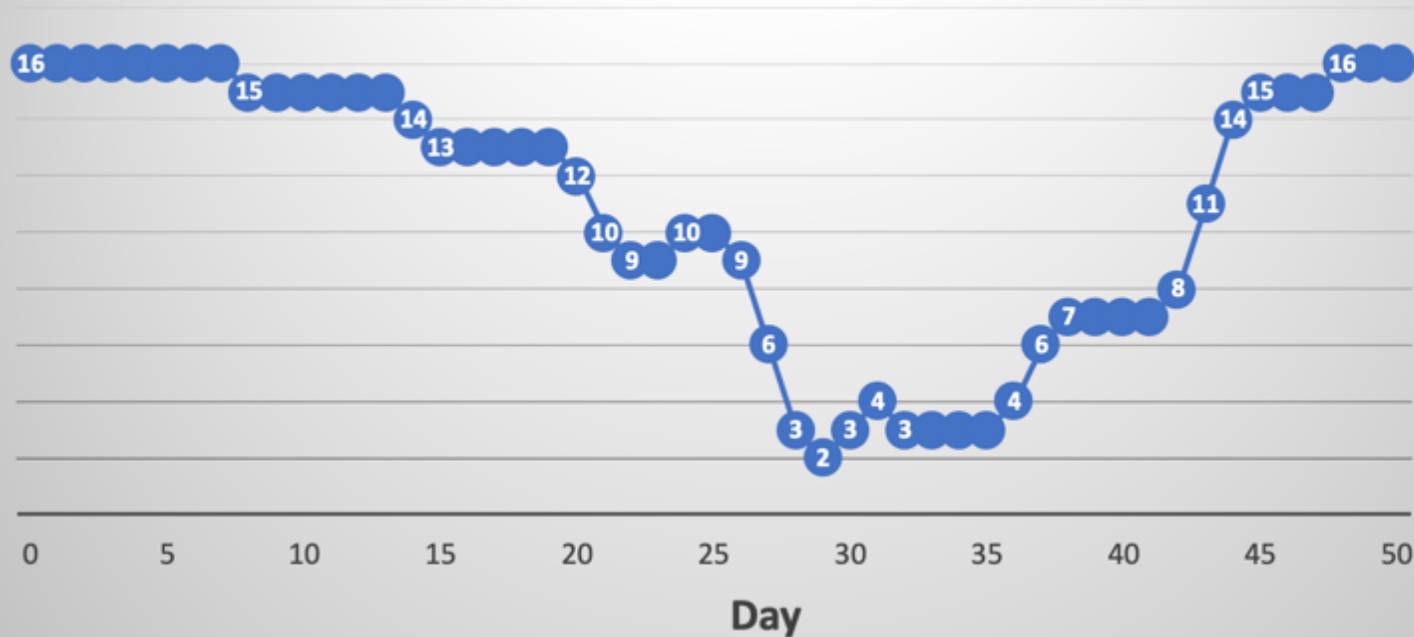


- What are the minimum measures you need to have in place?
- How can you change behavior and invalidate local beliefs?
- How can you assure that staff takes the learnings to their home and into their communities?



If you do not take these protection measures....

Available Teammembers 50 days from 1st COVID-19 Case



Source: Tandem

Working remotely



- 1. Encourage people to work from home.**
- 2. Use the power of digital tools.**
- 3. Learn how to work at home and manage people remotely.**

Key questions:



- How can you support staff with working at home?
- Which (free) software applications are most suitable for you and how can you train your staff?
- How should you adapt your management style to prevent productivity loss?



Operational restructuring



- 1. Reduce team size, team movement and grouping together**
- 2. Implement boundaries in operations**
- 3. Identify critical roles and train on skills**
- 4. Set-up a policy for deliveries and external drivers**



Key questions:

- How will you restructure operations to enable the 2m distance?
- How can you reduce the likelihood of people grouping together?



Business continuity



- 1. Assess current level of raw materials up to September**
- 2. Assess and manage impact of downsizing on the workforce**
- 3. Identify and prioritize key suppliers**
- 4. Identify and prioritize key customers**



Key questions:

- Have you identified major risks, and do you have a business continuity plan in place?
- What alternatives are available for essential materials, e.g. essential PPE for production?

