

Jersey Business - Coronavirus (COVID-19): Checklist for Businesses

Though the exact impact of the Coronavirus (COVID-19) in Jersey is currently uncertain, there are certain steps your business should be taking to prepare for potential disruption. These include knowing your options and planning ahead. The checklist below outlines some low-risk, low cost actions you can take across different areas of your business operations right now.

			<u>Latest Corona Virus News</u>	
			Government Helpline - 01534 445566	

Health and Well Being of Your People

Not Started	In Progress	Monitoring	Infection Control	
			Promote thorough hand washing in the office /workplace through emails, posters etc.	Flyers and posters to print for Coronavirus
			Provide hand sanitisers/soap/disinfectant wipes for keyboards, door handles, other equipment etc.	Preventing Infection and Spread
			Review, revise and upgrade office cleaning materials and procedures	Cleaning offices where there are suspected or confirmed cases of COVID-19

			Incubation	
			Have a plan to isolate employees should the threat of infection arise or staff become unwell in the workplace	What to do if someone with suspected COVID-19 has recently been in your workplace
			Staff will need to self-isolate for 14 days on return if an affected country is visited. They may not be entitled to receive pay but could be entitled to short term incapacity benefit.	Advice for Staff returning from Travelling
			Travel	
			Request a no travel policy to affected countries (List on gov). Keep up to date with changes.	Latest Travel Advice
			Ask staff to keep you informed if they have travelled or been close to an infected person or feel they may be showing symptoms	
			Self-Isolation and Sick Pay	
			Self-Isolation procedures - go to Gov for latest advice and info	Social Distancing and Self-Isolation
			Short term incapacity allowances (STIA) and conditions - full info on website	Sickness Pay and Procedures

Operational Resilience

Not Started	In Progress	Monitoring	Business Continuity Planning	
			Appoint a senior Member of your team to oversee your response	
			Create a plan showing how your business will attempt to continue to operate during the pandemic	Business Continuity and Planning
			Update and monitor your business continuity plan frequently	
			Test your business continuity plan if at all possible	
			Communicate with your Suppliers and Customers to understand their position	
			Map your supply chain if appropriate	
			Identify alternate suppliers if necessary	
			HR and Policies	
			Review your HR policies to ensure employees will not be personally impacted if they must self-isolate	

			Understand what statutory rights staff have regarding remote working and flexible working	JACS - Coronavirus - advice around employees
			Remote Working	
			Understand what statutory rights staff have regarding remote working and flexible working	
			Ensure and support employees to be able to effectively work from home where possible	

Managing Your Cash Flow

Not Started	In Progress	Monitoring	Review Finances	
			How will your business revenue change over the next 3 months?	
			Have a 3 month cashflow forecast in place. Go to JB Website for a template	Managing your finances
			Work out your own personal monthly living expenses - Use our Personal Survival Budget template	Personal Survival Budget