

Written: 8 April 2020

## BUSINESS DISRUPTION CHECKLIST

One of the FindBusinessSupport.gov.scot has produced useful Covid-19 resources to help businesses manage the Pandemic.

See: <https://findbusinesssupport.gov.scot/coronavirus-advice/business-continuity>

<b>COVID-19: Checklist for Businesses</b>			
Though the exact impact of Coronavirus in the UK is currently uncertain, there are steps that your business should be taking to prepare for potential disruption. The following checklist outlines a range of low-risk, low-cost actions you can take across three areas of business operations.			
For further information on business and COVID-19, please visit <a href="https://findbusinesssupport.gov.scot">FindBusinessSupport.gov.scot</a> or contact Find Business Support (Scotland) on 0300 303 0660, Monday to Friday, 8.30am – 5.30pm.			
<b>1. Business Planning</b>			
<input type="checkbox"/>			
Not Started	Underway	Monitoring	
			<b>Appoint a senior member of your team to oversee your response.</b> Develop, review and continuously update your Coronavirus business action plan as circumstances change and new information emerges. In times of high uncertainty, flexibility and adaptability are essential.
			<b>Create a business continuity plan.</b> Identify and quantify your exposure to the potential risks of COVID-19 across all areas of your business. Define the extent and likely timing of any impacts and create an action plan in response to any forecasted scenarios. <a href="#">Business Gateway</a> and the <a href="#">Federation of Small Businesses (FSB)</a> have put together guides on how to create a business continuity plan.
			<b>Map your supply chain.</b> It's important to understand the parts of your supply chain which are or could be disrupted and prioritise risks. For advice on mapping your supply chain, <a href="#">contact the Scottish Manufacturing Advisory Service (SMAS)</a> .
			<b>Identify alternative suppliers</b> If your supply chain is disrupted, you may wish to find alternate suppliers.

Please contact us about advising on planning for the Pandemic and the options and supports available.