



The Small Business Coronavirus Checklist

Don't drive yourself crazy, copy my ideas for free!

CREATE A PLAN

- Convene with company leadership, look at CDC and local health authority and government guidelines, and create a step-by-step plan

ASSESS ASSISTANCE

- Contact vendors, your landlord, the SBA, your local Chamber of Commerce, your bank, your insurance company, etc. to see what benefits/assistance, if any, you may qualify for

UPDATE STAFF POLICIES

- Communicate any temporary or permanent changes to staff handbook/policies - make sure to highlight the fact that anyone with COVID-19 or flu-like symptoms should seek medical attention immediately and not go into the office

IMPLEMENT SOCIAL DISTANCING

- Immediately require all staff to remain at least 6ft apart

CREATE A CLEANING SCHEDULE

- Assign/hire someone to clean all spaces on an increased, regular schedule

PROVIDE SUPPLIES

- Provide tissues, paper towels, hand sanitizer, hand soap, gloves

COMMUNICATE UPDATES

- Send an email to your list about which steps you are taking to ensure the safety of your staff and customers, any practical updates such as closures, hours changes, shipping delays, etc. (See my Coronavirus Response Letter template [HERE](#))



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UPDATE YOUR HOURS

- Update business hours on social media, review sites, your website, and business directories (e.g. Google My Business, Bing Places, etc.) - and schedule a time in the future to evaluate the need the change back to your regular hours

SET UP EMPLOYEES FOR REMOTE WORK

- Begin implementing work from home policies (where applicable) ensuring every employee is correctly set up and educated to be able to connect from home ([See my Work From Home Resource Guide HERE](#))

POST ON SOCIAL

- Post to your social media about which steps you are taking to ensure the safety of your staff and customers, any practical updates such as closures, hours changes, shipping delays, etc.

GET CREATIVE

- Brainstorm ways you can stay in front of your audience. Restaurants might switch to takeout, curbside pickup, and/or delivery. Other businesses might connect virtually (e.g. gyms/personal trainers are holding virtual training sessions, teachers/experts are holding virtual classes, boutiques are filming haul videos for online shoppers, etc.)

RELATED RESOURCES

- [Coronavirus Response Letter template](#)
- [Work From Home Resource Guide](#)