

## AKEPB, I Covid19 Checklist for Businesses

This is a basic checklist recommended by the Aga Khan Economic Planning Board for India for Businesses during and post lock down

### During Lockdown

Communicate	<input type="radio"/> Talk to employees - once a week at the least and keep them updated of changes in policy, government regulations, benefits. Its also important to take this time to keep them motivated.
	<input type="radio"/> Talk to customers if applicable to reassure them and inform them of any update
	<input type="radio"/> Talk to your vendors - suppliers, landlords, contractors, banks and other service providers to avoid any surprises
Plan	<input type="radio"/> Create a back up of alternate suppliers and service providers
	<input type="radio"/> Plan on how to bring your employees back to the workforce in the smoothest and safest manner
	<input type="radio"/> Create a business plan the purpose of which will be to a detailed budgeting of your business over the next one year.
	<input type="radio"/> Create a plan to move your business more towards digital - transactions, payments, etc.
	<input type="radio"/> Plan safety procedures by understanding best practices in your industry that can be adopted and educate your workforce
Review Cash Flow	<input type="radio"/> Prepare an extensive expense audit - try and analyse each line item and work out a way to reduce each expense
	<input type="radio"/> Prepare a letter to send out to your customers addressing dues from them and understanding if possible how payment towards you will be impacted
	<input type="radio"/> Prepare and analyse a rough cash flow statement to plan your liquidity over the next 3 months, 6 months and 12 months
Review Operations	<input type="radio"/> Prepare a stock audit and undstand that your non perishable stock should be treated as cash and liquidating the same should be a priority
	<input type="radio"/> If you own machinery, make sure that it is operational - this will help reduce down-time once lockdown is lifted
	<input type="radio"/> If you will need any raw material/spare parts/service as soon as lock down is removed, plan for the same

	<ul style="list-style-type: none"> <li>○ Review and appraise all employees in your workforce</li> </ul>
	<ul style="list-style-type: none"> <li>○ Review all current process and analyse with the purpose of making them more efficient. (e.g offline to online paymets, etc.)</li> </ul>
<b>Personal Review</b>	<ul style="list-style-type: none"> <li>○ Learn - Plenty of online resources that can be taken advantage of. Also many webinars by industry experts</li> </ul>
	<ul style="list-style-type: none"> <li>○ Take care of Physical and mental health</li> </ul>
<b>Post Lockdown</b>	
<b>Implement</b>	<ul style="list-style-type: none"> <li>○ Ensure plans that have been during lock down are implemented. Organizational structure, employee appraisal, expense reduction plans,etc.</li> </ul>
	<ul style="list-style-type: none"> <li>○ Ensure employees transition back to work force is smooth. Keep taking feedback from them on pain points and understand what customers are expecting in terms of environment at this time</li> </ul>
	<ul style="list-style-type: none"> <li>○ Cash flow is priority - implement all plans made towards improving cash flow and work towards shortening cash cycles</li> </ul>
	<ul style="list-style-type: none"> <li>○ If your channel partner is having issues with supply or payment, activate back up suppliers and service providers</li> </ul>
<b>Communicate</b>	<ul style="list-style-type: none"> <li>○ Reestablish personal connect with all vendors - landlords, banks, priority customers, service providers etc.</li> </ul>
	<ul style="list-style-type: none"> <li>○ Keep motivating work force -establish two way communication on a regular basis</li> </ul>
	<ul style="list-style-type: none"> <li>○ Be supportive and ask for support if needed from your channel partners.</li> </ul>
<b>Personal Review</b>	<ul style="list-style-type: none"> <li>○ Take time for yourself. Understand the needs of your family.</li> </ul>
	<ul style="list-style-type: none"> <li>○ Implement learnings from courses if applicable</li> </ul>