FAMILY BUSINESS CONTINUITY DURING TIMES OF CRISIS

DCU National Centre
for Family Business

1. Business Continuity Planning

2. Address Business Issues

4. Measures to underpin continuity

3. Respond to workplace risks

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Department of Business, Enterprise & Innovation Checklist

1. Business Continuity Planning

Assign Senior Executive and Deputy planning responsibilities. Obtain trusted info. on COVID-19. Maintain contact with all relevant stakeholders (employees, suppliers etc.). Assess 'high-level' impact on business and create a business continuity plan

2. Address Business Issues

Identify critical operations, employees and resources required to maintain activities. Work remotely, where possible. Assess potential impact on markets and customer requirements. Determine if services/products are 'essential' during pandemic. Consider scaling back operations.

3. Measures to underpin Continuity

Ensure consistent and calm communication with staff. Prepare policies for staff absence, sickness, and compassionate leave during a crisis. Ensure supplies in event of a pandemic. Consider possible changes to your products/services and plan accordingly. Review insurance plan.

4. Respond to Workplace Risk

Prepare hygiene policies during pandemic, including staff behaviour and effective workplace cleaning. Introduce measures to reduce face-toface contact with customers & employees. Prepare policies on flexible work locations and times. Ensure infrastructure to facilitate remote work.

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