

### 3. DEVELOP A CONTINGENCY PLAN (IF MCO PERIOD IS EXTENDED)

Possible action	Comments
Develop a contingency plan on how your business will operate if the government extends the MCO period	<ul style="list-style-type: none"><li>• Can you and your staff work remotely? Work out a plan and arrangements required.</li><li>• Do you have the support systems that enable staff working from home including ICT equipment and services? Also consider cybersecurity risk and measures when working remotely.</li><li>• Consider sending some staff to attend online courses to increase their knowledge and value.</li><li>• Make a list of critical staff who are essential to the business and provide them with the support required.</li><li>• What arrangements are in place to reduce the risk of staff becoming infected?</li><li>• Regular communication with staff. You can use Zoom, Skype or Google Duo to stay in touch.</li><li>• Can products be sourced from overseas?</li><li>• Can the production be completed by a contract manufacturer?</li><li>• Can the products be delivered in batches?</li></ul>
Assess the implications on your existing purchase and sales contracts	<ul style="list-style-type: none"><li>• Check your supply contracts to determine under what circumstances you can cancel orders or delay delivery, if necessary.</li><li>• Review your sales contracts to see if you can or should limit the ability of customers to cancel orders.</li><li>• Businesses may want to take a look at their force majeure clauses (acts of God) which often exist to protect parties from the inability to fulfil contractual duties due to supervening events.</li><li>• Seek legal and professional advice.</li><li>• Keep your customers informed and about your planned reopening.</li></ul>