

## Business recovery plan - checklist

This checklist will be of help when drawing up an action plan to recover or continue non-critical activities aimed at returning to a normal situation (for example, before the lockdown).

1. Coordination within the enterprise	OK	NOK	Explanation
Indicates coordinator or coordination team for central control			
2. Defining the scope of the restart	OK	NOK	Explanation
Determine which activities/departments/locations will be started up			
Check if suppliers, distributors, partners, etc are working.			
3. Declaration of Commitment	OK	NOK	Explanation
Draw up a declaration of commitment for your own employees			
4. Plan of approach	OK	NOK	Explanation
List of measures to be taken under "Reception"			
List of measures to be taken under "Workstation"			
List of measures to be taken under "Maintenance"			
List of measures to be taken under "Employees"			
Check whether the risk analysis of work-workstations has been revised taking into account corona measures			
5. Communication	OK	NOK	Explanation
Post all information in adequately prominent locations			
Notify the necessary consultative bodies about the preventive measures taken			
Notify suppliers, distributors, partners, etc. concerning the start-up of activities and the measures taken.			
6. Plan of approach - first day	OK	NOK	Explanation
Use digital means of communication as an alternative to starting a day (training, toolbox, indication of specific business measures).			
Make the psychological counselling known			

7. Follow-up	OK	NOK	Explanation
Monitor compliance with measures			
Encourage open communication for behavioural change			
Strictly follow the guidelines regarding sick employees			

*This document was drawn up on 20/04/2020 on the basis of the measures in force on that date.  
It contains general cross-sectoral measures. The applicability must be considered in function of the own business situation.*