

COVID-19: Tips for Organisations



Click picture to follow the national Coronavirus (COVID-19) campaign by the Australia Government

Summary:

The COVID-19 Pandemic has resulted in a lot of uncertainty – and in some cases panic. Businesses and organisations need to ensure that they have a Business Continuity Plan in place to mitigate the risks posed by the outbreak. Acting on factual information and using a risk management approach is the course of action businesses and organisations have to adopt. We have compiled a set of facts and guidelines to start you on this journey.

Full article:

What is COVID-19 i.e. The ‘Coronavirus’

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle Eastern Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV).

Coronaviruses are zoonotic, meaning they are transmitted between animals and people. Detailed investigations found that SARS-CoV was transmitted from civet cats to humans and MERS-CoV from dromedary camels to humans. Currently, there are several known coronaviruses circulating in animals that have not yet infected humans.

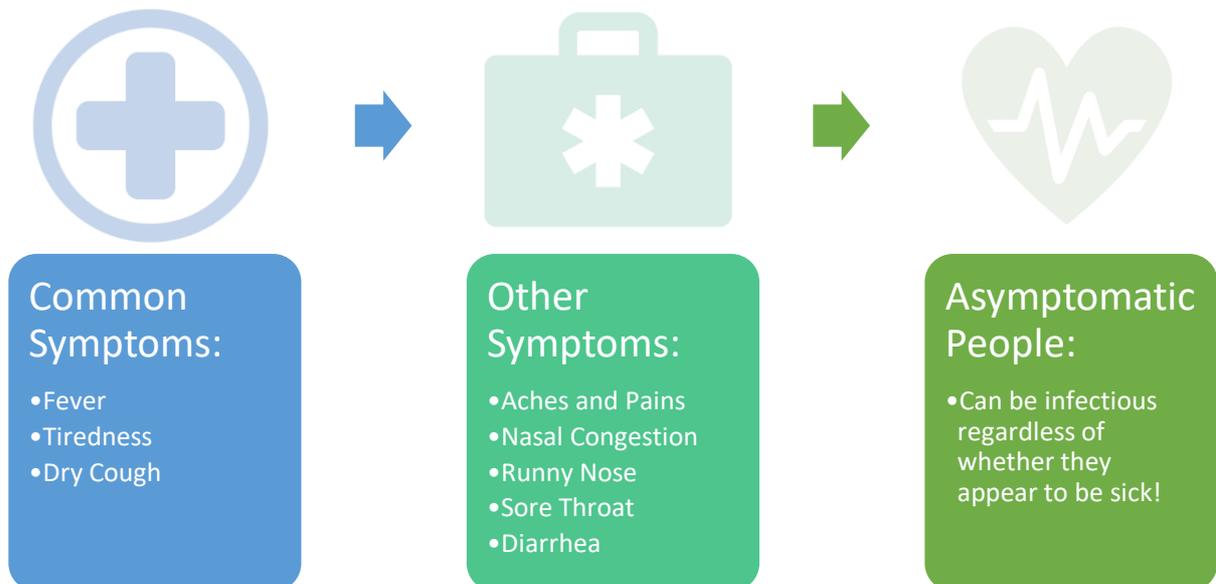
COVID-19 is a form of coronavirus that has been transferred by animals to humans, beginning in China, and is now infectious between humans around the globe.

Symptoms

The most common symptoms of COVID-19 are fever, tiredness and dry cough, however some patients may also experience aches and pains, nasal congestion, runny nose, sore throat or diarrhea.

The symptoms are usually mild and begin gradually, however some people may become infected but exhibit no symptoms nor feel unwell.

Around 1 out of every 6 people who get COVID-19 become seriously ill and develop difficulty breathing. Older people, and those with underlying medical problems like high blood pressure, heart problems and diabetes, are likely to develop serious illness.



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Measures to Take Today

Employees in any given business are encouraged to implement the following measures.



Inform about COVID-19 through factual information and encourage individual research



Ensure that individual staff members understand what their work will 'look like' if they are infected



Educate, encourage and follow Hygienic Practises



If there is an increase in the number of cases in your local area avoid sick people and public places such as public transport or public eating areas



Prepare work from home and long-distance communication strategies



Ensure a continuity of workflow strategy is in place if team members are out of action – who is responsible, what will we communicate to clients, etc.



Ensure adequate financial leeway

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Measures once the Epidemic Hits

It is no longer a question of 'if' there will be a COVID-19 virus epidemic in Australia, but rather 'when'. The following is a list of measures for employees to implement once that time is upon us.



Open and frequent communication with staff about the nature of the pandemic, the state of the business and any sick staff members, etc.



Encouraging individuals to take their own health seriously and prioritise maintaining hygiene and safety



Minimising travel, whether out of the country, out of NSW or even across Sydney – every time we travel to meet a client is a potential chance of infection



Continuously assess the efficacy of 'working from home' and 'continuity of workflow' schemes



Continuously monitor staff wellbeing and communicate about concerns



Communication between staff and management is very important! Staff need to raise issues and management needs to inform and monitor staff wherever possible!

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Business Imperatives

The following is a list of measures that management and leadership of any given business is encouraged to consider and implement.

- ✓ Establish emergency decision-making teams.
- ✓ Assess the risks and clarify emergency response mechanisms, plans and division of labour.
- ✓ Establish a positive information communication mechanism for employees, customers and suppliers, and create standardised communication documents.
- ✓ Maintain the physical and mental wellbeing of employees, and analyse the nature of different businesses and jobs to ensure appropriate resumption of work.
- ✓ Focus on supply chain risk response plans.
- ✓ Develop solutions to compliance and customer relationship maintenance risk
- ✓ Practice social responsibility and stakeholder management, and incorporate sustainable development strategies into decision making arising from the inability deliver on contracts.

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