

Dealing with the coronavirus

Emergency management recommendations

What began in China has long since become a global challenge. The virus has spread incredibly quickly and the World Health Organization has now classified the outbreak of the coronavirus pathogen as a pandemic. The number of those infected is increasing around the world and there are more than 80,000 cases in China alone. Governments are responding by closing schools, banning events, closing borders, imposing lockdowns and, in some cases, even declaring states of emergency. The coronavirus outbreak is also presenting businesses with major challenges. There are already signs that substantial economic losses will be incurred all over the world.





But what specific measures do you need to implement for your company? *A company's management is generally required to prepare itself for a crisis and take the necessary precautions.* Measures must be planned early on and with foresight and must be implemented according to the situation. The success of expedient crisis management is very much dependent on the right balance being struck between the organisational, operational and legal steps. Which measures can be implemented at short notice, which are operationally necessary and which are mandated by law?

We wish to answer these questions on the following pages and assist you in introducing targeted measures at short notice. The checklist that follows covers all the important organisational and legal guidelines and

serves as the basis for your contingency planning. The individual circumstances should always be taken into account, however – it is not possible to make a general statement or recommendation. Please therefore always make decisions based on the situation and in consultation with the employees, authorities and other bodies.

If you have any questions, do not hesitate to contact your designated customer advisor. Funk is on your side even in a crisis!

Additional sources of reliable information:

-  [Robert Koch Institute: Up-to-date information on the COVID-19 infectious disease](#)
-  [Federal Ministry of the Interior \(BMI\): Frequently asked questions about the coronavirus](#)
-  [European Centre for Disease Prevention and Control](#)
-  [Centers for Disease Control and Prevention](#)



Checklist | Recommendations for the coronavirus crisis

Important questions and suggestions for concrete measures

✓ Crisis management team

Have responsibilities and the points of contact within the company been specified?

- › Ensure that the crisis management team has agency and *grant it additional powers* in order to guarantee situation-based action

✓ Risk assessment

Is there an up-to-date risk assessment?

- › Exchange of information and *consultation with the authorities* regarding the internal and external circumstances and developments

✓ Contingency plans

Are there contingency plans that also include escalation scenarios?

- › Implementation and *situation-based updating* of the company's contingency plans

✓ Employee instruction

Are the employees given concrete information about the crisis, e.g. regarding avoiding infection or other measures?

- › Ensuring that the measures and work processes run smoothly on the basis of *factual information* and clear instructions

✓ Delegation of duties in the event of a crisis

Can it be guaranteed that the persons within the company who have been entrusted with performing duties in the event of a crisis will have the necessary resources and are sufficiently skilled/qualified?

- › Ensuring and continuously reviewing the company's *agency*

✓ Rules regarding working from home/shift work

Can the rules regarding working from home or the shift systems be expanded and used in a crisis? Have all the technical prerequisites for this been met?

- › Increase in flexibility in order to maintain the employees' *ability to work*

Your comments



✓ **Contracts with key customers and suppliers and also partners**

Are there arrangements and contractual crisis mechanisms that come into effect if, for example, a delivery is not made?

- › Establishment of solutions for *critical processes* and showing understanding for the partners' situation
- › Prompt and *frank communication* with customers and business partners

✓ **Temporary shutdowns**

Is there a structured mechanism for this? Can short-time work be mandated and are the legal requirements for this in place?

- › Examination of all the *measures appropriate to* the situation, taking into account organisational, operational and legal circumstances

✓ **Public relations/comments**

In what form is information provided regarding the steps currently being taken and the measures already implemented, both internally and externally?

- › Prompt and *clear internal communication*, for example to ensure that employees don't unknowingly communicate anything via social media in the event of a crisis

Your comments

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