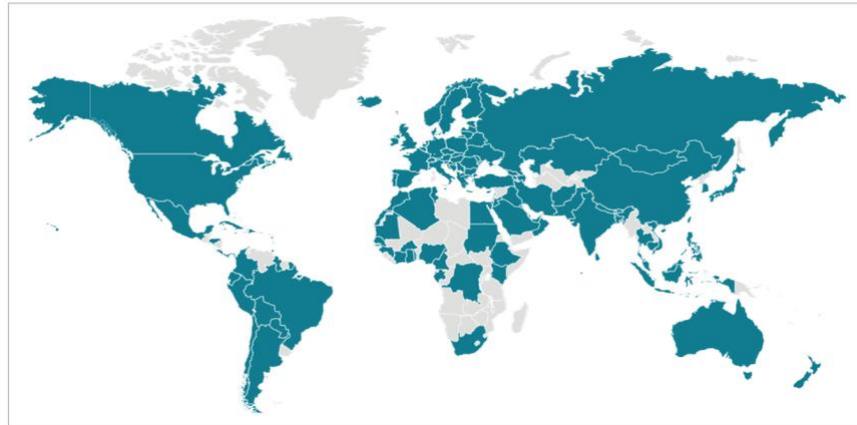




As of 12:00 p.m. ET March 16, 2020



Courtesy of Centres for Disease Control and Prevention, [www.cdc.gov](http://www.cdc.gov), accessed 17 March 2020

## COVID-19 - CONTINGENCY PLANNING GUIDANCE FOR BUSINESSES

COVID-19 has arrived in East Africa and we should all brace ourselves for the challenges ahead. The biggest lesson from elsewhere, is that we need to prepare for major changes to our operating environment inflicted not only by the impact of the disease but also by changes in government regulation. Companies should put in place a Contingency Plan so that they can continue their operations in spite of the disruptions to come.

Here are 3 key actions that business should take now to develop an effective Contingency Plan:

**Understand the risk to the business.** Make informed planning assumptions about supply chain tolerance, priority clients and staff absenteeism and the impact disruptions to these critical business pillars may have on all parts of your company operations. Work with key third-party providers (3PPs) to assess how COVID-19 could affect their capacity to support your business and work to align their Contingency Plans with yours.

**Develop business continuity arrangements to mitigate risk.** Conduct workshops with every function and key 3PPs to plan preparatory, immediate response, crisis management and recovery to business-as-usual arrangements. Record these in a comprehensive, written Contingency Plan that sets-out how you will continue to deliver your operations in spite of the disruptions.

**Enable the Contingency Plan.** The plan will require exceptional resources to be provided in the form of staff time, finance, facilities and possibly forward loading of stock. Leadership and operational crisis management teams will need to be familiarised with the plan and be trained (and exercised) in its application to ensure that the business is ready to face what will likely be a difficult and very demanding situation.

Russell Philips has extensive experience in Contingency Planning having worked with companies in Kenya to prepare for a possible Ebola outbreak in 2014 and disruptions during elections in 2013 and 2017. For assistance with your Contingency Planning, contact:

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