

With the impacts of COVID-19 on our local business community already in effect, in addition to good hand hygiene and common-sense precautions with your employees and patrons, Prescott Chamber of Commerce encourages all local businesses to consider the following:

- 1. For your business:** Prepare for negative economic impacts.
  - Capital: Create, confirm, or expand your line of credit.
  - Look into the SBA Injury Disaster Loan and the Paycheck Protection Program
  - Staffing: Develop staffing plans for varying levels of customers and revenue (what does an 80% scenario plan look like?).
  - Insurance: Check with your insurance provider to understand your coverage and options.
- 2. For your customers:** Make your place of business as hygienic as possible and communicate what you are doing to customers so they feel comfortable visiting.
- 3. For your employees:** Check, modify, and communicate HR policies regarding remote working, sick-leave, and compensation during health crisis. Try to ensure your policies are as flexible and non-punitive as possible. Sick employees should be encouraged to stay home.
- 4. For your workflow:** Cross-train employees for key functions so that daily schedules can continue relatively uninterrupted by potential employee absences. Where relevant, consider staggering start and end times to reduce large numbers of people coming together at the same time; and create and test remote employee collaboration systems (consider apps such as Slack and Zoom).
- 5. For your cashflow:** Communicate with your landlord (or tenants) and lenders about expectations and request flexibility (better to have that conversation now).
- 6. For yourself:** Eat well, sleep, and exercise. Taking care of yourself in this time of stress will improve your resistance to infection and resilience in managing difficult business situations. And of course, wash your hands all the time and don't touch your face, or anyone else, for that matter.

We're also working with the SBDC & NACOG Offices along many other partners to provide the most current information about the Coronavirus Relief Bill, The CARES Act.

If you need specific help email me at [sheri@prescott.org](mailto:sheri@prescott.org) or [Hayley@prescott.org](mailto:Hayley@prescott.org) or visit our website at [www.prescott.org](http://www.prescott.org). Resources are available to all businesses in Prescott.

**#teamprescott**

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