Velocite COVID-19 Alert Level 3 Checklist

*Current at 28 April 2020*

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| --- | --- | --- |
| Action | Completed | Date |
| Prepare a 12-month cashflow/profit forecast to understand the short-term funding requirements under a high/medium/low revenue scenarios |  |  |
| Prepare a 2-year cashflow forecast, management reports for FY20 and a business plan to access Government guaranteed Bank finance |  |  |
| Get Bank funding in place |  |  |
|  |  |  |
| [Prepare a Business Restart Plan](https://www.velocite.co.nz/restart-planning) |  |  |
| [Identify if you are able to operate in Alert Level 3](https://covid19.govt.nz/assets/resources/tables/COVID-19-alert-levels-detailed.pdf) |  |  |
| Determine your Alert Level 3 Operational Procedures – [WorkSafe Safety Plan Template](https://worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/covid-19-safety-plan-what-you-need-to-think-about/) |  |  |
|  |  |  |
| Determine your projected revenue on a weekly basis for the next four weeks |  |  |
| Determine the working hours you require for your team on a weekly basis |  |  |
| Confirm you can secure sufficient supplies to enable you to operate during Alert Level 3 |  |  |
| Decide if your business will operate in Alert Level 3 |  |  |
| Prepare a detailed action plan of all the steps you need to take before operating under Alert Level 3 |  |  |
|  |  |  |
| Communicate with your Team |  |  |
| Communicate with your Customers |  |  |
| Communicate with your suppliers |  |  |
|  |  |  |
| Execute your WorkSafe Safety Plan and your detailed action plan |  |  |

Use our free action plan template [**here.**](https://www.velocite.co.nz/level-3-checklist)

*This template is provided for business owners to use during COVID-19 and does not constitute professional advice, all business decisions made are the responsibility of yourself as the business owner.*