

SHUTDOWN RECOVERY PLAN

Created by SEWN for COVID-19 issues

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- I) Analysis of current situation
 - a) What happened to stop your business operation
 - b) Who is adversely affected
 - c) Projected down time before re-opening
- II) Defining assets still available for utilization
 - a) Systems & equipment
 - b) Workforce
 - c) Customers/suppliers
 - d) Expertise
- III) Description of Challenges facing recovery
 - a) Marketplace
 - b) Product/services offered
 - c) Workforce
 - d) Operations
 - e) Financial
- IV) Current Financial situation
 - a) Available cash
 - b) Debts/obligations
 - c) Accounts Receivables/Accounts Payables
- V) Recovery Steps
 - a) Find work, if possible, determine if you can do work deemed “Essential”?
 - b) If you have or create a product/service that could be used by others within the “Essential” category, research to find potential new customer contact information.
 - c) Develop a simple marketing proposal and sell them on your capabilities to help
 - d) If you are recognized by a new customer as essential, get certified
 - Letter from state that you qualify
 - Letter for employees that they are needed
 - Package of information available if requested/visited by outside authorities
- VI) New business opportunity
 - a) Create a contingency plan that can be used to raise money and secure outside assistance (Refer to Contingency planning outline from SEWN)
 - b) Financial Options
 - Small business relief fund
 - SBA disaster loan fund
 - Small business grants
 - c) Re-build your workforce
 - PA Shared work program
 - Create work from home opportunities (telecommunications)
 - Create communication channels with employees/suppliers/customers/lenders
 - Develop workplace safety program (see SEWN video)
 - Develop flexible work opportunities and keep employee working strategies
- VII) Develop business re-build vision and link to your former business plan