

# 10 steps for Finnish companies to prepare for corona virus (COVID-19)



- 1 Give your personnel instructions regarding proper hand hygiene.
- 2 Advise those with symptoms: If the person has arrived from risk areas and suffers from respiratory infection symptoms, instruct him/her to contact the health care unit first by phone and then follow the given instructions.
- 3 During epidemic: allow sick employees to stay at home upon their own announcement (without the request to visit a doctor or get a medical certificate during their first days of sick leave).
- 4 Monitor your personnel's business travel to risk destinations. Follow systematically the official travel advice published by the Finnish Foreign Ministry.
- 5 Instruct the personnel regarding remote working. Develop criteria when remote working is possible / necessary.
- 6 Follow the instructions given by the authorities both in Finland as well as in those areas where your company operates and where the virus is spreading.
- 7 Check the terms and conditions of your company insurance. Instruct the personnel accordingly.
- 8 Prepare in advance for the scenario where a growing number of your personnel gets sick. Make plans for remote working and possible extra work force.
- 9 Analyze the effects the epidemic may have on your company's supply of raw materials, spare parts, logistics etc. Prepare plan B options.
- 10 If needed, search for additional information and advice from reliable sources.