10 steps for Finnish companies to prepare for coronavirus (COVID-19)

1. Give your personnel instructions regarding proper hand hygiene.
2. Instruct those with flu-like symptoms: In case of mild symptoms, stay at home until you are completely symptom-free. Contact the occupational health care by phone/chat to ask for latest, most accurate advice.
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. At the moment the Foreign Ministry suggests to avoid all travel abroad.
5. Instruct the personnel regarding remote working. It is advisable to promote remote work where-ever it is possible.
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, possible work time and work place practices 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.