

10 steps for Finnish companies to prepare for corona virus (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 advise.

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 practises 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.