



## Business Continuity is Everyone's Responsibility - We are in This Together!

Business Continuity is the planning, and subsequent execution of those plans, by an entity to continue its operations in the event of a disruption, including pandemic.

We are learning that the financial industry's expectation that "*Business Continuity is Everyone's Responsibility*" applies to all of us at the community and national levels. Containing and overcoming COVID-19 is everyone's responsibility. Although we look to public leadership and agencies for direction and logistical support, *we* individually play an important part and the response from our businesses can impact economic resiliency.

Success will be based on how well each of us recognize our roles and fulfill those responsibilities both at work and at home. Recognize what you can contribute now. Your contributions in the near term are as important as finding the vaccine is to the end game.

### **COVID-19 Common Responsibilities for Consideration**

- If you are not sure if it is a cold, allergy or COVID 19 - *Stay Home! Self-Quarantine*
- Be as flexible and supportive as you can with your firm's new work hours and telecommuting options. *If you can work, work. Working fuels the economy!*
- *Dust-off the "Some Day Projects"*. Keep your people working! If your business is slowing, task your teams to do them now. Perhaps:
  - update/complete training programs
  - renew policies and procedures, *aka* BCP based on recent lessons learned
  - archive and organize physical and electronic files
- Avoid Contamination. e.g. Before heading out, *put your cell phone in a zip lock bag*. It will still work. When you return discard the bag, or better yet disinfect it with Clorox and water
- Avail yourself of resources, when needed. For example,
  - if you are not flying within the next 72 hours don't block the airline phones and web pages
  - if you live alone in NYC, really consider if you need the last 3 twelve-packs of toilet tissue, leaving a mother with 3 children with none
- Recognize the "at-risk folks" in your world and respond accordingly,
  - do not visit them unless needed
  - reduce their risk by running their errands for them (e.g. grocery store, laundromat for them to reduce them needing to be in larger public space
- *Dial Down the Drama* by being informed, checking facts, and not getting emotionally derailed with sensationalized or overly-politized reports.

Remember Attitude is Everything! Contact DonebyDunn to discuss further.