1. Analysis of current situation
2. What happened to stop your business operation
3. Who is adversely affected
4. Projected down time before re-opening
5. Defining assets still available for utilization
6. Systems & equipment
7. Workforce
8. Customers/suppliers
9. Expertise
10. Description of Challenges facing recovery
11. Marketplace
12. Product/services offered
13. Workforce
14. Operations
15. Financial
16. Current Financial situation
17. Available cash
18. Debts/obligations
19. Accounts Receivables/Accounts Payables
20. Recovery Steps
21. Find work, if possible, determine if you can do work deemed “Essential”?
22. 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.
23. Develop a simple marketing proposal and sell them on your capabilities to help
24. 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

1. New business opportunity
2. Create a contingency plan that can be used to raise money and secure outside assistance (Refer to Contingency planning outline from SEWN)
3. Financial Options

* Small business relief fund
* SBA disaster loan fund
* Small business grants

1. 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

1. Develop business re-build vision and link to your former business plan