



ENTERPRISE GREAT LAKE TAUPŌ

Covid-19 Business Response Checklist

A handy checklist to ensure you're well prepared

- ☐ **People - Keep your team and customers safe**
 - ☐ [Health Advisories](#)
 - ☐ [Workplace infectious disease prevention](#)
 - ☐ [WorkSafe](#) Planning for your business Policy
 - ☐ [Working](#) for home policy. Create or update for any remote workers
 - ☐ [Team Wellbeing](#) toolkit and [Ten Percent Happier Sanity Guide](#)
- ☐ **Advice - Contact your professional advisors**
 - ☐ Accountant / Financial advisor
 - ☐ Update Business Accounts - [Xero/Myob](#)
 - ☐ Bank Manager / Business Manager - [NZBA](#)
 - ☐ Insurance Broker - [ICNZ](#)
 - ☐ Lawyer - [Bell Gully](#). (5 key legal issues on your agenda)
- ☐ **Apply for [Govt Support](#)**
 - ☐ [Wage subsidy scheme factsheet](#)

- ☐ [Income support factsheet](#)
- ☐ [Business cashflow and tax measures factsheet](#)
- ☐ [COVID-19 leave and self-isolation support factsheet](#)
- ☐ [NZTE](#) - Importing and Exporting
- ☐ [Work and Income](#)
- ☐ **Agile Business**
 - ☐ Complete Business Continuity Plan template
 - ☐ Change large gatherings and meetings - [Zoom](#), [Skype](#), [Slack](#)
 - ☐ Move your data online - [G-Suite](#), [Office 360](#), [Trello](#)
 - ☐ Sell your product or services online - [Wix](#), [Squarespace](#), [Shopify](#), [Stripe](#)
- ☐ **Adapt your business**
 - ☐ Review core business, marketing channels and target markets
 - ☐ Focus on high margin product / activity
 - ☐ Adapt how you sell (Online, Delivery)
 - ☐ Adapt your product
 - ☐ Redeploy staff to other duties
- ☐ **Supply Chain**
 - ☐ Review stock and logistics - [Supply Chain Management](#)
- ☐ **Keep Informed**
 - ☐ [Govt General Response](#)
 - ☐ [Local Response](#)
 - ☐ [Govt Business Response](#)
- ☐ **Talk to Us**
 - ☐ [Enterprise Great Lake Taupo Regional Partner Network](#)
 - ☐ [Taupo Business Chamber](#)
 - ☐ [Towncentre Taupo](#)
 - ☐ [Destination Great Lake Taupo](#)