

# 6 WAYS TO PREVENT A VIRUS FROM DISRUPTING YOUR BUSINESS

Follow these tips to avoid costly interruptions caused by a virus outbreak.

## 1. STAY ALERT

Know your risks by using resources from the CDC, WHO, and an agency local to your region such as your state's Department of Health or your county's Emergency Management Agency.



## 2. CONNECT OFTEN

Communicate frequently with employees, key partners, clients/customers and suppliers/vendors. Consider hotlines, emails, intranets, dedicated websites and social posts.

## 3. LIMIT EXPOSURE

Implement "social distancing measures." Minimize in-person meetings and conference attendance and discontinue other nonessential travel.



## 4. KEEP THE SICK AT HOME

Prepare for absences by cross-training staff and/or obtaining temporary help.

## 5. PREPARE FOR DISRUPTIONS

Identify alternate suppliers/vendors in case of supply chain disruption.



## 6. BUILD YOUR PLAN

IBHS's OFB-EZ business continuity toolkit can help you identify what to do now to prepare for and respond to a virus outbreak. Learn more at [DisasterSafety.org/OFB-EZ](https://DisasterSafety.org/OFB-EZ).

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[DISASTERSAFETY.ORG](https://DisasterSafety.org)

IBHS COMMERCIAL GUIDANCE

# PREVENT THE SPREAD OF GERMS

- ✓ Keep a safe distance between yourself and anyone who is coughing/sneezing.
- ✓ Clean and disinfect frequently touched objects and surfaces.
- ✓ Cover your mouth and nose with your bent elbow or tissue when coughing or sneezing.
- ✓ Wash your hands regularly with soap and water for at least 20 seconds.
- ✓ Avoid touching your eyes, nose, and mouth.

