SHUTDOWN RECOVERY PLAN
Created by SEWN for COVID-19 issues
www.steelvalley.org/SEWN

I) Analysis of current situation
   a) What happened to stop your business operation
   b) Who is adversely affected
   c) Projected down time before re-opening

II) Defining assets still available for utilization
   a) Systems & equipment
   b) Workforce
   c) Customers/suppliers
   d) Expertise

III) Description of Challenges facing recovery
   a) Marketplace
   b) Product/services offered
   c) Workforce
   d) Operations
   e) Financial

IV) Current Financial situation
   a) Available cash
   b) Debts/obligations
   c) Accounts Receivables/Accounts Payables

V) Recovery Steps
   a) Find work, if possible, determine if you can do work deemed “Essential”?
   b) 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.
   c) Develop a simple marketing proposal and sell them on your capabilities to help
   d) 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

VI) New business opportunity
   a) Create a contingency plan that can be used to raise money and secure outside assistance (Refer to Contingency planning outline from SEWN)
   b) Financial Options
      - Small business relief fund
      - SBA disaster loan fund
      - Small business grants
   c) 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

VII) Develop business re-build vision and link to your former business plan