

# restart

## How are you preparing to restart and resume work after the Lockdown?

An Action Plan on following points may help you prepare for post lockdown starting:

1. How you shall clean and sanitize your work area to start work on 15 April?
2. What shall you do to ensure that you and your Team follows cleanliness, hygiene, social distancing?
3. What shall you do to train your people in following new rules of basic hygiene and social distancing?
4. Innovation/ ideas/ suggestions:
  - What new innovations and improvements you will do in your work area
  - What new automation you will do in your area so that some work is done automatically
5. Are you in touch with your people?
  - Have you Called your Staff and workmen to check about their wellness and give them confidence
  - Have you Called Customers & Vendors
6. What is your Present Financial/ Cash-Flow position?
  - Prepare a Cash-flow Analysis
  - Do your own Cash Flow Analysis
  - Make a list of expected payments in April and May
  - Make a list of all '**Must Do Payments**' of April & May, for example Salary/ Wages, Electricity Bills (if no relief comes), Other Essential Payments
7. Are you aware of Relief Measures announced the Govt. Are you utilising those?
8. Have you paid March Wages and Salaries
9. Are you making some Special Transport arrangements for your employees?
10. Have you taken inventory of RM, Semi-finished, finished and goods in transit to resume Production and business smoothly?