

## COVID-19 BUSINESS RECOVERY ADVISORY

### Introduction

1. Your success is our core priority. CapaBuil Ltd recognizes that the unprecedented economic fall-out from the covid-19 pandemic has created extreme uncertainty and caught many businesses off-guard. CapaBuil experts have deliberated and put together the tips below to help you through the crisis.

### Hold Crisis Meeting

2. Hold a pre-decision makers meeting with your head of finance and deputy CEO to gain interim knowledge of the cashflow status of your organization. You will need these insights to shape your guidance and deliberation with the senior management team.
3. Convene a crisis meeting with senior decision makers - Ask each to share their perspectives on how your organization could respond - Listen and note down each contribution.

### Company Cashflow

4. Engage your creditors and discuss relief through relaxed terms over the next few months.
5. Follow up on all debtors and use best endeavors to get them to pay. Make this follow up twice a week at the very least and exercise prudent judgement on when not to.
6. Identify non critical corporate expenses that you should immediately discontinue.

### Customers

7. Keep in touch with your clients and provide them with an update on the status of your service delivery.
8. Consider what support you can offer your clients online at a very low fee or for free- The depressed economic environment means people and businesses will run very low on cash resources.

### Take Care of Your Staff

9. Advise your staff on personal finance management during this tough time.
10. Encourage them to avoid unnecessary expenses and preserve cash as much as possible.
11. Communicate the decisions of the senior management- some will be painful - e.g. pay cuts, leave without pay, redundancy etc.
12. Guide staff to fully observe the guidance on infection prevention.

### Communication, Innovation & Engagement

13. Use online platforms for communication and meetings to ensure physical distancing.
14. Keep communicating and engaging with your stakeholders - Staff, customers and the public.
15. Hold regular review meetings with staff to identify new opportunities your business should be considering for the recovery and growth strategy beyond the Covid-19 Pandemic.
16. Successful innovation is a long-term game. Continuous thinking about and iteration of your ideas towards improvement will lead to breakthrough solutions that will make your business truly great beyond the Covid-19 pandemic.

Call on us for support-We are available 24/7. Visit: [www.capabuil.com](http://www.capabuil.com)

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