

Consider other countries of origin, as well as domestic suppliers who may be able to supply with shorter lead-times at lower transportation costs.

- Consider dual sourcing (locally and overseas) for critical components.
- Develop, refine, and train employees on your disaster response plan, and a broader business continuity plan. This would include a number of scenarios and risk mitigation measures.
- Have a process to monitor global events to identify potential spikes in demand or supply chain disruptions early.

Preventing and preparing for employee illness:

- Promote a healthy workplace for employees to retain your team. Now is a great time to promote good health and wellness practices, especially proper handwashing. View CDC guidelines [here](#).
- Identify critical roles – from customer service to shipping – and consider immediate cross-training, system access, and have an employee back-up plan in place.
- Review your employee skills matrix, standard operating procedures (SOPs), and work instructions to see who can jump into other roles quickly, if needed. Contact FloridaMakes for help creating these.
- Encourage employees to review their health insurance coverages, and to take care of themselves and their families.

Other considerations:

- Communication is key. Talk with your employees, customers, suppliers, distributors, carriers, and brokers about potential supply chain disruptions, and how you can work together to mitigate issues.
- Collaborate with your regional manufacturers' association (RMA) to keep updated on the current situation. Your RMA can connect you with local manufacturers that may be able to help with materials or contract manufacturing if your business is disrupted.
- Remember the impacts vary across the global supply chain, so local suppliers can also be affected based on their sources of supply.
- Travel and workforce issues overseas can impact your local supply chain.
- Remember that you face competing demands for global product and transport resources.
- Stay tuned to reputable sources, such as the US Centers for Disease Control & Prevention (CDC) or your local US International Trade Commission office, about the issue. The COVID-19 situation is changing daily.

Additional information about business continuity: www.FloridaMakes.com/BusinessContinuity

Contact FloridaMakes now for help implementing supply chain disruption planning or a complimentary Business Continuity Assessment.

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