

Additional activities you can undertake to prepare your business

Consider the Health and Safety of Staff

Personal Hygiene



Work with your staff on practicing good personal hygiene habits – provide anti-bacterial soap and antiseptic hand sanitizer in the workplace and make sure if staff are handling money or interacting with customers to be vigilant on their regular hand washing. The virus can be passed on by sneezing and coughing so keeping personal space distance is also important.

Workplace hygiene



Work with your staff on setting up a roster to keep your office space hygienic and virus free – have antibacterial cleaning products available to use to wipe surfaces on a regular basis. Coronavirus can live on skin and surfaces for days not hours.

Talk with your staff about possible work from home/reduction in shifts possibilities

Realistically, if businesses slow down/close for period of time staff will be affected. Its best to discuss with your staff what the arrangements may look like to keep them employed, even part-time while they are home.

Money matters



Make sure you have some savings. Business income may slow down or dry up for a period of time, but you will still have staff to pay, supplies to buy, bills to pay.

Reconsider non-essential capital expenditure – if you have any business improvement projects coming up put them off until your business is back to normal.

Banks/bank branches may close – having cash on hand will assist in times you cannot access your savings the usual way.

Communications – get your messages ready



Businesses need to start thinking about what messages they want to convey to their staff, customers, clients, suppliers, depending on what happens next.

If your business and service delivery are affected by the virus you will need to let your customers and suppliers know of your situation.

If Coronavirus arrives to Vanuatu you will need to let customers, clients and suppliers know of this.

If Coronavirus doesn't come, this is a positive message to use to promote your business (especially if you are in the tourism industry).

DO NOT PANIC

We advise to take a "hoping for the best, planning for the worst" approach to planning for what the effects could be of the Coronavirus pandemic. If you need more information or just want to talk to someone please contact VCCI on 27543 or [email information@vcci.vu](mailto:information@vcci.vu)



Ol narafala aksen we yu save mekem blo mekem rere bisnis

Helt mo sefti blong ol wokman emi impoten

Ol samting blo mekem blong yu wan yu stap kiln oltaem



Toktok wetem ol wokman blong yu blong save gud ol samting blong mekem blong olgeta wanwan oli stap klin oltaem – putum ol sop we emi save kilim ol bebet blong sik long ples blong wok mo tu toktok wetem ol wokman we oli stap wok wetem ol kastoma blong oli mas tekem kea mo no foket blong wasem hand blong olgeta.

Ol samting blo mekem long wok blong emi stap klin oltaem



Toktok wetem ol wokman blong yu blo mekem wan plan blong ol wokman oli tekem pat blong mekem ofis emi klin mo nogat bebet blong sik – Ofis emi mas gat emi stap ol sop blong kilim ol bebet blo sik we oli save usum blong wipem ofis emi klin oltaem. Bebet ya Coronavirus emi save laef kasem dei long skin mo antap long ol samting.

Toktok wetem ol wokman blong yu long posibiliti se bae save kasem wan taem we oli save wok nomo lo haus/ taem blong wok bae emi smol nomo



Stret tok se spos bisnis emi slo/ klos long wan shot taem bae ol wokman oli harem efekt blong hem. Emi gud se yu toktok wetem ol wokman blong yu afta mekem rere sam plan blong folem blong mekem se ol wokma oli gat wan wok e stap, emi save wok smol long haus blong hem.

Mani emi impoten



Mekem sua se yu gat smol mani emi stap samples. Mani we emi kam insaed long bisnis bae emi save slo daon long wan taem we bambae emi kam be bae yu stil gat ol wokman blo pem olgeta, mo tu ol saplae, mo bil blo pem.

No pem ol samting we emi sas – sapos yu gat any projek we yu plan blong mekem blo mekem gud bisnis blong yu, lego emi stap fastaem kasem taem we bisnis blong yu emi kambak nomol.

Ol banks we oli stap lo taon wetem olgeta we oli stap long ol aelan bae oli save klos – mekem rere se yu gat mani emi stap wetem yu from bae yu no save karem mani long bank sapos emi klos.

YU SHUD NO FRAET

Mifala wantem letem ufala save se umi mas hop blong everi samting emi oraet, be umi mas rere sapos ol samting oli go nogud taem sik blo Coronavirus emi kasem umi. Sapos yu wantem save mo infomesen, o wantem toktok wetem wan man, yu save kolem VCCI long 17543 o email information@vcci.vu.