

COVID-19 Alert Level 4 Planning Framework

"Week" One	Week Two	Week Three	Week Four
<p><i>Thursday 26 March – Sunday 5 April</i></p> <p><small>Note: Official lockdown started 11.59pm Wednesday 25 March 2020</small></p>	<p><i>Monday 6 – Sunday 12 April</i></p>	<p><i>Monday 13 – Sunday 19 April</i></p>	<p><i>Monday 20 – Sunday 26 April</i></p> <p><small>Note: Official lockdown end date is Wednesday 22 April 2020</small></p>
<p>Focus: Prepare for lockdown</p> <p>Immediate Actions:</p> <ol style="list-style-type: none"> 1. Apply for Wage Subsidy 2. Communicate with your Team 3. Set up remote working, where possible 4. Write off bad debts 5. Apply for Venture Taranaki Voucher 	<p>Focus: Scenario Planning</p> <p>Actions:</p> <ol style="list-style-type: none"> 1. Prepare high, medium and low profit and cashflow scenarios for the next 3 months 2. Determine business decisions you need to make right now vs. decisions you can make later 3. Negotiate funding requirements with Bank 4. Communicate with your staff 5. Ensure documentation of key decisions is recorded 	<p>Focus: Restart Planning</p> <p>Planning to transition out of Alert Level 4, key things to think about are:</p> <ul style="list-style-type: none"> • My business model based on my new ongoing revenue • What have I learned during lockdown that means the way I restart my business will be different (new ways of working and living)? 	<p>Focus: Execution of Restart Plan</p> <p>Focus on execution of the immediate actions required to transition out of Alert Level 4 (determined in Week Three)</p>
<p>Free Velocite Resources:</p> <ol style="list-style-type: none"> 1. Blog: You have 48 Hours – What you need to do first 2. Blog: How do I decide whether I pay my employees 100%, 80% or just the Wage Subsidy? 3. Blog: Ask your staff 4. How to process Payroll – Wage Subsidy 5. How to code COVID-19 Wage Subsidy & Payroll 	<p>Free Velocite Resources:</p> <ol style="list-style-type: none"> 1. Business Continuity Planning Templates 2. Blog: Hold, Grow, Decline 3. Velocite Scenario Planning Instructions 4. How to process payroll week two 	<p>Velocite Resources:</p> <ol style="list-style-type: none"> 1. Restart Planning Framework 2. Payroll - Easter 	<p>Velocite Resources:</p> <ol style="list-style-type: none"> 1. <i>To come</i>