Restart to Recover

Restart and debottleneck your business operations to adjust to changes in operations, workforce, supply chain and sales

Potential quick wins you can attempt to problem solve the issues you may encounter when restarting operations. Additional suggestions can also be found under additional resources.

Workforce *(for more details see also module on* <u>Manpower</u>	✔ Management and supervisors at all levels to lead by example in following new COVID19 procedures at all times ✔ Strictly follow: one person per workstation per shift ✔ Communicate and team work whilst keeping social distance ✔ Clearly communicate challenges and plans for your business and expectations from your workforce ✔ Listen to and address concerns voiced by your staff and workforce ✔ Provide quick feed-back through frequent, brief team meetings ✔ Encourage and reward suggestions from all to get your business ahead ✔ Assign experienced staff to lead core positions/functions ✔ Team up new workers with experienced workers (buddy system) ✔ Recruit locally when needed, potentially jointly with local colleges and Industrial Training Institutes ✔ Update and practice Standard Operating Procedures (SOPs)
Production *(for more details see also module on* <u>Operations</u>)	✔ Remove all unnecessary or unused inventory of parts, work in progress, reject product ✔ Remove any unused machinery, equipment, tools, fixtures etc. ✔ Assign clearly demarcated location for all parts, tools, fixtures etc. ✔ Make sure all unnecessary items can be easily spotted and removed ✔ Make sure there is adequate light and ventilation at the right locations ✔ Switch off anything that is not in active use (lights, taps, fans, AC, motors, conveyor belt, pumps, etc.) ✔ Identify and eliminate all spills and leaks of (intermediate) product, ingredients, oil, steam, water, compressed air, etc. ✔ Segregate and recover for reuse any scrap and left-over materials and auxiliaries and potentially components of reject product ✔ Replace anything that is broken with alternative that is more efficient in use of energy, water and/or material/chemical (e.g. lights, nozzles, motors, pumps etc.)

CHECKLIST

Building Back Business from Crisis
MSME

UNIDO
UNITED NATIONS
INDUSTRIAL DEVELOPMENT ORGANIZATION

COVID-19 RESPONSE

Restart to Recover

Supplies *(for more details see also the module on Supply Chain)*	☑ Prioritize your supplies and focus on those that are Essential or Needed ☑ Prioritize your suppliers and identify whose supplies may not be able to reach you ☑ Find out how your suppliers are doing and figure out what you can do to support them to get them back into business ☑ Identify and work with alternative suppliers for your supplies, starting in local area and/or with other existing supplierswhich may have similar capabilities ☑ Explore opportunity to aggregate your supplies with those of other companies in your area to overcome challenges in logistics, warehousing, etc. ☑ Initiate discussions on prices and supply and payment conditions to support your business' cash flows
Sales *(for more details see also the module on Sales)*	☑ Assume perspective of the final consumer of your product to understand how changed customer perceptions could affect your products and sales ☑ Find out how your customers are doing and what you can do to get demand from your customers for your products restarted ☑ Review your customer locations and prioritize sales to customers that can be reached easily ☑ Explore new customers and markets, with current or slightly modified products ☑ Explore opportunity to aggregate your deliveries with those of other companies in your area to overcome bottlenecks in logistics, warehousing and distribution ☑ Initiate discussions on prices and delivery and payment conditions to support your business' cash flows

CHECKLIST

Disclaimer: Information intended for general advice