



**LOS ANGELES COUNTY**  
**ECONOMIC DEVELOPMENT CORPORATION**

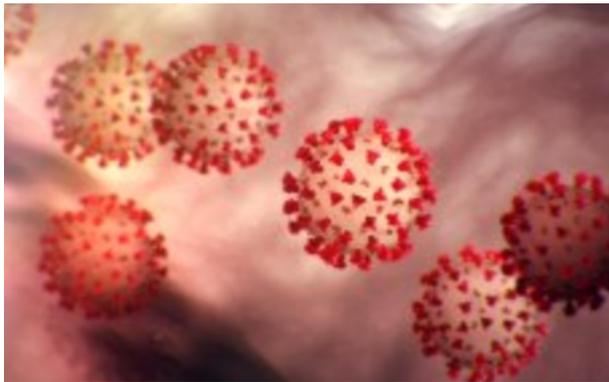
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### **Take measures today to prepare your organization for Coronavirus(COVID-19)**

LAEDC offers the following steps for employers of all types.

Businesses throughout California are able to decrease the economic risks posed by Coronavirus (COVID-19). LAEDC presents the following recommendations. As with any recommendations, we ask readers to evaluate the merit of each, based on their own organization's needs. Businesses which are experiencing significant economic harm can contact LAEDC for strategic assistance, confidentially and at no cost, as part of LAEDC's nonprofit mission. Email [covid19response@laedc.org](mailto:covid19response@laedc.org)

1. Follow The CDC "Interim Guidance for Businesses and Employers to Plan and Respond to COVID-19." The guidance is designed to help prevent workplace exposures in non-healthcare settings, prevent stigma and discrimination in the workplace, and to help ensure continuity of operations.

- Employers should actively encourage sick employees to stay home in order to protect their fellow employees and other members of the public.
- Emphasize appropriate respiratory etiquette (contain coughs and sneezes) and emphasize good hand hygiene by all employees.
- Establish policies and practices to increase the physical distance among employees and between employees and members of the public if public health officials call for social distancing to reduce the spread of the virus.
- Perform frequent environmental cleaning of the workplace, especially surfaces that are frequently touched in common areas.
- Restrict travel to areas with known outbreaks.

2. LAEDC adds to healthy workplace responses with this:

- Change the business etiquette of shaking hands for the near future.

- Install alcohol-based hand sanitizer stations.
3. Put plans in place to continue operations should any (or many) employees become ill and require long quarantines. By the way, these steps will also help prepare your organization should a large earthquake occur.
- Make available video conferencing software and phone bridges for virtual meetings rather than relying on in-person group meetings.
  - Utilize cloud-based email, voicemail, shared documents and other IT systems.
  - Install appropriate apps on employees' phones or mobile computing devices in order to access work remotely.
  - Cross train staff on essential functions to ensure business continuity while any key employees may be unavailable.
  - Consider moving your phone system and voicemail to the cloud; it is easier to retrieve messages from home and setup call forwarding.
  - Consider changing workflow to sharing documents in the cloud, so collaboration is still possible with many remote employees. Ensure you have good security protocols in place for sensitive documents or work streams.
  - Move email to the cloud, rather than hosting it on servers at the office. This is more related to other types of disasters that might disrupt IT systems, but is a best practice in LA County.
  - Encourage employees to move payroll to direct deposit.
4. Diversify supply chains to become less dependent on individual suppliers from territories that may be at greater risk of impacts from COVID-19, if your operation depends on such supply chains.
5. Plan now for lines of credit / capital, in case working capital and cash flows become impacted by a reduction in consumer demand or a delay in ability to fulfill product or service orders. [U.S. Small Business Administration \(SBA\) has now made disaster loans available to businesses](#), and pending the outcome of H.R.6040 the interest rate may decrease to zero. California IBank is another source for emergency loans, via Pacific Coast Small Business Development Corp.
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