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# PLAN TO STAY IN BUSINESS

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|  | List the main activities needed to run your business and rank activities based on urgency |
|  | Describe the main activities of your business in details |
|  | Identify the tools, equipment, software, and application needed to run your business |
|  | List the important documents your businesses use, and their backup locations.  [Business Continuity Plan](https://www.fema.gov/media-library-data/1389019980859-b64364cba1442b96dc4f4ad675f552e4/Business_ContinuityPlan_2014.pdf) |

# PLAN TO STAY IN TOUCH

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| --- | --- |
|  | List the names of your employees, their contact information, and any accommodations and needs (i.e., disabilities and other access and functional needs) they may require. |
|  | Determine viability: Is there a market for your service? |

# PLAN TO PROTECT YOUR INVESTMENT

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|  | Review and update your business insurance.  [Business Insurance Discussion Form](https://www.fema.gov/media-library-data/1389017324674-9b45706d0f7cb9bccef9c3e4dd4a64dd/Business_InsuranceDiscussionForm_2014.pdf) |
|  | Identify and maintain contacts for your building owner, management and/or maintenance. |

# KNOW HOW TO RESPOND

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|  | Make a plan to keep in touch with employees during an emergency, select places to meet your employees in case you have to evacuate, and gather emergency supplies for your business. [Business Emergency Supplies](https://www.fema.gov/media-library-data/1387572158481-3561e0b74b8da0f6deb4424c9a29bbf6/business_emergency_supplies.pdf) |

# MORE RESOURCES

Visit [Fresno County Public Health](https://www.co.fresno.ca.us/departments/public-health/covid-19) for the latest information and helpful links related to COVID-19 in Fresno County.

Visit [CDC COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html) for interim guidance for businesses and employers.

Develop your business continuity plan by visiting: [**https://www.ready.gov/business-continuity-plan**](https://www.ready.gov/business-continuity-plan)

For more information contact the Fresno County EDC at 559-476-2500 or visit us at [www.fresnoedc.com](https://www.fresnoedc.com/)