* Assess the risk of exposure in your operations including any overseas workplaces
* Create a policy on dealing with the virus in your organisation and ensure employees are aware
* Keep employees updated on what you are doing to ensure their health and safety
* Stay up to date with government guidance on self-isolation on return from certain countries
* Consider bringing employees who are located abroad home
* Consider stopping overseas business travel and make arrangements for any overseas
* meetings to be held via Skype etc, or postpone them
* Send communication to all employees reminding them of good hygiene measures
* Ensure there are sufficient soap supplies available and consider providing tissues and hand sanitiser to the workforce
* Speak with those in charge of cleaning the workplace and ask for frequent deep cleans
* Ask employees to keep you informed of any overseas holiday travel so you can manage their return Remind employees of your annual leave cancellation procedures
* Consider your response to employees cancelling annual leave plans
* Decide how you will deal with pay during self-isolation for employees who are not actually sick e.g. will it be no pay, sick pay or full pay?
* Keep up to date with any changes to rules on statutory sick pay (SSP) for employees who are confirmed as having the virus
* Make sure managers are aware of coronavirus symptoms so they can spot it quickly
* Assess whether employees can work from home instead of coming to the workplace
* Create a work contingency plan in case key members of the workforce are to be absent