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| **Business Recovery Needs** |

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**Question Title**

1. What internal changes have you made to employee policies, business processes, etc to manage through these times?

Practice social distancing

Canceled meetings or moved them to virtual meetings

Clean work stations frequently

Provide employees with hand sanitizer, mask, gloves, etc

Close communal spaces (lunchrooms, break rooms, meeting rooms)

Create alternative shifts (morning/afternoon)

Taking employees' temperatures before permitting them to enter

Establish anonymous reporting for unsafe practices or violations of protocol

Other (please specify)

**Question Title**

2. What alternative services are you offering in light of COVID-19?

Home delivery

Online services

By appointment

Not applicable

Other (please specify)

**Question Title**

3. What information would be the most helpful to your business during the recovery process?

SBA

Department of Labor

Small Business Development Center

Seminar/Webinars on accounting, banking, finance, human resources, etc

Other (please specify)

DONE

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