



Waterford
BANK, N.A.

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SOME CONSIDERATIONS FOR YOUR BUSINESS COVID-19 CHECKLIST

As part of your response to the Coronavirus (COVID-19) outbreak, it's important to have a plan in place to help preserve your business. Your existing disaster recovery plans are a good place to start, but in the face of this pandemic consider these additional steps.

Banking

- ▶ Connect with your banker. Reach out with your concerns and see what tools and products are available to help you in these unprecedented times.
- ▶ Take advantage of online and mobile banking options, so you can keep your business moving without making trips to the bank.

Operations

- ▶ Ensure you have either adequate supplies of inventory for a sustained period and/or diversify your distributor sources in the event one supplier cannot meet an order request.
- ▶ Many companies have business interruption insurance; Now is the time to contact your insurance agent to review your policy to understand precisely what you are and are not covered for in the event of an extended incident.
- ▶ Document your processes and procedures as you work through this unprecedented environment. Keeping notes on what has worked and what opportunities you've found can help you if a situation like this arises in the future.
- ▶ Continue to communicate both internally and to external customers to let them know you are addressing current needs as we see daily changes.

Security

- ▶ Review and undertake any needed cybersecurity preparations for increased remote access to company networks or data.
- ▶ Remind employees to "Think Before They Click". Cybercriminals are opportunistic, and we have seen instances of the Coronavirus being used to perpetrate phishing schemes.

REDEFINING RELATIONSHIP BANKING

No matter the health or economic impact our communities may go through, we remain dedicated to the health and safety of our customers, employees, and neighbors – because that's what being a community member and partner is all about.

Ready to work with a better banking partner?

Contact our Bankers today!

TOLEDO | PERRYSBURG | CLARKSTON | TROY

Loan Production Offices: BRYAN | FINDLAY

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