



**You MUST save this PDF to your computer
before filling in your information.**

Business Survival and Recovery Plan

Adapted from the Colorado SBDC Disaster Recovery and Continuity Guide for Colorado Businesses

Contact Information	
Name	
Business Name	
Phone Number	
Email Address	

Impact Statement

Please write a paragraph summary of how COVID-19 has impacted your business.

Recovery Plan

Start creating your long-term recovery plan by answering the following questions.

Question	Yes	No	Action and/or Comments	By whom	By when
Developed your recovery objectives? <i>Use Recovery Goals Worksheet on page 4.</i>					
Established a recovery team with clear responsibilities from the recovery plan?					
Can team members work off site?					
What are all the requirements to reopen your business? <i>Use Recovery Plan Worksheet on page 5.</i>					
Adequate resources (staff, finances, etc.) to bring the business up to normal operating levels?					
Cost to execute your recovery plan? <i>Use Cost Estimations for Reopening on page 6.</i>					
Incorporated lessons from running your business prior to the disaster into your recovery plan?					
Incorporated your analysis of the market conditions post-disaster into your recovery plan?					
Financial goals you want to achieve (net profit margin, ROI, etc.)?					
Addition of new product lines or removal of existing product lines?					
Addition of new services or a reduction of services?					
Can you reduce operating costs?					
Can you adopt new technologies and processes?					
Should relocation be an option?					

Recovery Goals Worksheet

Business Goal	To Do	By When	By Whom
<i>e.g., Re-evaluate product lines</i>	<i>Create sales by product list</i>	<i>xx/xx</i>	<i>Sales Manager</i>

Additional comments (optional)

Recovery Plan Worksheet

Business Activity	Recovery Action	To Do	By When	By Whom
<i>e.g., Close for 1 month</i>	<i>Temp layoff</i>	<i>Notify employees</i>	<i>xx/xx</i>	<i>me</i>

Additional comments (optional)

Cost Estimations for Reopening

Expense	\$	Explanation
Advertising		Promotion for reopening the business
Inventory Restock		The amount of inventory needed to be restocked
Payroll/Wages		Onboarding previous/new employees
New Technology		Reshaping business model
Services		Cleaning per public health guidelines
Equipment		Implementing physical distancing
Lease/Rent Payment		Amount to be paid before reopening
Licenses and Permits		Check with city or state offices
Professional Fees		Include CPA, attorney, engineer, etc.
Extra Staff		Cleaning, etc.
Cost of New Vendors		Supply chain interruptions (possible cash on delivery)
Supplies		Sanitizing, cleaning, personal protection equipment
Unanticipated Expenses		Include an amount for the unexpected
Shipping, Product Distribution		Product delivery, warehouse fulfillment
Additional Overhead Costs		
Other		
Other		
TOTAL START-UP DOLLARS		Total amount of costs before reopening