Alert levels your logo here

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|  | **Activity Signs** | **Actions** |
| **Alert Level 1** | Normal activity levels | No changes required |
| **Alert Level 2** | Talk about initial impacts/limits/restrictions for your business.Income suppressed, and revenue is projected to be affected.  | Reduce unnecessary expenditure, these include all costs associated with activities in the office such as; external meetings, office cleaning, taxis, printing, kitchen costs, etc. |
| **Alert Level 3** | Staff working remotely.(or not?)List pertinent measures to your sector/industry. Revenue/Income/Funding forecast is lower than usual, our guide is below $xx pm. | More significant cuts in operating costs. These include:* Staff functions
* stakeholder get togethers
* unnecessary IT costs
* staff training costs

We will also propose that all staff use their holiday pay at the rate of one day per fortnight which is an approx. equivalent to their accrual. This will allow our balance sheet to retain strength. |
| **Alert Level 4** | Staff working remotely. Forecasted revenue/income/funding is lower, Our guide is revenue forecast drops below $xx pm. | More significant cuts in costs including renegotiating fixed costs, reduce all base salaries by xx%, consideration to redundancies if this level continues for xx period. |