**Economic Recovery Task Force**

**Action Plan to Develop Response to COVID-19 Pandemic**

**March** **2020**

**Background**

The Economic Recovery Task Force (ERTF) was launched to develop an Action Plan to mitigate the potential economic impact to businesses from the COVID-19 Pandemic. The ERTF is a collaborative initiative representing the       area consisting of Local Government, Business Leaders and Stakeholders.

**Objective**

To create strategies to help **our business community** during and after the COVID-19 Pandemic.

**Strategic Approach**

We will create our resiliency and recovery initiatives under the following two groupings:

* Immediate (During Pandemic)
* Post Shut Down (After Pandemic)

The efforts of the ERTF will be focused on the potential actions that have the greatest consensus, will have the most meaningful impact and are viewed to be realistically achievable.

**Action Plan**

This action plan is an initial starting point and will be developed on an ongoing basis, based on the conference call held on      .

**Focus Areas**

1. Expand our volunteer network

2. Establish clear communication protocols

3. Establish business transition teams

4. Talk to local financial institutions

5. Establish a shop local first program

6. Celebrate Re-openings

**Working Groups**

1. Communication Team – Establish Protocols, Create and Communicate message

2. Community Measures – Create Strategies and Framework for economic initiatives

3. Business Transition Teams – Proactive engagement with business community to advise and facilitate response

**Initial Goals**

1. Discuss role of members/working group to deliver on mandate

2. Discuss potential approaches to deliver

3. Develop working plan

4. Questions / Resource requests to be made to ETRF

5. Set meeting schedule

**Deliverables**

1. Business Plan for each initiative

2. Creation of Standard Operating procedures – document for future use

**Meetings**

* Conference call - minimum once per week, be prepared for short notice emergency calls as required
* Collaboration online

**Timelines**

* Initial Meeting
* Planning Sessions

**ERTF – Attendees:**

**Expressed Interest in Joining:**

**Invited:**