

Crisis Diary Part I (General Information)

Date: Company Total # of Employees

thereof

at work (as usual)	home-based	ill	in quarantine	Sars-CoV-2 infected / Covid-19

thereof

Leadership Team					Permanent Employees					Temporary Employees				
Sars-CoV-2 / Covid-19					Sars-CoV-2 / Covid-19					Sars-CoV-2 / Covid-19				
at work	home-based	ill	in quarantine		at work	home-based	ill	in quarantine		at work	home-based	ill	in quarantine	

and

Contractors					Consultants					Other (Leave/Maternity Leave)				
Sars-CoV-2 / Covid-19					Sars-CoV-2 / Covid-19					Sars-CoV-2 / Covid-19				
at work	home-based	ill	in quarantine		at work	home-based	ill	in quarantine		at work	home-based	ill	in quarantine	

Official Restrictions	imposed by	valid until

Economic Impact	Unit	Currency

Crisis Diary Part II (Management Summary)

Date: Reporting Business Units:

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BU / #	Problem/Challenge	Action (Quick fix)	sustainably closed? (Y/N)	proposal for long-term (Y/N)	further monitoring (Y/N)	accountable

Crisis Diary Part III (Business Unit Aggregation)

Date:

Business Unit:

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#	Problem/Challenge	Action (Quick fix)	sustainably closed? (Y/N)	proposal for the long-term (Y/N)	accountable