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## COVID-19 EMPLOYER CHECKLIST

Every employer is faced with a huge number of new challenges that did not exist a month ago. Based upon inquiries from our clients, here is a list of “must- dos”:

- Develop a Company-wide layoff/furlough policy;
- Make sure employees understand how the Company will protect their health at work;`
- Understand all recently enacted emergency employment laws;
- Develop and implement an effective work from home program;
- Develop an emergency response program in the event of a positive diagnosis for an employee;
- Develop a comprehensive communication plan for both the public and for employees;
- Revise budgets and explore ideas for emergency financing; and,
- Review and reaffirm the Company’s commitment to its Community.

The Business Attorneys at Lyons Gaddis are available to advise you in relation to your business and employment issues and other COVID-19 related matters impacting your current and future business operations.