

F.A.Q About COVID-19 Layoff

Why is my company laying me off?

The state has mandated us to be closed during this pandemic for the majority of our dental services. Now that the government has stepped in and provided us a way to keep our business going and you a job long term it's in your best interest to stay home while we wait this closure out.

Why is it better for me to be laid off?

Now that the CARES Act has passed effective March 27,2020 there are supercharged unemployment benefits that will allow you to stay home and our business to stay in business.

How long does this "super charged" Unemployment last?

The super charged portion goes until June 30th, we do not see you using it for that length of time since we do anticipate hitting the ground running as soon as the state allows us to and we can bring you back.

Why didn't I get laid off before now?

It has always been our plan to keep our team together, even if it meant we did not receive any pay whatsoever. We have kept you employed and kept things as normal as possible during this abnormal time. Now that we have been provided a way forward, we now have a better way for you to receive a full paycheck. We are going to let the government pay you until our business is back up and running again. When that is will be determined by the state.

What happens to my job?

Your job is on pause.

What is going to happen to my company?

During this time, we will do everything necessary to keep the business running. This means we will answer the phones, check the mail, resubmit claims and follow up on accounts. Emergency care will be handled and unfortunately, we will be doing it on a smaller scale since we are on pause right now by COVID-19 virus and well the state.

How does this affect my benefits with the company?

Everything is on pause.

When do I get my job back?

Once the state allows us to work again, we will be calling you back as we ramp back up. We do not know what that looks like or when that will be, however when we call you back you will need to accept your job without delay in order for us to get back to work!

What can I do to support my company during this time?

Stay connected with us. We have our communication set up and we are asking everyone to stay connected. Daily would be great, however if you get tired of us or end up taking one too many naps during the day we will understand if you miss a day or so.

How can I continue to engage with my co-workers?

Stay connected! What you put into staying connected you will get out of it! We are all in this together! You will not be alone!

How can I take advantage of my time away from the company?

Think of this as a vacation! "Mandatory Vacation" none of us wanted this, nor did we expect this, but its happening and we can only control the health of the business and you at this point. Please try to spend as much time with your family (6 ft. apart please) and relax some!

Dear team:

Team,

As you guys know, we have been officially shut down by the government except for emergency work. We have had a great plan going and it has kept everyone with job security, we have done our part to keep patients from the hospital for dental emergencies and now we have figured out the best way to keep us strong as a business and your family provided for while we are on a "business pause". We have worked around the clock, setting up meetings, phone calls, webinars with everyone from our peers in other states (some of which have been closed down through June), our accounting firm, our legal team, bankers, etc. We have come to 4 conclusions:

1. This is a completely unprecedented event that nobody has a plan for
2. Nobody knows exactly what is going on and it seems to change constantly
3. This situation is terrible and pretty scary for everyone involved
4. There is an incredible feeling of people coming together to help and work with each other to get through this.

We have business interruption insurance – which is meant to protect the practice and the payroll in the case of a shutdown – but much like short term disability, it doesn't cover viral pandemics.

We have spoken with a number of experts in regard to the most recent government law which was signed in to law for this pandemic on March 27,2020, "The CARES act."

At this point in time, we have come to the conclusion that the best way for us to help our team get paid while we are on a "business pause"

1. Effective immediately we are going to do a furlough
 - a. You will find attached an official letter detailing the furlough for your records and reference
 - b. This furlough is indefinite, but we are planning on bringing every one of you back as soon as we have guidance from our state.
 - c. You will receive a final paycheck including hours worked as well as any accrued/unused vacation time.
 - d. You are still eligible to work on an "as needed" basis if you are receiving unemployment.
 - i. You will be paid by us for any hours that you work for the practice
 - ii. You must report this to unemployment, and they will remove part of what you would have made if you were getting "full-unemployment"
 - e. This is the greatest amount of money that we can get for you during this time.
2. We do want everyone to stay connected throughout this "Business Pause"
 - a. We ask that you check in daily on Slack. Let us all know how you're doing and what all your getting accomplished.
 - b. We are a family and we want to be lifting each other up during this time.
 - c. We will be posting daily updates about the office, new information we receive or ways that you can continue to advance your knowledge during this time.
3. We will continue to monitor the situation with the new laws and the incoming information with regards to aid for our team and business and we are going to keep you updated throughout this process.

This is something that we could ever imagined happening.

Though this is hard, stressful, and isolating – we are 100% confident that we are going to make it through this together. We have an amazing team and we are committed to coming out on the other side of this united and ready to take over again!

We sincerely care about you all very much. Stay well and stay in touch.

(Owners name and signature)

COVID-19 LAYOFF WORKSHEET

My final paycheck hours: _____ = \$ _____

My PTO that I have earned to date: _____ = \$ _____

Total Check: \$ _____

What I will be estimated to draw for unemployment \$ _____

Super Charge from CARES ACT \$ _____

Check from Government to household \$ _____

Current payroll check total \$ _____

CARES Act (UI) check total \$ _____

Official Notice

To:
From:
Date:
Regarding: Coronavirus (COVID-19)

Dear _____:

As the coronavirus pandemic continues to reveal itself at expedient speed, it has become clear that we are going to need more time to recover from its impact on our business and community. Therefore, we have come to the decision we are making today. We have made the difficult decision to issue a stop-work and furlough to you effective _____.

We hope to be able to resume regular business operations in the next few weeks, but like you, we do not know when that will be. We do understand the impact on you and the rest of our team. Please rest assured that we will be planning for our comeback, and our goal is to bring you back to work. We will maintain communication with you about our plans through Slack.

We will run a payroll as scheduled on _____ which includes a payout for any remaining accrued vacation time. We encourage you to apply for full-time unemployment immediately. This will allow you to take advantage of the super charged unemployment that the CARES act is providing.

Sincerely,

Owner's Name