

Employer Checklist for CARES Act Action Plan

1. Complete each employee's furlough letter
2. Complete each employee's COVID Math worksheet
3. Set your meetings face to face by individual or department. It's important that this is presented "In their best interest". They trust you as the leader and you will need to be the most authentic version of yourself right now.
4. Complete your document gathering ASAP to apply for your SBA loan
5. Set your meeting on the books with your bank
6. Open a separate bank account for the SBA loan to be funded through to ensure proper accounting of all funds being used.
7. Stay connected with your team daily. (this is critical)
8. Get your business tasks completed so that you are fully ready to work when your state allows you.
9. Create all the videos that you have committed to. (training, future training, social media etc) DON'T GET LAZY
10. Keep your minds sharp during this time. Your team counts on you to keep them up (even if you are down)
11. Personal Note cards sent to each team members home address during this "Business Pause" Show them that you care.
12. Work on your marketing plan to keep the business strong.
13. Prepare for the strong comeback. (what will we do to get the team back together and gelled quickly
 - a. Team outing (*lake day, ax throwing, field day, local charity event, soup kitchen, painting class, etc*)
 - b. Training days before reopening fully (*Will need to train on any new actions you will be taking post COVID-19 in the office such as OSHA, payment options, same day dentistry courtesies, in office dental plans etc.*)

Opening Opportunity's Door