



COVID-19 EMPLOYER CHECKLIST

FFCRA

- Be familiar with the [FFCRA](#). [FAQ](#)
 - Post the required [FFCRA Poster](#) in your place of employment.
 - Prepare E-PSL and E-FMLA Notices and Request Forms.
 - Know how to file for applicable [Tax Credits](#).
 - Know when an [exemption](#) comes into play for businesses with 50 or less employees or healthcare providers.
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CARES Act

- Be familiar with the [CARES Act](#).
 - Know the [difference](#) between EIDL and the [PPP SBA Loans](#).
 - Determine who will apply for the loan: you, your CPA, Bank, Attorney or [other](#).
 - Know the risks in layoffs and furloughs as it relates to the CARES Act.
 - Be familiar with the unemployment options for those employees that are furloughed or let go.
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BEST PRACTICES

- Have a Work from Home policy and checklist.
 - Have an Acknowledgement of Receipt for Company-Issued Property form.
 - Have a Furlough Letter ready in the event it needs to be enacted.
 - Have an official Essential Business Letter for your employees if applicable.
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COMMUNICATING TO EMPLOYEES

- Have an official communication document ready in the event of an infection in the workplace.
- Use an official communication document addressing: Business Travel, Remote Work, Family Needs, Keeping the Workplace Safe, Illness and Sick Leave, Personal Travel, Household Risks Related to the Workplace, and Potential Office Closures.
- Post and communicate [Keeping the Workplace Safe posters](#).
- Communicate your Health Insurance Policy around COVID-19 testing and use of telemedicine to keep exposure limited.

For sample policies, letters, checklists and forms, please email me at austin@creativegroupbenefits.com.