25 Essentials for Managing People Through the Curve(s)	
Communication	Is our Communication Strategy frequent, affirmative, and transparent?
	Is our Communication bi-directional, personal, caring, and providing management with regular and actionable feedback? Do managers have their own support system?
	Have we shared the company's post-Coronavirus business recovery strategy, even if it changes tomorrow? Do employees need a sense of confidence, hope, and engagement?
	Do employees have clarity about the business staffing strategy and how it affects their compensation & benefits?
	Have we established expectations for telework (breaks, routine, come as you can, flexibility, no micro-management, trust)?
Compensation	Is our Staffing Strategy allowing employees to maximize unemployment comp. (Avoid earnings over 30% of their weekly benefit rate)?
	Are any furloughed or wage-reduced exempt employees getting a fixed weekly salary on weeks when they work, regardless of hours worked, unless on FMLA? Are all exempt salaries at least $35,568?
	Are we prepared to track the payment of eligible expenses for PPP to ensure maximum loan forgiveness?
	Are we rewarding and appreciating those that are continuing to work in essential businesses?
Benefits	Do employees have information about how to access Virtual Care?
	Do employees know that Over the Counter is reimbursable through Flex Plans?
	Do we have an approved benefits eligibility strategy that extends or maintains eligibility throughout the execution of the staffing strategy?
	Do employees have the needed forms and instructions for requesting leave under the FFCRA?
	Are equipped with the tools to effectively calculate payments and track payments under FFCRA (necessary for the FFCRA Tax Rebate)?
	Are new posters from the DOL regarding the Paid Leave benefits under FFCRA posted and/or emailed (if <500 FT/PT Employees)
	Have determinations been made regarding whether to continue to accrue PTO or not; when or will accrued PTO be paid out? If FFCRA applies, PTO use cannot be required in place of FFCRA paid leave.
	EAP or HR is ready to provide enhanced communication regarding the benefit and procure necessary programming as applicable
	Is our 401K TPA prepared and ready to clarify, for employees, how to process permitted distributions (100K) as authorized under CARES? Complete the necessary plan amendments.
Development	Do managers have the knowledge and skills to effectively manage employees working or trying to work under stressful environments. Do they have guidance on where/how to develop needed skills?
	Do managers have the knowledge and skills to effectively manage employees working or trying to work in remote environments. Do they have guidance on where/how to develop needed skills?
Culture & Employee Relations	Are programs and practices available that encourage virtual socialization (Virtual workplace, drop-ins, planned breaks, fun & laughter)?
	Are our actions building relationships, trust, loyalty, and reinforcing or strengthening our employment brand or creating resentment & distrust that will make it harder to attract and retain in the future?
	Do we have a common technology toolbox and skillset for ongoing utilization of remote collaboration & socialization tools for employees to use with each other and with customers/suppliers?
	We've given people work or volunteer opportunities that they feel are serving a purpose and creating value and a sense of accomplishment?
Safety	Do we have a playbook for bringing people back to work? Create a safe working environment, health monitoring, sick policy, facility cleanliness, ongoing distancing expectations, Alternative Workplace Policy, meeting protocols, ongoing telework, etc…