Sample company shutdown Policy

The Company desires to continue serving its customers and maintaining a viable employment relationship with its employees. However, during an infectious disease outbreak such as we are experiencing now with the COVID-19 pandemic, the company desires may conflict with public health and safety and/or government guidelines. As such, it may become necessary for the Company to either temporarily or permanently cease operations.

Employees will be provided with as much notice as practicable concerning a need for the company to furlough, layoff or close the business due to unforeseen business circumstances related to an infectious disease outbreak or pandemic, such as COVID-19, including an explanation as to why notice was not provided if the employment decision is implemented without advance notice.

In the event of a furlough, employees will be provided with either a date in which they can return to work or the specific condition that needs to exist for employment to resume. Furloughed employees will not receive any pay during the furlough, but they will retain all of their Company provided benefits.

Employees who are laid off will have no reasonable expectation of when they might be able to return to work and will lose their benefits until such as time as the employee is returned to duty, if applicable.

Furloughed, laid off or terminated employees shall be eligible to receive unemployment benefits from the state, up until they are returned to work or such benefits have been exhausted.

While the company hopes to retain the services of its furloughed and laid off employees, all such employees are eligible to seek employment elsewhere during the company shutdown.

Employees subject to a layoff or termination under this policy will be notified about available benefits through the Consolidated Omnibus Budget Reconciliation Act (COBRA) and where to obtain additional information and guidance.