

# Halborns.

## CORONAVIRUS / FURLOUGH DOCUMENTS & TEMPLATES



### **CORONAVIRUS POLICY / £120+VAT**

- Helping you minimise risk, prevent disruption and stay safe, this policy will set out the responsibility employees must take to protect themselves, their colleagues and your customers.



### **FURLOUGH FACTS AND GUIDANCE / £250+VAT**

- User-friendly and covering over 40 questions and answers.
- Comprehensive and detailed, we cover all the up to date government guidance on the Scheme as well as important employment law considerations to minimise the risk exposure to your business.



### **FURLOUGH LETTER / £250+VAT**

- Clear, concise and compliant, our template letter ensures you include all the necessary information and detail to place your employees on furlough in order to claim reimbursement under the Scheme.
- Including a brief Q&A to answer frequent employee questions on the Scheme and what it means for them.



### **UNFURLOUGH LETTER / £120+VAT**

- By putting employees on furlough, you'll have made temporary changes to their employment status, so it's important their return is captured in writing to contractually unwind those changes.
- Our template will ensure you capture all the necessary information and adequately document your actions should you be audited by HMRC.



### **RETURN TO WORK GUIDANCE NOTE - £250+VAT**

- There's a lot of potentially tricky issues arising as a result of returning from a temporary business closure or bringing furloughed employees back, our note will help guide you through the employment law risks.
- Whether dealing with reluctant returners, managing shielding or vulnerable employees, managing redundancy processes, we'll have you covered!



### **SAFE RETURN TO WORK POLICY / £120+VAT**

- As you're trying to return to a sense of 'normality', you'll want to ensure you're setting out what's expected of employees to keep themselves, their colleagues and their customers safe.
- Our policy helps you follow government guidance, outline preventative measures, social distancing requirements, what employees should do if they show symptoms and loads more!

[CLICK HERE](#)

