

COVID19 CRISIS TOOLKIT



We are currently supporting many businesses all over the country through this unprecedented time. To assist in making this as easy as possible, we have put together a fixed price Covid Crisis Toolkit to give employers the following immediate assistance:

Written advice

Options of amending your contracts, furlough, redundancy, lay-offs and short time working.

Seven templates

- Additional clause to insert into your contracts to provide for furlough, lay-off and short time working and accompanying letter to seek agreement from your staff
- Letter to ask your staff to agree to reduce their hours (and pay) on a temporary basis
- Letter to ask your staff to agree to go onto furlough (where you have no contractual right to do so)
- Letter to staff who are continuing to work (whether at home or otherwise)
- Selection matrix for choosing whom you place on furlough
- Letter inviting staff to volunteer for furlough
- Letter to employees confirming their furlough start date as required by the Government

Letter check

We will consider your draft letters and final amendments (prepared by you on our templates) and give any feedback prior to you sending them out (subject to a maximum of one hour's work).

Updated templates

We will send you updated templates as the Government issues new guidance.

Fixed price one off payment of £750 plus VAT. Please note that we will require upfront payment of this sum before we provide the advice and templates set out above.



The amount of work that has been required to provide compliant and updated templates for businesses to use has been significant and whilst there is a modest cost to you, it does not reflect the level of work that has been necessary and this is in accordance with our ultimate aim which is to assist you to survive this current crisis and for your business to recover and thrive in future months and years.

If you would like to take advantage of this excellent offer or if you would like to discuss joining our HRExpress scheme on an ongoing basis please contact us on employment@stephens-scown.co.uk