



Published May 12, 2020

Dear Valued Client,

WLG Accounting, PC continues to operate as an essential business and we're here to continue providing you with the same quality service and attention you're accustomed to. For the time being, our offices will remain closed to the public. We have video conference capabilities and are happy to meet via that medium at any time or via telephone conference. Please feel free to contact us if you need to schedule a virtual or telephone conference.

As the Federal Government has issued recent guidance around 'Opening Up America Again', many states have outlined their re-opening plans. Please visit the following links which provide important information about what businesses need to do to comply with specific guidelines. Additionally, we recommend that you also consult your industry-specific guidance for other helpful information.

State of New Hampshire

[Stay At-Home 2.0 Universal Guidelines](https://www.governor.nh.gov/news-media/stay-at-home/documents/20200501-universal.pdf) <https://www.governor.nh.gov/news-media/stay-at-home/documents/20200501-universal.pdf>. Published by the Governor's Economic Reopening Taskforce, the guidelines apply to businesses and organizations that were deemed essential and remained open during the "Stay at Home Order" along with those that are re-opening all or a portion of their operations. There are many important elements to the guidelines including a process requiring employers to daily screen all employees reporting for work along with documenting their temperatures before they begin work. Employers must also update their internal employee illness policy to include symptoms of COVID-19 or create a COVID-19 specific policy.

Additional resources can be found here:

[NH.gov Website](#)

[COVID-19 Information page https://www.nh.gov/covid19/](https://www.nh.gov/covid19/)

Maine

[Restarting Maine's Economy Plan](#)

<https://www.maine.gov/covid19/restartingmaine>

(Effective 5/1/2020 with four gradual stages of reopening).

[Maine.gov Website](#)

[COVID-19 Checklist Compliance Form](#)

<https://www.maine.gov/decd/sites/maine.gov.decd/files/inline-files/COVID%20Checklist%20General%20Guidance%20updated.pdf>

(Required for businesses re-opening)

Massachusetts

[Mass.gov Updates and Information Page](#)

[COVID-19 Essential Services FAQs](#)

<https://www.mass.gov/info-details/covid-19-essential-services-faqs>

WorkShare Programs

Many states have adopted WorkShare programs amidst the COVID-19 crisis. These programs offer an alternative to lay-offs whereby employees work reduced hours while collecting unemployment benefits to supplement their lower wages. Here are links to the New Hampshire <https://www.nhes.nh.gov/nhworking/stay/index.htm>

Maine <https://www.maine.gov/unemployment/workshare/>

Massachusetts <https://www.mass.gov/topics/workshare-program> program sites so you can review the program details and criteria for eligibility.

Families First Coronavirus Response Act (FFCRA) Policy

Below are some model policies and a leave request form shared by, Attorney Debra Ford from JacksonLewis, P.C. Employers must adopt an FFCRA policy and provide that policy to their employees. You should also have employees acknowledge the policy.

https://www.dol.gov/sites/dolgov/files/WHD/Pandemic/FFCRA-Employee_Paid_Leave_Requirements.pdf

Policy Premium Payment & Credit Relief

The insurance industry continues to look at ways to give back to their customers amidst the COVID-19 pandemic. Since many risks are lowered due to businesses curtailing operations or closing altogether, companies are offering policy credits, refunds and other cost-saving benefits. Payment accommodations are also being made for those experiencing financial hardship. Each client's situation is different. Please call your commercial risk specialist if you'd like more information.

Restaurant Clients

We're sharing this helpful [guide](https://go.restaurant.org/rs/078-ZLA-461/images/National-Restaurant-Association-COVID19-Reopening-Guidance.pdf) <https://go.restaurant.org/rs/078-ZLA-461/images/National-Restaurant-Association-COVID19-Reopening-Guidance.pdf> to re-opening your business published by the National Restaurant Association.

Thank you for your continued business and trust in WLG Accounting, PC. We wish you continued good health and safety.

Best regards,

Weidema, Lavin & Grott Accounting, PC

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