

# 25 Questions to Return, Reorganize and Recover

*Are you ready to get back to work?*

## Return and Rehire – Getting Started

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1. What is current state of your business and what needs to happen for recovery?
2. Will business ever return to what it was or do you need to completely re-evaluate your organization structure?
3. Do you have a business plan?
4. Does your business have the same goals as pre-COVID-19?
5. Do you have a staffing plan?
6. What are your workforce needs for the next 30/60/90 days and beyond?
7. Will you bring your entire staff back immediately?

## Re-evaluate and Reorganize

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1. What new activities will be required to make staff and customers feel safe?
2. What new roles/activities will be required to comply with CDC and government guidance? What roles or activities are no longer relevant?
3. What if someone tests positive?
4. How will you maintain production if an entire department gets shut down?
5. What is your plan in case of a second wave?
6. What happens if key staff decide not to return to work?

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### Recovery – What does it look like?

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1. Will you continue to have people work from home?
2. How will you train new people?
3. Will you cross-train for back-up?
4. What is your recruiting plan? How will you get people off the sidelines?
5. How will you maintain your culture?
6. Will you be offering new or changing benefits?
7. How will this all affect your budget?
8. What bold changes can drive faster recovery?
9. What limitations/obstacles can prevent recovery?
10. Unemployment numbers are high - does that mean talent shortage is over?
11. You know you need help getting things in place to re-open but uncertain how long. How can you minimize risk?
12. How do you make your organization a place people want to come to?

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