Shutdown Impact Inventory Checklist for Employers

1. Financial Health

- [x] Review cash flow for the next 60– 90 days.
- [ ] Identify revenue sources that could be delayed due to government clients or partners.
- [ ] Confirm accounts receivable are current and collections are up to date.
- [ ] Evaluate operating reserves — aim for 4– 6 weeks of coverage.
- [ ] Speak with your bank or CPA about bridge-funding options if cash flow tightens.

2. Payroll & Workforce

- [ ] Verify payroll obligations can be met through the next cycle.
- [ ] Review employee classifications — especially if slowdowns lead to reduced hours.
- [ ] Assess potential layoff or furlough scenarios and ensure compliance with labor laws.
- [ ] Communicate transparently with staff about potential impacts.

3. Contracts & Client Work

- [ ] Identify contracts tied to federal or state funding.
- [ ] Review contract clauses about delays or 'lapse in funding.'
- [ ] Reach out to contracting officers or clients to confirm payment continuity.
- [ ] Pause or reschedule non-essential projects dependent on federal approvals.

4. Operational Readiness

- [ ] Review your supply chain — are any vendors federally funded or delayed?
- [ ] Ensure essential technology systems (payroll, HR, billing) remain operational.
- [ ] Back up key data and confirm access if staffing is reduced.
- [ ] Evaluate what tasks can be temporarily outsourced or automated.

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5. Compliance & Reporting

- [ ] Note any reporting deadlines to DOL, OSHA, or other agencies that may be paused.
- [ ] Document all communications or delays tied to the shutdown.
- [ ] Continue safety or life-protecting operations if applicable.
- [ ] Ensure all licenses, insurance, and certifications remain active.

6. Strategic Planning

- [ ] Identify new revenue opportunities not dependent on federal systems.
- [ ] Reassess hiring or expansion plans for the quarter.
- [ ] Develop a 30-day contingency plan in case the shutdown extends further.
- [ ] Schedule a business health review with your HR or operations consultant.