

Reopening Checklist

- Check your employee list is correct make anyone a leaver if necessary, or if any other changes have taken place
- Check and attend some of the S4labour webinars to refresh your knowledge on using S4labour.
- Forecast sales for opening week
- Forecast sales for the first 4 weeks of trade
- Plan your opening weeks rota, if your not sure when this will be you could always template it and load it into a future week, (tip if you create a blank template you can load this over to remove the shifts)
- Publish the opening week rota it so your team can prepare to return to work
- Check in with your teams to ensure they remember their log ins and can see their rotas
- Prepare your return-to-work policy share that in your teams profiles so they can pick it up in the app
- Schedule return to work interviews & load into profiles
- Plan your following weeks rotas and publish it
- Check any new requests that have come in either details changes or holiday and action those

There are also free S4labour refresher webinars available to book at
s4labour.co.uk/training-webinars