



TrainHR

Live Webinar
on
The Coronavirus in the Workplace



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- Executive consulting
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- Consulted to nearly 500 C-Suite executives and small businesses



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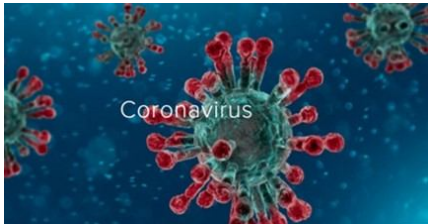
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Disclaimer



The information available through this podcast is for informational purposes only and not for the purpose of providing legal advice. You should contact your attorney to obtain legal advice with respects to any particular issue.

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Objectives



- Workplace preventive measures
- Understand options if the coronavirus shows up at work
- What to consider with your hourly and salaried employees
- Risk mitigation and business contingencies
- Communicating with your employees

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The Coronavirus




The coronavirus is setting a new bar for employers - an unprecedented test of our abilities to address and protect our employees and companies from a pandemic and business uncertainty

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Where Are We Now



- As of March 6th, 22 states have reported coronavirus cases
- US employers have added 230,000 new jobs in February despite concerns of a slowing economy and challenges with the coronavirus
- The unemployment rate has fallen to 3.5% down from 3.6%

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Where Are We Now



- A weakening global demand, in my opinion, is presenting a unique opportunity for US manufacturers to capitalize on new business
- As of March 5th, a school system with over 23,000 people, located in suburban Seattle, is the first to shut down for two weeks in an effort to control the spread of the coronavirus.
- These challenges present business owners an opportunity to find new means of adaptation and problem solving in today's market

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Workplace Preventive Measures



- The top resources employers should be monitoring:
 - Center for Disease Control
 - World Health Organization
 - local and state public health services
 - bestpractices.work website dedicated coronavirus page

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Workplace Preventive Measures

- We've learned the coronavirus is passed orally:
 - through spray from coughing and sneezing
 - with airborne particles landing on surfaces
 - transferred through person-to-person contact

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Workplace Preventive Measures

- Implement Nonpharmaceutical Interventions (NPIs)
- This is also known as Community Mitigation Strategies

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Workplace Preventive Measures

- Employer should continuously:
 - encourage employees to stay healthy
 - stay home when they're sick
 - wash hands often with soap and water
 - avoid touching face
 - Utilize the free downloadable posters, videos, checklists, and educational materials available through the CDC
 - build a culture around proper sneeze and cough etiquette
 - review, adjust, enhance, expand, and implement NPI's as circumstances change

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Workplace Preventive Measures

- Clean frequently touch surfaces and objects like doorknobs and countertops, water fountain buttons, phone receivers, faucet handles, and all restroom surfaces

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Preparation for the Arrival of the Coronavirus



- Expect concerned and fearful employees to look to you for answers
- Expect long-term absences
- Most absences for those affected by the coronavirus may include a minimum 14 day quarantine
- Prepare to stretch your attendance and sick leave policy
- Identify a room to isolate and prepare to transport a potentially sick employee if you believe they demonstrate symptoms of the coronavirus while at work

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Preparation for the Arrival of the Coronavirus



- Review accrued and used PTO or sick, vacation, personal time banks
- Verify and confirm if you are required to adhere to FMLA provisions
- Perform a risk assessment and identify areas of your business where you will need to create contingency plans and measures of control to ensure business continuity

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Preparation for the Arrival of the Coronavirus




- Consider which positions could support telecommuting
- Be clear on what your expectations are of your employees and prepare to communicate them
- Identify a primary point of contact to serve as a "clearinghouse"

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Preparation for the Arrival of the Coronavirus



- Review and understand travel expectations and requirements
 - China and South Korea – Warning Level 3: Avoid Nonessential Travel
 - Japan, Iran and Italy – Warning Level 2: Practice Enhanced Precautions
 - Hong Kong – Warning Level 1: Practice Usual Precautions
- Evaluate how pay is going to be impacted and review state laws regarding mandatory sick leave

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Preparation for the Arrival of the Coronavirus



- If you're in a state that has a proposed bill for a mandatory paid leave, or mandatory PTO provision, now is the time to communicate with your congressman/congresswoman and senators on how this can potentially negatively impact your business.
- Review your insurance policies to understand coverage for pandemics and communicable disease as well as coverage for potential loss of business

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Preparation for the Arrival of the Coronavirus



- If you have questions or concerns around whether or not an employee can sue their employer for the spread of a communicable disease, contact your employment attorney to better understand your risks.
- If you do not have an employment attorney, reach out to me and I will be happy to refer one to you

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Employee Considerations




- Encourage employees to conserve their PTO
- If employees have a zero PTO balance, or do not have enough in their PTO bank, you can:
 - Consider permitting employees to borrow PTO and implement a temporary negative PTO bank practice (where through time they accrue PTO and return to a positive or zero balance)
 - permit employees to take an unpaid leave without penalty

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Employee Considerations




- Doctors Notes
 - Nearly every employer is asking "do I get or require a doctor's note from a sick employee"?
 - The CDC is advising employers to refrain from requesting or requiring a doctor's note for absenteeism and the ability to return to work
 - The CDC is advising employers to permit an employee to return to work when they are symptom-free
 - This will be a complication if a company is required to adhere to FMLA standards, in which a physician's medical evaluation will likely be formally required

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Employee Considerations




- Americans With Disabilities Act
 - A very gray area
 - Under the ADA Direct Threat Standards, employers may inquire about the condition of their employee as it regards to the spread of communicable illness (context)
 - Also under the ADA's Direct Threat Standards, and employer can refuse to permit an employee to return to work in which an employee cannot be accommodated (context)
 - Under the ADA extra time off can be used as a potential accommodation

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Employee Considerations




- Americans With Disabilities Act
 - Telecommuting may also be considered as a reasonable accommodation
 - Restricting travel or permitting exemptions around required travel may also be considered as a reasonable accommodation
 - If you are in consideration of anything relating to ADA, you will need to gain guidance and advice from your employment attorney

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Employee Considerations




- Consider wage and hour reductions and eliminations
- Considered schedule and shift changes to meet production and customer needs
- Prepare and analyze regular forecasts around productivity and labor
- Watch for disparate impact and ensure any major or potential changes are supported by a strong thoughtful business purpose to support the significant and potential systemic change – evaluate & mitigate your risks

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Employee Considerations




- "How do I pay my hourly (non-exempt) employees" – most commonly asked question by employers
- Under FLSA non-exempt employees are only paid for the amount of time they actually work
- No additional compensation is required for a non-exempt employee if they do not work their full schedule for the week

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Employee Considerations




- Salaried (exempt) employees, under FLSA standards, must be paid for an entire week's salary if they have performed any work through the work week
- Full day absences can be replaced with the payout of PTO for that day
- Consider a reduced furlough or reduced work schedule for exempt employees so long as you work with your employment attorney to justify a change in the employee schedule and compensation with a business reason, it's temporary, and fairly and equitably distributed

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Employee Considerations



- Reductions in force and temporary layoffs/furloughs
 - can be considered
 - must be supported by a legitimate business reason
 - could trigger a WARN Act event if you have 100 or more employees
 - Some states may have additional notification requirements

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Risk and Business Contingencies

- Supply chain challenges:
 - Identify new and alternative suppliers
 - Identify new and potential transportation alternatives
 - Source domestic and local providers
- Be mindful your vendors are going through the same thing
 - Prepare for potential shortages and delays
 - Make "BFFs" with the one person who "is in the know" – your Radar O'Riley

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Risk and Business Contingencies

- Consider launching a waste reduction initiative versus a harsh focus on cutting costs

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Communicating to Your Employees



- Prepare a communications plan to include:
 - sharing a brief high-level overview and key elements of your response plan with your employees
 - how often you're going to update your employees
 - What type of mechanism will you use to communicate
 - how to address employee concerns
 - partner with human resources when you have questions
 - how to report an illness at work (clearinghouse POC)

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Communicating to Your Employees



- Prepare a communications plan to include:
 - what role your managers have in communicating within the company as well as how they should address employee concerns
 - utilize a text alert system
 - what resources are available to them:
 - benefit provider services such as Tele-nurse and virtual “doc-in-the-box” apps
 - EAP hotline & website
 - POC)

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Addressing You



- Most importantly, you need to take care yourself as a leader and influencer in the company
- Work at getting at least six hours of sleep and force yourself to rest and disconnect if necessary, to avoid burn out
- People are looking to you for the answers - if you don't have them, that's okay.
- But if you aren't caring for yourself, they will see it and could risk losing confidence in you

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What We Offer
Working to achieve results for your company

Our flexible portfolio of human resources consulting services for businesses and individual business professionals, with total or part-time capabilities for clients on local or global customer needs, and an integrated digital design capability, designed through regional offices, flexible engagements. Human Resources consulting provides cost-effective solutions to clients from our local and regional offices or virtual Human Resources professionals. Client portfolios of public and private sector organizations include: health care, education, financial services, technology, and other industries. We are proud to be a leading human resources consulting firm, with a track record of providing the best, allowing you to sleep peacefully at night.


Who is Human Resource Consulting for?

- Companies who need an immediate and professional solution
- Companies whose human resources strategy is outdated, ineffective and inefficient by current resources
- Companies wanting to protect and grow their business

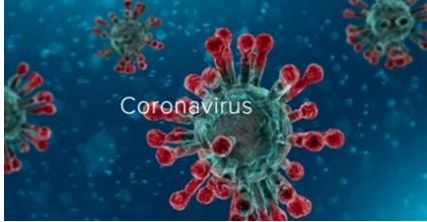
Social Media

The human resources website has a variety of social media links, including LinkedIn, Facebook, and Twitter. For more information, please visit our website at www.bestpractices.work

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Questions

If there are any further questions which I was not able to get to today, please feel free to contact me through the **bestpractices.work** website using the *Click to Contact Brenda* button on the Coronavirus page



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