

Returning to the Workplace in a COVID-19 Environment

Presented by:

Eric Ziehlke, Insperity

Bill Dardano, Insperity

May 12, 2020

1/2 Credit





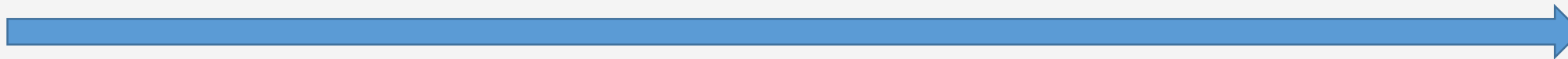
Insperty®

HR that Makes a Difference™



Guidelines for Opening Up America Again

STATE OR REGIONAL GATING CRITERIA		
SYMPTOMS	CASES	HOSPITAL
Downward trajectory of reported illnesses and symptomatic cases in a 14-day period	Downward trajectory of documented cases or positive diagnoses in a 14-day period	Regional hospitals are prepared to test all patients and test at-risk healthcare workers



PHASE 1	PHASE 2	PHASE 3
Encourage working remotely	Continue to encourage working remotely or social distancing	Resume normal staffing
Return staff in phases	Non-essential travel can resume	At-risk people resume public interaction
Minimize non-essential travel	Schools can reopen	Visitation allowed at hospitals and nursing homes
Essential employees	Large venues can reopen with limitations	



Issues Employers Must Address

Employee
Training

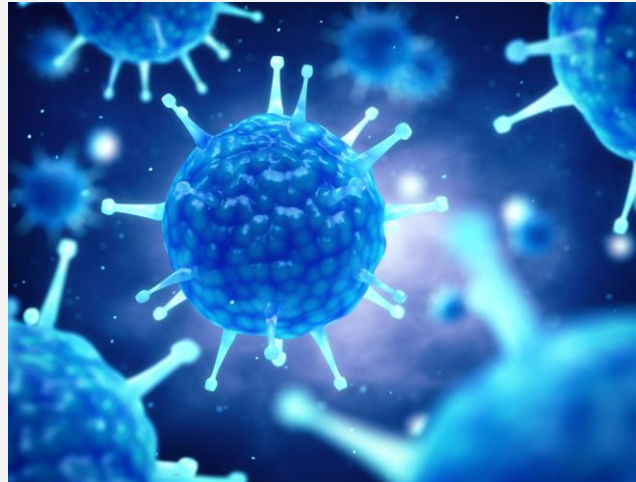
Protective
Equipment

Business
Travel

Social
Distancing

Employee
Screening

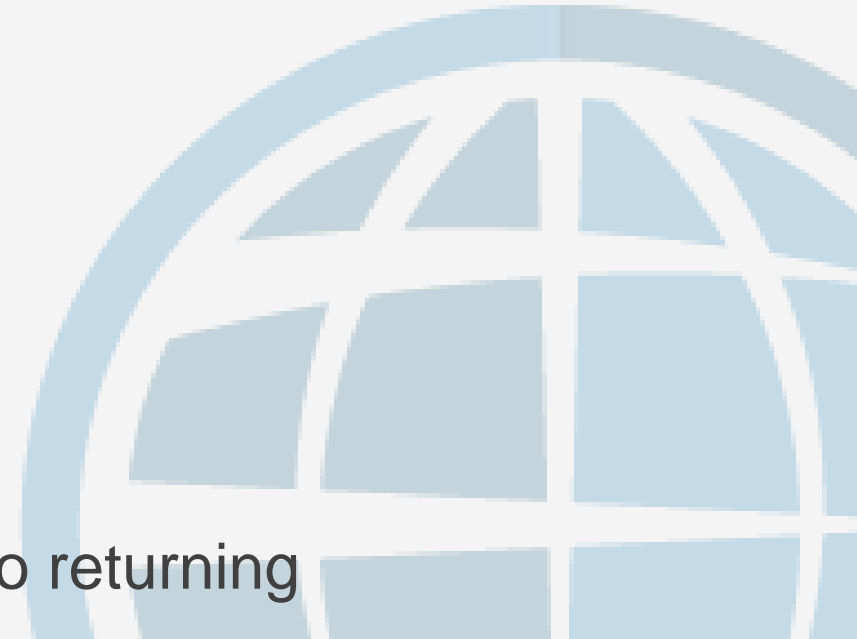
Hygienic
Protocols



Issues Employers Must Face

Prepare your staff to return to the workplace

- Employee Training
 - Communication
- Business Planning
 - Identifying Essential Personnel
 - Scheduling Employee Returns
 - Designing Safe Work Place
 - Acquiring Supplies/Equipment
 - Reviewing SOPs/Policies
 - Creating Communication Plan
- Communication
 - Supervisors/managers together first
 - All-company meeting at least one week prior to returning



Issues Employers Must Face

Return your staff to a safe work environment

- Employee Screening
 - Self-report Questionnaire
 - Physical Screening
- Social Distancing
 - Separating Work Stations
 - Staggering Shifts
- Hygienic Protocols
 - Proper Resources
 - Clear Instructions
- Protective Equipment
 - Face Coverings/Gloves
 - Specialized Gear



Issues Employers Must Face

What if your employee refuses to return?

- Talk to them...
 - Explain why their role is essential to your business
 - Explain the steps you've taken to address the situation
- Talk to them some more...
 - Seek to understand why they do not want to return
 - Depending on where the dialogue goes, may need to accommodate*

**ADA Interactive Process is legally required in some circumstances*

- If discussions are unsuccessful...
 - Seek guidance from HR professional/attorney
 - Enter into disciplinary process**

***Try to avoid disciplinary action, including termination, if possible*



References & Resources



<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

GENERAL INFORMATION

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

INFORMATION FOR EMPLOYERS

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>



GENERAL INFORMATION

<https://www.osha.gov/SLTC/covid-19/>

INFORMATION FOR EMPLOYERS

<https://www.osha.gov/SLTC/covid-19/controlprevention.html#interim>



GENERAL INFORMATION

<https://www.epa.gov/coronavirus>

INFORMATION FOR EMPLOYERS

<https://www.epa.gov/coronavirus/epa-guidance-disinfecting-cleaning-and-addressing-water-quality-challenges-related>

Disclaimer

This information is not intended to be legal advice and may not be used as legal advice. Legal advice must be tailored to the specific circumstances of each case.

Every effort has been made to assure this information is up-to-date. It is not intended to be a full and exhaustive explanation of the law in any area, nor should it be used to replace the advice of your own legal counsel.

Any opinions expressed are the opinions of the speaker and not their organization or RMAI.



Coming Soon

Thank you for attending today's webinar
Education programs are listed at rmaintl.org/education

Be sure to join us for the next RMAI webinar:
**What You May Have Missed During Quarantine: New
Developments in the Receivables Management World**
Tuesday, March 19th at 9:00am PT/12:00am ET