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There is no dial in number for attendees

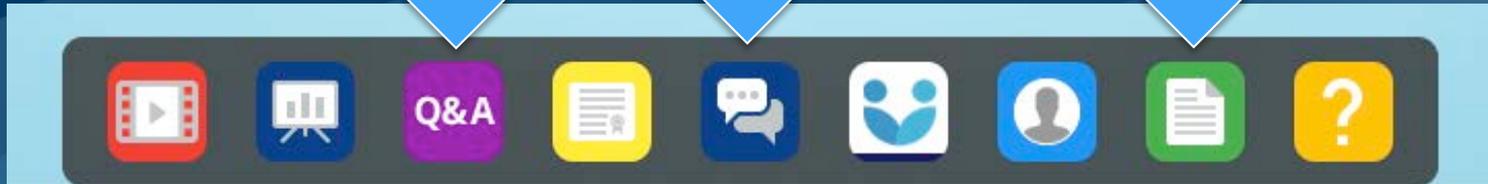
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Questions, Resources, and Widgets

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Frequently Asked Questions

Will this be recorded? – Yes! You will receive the recording in a follow up email 24 hours after the event ends

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Can I get a copy of the slides? – Yes! The slides can be downloaded in the resource list in your console.

What HR Needs to Know about Coronavirus

Protecting your workforce and the
company during this crisis

Presenters



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Overview

- 1 Telecommuting and remote work
- 2 Paid leave under the Families First Coronavirus Response Act
- 3 Closures, Mass Layoffs and WARN Act
- 4 Travel and other work restrictions
- 5 Employee medical screenings
- 6 Free tools you can use to improve the safety and efficiency of your operation during the crisis

A man with glasses and a beard is sitting at a desk, working on a laptop. He is wearing a dark t-shirt. The background shows a modern office environment with a large window overlooking a city. A large potted plant is visible on the left side of the frame. The overall image has a blue tint.

Telecommuting and Remote Work

Considerations for Your Telecommuting and Remote Work Policy

- Eligibility and who should work remotely
- Employee responsibilities and expectations (*e.g.*, work hours, timekeeping, accessibility, secure remote access procedures, and work expenses)
- Employer responsibilities (*e.g.*, technical support, equipment, and expense reimbursement)
- Defining job duties, work area, and break times
- All employer policies, including electronic communications policies, remain in effect (heightened need to maintain cybersecurity protocols)
- Consider a formal telecommuting agreement for longer-term assignments

A man and a young girl are sitting at a desk in a home office. The man is on the right, wearing a striped shirt, and the girl is on the left, wearing a light-colored sweater. They are both looking at a laptop screen. The background shows a window with blinds and a shelf with various items. The entire image has a blue tint.

Paid Family and Sick Leave: The Families First Coronavirus Response Act

Paid Family and Medical Leave

- It amends the definition of “employee” to anyone who has been employed by an employer for at least 30 days.
- It changes the definition of “employer” from "50 or more employees" to "fewer than 500 employees."
- It provides leave to care for a minor child of an employee if the school or place of care has been closed, or the care provider of such child is unavailable due to coronavirus precautions.

Paid Family and Medical Leave

- Defines an “inability to work” during a childcare-related leave to include an inability to telework.
- Leave after the first 10 days of any coronavirus-related family leave is to be paid in an amount that is not less than two-thirds of an employee’s regular rate of pay for the number of hours the employee would have worked.
- It caps the amount of paid FMLA at \$200 per day, or \$10,000 in the aggregate. It requires job restoration following any such leave for any employee of an employer with 25 or more employees.
- Discrimination and retaliation is PROHIBITED.

Paid Sick Leave

It will provide 80 hours of paid sick leave for full-time employees (or pro rata for part-time employees) who are unable to work or telework for the following reasons:

- The employee is quarantined or self-isolating because of coronavirus concerns.
- The employee is experiencing symptoms of coronavirus and seeking a medical diagnosis.
- The employee is caring for an individual who is quarantined or self-isolating because of coronavirus concerns.
- The employee is caring for a child whose school or place of care has been closed, or the care provider is unavailable due to coronavirus precautions.

Paid Sick Leave

The amount of paid sick leave is capped as follows:

- \$511 per day and \$5,110 in the aggregate for an employee's own illness or quarantine.
- \$200 per day and \$2,000 in the aggregate for any other qualifying reason.

Paid Sick Leave

The amount of paid sick leave is capped as follows:

- If an employer already offers paid sick leave to its employees, coronavirus paid sick leave must be in addition to the already-existing leave.
- An employer cannot force employees to use other leave first.
- An employer *can* amend its sick leave policy to avoid offering additional leave.
- Tax credit to defray employer costs, but limited for the self-employed.
- Possible exemptions for health-care workers and small employers (less than 50 employees).
- Discrimination and retaliation PROHIBITED.

CLOSED

**Closures, Mass Layoffs,
and the WARN Act**

DOWN

The WARN Act

- Covers employers with 100 or more employees.
- Applies to plant closures (a shutdown of a facility or operating unit within a single site of employment with a layoff of 50 or more employees), and mass layoffs (500 or more employees or 50-499 employee if one-third of the workforce).
- Requires 60 days' advance written notice, or 60 days' pay in lieu of notice.
- KEY EXCEPTION: unforeseeable business circumstances before a shutdown.
- KEY EXCEPTION: layoffs of an expected duration of less than 6 months.
- Some states and municipalities have their own specialized WARN requirements.

A photograph of two men in business attire sitting at a desk in an office. The man on the left is wearing glasses and a dark suit with a patterned tie. The man on the right is also wearing glasses and a suit, and is pointing with a pen at a laptop screen. The background shows office shelves with binders and a window. The entire image has a blue overlay, and the text is centered in white.

Meetings, Travel, and Other Workplace Restrictions

Recommended Best Practices / Sick Employees

- Sick employees must stay home.
- Employees who have symptoms of acute respiratory illness must not come to work until they are fever- and symptom-free for 24 hours.
- Do not require a healthcare provider's note for employees who are out sick, as they are stretched thin.

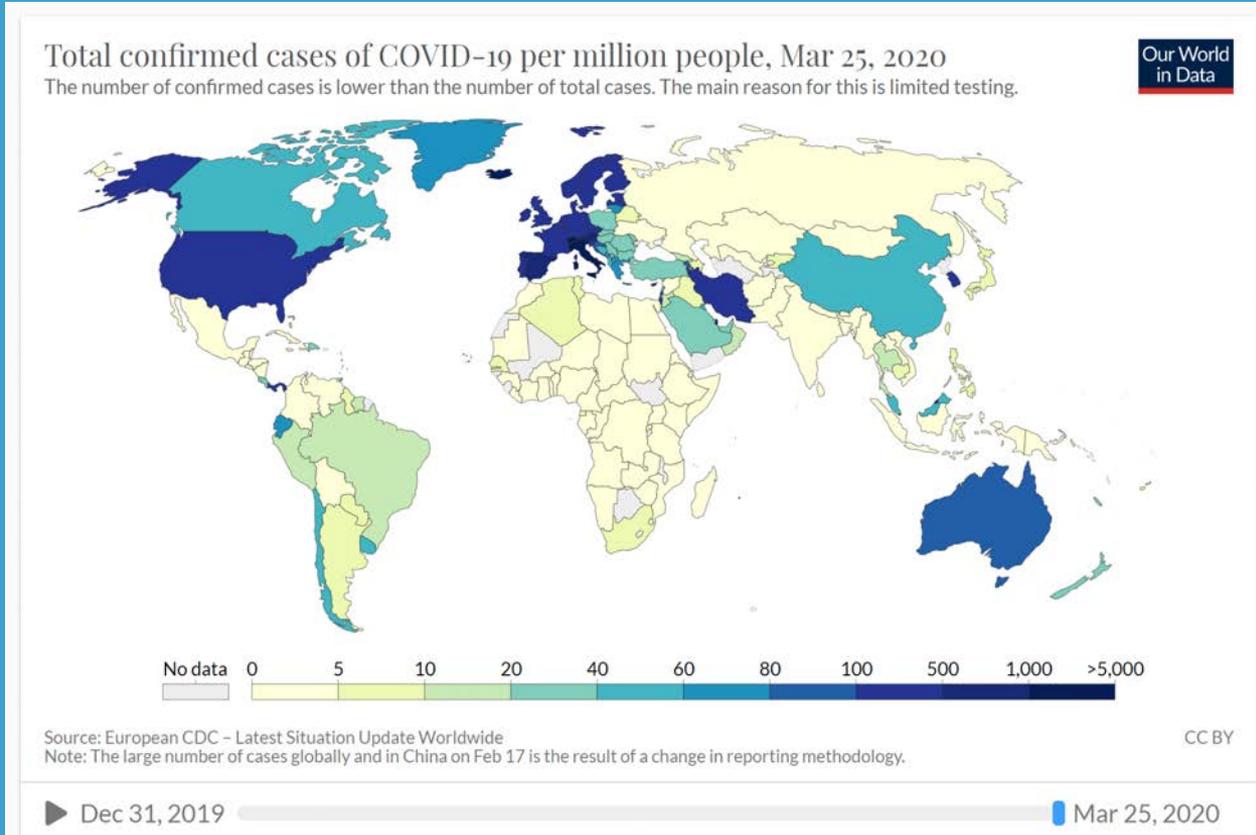
Recommended Best Practices / Sick Employees

- Be flexible to permit employees to stay home to care for a sick family member.
- If someone comes to work sick, immediately separate them and send them home.
- If someone in an employee's household tests positive, the employee is also to be quarantined for 14 days.

Recommended Best Practices / Sick Employees

- Hang posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene.
- Perform routine environmental cleaning.
- Consider holding all meetings by teleconference or videoconference unless essential to meet in person.
- Consider prohibiting non-employee visitors.
- If possible, consider closing offices or facilities, or rotating employees to enable better social distancing in the workplace.
- No gatherings of more than 10 people.

Recommended Best Practices / Sick Employees



Recommended Best Practices / Sick Employees

- All overseas travel should be temporarily halted.
- Consider halting all domestic travel, or at a minimum, domestic air travel.
- Any travel should be for mission-critical trips only, and only upon pre-approval of an employee's manager and human resources.
- Require a mandatory 14-day quarantine for anyone returning from any travel, whether work-related or personal.

Workplace Medical Screenings and Exams



Medical Exams Under the ADA

The ADA prohibits an employer from making disability-related inquiries and requiring medical examinations of employees, except under limited circumstances.

During employment, the ADA prohibits employee disability-related inquiries or medical examinations unless:

- they are job-related and consistent with business necessity; or
- an employee will pose a direct threat due to a medical condition.



**The ADA Likely Will NOT
Apply During A Pandemic**

During a Pandemic, an Employer MAY:

- Send employees home who exhibit coronavirus symptoms.
- Ask employees if they are experiencing coronavirus-like symptoms.
- Take its employees' temperatures to determine whether they have a fever.
- Ask employee who have traveled if they may have been exposed.

During a Pandemic, an Employer MAY:

- Encourage employees to telecommute.
- Require employees to adopt good hygiene habits such as regular hand washing.
- Require employees to wear personal protective equipment such as face masks, gloves, or gowns.
- Ask employees why they have been absent from work, even if the employer suspects a medical reason.

During a Pandemic, an Employer MAY not:

- Compel all employees to obtain vaccinations, regardless of their medical conditions or their religious beliefs.
- Ask employees *who do not have coronavirus symptoms* to disclose whether they have an underlying medical condition that the CDC says could make them especially vulnerable to coronavirus complications.



**Transitional Thought:
Flexibility Matters ... A LOT**

Improving the safety and communication in your organization

Safety:

What common surfaces
are all your employees
touching?



Example: Kiosk Time Clocks

All hourly workers have to touch it

Not always possible to enforce cleanliness rules

Are they wiped after every touch?

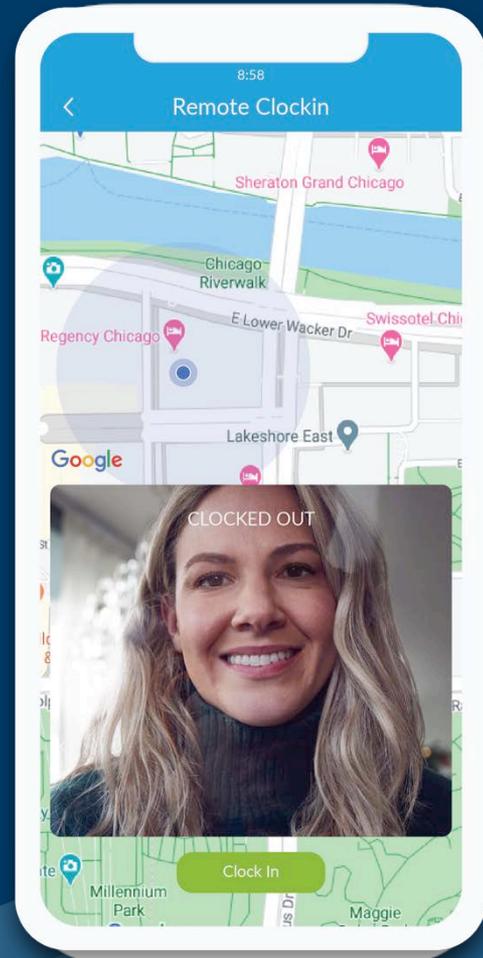
What if the wipes run out?



Alternative: Mobile Time Clocks

Features

- Use employees' mobile number
- No cross contamination concerns
- Facial recognition available
- GPS & Geo-fencing for location tracking
- Works on Apple & Android
- Remote employees get notifications

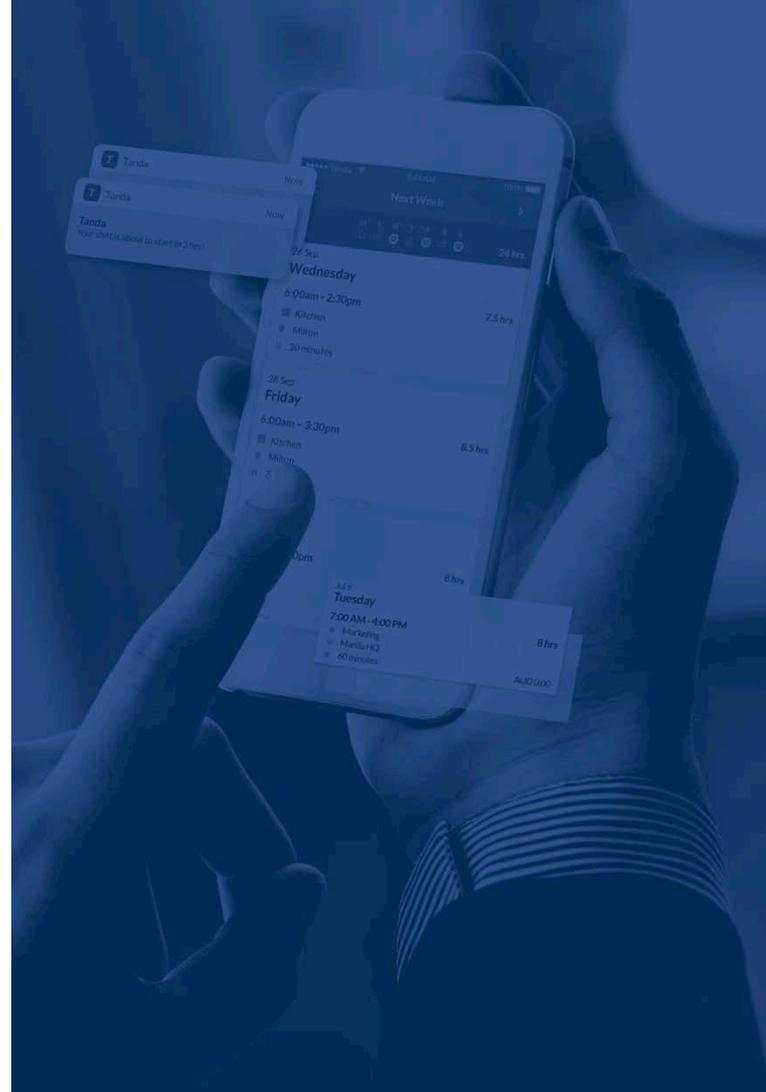


Communication:

Are your teams communicating effectively and efficiently?

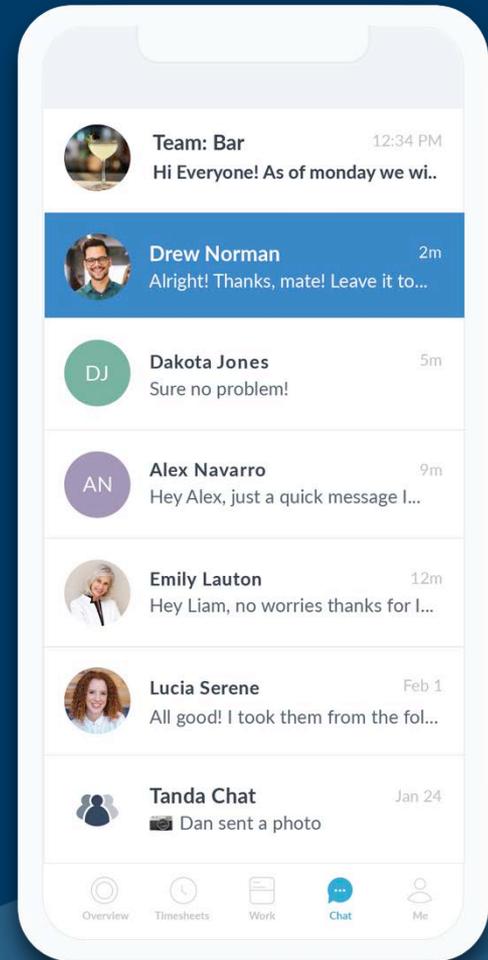
Example: Email & Text Overload

- Managers send so many emails and texts that teams miss things
- Employees not knowing where to check for most important alerts
- Simple schedule or shift changes requiring long complicated messages with multiple people
- Not keeping good enough records of communication for fair work week compliance or union agreements



Alternative: Workforce.com Mobile Chat Features

- Improve communication with entire workforce
- Efficiently communicate and record all messages
- Mobile messages arrive instantly
- Works on Apple and Android



**Workforce.com is offering both these
tools for free to new sign-ups during
COVID-19 crisis.**

***Be up and running in 1-2 days**

**Contact sales@workforce.com
or call 888-766-5582**

A person wearing a cap and a backpack is seen from behind, looking out at a vast, rugged mountain range under a clear blue sky. The foreground shows a dense forest of evergreen trees.

Questions?



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