

# COVID-19: Dealing with Pandemic in the Workplace

**Presented by:**

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# Today's Program

- Legal Issues and HR Focus
  - Dan Rose/Connor Schratz
- Real Life Enterprise Closure
  - Suzanne Clem
- Business/Insurance Issues
  - **[insert risk management expert name and position]**
- Questions and Answers

# Safety First

*For Legal, HR, and Ethical Reasons:*

*The principle guiding your analysis of these issues should always be the protection of your staff, customers, and the public.*

*When in doubt, or when faced with questions, analysis should always consider the safety issue first.*

# CDC Updater

Most Recent CDC Information.

Staying Current with CDC, Government Updates.

Make Sure all Your Communication Makes Clear  
Information Will Be Updated – Include Links.

# Employees Going Home

## Where There is No Shut Down or Required Work From Home

- Encourage self-reporting – identify for employees when they should report, e.g., conditions, travel, household visitors, etc.
- Educate supervisors.
  - symptoms.
  - What to ask, who to ask, when to ask

# Procedures For Decision Making

## Employees Going Home

- Procedure for directing an employee to go home
  - Keep it Simple
  - Check with Medical Providers/Use Science
  - Who decides
  - Documentation
- Communication with other employees about co-workers' status/health condition
- How long should someone stay home?

# Consider Removing/Lowering Barriers to Employees Staying Home When Ill

*Don't be penny wise, pound foolish. Expanding access to paid leave may cost some in the short term, but it won't be as expensive as an infected workplace.*

# Removing/Lowering Barriers (continued)

Review pay and leave issues associated with leave.

- ADA, FMLA, FLSA – any new leave?
- Policies: sick, PTO, points, family leave
- Remote work policies – equipment, tracking, workers' compensation, wage/hour.
- Travel policies
- EAP policies
- Facebook posts and employer frustration



# Educate, Don't Discriminate

*People may not be at their most logical when dealing with this issue. We need to ensure that cooler heads always prevail, expect that problems will come up, and prepare to deal with them.*

# Educate, Don't Discriminate (continued)

- Avoid deputizing untrained supervisors to ask a lot of questions of employees or make judgements if those supervisors are not trained or capable.
- Don't panic.
- Be logical.
- Don't target protected groups, intentionally or otherwise.
- Be aware of the risk for such issues arising within your organization, and have a plan to deal with them.

# Part II: Wild Horse Case Study

# Business Disruption Issues

# Part III: Questions and Answers