



Return to Work: How to Bring Your Team Back Safely

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Paycor's Coronavirus Support Center



Agenda

- ✓ Key Questions Businesses Must Answer
- ✓ Guidance from the CDC on Returning to Work
- ✓ Scenarios to Consider



A person is seen from behind, sitting at a wooden desk and typing on a laptop. The laptop screen displays a video conference with two women. To the right of the laptop is a white coffee cup on a saucer. In the foreground, a smartphone shows the time 10:45. The background is a blurred office environment.

PART 1

Key Questions Business Leaders Must Answer

What's on the Mind of Every HR & Business Leader?

- When can staff return to work?
- How can they do so as safely as possible?
- How can I create an environment that is safe for customers?



Back to Work, but Not to Normal

All states will be at least partially reopened by Memorial Day weekend

- As of May 15, about 40% of America's population, roughly 130 million people, are still under some form of lockdown.
- Only 3 states—Montana, South Carolina and Georgia—are officially completely re-opened.
- Arkansas, Iowa, Nebraska, North Dakota, South Dakota, Oklahoma, Utah, and Wyoming never issued statewide stay-at-home orders, though many businesses voluntarily closed

Will employees come back?

- The White House has a [3-phase plan](#) for returning to work and the CDC has issued [interim guidelines](#)
- In general, there's no enforcement power to these plans, so for the most part, employers can require employees to return to work, unless the employee has an ADA-recognized disability or serious underlying health condition.
- Can employers be sued if an employee gets sick? Rule of thumb: no, because it's practically impossible to determine cause of infection. However, state governments run workers' comp programs and so this issue is very much evolving.



CDC Guidance

WORKPLACES DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist employers in making (re)opening decisions during the COVID-19 pandemic, especially to protect vulnerable workers. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

Should you consider opening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Are you ready to protect employees at higher risk for severe illness?

ANY NO

DO NOT OPEN

Are recommended health and safety actions in place?

- ✓ Promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, as feasible
- ✓ Intensify cleaning, disinfection, and ventilation
- ✓ Encourage social distancing and enhance spacing between employees, including through physical barriers, changing layout of workspaces, encouraging telework, closing or limiting access to communal spaces, staggering shifts and breaks, and limiting large events, when and where feasible
- ✓ Consider modifying travel and commuting practices. Promote telework for employees who do not live in the local area, if feasible.
- ✓ Train all employees on health and safety protocols

ALL YES

ALL YES

ALL YES

Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for signs and symptoms of employees daily upon arrival, as feasible
- ✓ Encourage anyone who is sick to stay home
- ✓ Plan for if an employee gets sick
- ✓ Regularly communicate and monitor developments with local authorities and employees
- ✓ Monitor employee absences and have flexible leave policies and practices
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

ANY NO

MEET SAFEGUARDS FIRST

OPEN AND MONITOR

MEET SAFEGUARDS FIRST



cdc.gov/coronavirus

Reopening Workplaces: Topics to Address

- Businesses should coordinate response with state and local health officials
- Detailed strategies and procedures should be in place before bringing staff back to the office
- Utilize CDC's interim guidance for recommendations
- Key areas to address include:
 - Safeguards to implement
 - Ongoing protocols
 - Determining which employees return first



A person is seen from behind, sitting at a wooden desk and typing on a laptop. The laptop screen displays a video conference with two women. To the right of the laptop is a white coffee cup on a saucer. In the foreground, a smartphone shows the time 10:45. An orange banner with the text 'PART 2' is overlaid on the left side of the image.

PART 2

Guidance from the CDC

Reopening Workplaces: Step 1

Are recommended health and safety actions in place?

- Enhanced cleaning and disinfecting
- Social distancing
- Remote work and cancellation of non-essential business travel
- Seating distance of at least 6 feet and staggered gathering (starting/closing) times
- Restricted use of any shared items or spaces
- Staff training on safety procedures



Reopening Workplaces: Step 2

Establish ongoing protocols to monitor employee safety

- Ensure sick employees stay home
- Monitor absenteeism
- Understand EFMLA & paid sick leave regulations
- Have an action plan if an employee or worker tests positive/presumptive positive for COVID-19
- Constantly evaluate your business continuity strategies as information becomes available
- Communicate with local health authorities if there are cases in your facility or an increase of cases in the local area



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PART 3

Scenarios to Consider

Determine Which Employees Return First

- Consider business needs
- Can you follow proper safety protocols like social distancing?
- Continue to encourage telework, whenever possible and feasible with business operations
- Document the legitimate business reasons for selecting which employees return
- Strongly consider special accommodations for personnel who are members of a vulnerable population
- The FFRCA requires employers provide job-protected leave if:
 - Employees have young children and their school or daycare provider is no longer open due to the pandemic, or
 - Employees who are taking care of a family member who is ill due to the virus or unable to arrange alternate care
- Be prepared to respond to employees who:
 - Feel uncomfortable about returning
 - Want to return immediately but must continue remote work



Remote Work

- Consider creating a survey on remote work
 - What's working with the current setup?
 - What challenges are employees facing?
 - What tools/resources could be helpful?
 - Additional monitors/keyboard/mouse
 - Office supplies like pens/notebooks
 - Office chair
- Discover which employees are most comfortable with the new environment



In-Person Meetings & Conferences

- Conduct meetings virtually as much as possible.
- In-person meetings should follow social distancing requirements
- Remember to also implement protocols for sanitizing meeting spaces between meetings throughout the workday



Essential & Non-Essential Travel

- Review travel scenarios on a case-by-case basis to determine what is essential vs. non-essential
- Continue to conduct meetings virtually and cancel non-essential travel



Interviewing & Hiring

- Employers should consider virtual interviews and onboarding
- If in-person interviews are conducted, policies should be in place to ensure social distancing
- Check out our tips on hiring and onboarding employees virtually



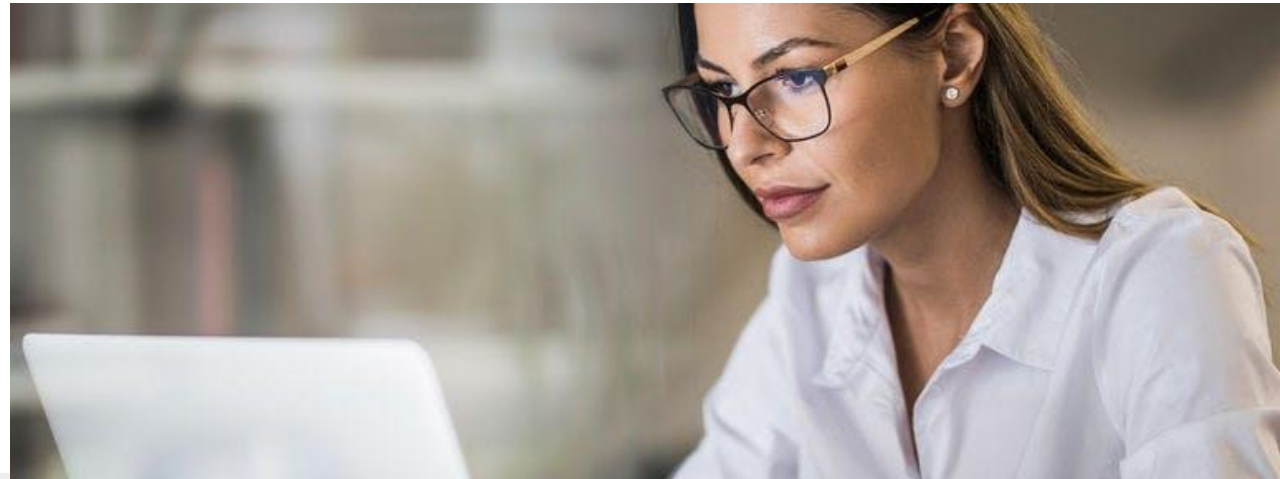
Maintaining a Healthy Work Environment

- Provide tissues, disposable wipes and no-touch disposal receptacles
- Place hand sanitizers in multiple locations throughout the building
- Distribute materials that encourage proper handwashing
- Discourage handshaking
- Encourage workers to routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs
- Discourage workers from using other workers' phones, desks, offices, or other equipment



Implement Social Distancing Policies (Part 1)

- Social distancing rules should be communicated electronically and/or in hardcopy at workstations and common areas
- Create a training video that outlines new procedures
- Stagger shifts and start times to maximize distancing
- Evaluate workplace layouts and reconfigure as needed
- Use barriers to block airborne particles and ensure minimum distances in the workplace, as recommended by the EEOC



Implement Social Distancing Policies (Part 2)

- Develop protocols to avoid crowding in elevators
- Close or modify certain common areas, such as lunch rooms, time clock stations and workplace fitness centers to promote social distancing
- Instruct employees to bring their own meals that can be eaten without the use of a microwave
- Prohibit nonessential vendors and deliveries from entering facility
- Require deliveries to be dropped outside facility door, eliminating vendors from entering facility



Tips to Reduce Transmission Amongst Employees

- Sick employees must stay home
- Employees experiencing symptoms should notify their supervisor
- If employee exhibits symptoms at work, they should be immediately separated from coworkers
- Have a procedure in place for the safe transport of an employee who becomes sick while at work. The employee may need to be transported home or to a healthcare provider
- If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but do not reveal who is sick



Take Action if an Employee is Suspected or Confirmed to have COVID-19

- In most cases, you do not need to shut down your facility. If it has been less than 7 days since the sick employee has been in the facility, close off any areas used for prolonged periods of time by the sick person:
- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible
- During this waiting period, open outside doors and windows to increase air circulation in these areas
- If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility



Can Employers Mandate Masks?

- It is legal for businesses to require that employees wear masks. However, employers need to be aware that mandating masks may make them subject to OSHA standards related to Personal Protective Equipment



Recalling Employees

- Furlough letter should include:
 - Employment offer
 - Return to work date
 - Terms of employment
 - What's changed and what hasn't
 - Benefit status
 - New safety procedures

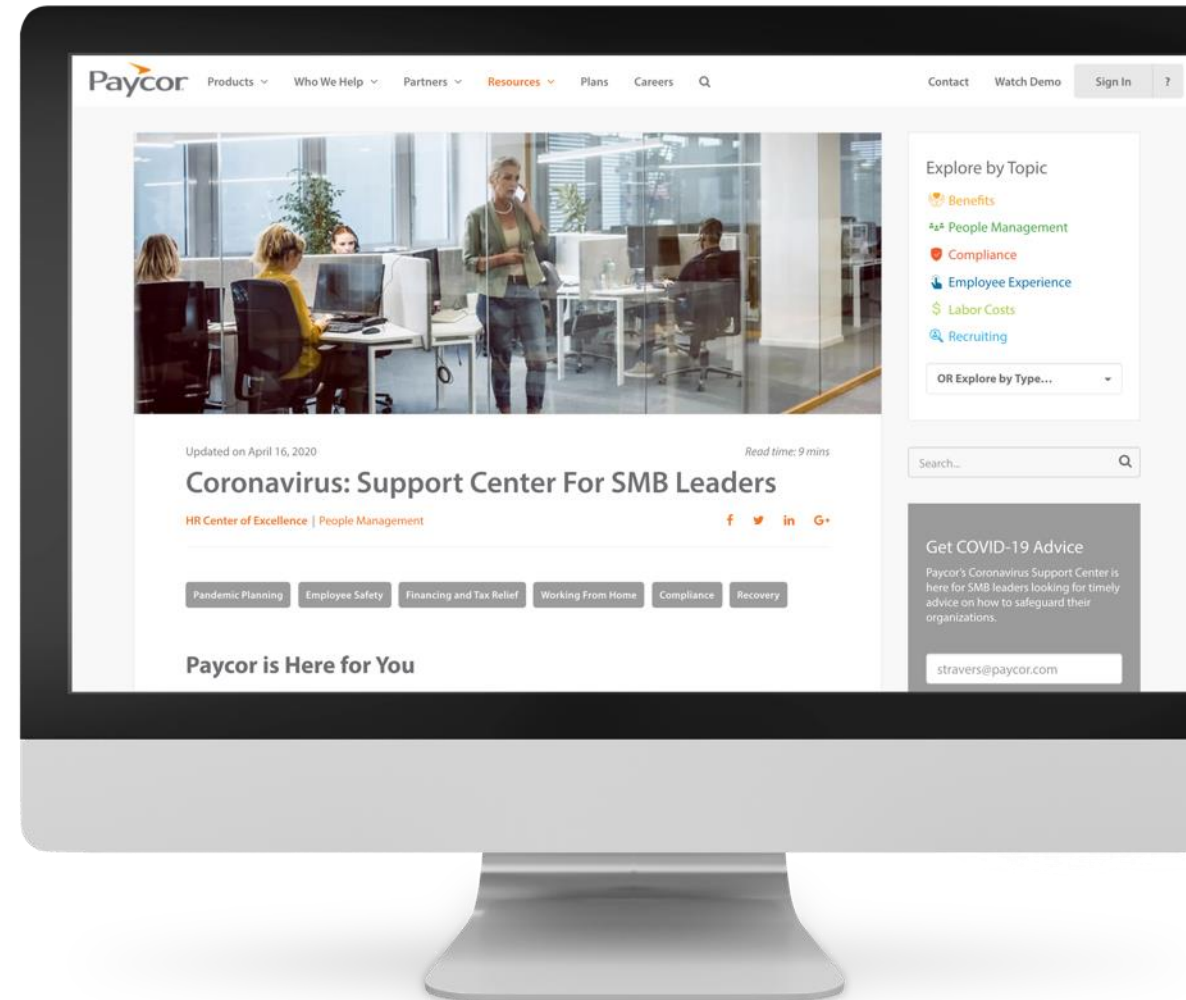


Paycor's Coronavirus Support Center

Paycor is committed to providing SMB leaders daily support and updates throughout the COVID-19 situation.

For expert advice on crisis management strategies, compliance, employee safety, finance and more, visit:

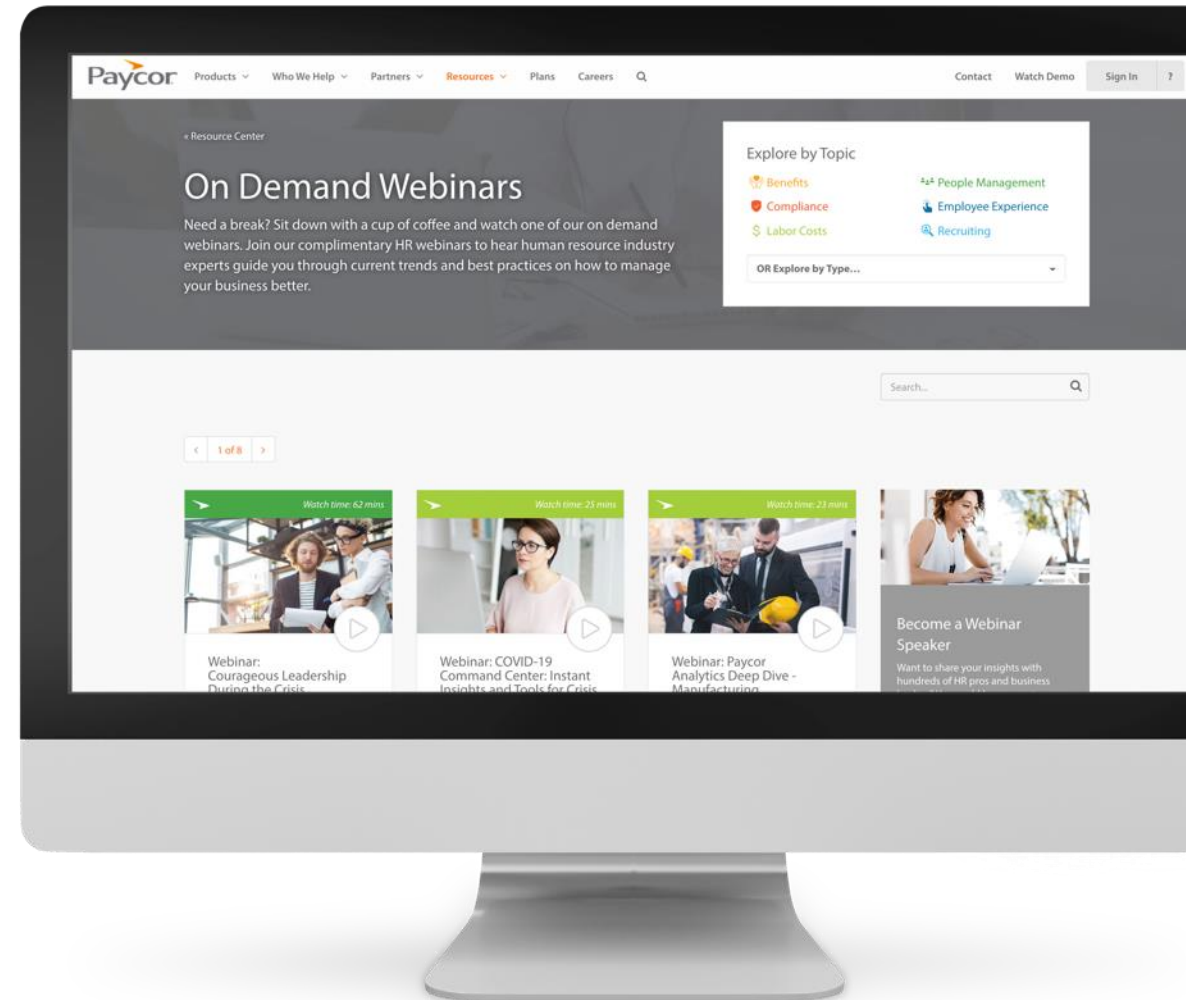
paycor.com/resource-center/coronavirus-support-center-smb-leaders



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For a full list of Paycor's COVID-19 and HR Center of Excellence webinars, visit our On-Demand Webinars Page at:

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Thank you!





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