

The logo for MYHR DEPARTMENT, featuring the letters 'MYHR' in a bold, sans-serif font. 'MY' is white and 'HR' is orange. Below it, the word 'DEPARTMENT' is written in a smaller, white, sans-serif font. The entire logo is set against a dark blue background.

**MYHR**  
DEPARTMENT

Simplifying HUMAN RESOURCES

A close-up photograph of several wooden chess pieces on a checkered board. The pieces are dark wood, with one white piece lying on its side in the foreground. The background is a soft, out-of-focus bokeh of warm, golden light.

# **Restart- Rebound- Rebuild**

**GETTING TO A POST COVID WORLD**

**Presented by :**

**Marc Roberts**

**Managing Director**

# DISCLAIMER

The material presented in this webinar is our best understanding of the information at the time of the presentation (5/21/2020).

Information on re-opening is changing by the day. This means that you should check to make sure that the information presented today is still accurate if you choose to refer to it in the future.

This presentation **DOES NOT** cover all the considerations of returning to the workplace. You should not consider this presentation or PowerPoint a full analysis of, or reference for, all the issues to be considered when you re-open your workplace.



**EVERY  
CLOUD  
HAS A  
SILVER  
LINING**



# ONCE IN A LIFETIME OPPORTUNITY

**"BUILD IT BACK BETTER"**

GOV. ANDREW CUOMO

- **BUSINESS RE-START WILL LOOK NOTHING LIKE IT DID WHEN YOU SHUT DOWN YOUR BUSINESS**
- **YOU HAVE A CLEAN SLATE AS YOU GET RESTARTED**
  
- **HAVE POLICIES AND PROCEDURES YOU DON'T LIKE- CHANGE THEM**
- **HAVE POSITIONS IN THE COMPANY THAT DO WORK - CHANGE THEM, CREATE NEW ONES**
- **HAVE EMPLOYEES THAT WERE UNDER PERFORMING- DON'T BRING THEM BACK**
- **HAVE VENDOR RELATIONSHIPS YOU WERE NOT HAPPY WITH - GET NEW ONES**
- **RENEGOTIATE CUSTOMER / VENDOR CONTRACTS**

# WHAT SHOULD EMPLOYERS BE DOING NOW?

- **REMOTE WORK POLICY**
- **EMPLOYEE HANDBOOK UPDATES**
- **BUSINESS CONTINUITY PLANNING**
- **CYBER SECURITY REVIEW**
- **LEVERAGE DOWNTIME**
  - **Web Based Training**
  - **Review Job Descriptions**
  - **Review System Efficiency**
- **PLAN FOR GETTING BACK TO BUSINESS**



# BACK TO WORK CHECKLIST

## WORKPLACE SAFETY:

PREPARE FOR AND COMMUNICATING HOW SAFETY IS A TOP PRIORITY

EMPLOYEE HEALTH SCREENING PROCEDURES

CLEANING PROCEDURES

RAPID RESPONSE TEAM.

PPE- THROUGHOUT THE COMPANY/LOCATION

EMPLOYEES AND CUSTOMERS

PHYSICAL DISTANCING MEASURES

STAGGERED SHIFTS – WORKDAY/MEALTIME/COFFEE ROOM

RESTRICT BUSINESS TRAVEL

CUSTOMER/VISITOR CONTACT PROTOCOLS

OSHA REQUIREMENTS







# RECALL PROCEDURES

**Create Organized and Controlled Approach**

**Phase- in Employees returning to work**

**Seniority or other Non-Discriminatory factors**

**Creating a Plan for Employees in High Risk Categories**

**Telecommuting**

**Remain on Leave**

**Increased Measures in Workplace**

**Notify the State about returning workers**

**Plan for how to handle EE's who are unable or Unwilling to return to work**

**Fear**

**Family Obligations**

**Quarantine**

- **Employee Benefits**

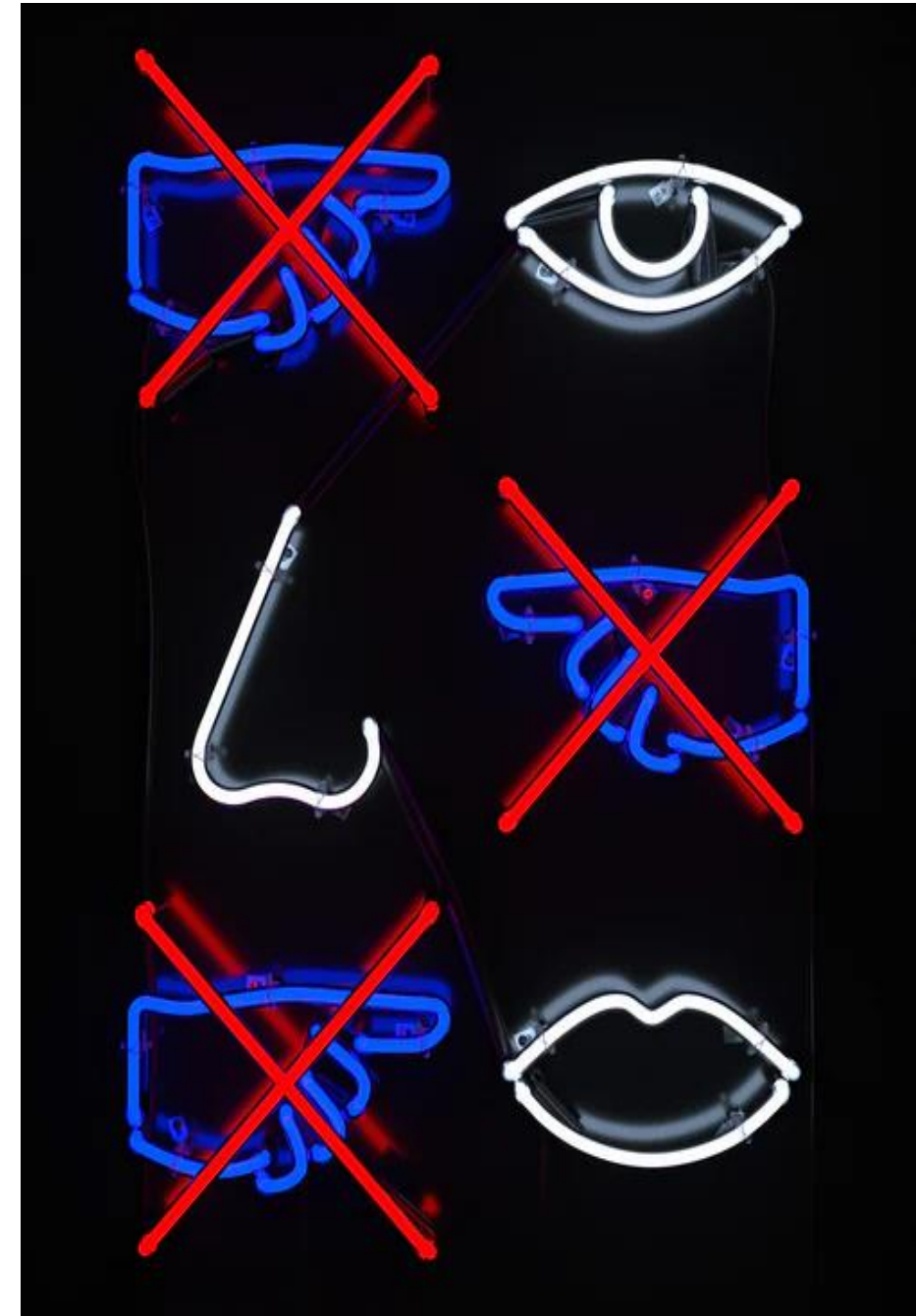
- Whether employees remained on Employers benefit plans or not,
- certain notices or actions maybe required to stay compliant.
- Chuck Newman will cover this topic.

- **Compensation**

- Address changes made during the crisis
- Changes needed to re-open
- Missed annual pay increases
- Employee status changes
  - Exempt to Non-Exempt
  - Full-time to Part-Time
- Bonuses
- Hazard Pay
- Pay Equity Audit

- **Remote Work**

- Telecommuting - short-term emergency or new business strategy
  - - Hybrid week- office / home office







## COMMUNICATIONS

Clear and Robust Communication Strategy  
Employees, Customers and Vendors  
Sick and Physical Distancing Policies  
Workplace Training  
Exposure Response Communications- at the ready  
Media Communications ready to release  
Return to work timetables  
Safety precautions in place  
Supporting workers and customers

## NEW HIRE PAPERWORK

Furloughed vs Laid Off  
New Hire Practices / New Hire Reports  
I-9 Issues  
State Notifications

## **POLICY CHANGES**

**Paid-leave  
Time-Off  
Meal & Rest Breaks  
Telecommuting Policies**

**Attendance  
Flexible Scheduling  
Travel Policies  
Information Technology**



## **BUSINESS CONTINUITY PLANS**

**Business continuity planning is the process of creating systems of prevention and recovery to deal with potential threats to a company.**

## **UNION**

**Unionized workforces create additional considerations -  
bargaining subjects such as wages and benefits  
Force Majeure clauses in collective bargaining agreements  
No Strike clauses during future infectious disease outbreaks  
Hazard Pay considerations- Section 502 National Labor Relations Act**



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