

# Return-to-Work Guidelines for Employers

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# TODAY'S AGENDA

- Preparing For Employees To Return To Work
- Creating A Healthy Work Environment
- Flexible Work Arrangements
- Telecommuting
- FAQ'S From Various Agencies
- At The End Of The Session
  - Sample Handouts and Posters
  - Government and Other References

# We're Reopening The Business!

CDC Website. [cdc.gov](https://www.cdc.gov)

Resuming Business Toolkit – PDF Document.

- **Employer Sheet** to introduce employers to the contents of the toolkit and how to use the materials in non-healthcare workplaces.
- **Restart Readiness Checklist** to help make returning to work and resuming business operations as safe and healthy as possible for employers, employees, and the public.
- **Worker Protection Tool** for employers to identify protective measures for workers when interacting with each other and the public.
- **Returning to Work Infographic** to remind employees how to protect themselves and others from COVID-19 and address their potential concerns about returning to the workplace.
- **Resources** to easily access additional information using hyperlinks, URLs, and QR codes

# We're Reopening The Business!

- Returning employees to work may be one of the greatest challenges employers may face.
- Employees will be concerned about safety as well as the changes to any company policies and procedures that may have to be implemented.
- Assuring employees that you are taking their well-being seriously.
- Maintaining open and frequent communications must be a high priority.

# Creating A Healthy Facility:

First of all – There is no such thing as zero risk.

- Can you upgrade your facility's HVAC systems?
  - Ventilation
  - Air Quality
  - Water Quality
- “Dedensify” your workspaces.
  - Institute social distancing.
  - Who needs to be “at work.”
  - Reduce face-to-face meetings.
- Provide Personal Protective Equipment
  - Face coverings – mandatory or optional. Make it clear!
  - Uniforms or other protective gear.
- Hand washing – What will be your requirements?
- Use of equipment. Who will be permitted to use certain equipment?

# World Health Organization Guidelines:

Simple ways to prevent the spread of COVID 19 in your workplace. Highlights. More details on the WHO website.

- Make sure your workplaces are clean and hygienic.
- Promote regular and thorough hand-washing.
- Promote good respiratory hygiene in the work place.
- Restrict travel by employees.
- How to manage COVID -19 risks when organizing meetings and events.

Source: World Health Organization: “Getting your workplace ready for COVID – 19”

# What are you going to do?

- Screen all employees and visitors who enter our building for COVID-19 symptoms and possible exposure.
- Routinely clean of all common areas and frequently touched surfaces.
- Provide cleaning supplies to employees and encourage them to clean and disinfect workspaces throughout the workday.
- Provide hand sanitizers throughout the building.
- Display posters and signs with reminders on how to prevent the spread of the virus.

# What are you going to do?

- Modify hours you are open for business and employees hours of work to reduce the number of people in the facility at one time.
- Rearrange workspace layouts and seating arrangements to allow for social distancing.
- Reduce the capacity and seating of meeting rooms and common areas.
- Mark hallways and stairways with one-way traffic arrows to reduce face-to-face contact.
- Place tighter controls on business travel.

# Safety And Security:

- Employee Screening Procedures:
  - Reporting for work.
  - Temperature taken.
  - Note: Time spent waiting to be screened is work time.
- CDC: General Business Frequently Asked Questions.
  - Sending an employee home.
  - Requirements for an employee returning to work.
- Visitors and Vendors to your business.
  - Who, why and when?
  - Screening of visitors.
  - Face coverings – mandatory or optional. Make it clear!

CDC: General Business Frequently Asked Questions

## COVID-19 SCREENING PROCEDURE

\*N95 masks and gloves are required for screening, change gloves between individuals\*  
Measure individual's temperature – body temperature  $\geq 100.5$  turn individual away

### Questions:

Have you had contact with a person who has tested positive for COVID-19? **If YES, ask:**

- Have you had close contact (< 6 feet) for a period of 10 minutes or longer? **If YES:**
- Turn individual away and provide COVID-19 testing information **If NO:**
- Educate to self-monitor and to stay at home if symptoms arise

Have you had a fever within the last 72 hours?

Have you had shortness of breath?

Have you had extreme fatigue?

Have you had a dry cough?

Have you had a new loss of sense of taste or smell?

Have you had a sore throat?

**Turn individual away if any answer is yes, unless known allergy symptoms, etc. and provide COVID-19 testing information flyer.**

# What You Should Require of Employees:

- Monitor your health:
  - If you feel sick, stay home.
  - If you feel sick at work, notify your supervisor and go home.
- Wash your hands often.
- Cover your mouth and nose with a cloth face cover.
- Avoid close contact and practice social distancing.
- Clean and sanitize your workspace on a regular basis.
- Sanitize commonly used equipment before and after using it.

Source: CDC: How To Protect Yourself And Others

# Flexible Work Arrangements:

- **Flextime.** Under a flextime arrangement, an employee might be required to work a standard number of core hours within a specified period, allowing the employee greater flexibility in starting and ending times
- **Compressed Work Week.** For example, some employers implement a four-day workweek of 10-hour days. Employers get the same number of working hours, but employees have a three-day weekend every week.
- **Shift Work.** Shift work has traditionally been used in manufacturing environments to maximize productivity from fixed resources and costs. More recently, shift work has become a feature of the 24/7 service economy and a byproduct of globalization. For example, supermarkets and computer help desks are now typically open 24 hours a day, seven days a week

# Flexible Work Arrangements:

- **Job-Sharing.** Job-sharing is the practice of having two different employees performing the tasks of one full-time position. Each of the job-sharing partners works a part-time schedule, but together they are accountable for the duties of one full-time position.
- **Part-Time Positions.** Part-time work can be used to attract a workforce that includes students, parents of young children, older workers and others who need or want to work but do not wish to work a full-time schedule.

# Telecommuting:

- Circumstances under which Telecommuting will be permitted.
- Which positions will/will not be conducive to Telecommuting.
- Which employees will/will not be conducive to Telecommuting.
- Necessary equipment necessary.
- Telecommuting Policy. (Handout)
- Telecommuting Agreement. (Handout)
- Hoteling.

# Families First Coronavirus Response Act (FFCRA)

From the US Department of Labor website.

“FFCRA will help the United States combat and defeat COVID-19 by giving all American businesses with fewer than 500 employees funds to provide employees with paid leave, either for the employee’s own health needs or to care for family members. The legislation will ensure that workers are not forced to choose between their paychecks and the public health measures needed to combat the virus while at the same time reimbursing businesses.”

Under the FFCRA there is the:

PAID SICK LEAVE PROGRAM AND;

EXPANDED FAMILY AND MEDICAL LEAVE.

# Families First Coronavirus Response Act (FFCRA)

From the US Department of Labor website.

“Generally, the Act provides that covered employers must provide to all employees:

*Two weeks (up to 80 hours) of **paid sick leave** at the employee’s regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis;” or*

*“Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee’s regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.”*

These provisions will apply through December 31, 2020.

## Frequently Asked Questions

From the DOL website.

### **58. When does the small business exemption apply to exclude a small business from the provisions of the Emergency Paid Sick Leave Act and Emergency Family and Medical Leave Expansion Act?**

An employer, including a religious or nonprofit organization, with fewer than 50 employees (small business) is exempt from providing (a) paid sick leave due to school or place of care closures or child care provider unavailability for COVID-19 related reasons and (b) expanded family and medical leave due to school or place of care closures or child care provider unavailability for COVID-19 related reasons when doing so would jeopardize the viability of the small business as a going concern.

## EMPLOYEE RIGHTS

### PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT.

**QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19** An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
- 5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or**
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

# Frequently Asked Questions

From the DOL website.

## 58. CONTINUED

A small business may claim this exemption if an authorized officer of the business has determined that:

- 1.The provision of paid sick leave or expanded family and medical leave would result in the small business's expenses and financial obligations exceeding available business revenues and cause the small business to cease operating at a minimal capacity;
- 2.The absence of the employee or employees requesting paid sick leave or expanded family and medical leave would entail a substantial risk to the financial health or operational capabilities of the small business because of their specialized skills, knowledge of the business, or responsibilities; or
- 3.There are not sufficient workers who are able, willing, and qualified, and who will be available at the time and place needed, to perform the labor or services provided by the employee or employees requesting paid sick leave or expanded family and medical leave, and these labor or services are needed for the small business to operate at a minimal capacity.

# Frequently Asked Questions

From the CDC website.

Steps to help prevent the spread of COVID-19 if you are sick.

## Highlighted Steps.

- Stay home except to get medical care.
  - Separate yourself from other people.
  - Monitor your symptoms.
- 
- “Source CDC –Steps to help prevent the spread of COVID – 19 if you are sick.”

# Frequently Asked Questions

From the CDC website.

## **Am I at risk for COVID 19 from mail, packages and products?**

There is still a lot that is unknown about COVID-19 and how it spreads. Coronaviruses are thought to be spread most often by respiratory droplets. Although the virus can survive for a short period on some surfaces, it is unlikely to be spread from domestic or international mail, products or packaging. However, it may be possible that people can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

CDC – Communities, Schools and Workplaces – FAQ's

# Frequently Asked Questions

From the CDC website.

## **Do I Have To Wear Cloth Face Coverings?**

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, such as grocery stores, pharmacies, and gas stations.

Cloth face coverings may slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.

Cloth face coverings can be made from household items.

CDC – Communities, Schools and Workplaces – FAQ's

# Frequently Asked Questions

From the WHO website.

## **Can COVID – 19 be caught from a person who has no symptoms?**

COVID-19 is mainly spread through respiratory droplets expelled by someone who is coughing or has other symptoms such as fever or tiredness. Many people with COVID-19 experience only mild symptoms. This is particularly true in the early stages of the disease. It is possible to catch COVID-19 from someone who has just a mild cough and does not feel ill.

Some reports have indicated that people with no symptoms can transmit the virus. It is not yet known how often it happens. WHO is assessing ongoing research on the topic and will continue to share updated findings.

- WHO.INT – Questions and Answers

# Handouts Posters and References:

- US Department of Labor - [dol.gov](https://www.dol.gov)
  - Guidance for Preparing Workplaces for Coronavirus
  - FFCRA: Questions and Answers
- OSHA. [osha.gov](https://www.osha.gov)
  - Preparing Workplaces for COVID – 19
- CDC [cdc.gov](https://www.cdc.gov)
  - Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020
  - Getting your workplace ready for COVID – 19
  - How To Protect Yourself And Others
  - General Business Frequently Asked Question

# Handouts Posters and References:

- WHO – who.int.
  - Questions and Answers
  - Handout - Getting Your Workplace Ready For COVID -19
- Handout – Sample Telecommuting Policy
- Handout – Sample Telecommuting Agreement
- Handout - Resuming Business Toolkit
- Poster – DOL - Employee Rights Under FFCRA
- Poster - CDC – Symptoms of Coronavirus (COVID -19)
- Poster - CDC- Wash Your Hands
- Poster - CDC- How To Safely Wear and Take Off a Cloth Face Covering
- Poster - CDC- Help Protect Yourself and Others from COVID 19

# Thank You

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