On the Road to Recovery from COVID-19
Next Stop – Our Offices

Thursday, May 7, 2020
OUR PRESENTERS

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• Webinar will be recorded
• All attendees will be placed on mute
• Questions may be input into the Questions Box within the GOTOWEBINAR
The information presented today is provided for educational purposes and should not be considered legal advice.
On the Road to Recovery from COVID-19
Next Stop – Our Offices
AGENDA

1. Payroll Network Reminders

2. Key Considerations as Businesses Return to Work
   • Road to Recovery

3. What’s the Plan?
   • Who?
   • When?
   • How?

4. Rules of the Road
   • Navigating “The Road Never Traveled”
PAYROLL AND
CLIENT REPORTS

• FFCR Act Business Credits
• FFCRA Average Hours and Wages Report
• Cares Payroll Protection Report
• Employee Retention Tax Credit Report

• Coming Soon: Payroll Protection Forgiveness Report
Key Considerations as Essential & Non-Essential Businesses Return to Work in their Offices
Return to Work in Our Offices... **Essential** for Business

**Key Considerations Before We Return:**

1. **Plan Ahead:**
   ... Never has a “Road Map” been more critical to getting there

2. **Know the Rules of the Road:**
   ... Speed
   ... Traffic
   ... “New” Safety Provisions
   *States and Local Governments may set their own Rules*

3. **Clear Directions + Consistent Actions = Successful Journey**
   ... Navigating through unfamiliar territory:
   - Transparency
   - Consistency
   - Predictability
What’s the Plan?
Many businesses and employees have largely spent the last 8 weeks “reacting” to COVID-19 and its impact globally, nationally, state-wide, locally, in our jobs, homes and families…

• “Global Pandemic”
• “National Emergency”
• “State Emergency”
• “Stay-at-Home/Safe-at-Home Orders”
• “On-line or Distance Learning”
• “Essential v. Non-Essential”
• “Lay-Offs... Furloughs... Work Share... Remote Work... PPE... Temperature Checks...”
• “Self-Quarantine... Quarantine... Hospitalization... Ventilators...”
• “Family First... CARES... EIDL...PPP... State/Local Grants... Unemployment Portals...”
Now, it’s time to be pro-active... charting a course and strategy to make sure we get our businesses and employees to their intended destinations as efficiently and safely as we can, as we...

- “Re-Open America”
- “Return to Work”
- “Phase I... Phase II... Phase III...”

And transition from...

- “Stay-at-Home to Safer-at-Home”
- “Lay-Offs and Furloughs and Unemployment... to Work, Job Searches/Recruitment, and Unemployment”
- “Remote work to In-Office work... or to Flex-work (locations and schedules)”
I. Current Stay-at Home & Business Shut Down Orders:
   - **Federal** = Expired
   - **Regional** = N/A (VA breaking away?)
   - **State/Local:**

   **VA** = *May 14th* Business Deadline and *June 10th* Stay-at-Home Order
   - Governor Northam suggests “a new phase of our response” ...
   - Phase One (@ 3 weeks):
     - Elective medical procedures
     - Dine-In Restaurants
     - Salons/Barbershops
     - Retail/Gyms/Fitness

   **MD** = No deadlines...
   - Governor Hogan's strategy for re-opening is tied to increased testing and declining #s (deaths/positives) ...
     - 500,000 Test Kits from South Korea
     - Focus on “hot spots” … (incl. Nursing Homes)
     - Similar “Phased” Plan when ready

   **DC** = Public Health Emergency/Stay-at-Home Order until May 15th
   - Mayor Bowser: Health Department - not business - determining her next steps...
I. Employees - Are we all essential once more?
   A. Current/Working or Not:
      • Unless cannot/will not report
        - In-Office workers:
          • (new) Health/Family care
          • At Risk/Vulnerable Medical Conditions
          • Fearful ("here they come...")

   B. Furloughed:
      • Tough decisions lie ahead
        - June 30, 2020 deadline for PPP
        - Sooner for PPP “forgiveness”
        - Did remote/technology = “right size”
          • Can fewer do more
          • Timetable to “ramp back up” ?
        - Employee availability ?
          • $$$ Unemployment (until July 2020)
          • Other jobs
          • *See “A” above (family care, medical conditions and/or fearful)

   C. Laid Off:
      • Tough(er) decisions lie ahead
I. In-Office
   A. Can and will they all want to return/fit?
      - Workforce model changes
      - Physical Distancing/Safety
        • Workplace/space limitations / PPE
        • Family Care
        • At Risk/Vulnerable medical conditions
        • Fearful

II. Remote
   - Workforce model changes
   - Flex Schedule
   - Cost savings
   - Time/Commute savings
   - Proven Productive
   - Virtual Meetings (anyway)
   - Restrictions on/alternatives for collaboration
   - Physical Distancing/Safety
     • Workplace/space limitations / PPE
     • Family Care
     • At Risk/Vulnerable medical conditions
     • Fearful

III. Hybrid Model
   - “New Normal” workforce/work place
   - Economics (mutual benefits) Driven
Rules of the Road
Federal:

1. Employment Laws still apply (including):
   - FLSA
   - ADA
   - FMLA

2. OSHA
   - Workplace safety (as easy as CDC?):
     - Clean/Disinfect
     - Hand Sanitizer
     - Hand washing w/ Soap
     - Social Distancing
     - PPE
     - Workspace configurations
     - Temperature Checks

3. FDA
   - PPE
State/Local:

1. Return to Work Orders
   The Governor and/or Mayor or County Board/Executive say...
   • Who
   • When
   • How
   • Subject to What
   • Wearing What, When, and Where

2. Employment Laws (including):
   • Wage & Hour
   • Minimum Wage
   • Leave (paid and unpaid)
   • Discrimination Laws

3. Unemployment
   • Worker Classification
Navigating “The Road Never Traveled”

An Employer–GPS So Others May Follow

A. We are Ready…
   • Don’t forget to share The Plan

   Actions/Efforts speak louder than words:
   • Facility is clean/safe
   • Facility will stay clean/safe because...

   Words = Policies… are important, too:
   • Employees are healthy/safe
   • Employees will stay healthy/safe
   • What’s out/temporary or permanently?
   • What’s in/new?
     • Temperature Checks?
     • Physical v. Social Distancing
     • To PPE or Not to PPE?
     • Flex/Staggered Schedules
     • Travel (Virtual)
     • Meetings (Virtual)
     • Guests/Visitors (In-person or Virtual)
Navigating “The Road Never Traveled” (Cont’d)

Employee’s role is critical to *The Plan*
- Patience/Understanding
- Compliance
- Communication

B. We are “All in This Together…”
- Actions Speak Louder Than Words – 2.0

Transparency is Key!
- Policies that can be understood by All...
- Policies communicated to All...
- Policies that apply to All...
- Policies = Expectations for All to follow...

Consistency is Key!
- Test all… or none (unless legal basis dictates)
- PPE requirements applied purposefully and enforced consistently
- Apply all policies without discrimination and without retaliation if/when an individual exercises their legal rights...

Predictability is Key!
- Transparent (clear and comprehensible) policies...
- Consistently implemented and enforced...
- Leads to predictable outcomes
SHRM COVID-19 BUSINESS INDEX
32% of U.S. employers have furloughed or laid off hourly workers.

85% of U.S. employers in the hotel and restaurant industry have furloughed or laid off hourly workers.

68% of U.S. employers believe they are done with layoffs.

53% of U.S. employers expect furloughed salaried workers to return in 3 months.

41% of U.S. employers expect laid off salaried workers to never return to work.

64% of salaried U.S. employees are working from home.
SHRM COVID-19 BUSINESS INDEX
### SHRM COVID-19 BUSINESS INDEX

#### Payroll Network

#### Percent of workers U.S. employers do not expect will return to work

<table>
<thead>
<tr>
<th>Reduction</th>
<th>Worker Type</th>
<th>Within 1 Month</th>
<th>Within 3 Months</th>
<th>Within 6 Months</th>
<th>Within 1 Year</th>
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<tr>
<td>Layoff</td>
<td>Salaried</td>
<td>8%</td>
<td>25%</td>
<td>12%</td>
<td>14%</td>
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<tr>
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<td>Hourly</td>
<td>5%</td>
<td>25%</td>
<td>22%</td>
<td>18%</td>
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<tr>
<td>Furlough</td>
<td>Salaried</td>
<td>33%</td>
<td>53%</td>
<td>13%</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td>Hourly</td>
<td>13%</td>
<td>36%</td>
<td>32%</td>
<td>13%</td>
</tr>
</tbody>
</table>

**Laid Off Employees**

- **Salaried**: 41%
- **Hourly**: 29%

**Furloughed Employees**

- **Salaried**: 1%
- **Hourly**: 7%
Four Building Blocks

1. Expanded Testing Capacity
2. Increased Hospital Surge Capacity
3. Ramping up Supply of PPE
4. Robust Contact Tracing Operations

https://governor.maryland.gov/recovery/
Virginia is Looking for:

- Downward trend in percentage of positive tests over 14 days
- Downward trend in hospitalizations over 14 days
- Increased testing and tracing
- Enough hospital beds & intensive care capacity
- Increasing & sustainable supply of PPE

ReOpen DC

- Following the Public Health Principles for a Phased Reopening During COVID-19: Guidance for Governors
- 3 Phases
  - Emergency Response
  - Stabilization
  - Long-term Recovery

HR CONSIDERATIONS (SAMPLE)

- Is FFCRA notice posted and shared with employees?
- Will your recruiting, interviewing and hiring processes change?
- Does your Handbook need edits or new policies added?
- Business Travel Policy
- Telecommuting Policy
- Leave Policy/PTO rollovers, grace periods, etc.
- How are you sharing policy updates with your company?
- Do you need to change:
  - The layout of your workspace
  - Shift to virtual meetings,
  - Stagger days in office for employees?
- How are you educating employees?
- What are your PPE (Personal Protective Equipment) needs?
- Are employees aware of (EAP Employee Assistance) Program?
• Request Emergency Paid Sick Leave Form
• Request Expanded FMLA Leave Form
• **New:** Welcome Back Letter—COVID-19
• **New:** COVID-19 Company Policy
• **New:** Return to Work Checklist

https://www.payrollnetwork.com/resources/covid19-updates/
FOR MORE INFORMATION, PLEASE CONTACT:

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