COVID-19– Proactive Strategies for Preparing Your Return to the Office–Workplace Safety

Thursday, May 21, 2020
OUR PRESENTERS

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WEBINAR DETAILS

• Webinar will be recorded
• All attendees will be placed on mute
• Questions may be input into the Questions Box within the GOTOWEBINAR
• Handouts are available
The information presented today is provided for educational purposes and should not be considered legal advice.

Today’s session is approved for 1 PDC with SHRM. We will send out the activity code after the session to all attendees.
AGENDA

1. iSolved updates
2. Regional/State reopening details
3. How/When to reopen
4. Workplace safety
5. Q & A
6. Live experience sneak peek!
Payroll Network Updates
PAYROLL AND CLIENT REPORTS

• Cares Payroll Protection Report
• ACA Large Client Compliance Report
• FFCRA Average Hours and Wage Report
• FFCRA Business Credits
• Employee Retention Tax Credit Report
• Payroll Summary / Payroll Register
• FTE by Hours Paid

Coming 5/29:
• Payroll Protection Forgiveness Report
Regional / State Updates
Stage One – ‘Safer at Home’
• Effective May 15th

Roadmap to Recovery
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/
Back to Business Pledge

Businesses Still Closed

- Dine-in Service at restaurants
- Fitness
- Theaters
- Common areas of malls
- Tattoo and Massage parlors

https://governor.maryland.gov/recovery/
Phase I looks like this:

• Safer at home—especially high-risk
• No social gatherings of more than 10 people
• Continued social distancing
• Continued teleworking
• Face coverings recommended in public
• Easing limits on businesses and faith communities

Phase I could last 2-4 weeks or longer.

Phases I: Guidelines for All Businesses

1. Physical distancing
2. Enhanced cleaning and disinfection
3. Enhanced workplace safety

ReOpen DC

- Following the Public Health Principles for a Phased Reopening During COVID-19: Guidance for Governors

Key Metrics

- COVID-19 Case Decline
- Test Capacity
- Health Care System Capacity
- Public Health System Capacity


https://coronavirus.dc.gov/reopendc
Strategize and Go Slowly

• Pay attention to State and local guidance
• Do you have measures outlined to help protect all employees?
• Do you have a strategy outlined to ease back into operations?
  • Are there key roles that can start back first?
• Communicate and connect with your employees
COVID-19 – Proactive Strategies for Preparing Your Return to the Office
WORKPLACE SAFETY
Preparing for Return

- **Preparation**
  - Designate a Safety Manager
  - Create a strategic plan

- **Evaluation of the Environment**
  - What are the regional rules
  - Review OSHA and CDC

- **Implementation of the Plan**
  - Cleaning and disinfection protocols
  - Office Supplies – sanitizer, masks, gloves, face shields
  - Office Configuration
  - Post Notices (Clean Hands / FFCRA Poster)
Key Considerations

• Can we screen for COVID-19?
• What does a screening include?
• Make sure you are consistent
• Keep protected health information private
• Variety of other factors
• 100.4 degrees
Exposure Response Plan

• Plan, Develop, Prepare, Communicate, Implement
• Education
• Workplace Flexibilities and Protections

• Assessment: Where, how, and to what sources of COVID-19 might workers be exposed, including: Coworkers, customers, public, healthcare workers, etc.
• Risks outside of the organization (Home / Community)
• Workers' individual risk factors

• Develop Policies and Procedures for Prompt Identification and Isolation of Sick People
Exposure Response Plan

- Create open communication and alert policy
- Identify and isolate suspected cases
- Ensure PPE are in place
- Isolated individuals should leave the work site as soon as possible
- Isolate the area of exposure and identify any potential areas of exposure
- Clean and decontaminate all exposed areas
- Alert exposed workers and educate on the exposure risks
  - Is there a need to Self Quarantine?
If employees claim COVID-19 infections arose out of work-related contacts, are such claims covered by workers’ compensation benefits?
Effective Face Covering Tips

- Cover nose and mouth completely
- Wash hands before and after removing it
- Try not to adjust it during the day
- Keep cloth clean by washing daily
- Don’t let others wear your face covering
- If using disposable, do not reuse them
- Don’t use face covering that has holes or is damaged
- Don’t leave face covering lying around on surfaces that may be contaminated
Cleaning Procedures

Use an EPA registered disinfectant to kill pathogens like COVID-19.

Common cleaners include:
- Clorox Disinfectant Wipes
- Lysol Brand Bleach Multi-purpose Cleaner
- Purell Multi Surface Disinfectant

Are you aware of contact times?
Cleaning Procedures

Wash your hands often with soap and water for 20 seconds.
  • Always wash immediately after removing gloves and after contact with a person who is sick.
  • Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Additional key times to wash hands include:
  ✓ After blowing one’s nose, coughing, or sneezing.
  ✓ After using the restroom.
  ✓ Before eating or preparing food.
  ✓ After contact with animals or pets.
  ✓ Before and after providing routine care for another person who needs assistance (e.g., a child).
Physical Distancing Measures

- Avoid in-person meetings
- Shorten unavoidable meetings, no physical contact
- Eliminate unnecessary travel or gatherings
- Skip the watercooler chats and social lunches
- Bring lunch and eat at your desk or away from others
- Avoid public transit if possible
- Limit recreational activities involving close contact

SOCIAL DISTANCING GUIDELINES AT WORK

1. Avoid in-person meetings. Use online conferencing, email or the phone when possible, even when people are in the same building.
2. Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least three feet from each other; avoid shaking hands.
3. Eliminate unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
4. Do not congregate in work rooms, pantries, copier rooms or other areas where people socialite. Keep six feet apart when possible.
5. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
6. Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
7. Limit recreational or other leisure classes, meetings, activities, etc., where close contact with others is likely.
CDC recommends you **stay home** as much as possible, especially if your trip is not essential, and **practice social distancing** especially if you are at **higher risk of severe illness**. Don’t travel if you are sick or travel with someone who is sick.

If you **must** travel, consider the following risks you might face, depending on what type of travel you are planning:

- Schedule Changes
- Closures
- Modified Hours
- Passports / Real ID
Business Travel Requirements
Customer / Visitor Practices

• Work to limit and avoid visitors to your office (if possible)
• Communicate your workplace expectations and safety measures to visitors
• Direct customer traffic through workplace
• Maintain physical distancing and no handshake greetings
• Use video or telephone meetings instead of in-person
• Work to provide contactless pickup for delivery and pickup
Complying with OSHA

• Review OSHA regulation 29 CFR § 1904 to determine work-relatedness of illnesses.
• Workplace safety:
  - Clean/Disinfect
  - Hand Sanitizer
  - Hand washing w/ Soap
  - Social Distancing
  - PPE
  - Workspace configurations
  - Temperature Checks

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• New– Sample COVID–19 Employee Screening Procedure
• New– Sample Employee Notice– Face Covering
• CDC What do know about COVID
• SHRM Social Distancing Guidelines
• OSHA Guide

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

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3 Learning Objectives

1. **Rewire Your Brain:** Exercises you and your employees can activate today to create confidence and reduce anxiety

2. **Enlightened Leadership:** Boost your emotional resilience and positivity

3. **Increase Engagement:** Foster social connection during physical distancing

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