

BACK-TO-BUSINESS

Bringing Back a Confident Workforce



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HUMAN RESOURCES

Preparing For Return To The Worksite

- > Safe Workplace Protocols
- > Safety Committee
- > Communications
- > Cleaning/Disinfection
- > Healthy Workforce
- > Signage
- > Protocols for customers and on-site visitors



WORKPLACE SAFETY

Common Questions – Uncommon Circumstances

- › Employee refuses to return
- › Taking temperatures of employees, vendors and customers
- › Masks in the workplace
- › Fitness for duty exams – feasible?
- › Screening questionnaires
- › Employee tests positive



WORKPLACE *PRIVACY*

- > Screening, testing and other health related info
- > Data privacy statutes

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EMPLOYEE RETENTION

- > Attention to rebuilding trust, loyalty and engagement
- > Pay and benefits
- > Child care
- > Problem identification
- > Problem solving
- > Overall workplace safety



MANAGEMENT AND SUPERVISORS

- > *The face of the Company*
- > Are they prepared and comfortable?
- > Advance training on all new policies and protocols
- > Responding to questions or concerns by employees and other stakeholders
- > Share updates impacting the business



COMMITMENT THROUGH *COMMUNICATIONS*

Connect and
Retain

- > Plan and Schedule
- > Messenger
- > Methods
- > Messages



COMMITMENT THROUGH COMMUNICATIONS

Messages –
Common Themes

- > Care and Concern
- > Business Plans
- > We Will Keep You Informed
- > Policies and Programs
- > Resources

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COMMITMENT THROUGH COMMUNICATIONS

Methods
to Engage

- > For all employees
- > Remember employees who are working remotely
- > For customers / other stakeholders

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REMOTE WORK RULES

- > Technology
- > Equipment
- > Work process
- > Safety
- > Accounting for Time
- > Written policy



FAMILIES FIRST RESPONSE ACT

- > Emergency Paid Sick Leave
- > Emergency Family And Medical Leave Act

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EMERGENCY PAID SICK LEAVE

Qualifying Reasons

Must provide paid sick time “to the extent the employee is unable to work (or telework) due to a need for leave because:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis
4. The employee is caring for an **individual** who is subject to an order or self-quarantine as described above
5. The employee is caring for a son or daughter if school or child care is closed/unavailable
6. The employee is experiencing “any other substantially similar condition” specified by HHS (catch all)

EMERGENCY FAMILY AND MEDICAL LEAVE

Qualifying Reasons

12 weeks of job protected leave when:

- > “The employee is unable to work (or telework) due to the need for leave to care for the son or daughter under 18 years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency”
- > Likely FMLA definition of “son or daughter” will apply



EMPLOYEE'S REQUEST FOR LEAVE OF ABSENCE FORM

[Company Name]

Employee's Request for Leave of Absence

This form is intended for use by employees requesting a Leave of Absence pursuant to the Families First COVID-19 Response Act. Employees applying for leave must complete this form and return it to _____ as soon as practicable. Please consult the Company's Emergency Paid Sick Leave Policy and Emergency FMLA Policy [previously sent to employees/posted on _____] for more information regarding your possible entitlement to emergency leave. Additional documentation may be required before leave is approved.

Employee's Name: _____ Date of Request: _____

Start date of requested leave: _____

Date Employee expects to return: _____

Address: _____

Telephone Number: _____

Email Address: _____

LEAVE REQUESTED

A. **EMERGENCY PAID SICK LEAVE - UNABLE TO WORK OR TELEWORK (work from home):** *select reason below:*

- (1) ___ I am subject to a Federal, State, or local quarantine or isolation order related to COVID-19. I understand that I must provide documentation accompanying this request to support this requested leave, such as a copy of the Federal, State or local quarantine or isolation



BACK TO BUSINESS FOR EMPLOYERS

Engage

- > Develop or enhance social media presence to regularly engage the workforce
 - > Highlight positive projects or outcomes
 - > Encourage employees
 - > Promote special programs, opportunities, company occasions, etc.
- > Institute supervisory rounds or updates at the beginning of each shift to offer words of encouragement, gratitude, and support



BACK TO BUSINESS FOR EMPLOYERS

Listen and
Communicate

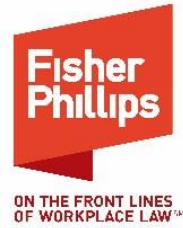
- > Establish clear lines of communication
- > Communicate on a regular basis
- > Consider townhalls via web applications
- > Provide updates via email or hardcopy, depending on your operation



BACK TO BUSINESS FOR EMPLOYERS

Solicit Feedback

- > Set up a feedback portal to solicit questions and concerns
- > Research job placement sites for comments and reviews to identify common threads of employee concerns
- > Consider conducting an employee engagement survey to get the pulse of the workforce
- > Skip-Level Meetings - Solicit employee feedback about supervisors as a tool for proactively addressing issues before they lead to PCA or union activity by the employees



Final Questions

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We wish that you, your family, your workforce, and those you care about stay well.



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