

ROAD TO RECOVERY: PHASE 1

Business Guidance



RISK

- Employers are one of the concerns we have for outbreaks of COVID-19 cases as more people are returning to work.
- Where people are in close proximity for extended periods of time, disease is more likely to spread.
- Locating illness early and taking steps to control the disease are also important.

FACILITIES

- Continue to use remote work options as much as possible. This is the safest approach.
- Make accommodations for people in high risk groups to continue to work from home.
 - High risk groups include:
 - Older adults (60+ years old)
 - People who have serious chronic conditions like heart disease, diabetes, or lung disease
 - People who have compromised immune systems, like cancer patients
- Please be aware of the risk of exposure you are creating at work for this segment of your workforce if you bring them back to work.

WHERE YOU MUST BRING PEOPLE BACK TO WORK, PLEASE USE THE FOLLOWING GUIDANCE:

- **Screening**: symptoms, fever checks, travel policies, etc.
- **Distancing**: Create measures that will ensure 6' physical distancing in workspaces. Use alternative approaches to conduct meetings so as to not crowd people in a room.
- **Leave policies**: Ensure leave policies adequately cover people who may become sick and allow them to stay home to prevent spread of illness.
- **Testing**: Testing may be used as a tool to continue to monitor health. Have a mechanism in place to allow employees to get tested (connect with physician who can make referral). Communicate this widely.
- **Cleaning**: Review the cleaning guidance on our website and institute a policy to maintain cleaning and disinfecting.
- **Groups**: Avoid people congregating and remind people to use space as a barrier.
- **Planning**: Make plans for reductions in workforce if people get sick.

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Learn more on our website:
[HEALTH.SPRINGFIELDMO.GOV/CORONAVIRUS](https://health.springfieldmo.gov/coronavirus)

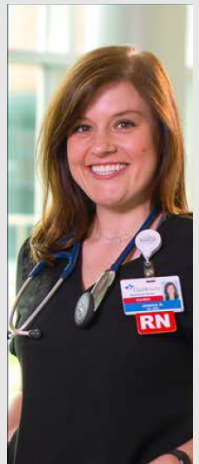
**If you need help, talk to other
businesses or reach out to us:**

417-874-1211

coronavirus@springfieldmo.gov



**SPRINGFIELD -
GREENE COUNTY
HEALTH**

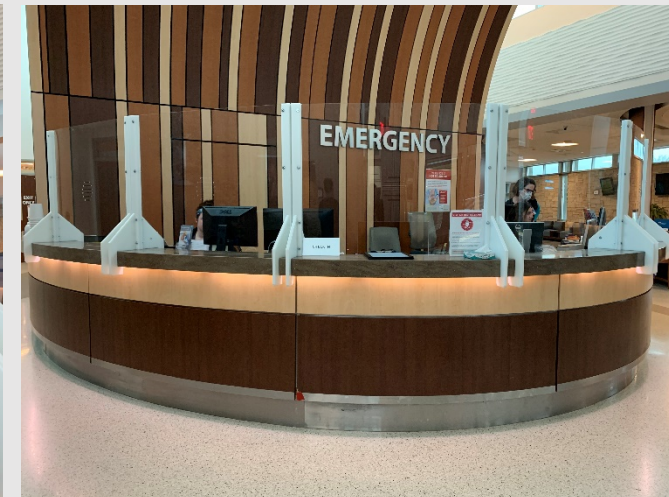


Returning to Work



Vendor/ Customer Engagement

- Evaluate Essential vs Non-essential Vendors and Customers
- Hold to same standards as employees: symptom check, hand washing, do not allow ill persons in your facility
- Consider drive through options
- Physical barriers such as partitions and floor markings
- Creative scheduling to allow social distancing and enhanced cleaning
- Consider calling customers when you are ready for their appointment as they wait in their car



Exposures in the Workplace

- If an exposure occurs in your workplace
 - Local Health Department
 - Tracing with consideration of prolonged contact <6ft
 - Exposed staff may be required to be off for 14 days
 - Customers and vendors may be contacted via phone or media
 - Terminal Cleaning
- Take the steps you can now to reduce your risk for workplace exposure

HR Policy – Blending New & Old

- Special Considerations for at risk employees
 - Consult your counsel
- Document, Document, Document
 - Stress confidentiality
 - Interactive Dialogue to review what is Reasonable
 - Working with a mask
 - Working from home (if possible & able to complete essential functions)
 - Reassignment to another division or similarly situated position less at risk
 - Time off (with or without pay)

Determining Pay/Benefits

- Flexible policy around COVID sick time
 - Healthcare providers must be ready to care for you
- Consider how possible new pay options intersect with traditional
 - FMLA / Leaves of Absence / ADA
 - Significant increases in requests for Personal Leaves of Absence
 - Intersection with leader approval and Labor Pool leaders
- CARES Act – Wide-ranging temporary benefits
 - Retirement plan relief on early distributions, loans, RMDs
 - Expansion of coverage for COVID-related testing, tele-visits, OTC meds
 - Relaxing of Educational Assistance taxation
- Worker relief for furlough, partial unemployment
 - Traditional State of MO benefits up to weekly max
 - \$600/week for 13 weeks retro to January through July from fed

Proactive Approach to Travel

- Travel carries inherent risk of exposure – mitigate what is unnecessary
 - Restricted business travel to only essential
 - Do not recommend air travel
 - Do not recommend personal travel outside of the region
- Advisory board to review all travel
 - Blending pragmatism with compassion
 - Collective approach avoids tunnel vision
 - Allows for different perspectives and considerations
 - Creates open lines of communication with your employees
 - Be specific about the items you need from employees to render a decision
 - Itinerary w/ dates, locations, waypoints
 - Identify individuals for whom they will be in contact & whether those folks had exposures