

Human Resource Considerations



Returning To Work Best Practices

- Follow State and Local Health Official Orders
 - Kansas Executive Order Expired May 3rd
 - The 3-Phase Plan to Reopen Kansas
- Center for Disease Control & Prevention (CDC)
 - <https://www.cdc.gov/>
- Occupational Safety & Health Administration (OSHA)
 - <https://www.osha.gov/>



Keeping the Workplace Safe

▶ Assess your business from a physical perspective

- ▶ How do I keep people safe?
- ▶ Implement what is feasible and practical for your business and comply with state and local ordinances that may apply to your industry's reopening.

▶ Prepare your workplace BEFORE employees return

- Disinfecting all surfaces that are touched before employees return-Make this a regular part of your maintenance
- Follow guidelines re: Sanitizing stations, inventory and restocking and if you will be using PPE ensure disposal of equipment is done according to the WHO/CDC/OSHA guidelines
- Discontinue use of high touch surfaces like vending machines or coffee makers
- In addition to social distancing you may need to install physical barriers between employees and the public/each other. (i.e. sneeze guards)
- Reminder signs for safe distancing, PPE etiquette and hand washing



Changes to Consider For Employees



Stagger callbacks/Adjustment to schedules



Use of face masks or PPE



Screening employees



Social Distancing



Limit Cash Handling



PRACTICE GOOD
HYGIENE



STOP HANDSHAKING
& AVOID TOUCHING FACE



INCREASE
VENTILATION



USE
VIDEOCONFERENCING



ADJUST/POSTPONE
LARGE GATHERINGS



LIMIT BUSINESS
TRAVEL



LIMIT FOOD
SHARING



STAY HOME IF YOU OR A
FAMILY MEMBER IS SICK



USE BOOKING SYSTEM
TO STAGGER CUSTOMERS



LIMIT CASH
HANDLING



USE ONLINE
TRANSACTIONS



PRACTICE SOCIAL
DISTANCING



HOLD MEETINGS IN
OPEN OFFICES



REMIND STAFF OF
HAND WASHING

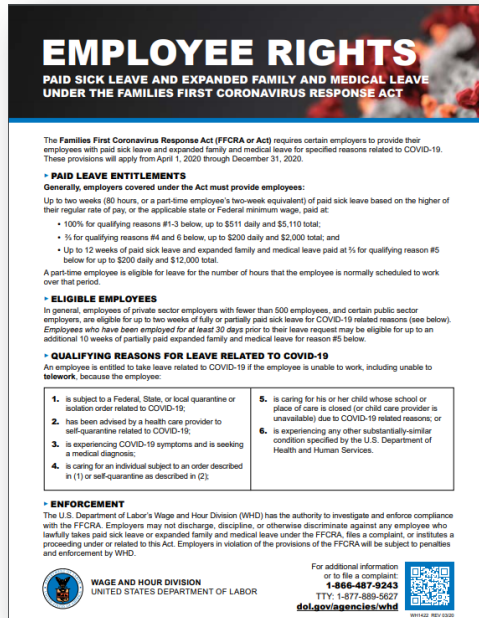


SANITIZE HIGH
TRAFFIC AREAS



COMMUNICATE COVID-19
PLAN WITH STAFF

Communicating With Your Team



- ▶ **Regular, positive communication with employees will help to reduce anxiety**
 - ❑ Determine the best medium to use for your business (i.e. letter, email)
- ▶ **Develop and maintain written policies and procedures**
 - ❑ Include policies and procedures regarding screenings, cleaning/disinfecting, work schedules and infected and exposed employee procedures in communications
- ▶ **Establish clear guidelines and expectations regarding returning to work**
- ▶ **Post necessary legislative information of the Families First Coronavirus Act (FFCRA) requirements in a conspicuous area.**
 - ❑ https://www.dol.gov/sites/dolgov/files/WHd/posters/FFCRA_Poster_WHD_422_Non-Federal.pdf

Issues on Legal Compliance



- ▶ Litigation risks come from both employees and customers
- ▶ Develop and maintain written policies and procedures
- ▶ Training - New policies will require new training for employees to ensure compliance and understanding
- ▶ Keep up-to-date with relevant guidance from agencies and business best practices for your industry
- ▶ Appoint an individual to track changes to guidance and rules

OSHA

- Applies to employers with more than 10 employees
- Requires employers to maintain a safe and healthy work environment
- Includes specific requirements for personal protective equipment and respiratory protection, as well as recordkeeping responsibilities.
- **GENERAL DUTY CLAUSE:**
 - The employer failed to keep the workplace free of hazard to which employees of that employer were exposed;
 - The hazard was recognized;
 - The hazard was causing or was likely to cause death or serious physical harm;
 - There was a feasible and useful method to correct the hazard.



OSHA & COVID-19



- OSHA released guidance related to COVID-19 with recommendations to:
 - **Develop an Infectious Disease Response Plan**
 - Describe among other items, what to do if an employee or customer is diagnosed with COVID-19 to protect employees and provide business continuity
 - **Classify Workers by exposure levels**



- **Very High** – Dealing with known or suspected COVID-19 patients
 - Healthcare workers performing aerosol-generating procedures
 - Healthcare or laboratory personnel collecting or handling specimens
 - Morgue workers performing autopsies
- **High** – Dealing with known or suspected COVID-19 patients
 - Healthcare delivery and support staff exposed to patients
 - Medical transport workers moving patients in enclosed vehicles
 - Mortuary workers involved in preparing bodies
- **Medium**
 - Require frequent and/or close contact (i.e. 6 feet) who may be exposed to patients with COVID-19 but not known or suspected
 - Based on community spread
- **Low**
 - Do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with public

- **Evaluate hazards**



Monitor orders and guidance at the local, state and federal level on an ongoing basis and utilize your designated individual or teams to track information

Need to establish plans that allow flexibility and are treated as living documents

Policies & procedures

Pandemic Response Plan

These plans should include considerations for both your facilities, your employees and your customers/3rd parties that may enter your business