**Archbright™**

**Insights Newsletter**

**July 2020**

**Register Today for the Management Academy’s Virtual Summer Session**

For leaders ready to take the next step in their professional development, Archbright University offers the Management Academy, powered by Development Dimensions International (DDI).

Participants join a small group of peers to complete six key DDI leadership courses:

* Communicating for Leadership Success
* Building & Sustaining Trust
* Addressing Poor Performance
* Driving Change
* Maximizing Team Performance
* Adaptive Leadership

The program occurs over a 6-week period and includes prep work, ongoing action items, and peer check-ins. *This encourages a more dynamic, collaborative, and supportive learning environment.* We’ve designed the program for those who:

* Lead a team
* Are experienced and comfortable with basic management skills of feedback, coaching, and delegation
* Can commit to the follow-up assignments, prep work, and peer coaching calls

*“I am leaving with so many great tools to apply at work, from trust-building to communication planning. It was a great class and instructor!” - Recent Management Academy Attendee*

**This is a terrific opportunity to empower managers, cultivate leadership, and make a lasting impact in your organization.**

Registration is now open for our summer VIRTUAL session:

**Mondays, 8:30am to 12:30pm | July 20th to August 24th**

For more information or to register, visit Archbright.com, email info@archbright.com, or call 206.329.1120 or 509.381.1635.

**It was the best of times, it was the worst of times.**

On March 11, at the same time the world tilted due to a global pandemic, my husband had emergency brain surgery and was diagnosed with Glioblastoma. On May 25, George Floyd’s killing in Minneapolis energized a movement to change our minds and hearts to once and for all deal with the institutionalized racism we’ve denied for too long. Then on June 8, we learned the U.S. had officially entered a recession that would likely be made worse by a ‘second wave’ of Covid-19 infections. It all seems like too much doesn’t it?

As a leader of Archbright who serves almost 2,000 employers in the PNW, I have certainly felt overwhelmed. I’m sure you do too (and I hope you don’t have the same personal crisis to contend with)! There is so much to deal with right now. But while these might seem like the worst of times, these are the best of times too. We can use this time and experience to make our organizations a better place to work…and in doing so, change the world.

I’m talking about an authentic, from-the-top commitment to stamping out racism in our own organizations and building thriving cultures where everyone matters, feels they belong, and knows they can thrive. I’m talking about the insertion of Diversity, Equity, and Inclusion (DEI) into your strategy, your culture, and your very being as an organization.

Archbright embarked on our own DEI work last year. First, our leadership team made a commitment that DEI would be more than a task list for us. It would be a body of work that would be a strategic priority. Here are some highlights of our journey:

* We assembled a DEI Planning Team made up by employees throughout the organization to develop a 3-year DEI plan.
* We ran a Spectra Diversity Assessment of the organization to help us gain insights and understanding of where our employees viewed us through the DEI lens.
* We developed a 3-year Action Plan to guide our work.
* We opened and filled a DEI Program Manager position to focus on the execution of the plan.
* We launched a company-wide diversity training program for every employee.
* We hired DEI consultants to guide our leadership team to align around our commitment to this work, educate ourselves, and realize our aspirations for a truly diverse, equitable, and inclusive Archbright culture.
* We opened up a conversation company-wide, where all team members can speak their mind, express their thoughts on the racial unrest in this current time, and discuss steps we can each take to make a difference.

Considering the current events, I am so grateful we had already started this work in earnest last year. I’m proud of the work we’ve done so far. And I know, we have so far yet to go. I want to encourage all leaders to either start or continue this important work in your own organizations. It requires courage and commitment to be sure. But it is truly the most important thing we can be doing right now. As a place to start, I’d like to recommend all Archbright member leaders engage with The Institute of Sustainable Diversity and Inclusion and participate in their sessions in the 2020 Diversity Learning Series: https://www.i4sdi.org/2020-nwdls (see below).

On behalf of the Archbright Team, I hope you and yours stay safe, sane, and healthy as you manage your way through these times! As always, please let Archbright know how we can help you and your teams.

**Register for the Next Session of the Northwest Diversity Learning Series**

Call It What It Is: Eliminating the Impact of White Supremacy in Our Systems

Session 4: Wednesday, August 12, to be delivered virtually

The Institute for Sustainable Diversity and Inclusion believes in crucial dialogue and courageous truth-telling. This workshop is designed to begin the tender but very necessary journey of healing our workplaces from the harm that has been inflicted by the systematic impact of white supremacy. Participants with a range of knowledge of diversity, equity, inclusion, and belonging are invited to attend this session and approach this experience with curiosity, openness, and resilience.

**Presenters:**

*Dr. Joel A. Brown is the Chief Visionary Officer of Pneumos. As a change agent, Joel works strategically with organizational leaders and professionals to cultivate innovative, creative, and adaptive environments where the cultural genius of everyone can be harnessed and leveraged successfully.*

*Nick van Santen, M.Div., Ed.D. is the co-founder of Magic Machismo, a consulting practice that seeks to neutralize the white supremacist, patriarchal, classist, and heteronormative aspects of masculinity, and build new norms around male leadership that focus on empathy, compassion, growth, honor, and allyship.*

As facilitators and consultants, Joel and Nick treat this topic with great care and our participants with great compassion. Registration is now open at: https://www.i4sdi.org/2020-nwdls-sessions.

**Increase Workplace Civility, Inclusivity, & Productivity with Our Virtual Civil Treatment Class**

Since 2018, Archbright University has taught Civil Treatment, an impactful and award-winning program from ELI, designed to help create a more civil, inclusive, and productive workplace.

It simulates some of the most important conversations leaders and employees will share.

Never has this work been more important than it is right now, as employers reopen in the midst of so many stressful and polarizing situations both locally and across the globe.

This month, we have virtual sessions of both of our Civil Treatment classes on our public calendar:

**Civil Treatment for Leaders, July 16, 8:30 am to 12:30 pm**

**Civil Treatment for Employees, July 28, 8:30 am to 11:00 am**

It is an incredible opportunity to help your workplace leaders prepare for any challenges that may arise in the coming weeks and months. Registration for both sessions is now open.

In each course, we cover:

* Discrimination
* Retaliation
* Bullying/Abusive Treatment
* Duty to Act
* And More

Incivility multiplies when not curbed—more than twice as many employees in uncivil workplaces vs. civil workplaces report they are hearing more uncivil comments at work than they used to—and organizations spend 13% of their time addressing the fallout of the behavior.

We hope that you or your colleagues can attend this session and gain the skills and insights needed to achieve positive business results and reengage employees in ways that inspire their best work.

Like most of our Archbright University classes, we also offer our Civil Treatment courses as virtual onsite classes to train teams. Please reach out to your Account Executive if you are interested in learning more, or email us at info@archbright.com.

**FFCRA and Continued Child Care Challenges**

As more employees return to work following temporary layoffs and work-from-home arrangements, some employees will continue to face difficulty finding child care. While more child care facilities are opening every day, many summer camps have moved to an online-only format or are operating on reduced hours and capacity. This trend is likely to continue into the fall, along with the continued ambiguity as to whether school will happen in person or through remote learning or some combination of the two. There also exist  the likelihood that a local exposure or regional hotspot could forc  school and day care closures resulting in children needing at-home care. `

July 1st marks 12 weeks since the effective date of the Families First Coronavirus Response Act (FFCRA). With that milestone comes a critical point for many employees as they have, or may soon, run out of Emergency Family and Medical Leave (EFMLA) and Emergency Paid Sick Leave Act (EPSL) and will face some tough decisions on figuring out who will take care of their children while they work. In turn, this will challenge employers to work with their employees or potentially face losing some valuable, qualified, and experienced staff members just when business was starting to get back to some semblance of normalcy.

To recap the FFCRA leave entitlements, employees of private employers with fewer than 500 employees are eligible for up to 12 weeks of paid EFMLA and up to 80 hours of EPSL if they are unable to work or telework due to a need for leave to care for their child under 18 years old because their child’s school or daycare is closed due to a public health emergency. There are some exceptions to this entitlement, including that they do not apply to emergency responders, healthcare providers, and related employees, there is a possible exemption for employers with fewer than 50 employees who can demonstrate a hardship, and, for EFMLA, the employee must have worked for the employer for at least 30 days.

**While attempting to navigate the next several months with employees juggling child care issues and uncertain school situations in the fall, keep in mind the following items:**

* EFMLA and EPSL may be used during the summer months, including for camps, summer school, and other child care situations that have been canceled or closed due to a public health emergency. An employee can meet this standard by providing evidence that the provider they used in the past is closed or unavailable.
* However, if the employees can effectively work remotely, they may not be entitled to either EFMLA or EPSL leave. You should work together with your employee to determine if this is an option given the employee’s particular job duties. For example, if someone’s job requires them to answer customer phones all day, remote work may not be an option if they are being interrupted with child care obligations. In contrast, if they can schedule meetings and calls around their child care obligations, then a remote work option might work.
* These leaves also may be used if the provider is open but operating in a fundamentally different way. For example, if an in-person camp is now online only, or the provider has limited operating hours that do not allow the employee to work.
* FFCRA does not require that employees find alternative care if an employee’s child care provider is closed. For example, if an employee normally sends their children to a certain day care provider for the summer and that provider is closed due to COVID-19, then the employee is entitled to use EFMLA and EPSL to cover absences for that reason, even if there are other day care providers that are open and available.

**If employees have run out of EFMLA and EPSL leave, there are some options to consider so that you can retain your workers:**

* Consider alternative work schedules (different times of day, split shifts, or different work days), a temporary part-time schedule, job sharing (or allowing employees to temporarily swap or cover some of each other’s duties), or allowing employees to work some days at home and others in the office.
* Reach out to your EAP for ideas and resources and pass those along to your employees.
* Keep in mind that whatever additional support you offer to effected employees, you are setting a precedent that needs to be administered fairly. For example, if someone asks for some work flexibility or extra time off to care for their disabled adult relative because they have not been able to get qualified care for that person due to COVID-19 issues, such time off would not be covered under FFCRA. However, if you decide to offer extra leave or more flexibility beyond FFCRA for those caring for their children, you should consider offering the same to a person caring for the disabled relative.

Eligible members are encouraged to contact the HR Hotline with any questions as well as access Archbright’s comprehensive KeyNotes and sample policies available in the HR Toolkit. All members have access to all pandemic-related Toolkit resources on the COVID-19 Resources page located under Member Home on Archbright.com (must be logged in to view).

*Source: Ami De Celle, Archbright Attorney*

**Best Practices for Social Media Policies**

In recent months, many employers have engaged in corrective action and even terminated employees for their social media posts regarding workplace safety during the COVID-19 pandemic, or for posts regarding the Black Lives Matter movement and the nationwide protests.

Social media is a powerful tool for connecting with customers and creating strong brands. However, many employers struggle to find the balance between too strict or too lenient social media policies. Employers should evaluate and update their social media policies and develop a specific social media policy and plan that describes examples of behaviors that are acceptable and unacceptable. These policies should clearly describe the kinds of employee social media conduct that may be grounds for corrective action, including termination. The employer should review the policy to evaluate whether it aligns with the company’s culture and philosophy and frequently revisit and update it to accommodate changes in technology and legal and regulatory changes.

An effective and comprehensive social media policy should be included in your handbook and include the following:

* Convey the employer’s legitimate business objectives in implementing the social media policy;
* Advise employees that they should not engage in inappropriate or unacceptable conduct and clearly define those terms;
* Remind employees that social media postings are public and generally available for the world to view;
* Specify that harassing, discriminatory, obscene, pornographic, and malicious conduct on social media is not acceptable;
* Specify that disclosure of trade secrets or confidential employer information is prohibited;
* Assure employees that the intent of the social media policy is not to infringe upon employees’ Section 7 NLRA right to engage in protected activity and collective action related to their wages, hours, and working conditions;
* Ask that employees include a disclaimer that an employee’s views, positions, and opinions expressed on social media are those of the employee and not the employer;
* Prohibit employees from divulging the employer’s confidential information and trade secrets and require compliance with nondisclosure and confidentiality obligations. Clearly define confidential information and trade secrets;
* Advise employees to use their best judgment and exercise personal responsibility when posting on social media; and
* Require employees to obtain authorization before posting a message that is either in the employer’s name or may be attributed to the employer or before speaking to the media on the employer’s behalf.

Even a comprehensive social media policy cannot anticipate every instance where an employee’s personal and professional lives collide on social media. For example, the upcoming presidential election is likely to create a spike in social media posts about politics. Some jurisdictions, like Seattle, provide political ideology as a protected status. However, some political posts may be offensive to others in protected statutes such as race or sex. Employers are encouraged to seek legal counsel before taking action against an employee regarding any social media activity. If an employer discovers a potential policy violation, they should conduct an investigation and document that misuse before confronting the employee.

Eligible members are encouraged to contact the HR Hotline with any questions or to seek guidance. Eligible members may also access Archbright’s sample social media policy available on the Archbright Toolkit and mobile app.

*Source: Kevin Demone Rainge, Archbright Attorney*

**HR FAQ**

**Question:** Should we require an employee to stay home from work if they have attended a large gathering or travelled outside the area, but are not showing any symptoms of COVID-19?

**Answer:** Employers should carefully review guidance from the CDC, WHO, and/or state and local health departments. Health officials have cautioned that individuals attending a large gathering should consider themselves exposed to COVID-19. While simply being “exposed” to the illness may or may not require an employee to quarantine, employers may set their own internal policies. The Washington State Health Department suggested employees quarantine for 14 days if they have attended any large event where masks were not worn by all individuals AND at least 6 feet of physical distancing was not maintained. This could be similarly applied to an individual who travelled on an airplane or other public transit.

Employers should review each situation on a case by case basis and ensure any employee with symptoms is not permitted to work. If the employee has no symptoms, employers should consider many factors, including the amount of exposure, whether physical distancing was maintained, and whether masks were worn by all individuals. Employers should communicate internal policies and consistently apply them for all employees.

**COVID-19 Toolkit Resources and Webinar Recordings Available to All Members**

The COVID-19 outbreak continues to challenge us here in the Pacific Northwest. We are working hard to deliver content and resources to keep you informed during this time.

All of our COVID-19 related resources from the HR Toolkit are now accessible to all members, including our most recent COVID-19 related webinar recordings.

To access, simply log-in to the website and locate the COVID-19 Resources page under Member Home. Our Content Team is regularly updating these resources as new information is released.

**HRCI Certification Benefits for Archbright Members**

Archbright is a champion of the professional development and learning & development programs of our members. Not only through Archbright University classes, but also through our partnership with the HR Certification Institute® (HRCI®).

We are please to offer several benefits that will help employees of member organizations obtain or renew premier HRCI certifications:

* Archbright members receive $50 off the aPHR®, PHR®, PHRca®, SPHR® or GPHR® exam fee! Use promo code: ARCH50.
* Members also receive three credits per full year of membership (to a maximum of 9 credit hours) under the “Professional Achievement” category.
* Plus, an additional 1 Business credit (to a maximum of 3 credit hours for SPHR) under the “Professional Development: Self-Directed” education category. Note: if your HRCI credential does not require Business credit, the credit type will default to HR (General) credit.

We encourage you to take advantage of these benefits today!

For more information on HR certification exams and recertification credits, contact info@archbright.com or visit www.hrci.org.

**New Member Benefit: The COVID-19 Employee Pulse Survey**

Earlier this year, our Workplace Innovation Team created the COVID-19 Employee Pulse Survey to help Archbright leaders learn more about how our teams were doing in light of the pandemic. It was so valuable to us that we immediately rolled it out to members as a new benefit of Archbright membership. This quick pulse survey will help you assess how your employees are handling the impact of the COVID-19 pandemic both personally and professionally as well as solicit feedback on how leaders are supporting them during this crisis.

If you have not yet run the pulse survey in your organization, it is still available to you.

It includes 4 key categories of questions with open comments options in each category. You simply email the survey link to your employees, after coordinating your launch and close date with us. We will provide you with a sample survey launch email. Then, we will send you links to your online reports to monitor results as they come in.

If you are interested, contact us at surveys@archbright.com with your request. We are ready to help!

**OSHA Requires Infectious Disease Preparedness and Response Plan**

Whether it’s part of an Emergency Action plan, an Employee Handbook or a stand-alone document, the Occupational Safety and Health Administration (OSHA) is requiring all employers to have a site-specific written Infectious Disease Preparedness and Response plan (IDPRP) that includes a response to COVID-19. All employees must be trained on the plan.

In the first quarter of 2020, businesses across the U.S. found themselves ill-prepared to handle a global pandemic caused by the SARS-CoV-2 virus, which resulted in companies having to shift work functions, reduce headcount and in some cases, close their doors altogether. In response to the pandemic, OSHA created the ‘Guidance on Preparing Workplaces for COVID-19’. The guide was designed to assist employers in addressing their specific exposure risks when creating their IDPRP.

The IDPRP, at a minimum, must address the level(s) of risk associated with various worksites and job tasks workers perform at those sites, including if there is a risk of employee exposure from interactions with the general public or interactions with sick patients in a health care setting. Job hazard analysis (JHA’s) should be updated based on any current health outbreak. Basic infection prevention measures are also included in the plan such as hand washing, cough and sneeze etiquette, and housekeeping practices. The plan should also cover personal risk factors such as older age, the presence of chronic medical conditions, ill persons in the workplace, illness prevention techniques, cleaning and sanitation protocols, as well as business continuity and other specific COVID-19 topics.

In addition to federal recommendations and directives, employers should also follow state, local, tribal, and/or territorial (SLTT) recommendations when developing their IDPRP. Employers should also develop contingency plans for situations that may arise as a result of outbreaks. Such situations may include an increased rate of absenteeism, the need for physical distancing, staggering shifts, downsizing operations, identifying essential operations, and interruptions in supply chains or critical vendors. Plans also need to address steps that the employer is taking to reduce the risk of worker exposure to the virus SARS-CoV-2, the virus that causes COVID-19, in the workplace.

Many employers may find that they already have some or most of the required plan elements identified within other plans such as their Employee Handbook, Business Continuity plan, or their Emergency Action plan, or are in action but not currently in writing. Employers can find a full plan checklist that covers required and best practice elements as well as a sample IDPRP plan, a JHA template, and more on the COVID-19 Resources page under Member Home on Archbright.com. You must be logged in to access.

Employers that would like additional assistance reviewing or writing plans, are interested in a workplace COVID-19 Digital Inspection and Safety Roadmap, or who have questions about current safety regulations, are encouraged to reach out to the Safety Team at Archbright at 206.329.1120 ext. 4, 509.381.1635 ext.4, or email safety@archbright.com

*Source: Tiffany Knudsen, Safety  Content Manager*

**Safety & Health Webinars**

**Safety awareness tips, compliance information, and tools to take safety programs to the next level!**

Archbright’s extensive safety & health webinar library is available to all members. Our Safety, Loss Control, and Workers’ Compensation experts record monthly webinars that employers can use to build, or update, required written safety programs and establish best practices.

Topics include:

* COVID-19 Safety Program Requirements
* 8 Essential Elements of Safety Series
* Required Written Programs
* Safety Train the Trainer Topics
* Employee Safety Engagement
* Claims’ Financial Impact
* Retrospective Rating
* And More!

Most webinars are designed in conjunction with sample templates and tools for employer implementation. Contact safety@archbright.com for more information about this webinar library!