

<input type="checkbox"/>	Ensure that all employees who are currently ill or have contact with an ill family member stay home (follow CDC recommendations for length of time):
	<ul style="list-style-type: none"> <input type="radio"/> Do not return to work with symptoms. <input type="radio"/> Quarantine for 14 days.
<input type="checkbox"/>	If an employee becomes sick at work, send them home.
<input type="checkbox"/>	Promote safe social distancing in the workplace by encouraging employees to:
	<ul style="list-style-type: none"> <input type="radio"/> Remain at least 6 feet away from each other. <input type="radio"/> Email, message, call, or video call rather than meeting face to face. <input type="radio"/> Clean computer equipment, desktops, phones, and workstations after each shift.
<input type="checkbox"/>	Provide hand sanitizer, cleaning supplies, and masks (where appropriate/necessary) and no-touch disposal receptacles.
<input type="checkbox"/>	Discourage handshaking.
<input type="checkbox"/>	Place CDC posters throughout the business to encourage social distancing and hand hygiene.

Best Practices

<input type="checkbox"/>	Ensure your workplace cleaning company is up to date on current methods of safely removing COVID-19 hazards.
<input type="checkbox"/>	Communicate frequently and as transparently as possible with employees:
	<ul style="list-style-type: none"> <input type="radio"/> Provide expected timelines for recalling/rehiring employees. <input type="radio"/> Provide returning employees with recall or offer letters.
<input type="checkbox"/>	Train managers on dealing with employees that may face increased personal challenges during this time, such as bereavement and loss, childcare and school-cancellation challenges, financial stress, and other dependent care and support needs.
<input type="checkbox"/>	Offer flexibility wherever possible and adjust workloads to be reasonable.
<input type="checkbox"/>	Be prepared to quickly investigate and stop discriminatory speech or acts in the workplace.
<input type="checkbox"/>	Ensure EAP Brochures are available via iSolved. Consider adding an EAP plan if you don't have one.
<input type="checkbox"/>	Designate a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.
<input type="checkbox"/>	Develop a plan to operate if absenteeism spikes or if another lockdown occurs in the future:
	<ul style="list-style-type: none"> <input type="radio"/> Implement a plan to continue essential business functions. <input type="radio"/> Implement flexible work schedules and leave policies. <input type="radio"/> Cross-train employees on performing essential business functions.
<input type="checkbox"/>	Develop emergency communications plans, including a way to answer workers' concerns.
<input type="checkbox"/>	Communicate your appreciation and welcome employees back to work. Send them the Return to work email.

REMINDER – we at Payroll Network are not legal attorneys, and the information provided here is not legal advice. Please consult with your legal counsel for specific questions and guidance.