

COVID-19 (CORONAVIRUS) REOPENING THE WORKPLACE

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PLANNING TO REOPEN

Government guidance review

Risk assessment of building and processes

Evaluation of workforce

GOVERNMENT GUIDANCE

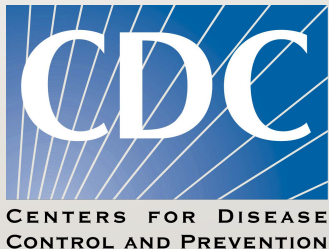


Federal, State, Local

- Stay-at-home & shelter-in-place orders
- Essential businesses



- Guidance on Preparing Workplaces for COVID-19:
 - <https://www.osha.gov/Publications/OSHA3990.pdf>
- Prepare infection prevention measures
- Implement workplace controls



- Tool for business owners and managers:
 - <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/workplace-decision-tree.pdf>
- Maintain 6 ft distance and intensify cleaning

WORKPLACES DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist employers in making (re)opening decisions during the COVID-19 pandemic, especially to protect vulnerable workers. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

Should you consider opening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Are you ready to protect employees at [higher risk](#) for severe illness?

ANY
NO



ALL
YES



Are recommended health and safety actions in place?

- ✓ Promote [healthy hygiene practices](#) such as [hand washing](#) and [employees wearing a cloth face covering](#), as feasible
- ✓ Intensify [cleaning, disinfection](#), and ventilation
- ✓ Encourage [social distancing](#) and enhance spacing between employees, including through physical barriers, changing layout of workspaces, encouraging telework, closing or limiting access to communal spaces, staggering shifts and breaks, and limiting large events, when and where feasible
- ✓ Consider modifying travel and commuting practices. Promote telework for employees who do not live in the local area, if feasible.
- ✓ Train all employees on health and safety protocols

ANY
NO



ALL
YES



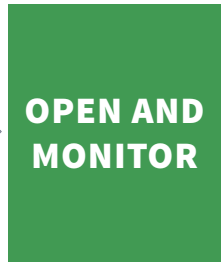
Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for [signs and symptoms](#) of employees daily upon arrival, as feasible
- ✓ Encourage anyone who is sick to [stay home](#)
- ✓ Plan for if an employee gets sick
- ✓ Regularly communicate and monitor developments with local authorities and employees
- ✓ Monitor employee absences and have flexible leave policies and practices
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

ANY
NO

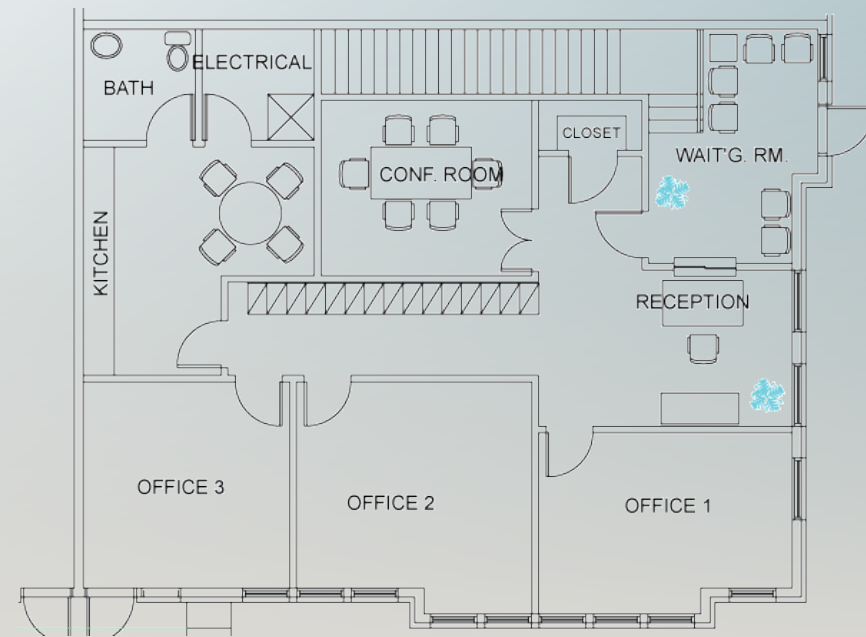


ALL
YES



RISK ASSESSMENT

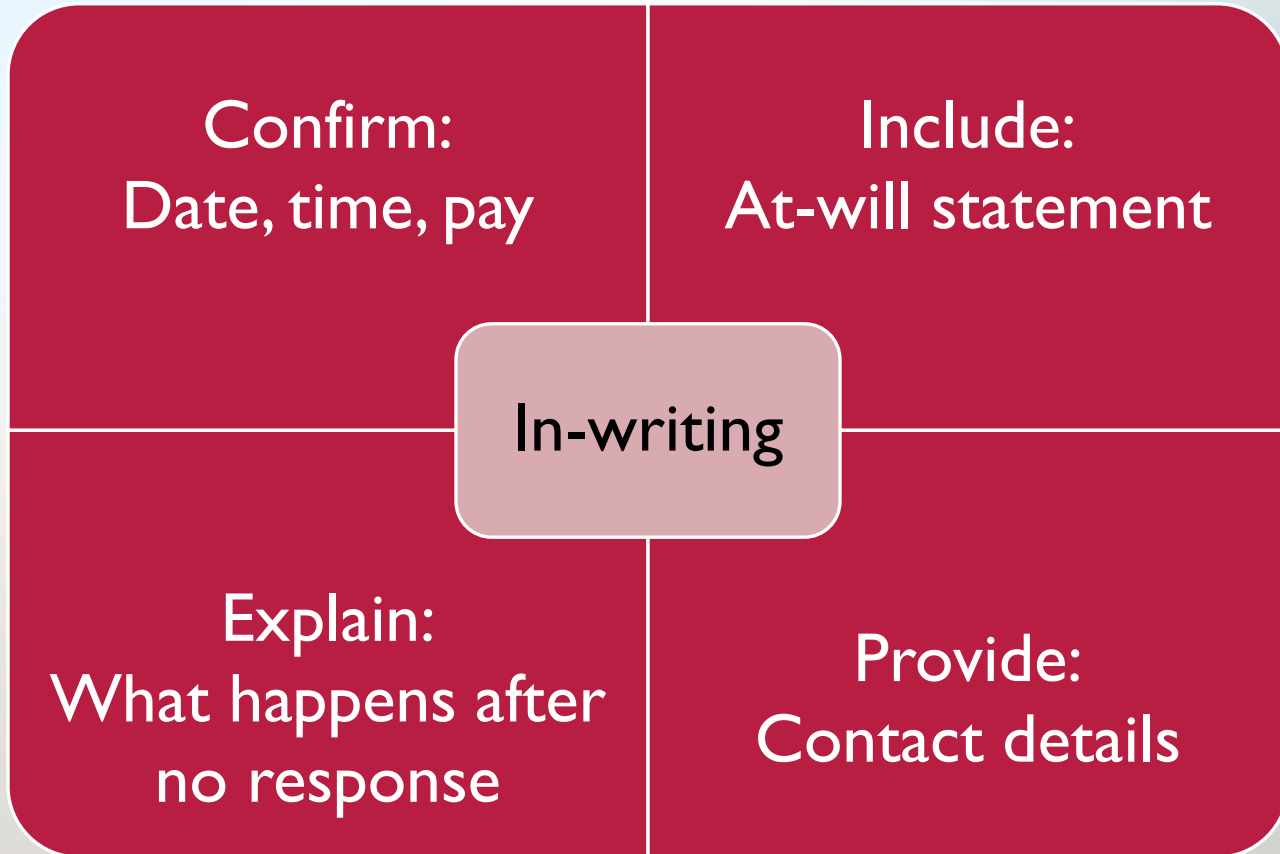
1. Identify hazards:
 - a. Perform a walk-through and flag high-risk areas
 - b. Evaluate HVAC and supplies (incl PPE)
2. Review cleaning practices
3. Create social distancing plan
 - a. Employee work locations
 - b. Employee travel patterns
 - c. Staggered shifts & breaks
 - d. Meeting rooms & elevators
 - e. Customer & vendor areas
4. Consider hazard pay for high-risk employees



EVALUATION OF WORKFORCE

- Employees may want more flexibility
 - Working from home
 - Different schedules
- When deciding which employees should return, be mindful of discrimination issues (age, race, gender, disability, etc).
- Employees may not want to return
 - Child care
 - Higher income through unemployment
 - Worried about infection
- If new hires are needed, make quick decisions
- Integrate PPP loan into plans
- Plan for sick employees
 - Send home confirmed employees and applicable co-workers
 - Clean area and notify others
 - Employers may measure employees' temperature

EMPLOYEE RECALL LETTERS



SAMPLE EMPLOYEE DAILY FORM

Do you pose a heightened risk of exposing another person to a communicable disease or other illness? Please check “yes” if any of the following are true:

You have been infected with or had symptoms associated with COVID-19 in the last 24 hours including a fever above 100.4°F, cough, and/or shortness of breath.

In the past 14 days, you have:

Been in close contact (within 6 feet for more than a few minutes) with anyone diagnosed with COVID-19 without appropriate protection.

Had unprotected direct contact with infectious secretions or excretions of anyone diagnosed with COVID-19 (e.g., being coughed on, touching used tissues with a bare hand).

Been on a cruise or been advised/ordered to quarantine/isolate by a healthcare provider or a governmental agency (i.e. border patrol, CDC or a state or local health department).

Employee Name: _____ Signature: _____ Date: _____

STATE EXAMPLE – ILLINOIS OFFICES

All employees should complete health and safety training

Make temperature checks available for employees

Post information about the symptoms of COVID-19

Create a wellness screening program

Conduct in-person screening of employees upon entry

Conduct mid-shift screening

Display signage at office entrances

Ask external suppliers and visitors if they are exhibiting symptoms

Keep a log of all external suppliers and visitors who enter the office

AFTER REOPENING

OPEN			
BUSINESS HOURS			
MON	10:00	TO	5:00
TUE	10:00	TO	5:00
WED	10:00	TO	5:00
THU	10:00	TO	5:00
FRI	10:00	TO	5:00
SAT	8:00	TO	7:00
SUN	CLOSED	TO	CLOSED

- Facilitate on-going employee communication
- Periodically evaluate employee performance and obtain employee feedback
- Look for new ways to motivate, engage and reward
- Continue to assess hazards, janitorial services, and process improvements

QUESTIONS?

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