

Workplace Safety

- Order and distribute PPE to employees & post signage
- Communicate safety requirements (e.g. use of face coverings, common area rules, staying away when ill)
- Follow CDC, OSHA, and local health authority guidance and review state/local law regarding required PPE
 - o Link: <https://www.osha.gov/SLTC/covid-19/standards.html>
 - o OSHA State Plan Standards: <https://www.osha.gov/stateplans/>
- Follow official Return to Work Guidelines for Foodservice Establishments (noted below by state)
 - o <https://restaurant.org/Downloads/PDFs/business/COVID19-Return-to-Work-Guidelines-for-Foodservice.pdf>
- Consider whether you will implement health questionnaires/temperature checks
 - o Sample Survey: <https://www.fisherphillips.com/assets/htmldocuments/COVID-19%20Sample%20Employee%20Questionnaire%20.pdf>
 - o <https://www.fda.gov/food/food-safety-during-emergencies/best-practices-retail-food-stores-restaurants-and-food-pick-updelivery-services-during-covid-19#employeehealth>
- Train employees regarding new policies/procedures and obtain acknowledgment
- Post social distancing markers (i.e. Mark 6 foot spacing in dining areas and walkways)
 - o Sample signs multi-lingual: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>
- Establish a daily cleaning/disinfecting routine and opening/closing procedures for restaurants
 - o Cleaning suggestions: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/business-employers/bars-restaurants.html>
 - o <https://go.restaurant.org/covid19-reopening-guide>

Personal Hygiene for Employees

- o <https://www.fda.gov/food/food-safety-during-emergencies/best-practices-retail-food-stores-restaurants-and-food-pick-updelivery-services-during-covid-19#employeehygiene>
- Establish new workplace policies (e.g. scattered mealtimes and schedules, removing seating in common areas)
- Reconfiguration of dining area, eating areas (i.e. Move tables outdoors, separate tables, seating, ensure seating capacity is within state guidelines)
- Identify positions with the potential for occupational exposure to Covid-19
 - o Exposure Levels: <https://www.osha.gov/SLTC/covid-19/hazardrecognition.html>
- Determine necessary protocol if:
 - o An employee tests positive for COVID-19
 - o An employee lives with someone who has tested positive for COVID-19
 - o An employee has contact with someone who has tested positive for COVID-19
 - o Prepare for emergency cleaning if a positive case is reported

(Note: It's important to make sure these procedures not be discriminatory in any way)

- Determine plan for high risk employees
 - o OSHA Guidance: <https://www.osha.gov/Publications/OSHA3990.pdf>
- Designate a point person at each worksite/department to handle employee concerns and ensure compliance
- Develop a written plan of action to implement if a worker becomes sick with COVID-19
 - o Employer FAQ's: <https://www.fisherphillips.com/resources-alerts-comprehensive-and-updated-faqs-for-employers>

Recalling Employees & Hiring Considerations

- Timing and Restructure of Returning to Work
 - Review local, county, and state government ordinances
 - Triggering events (e.g. applicable stay-at-home orders, etc.)
 - Phased-in return (e.g. continued telework, limit on-site personnel)
 - **State information:** <https://www.nga.org/coronavirus/#glance>
- Prepare Protocol for Identifying Who Will Be Brought Back to Work
 - Survey employees to understand current situation and accommodations needed
 - Consider objective, non-discriminatory criteria such as skill set, education, and/or tenure
 - Be aware of negligence claims if employees are brought into unsafe work conditions
 - Consider voluntary call-backs (employee option to return during first round, etc.)
- Notify employees with a recall letter
- Submit status changes via AlphaStaff portal for rehired workers
- Consider staggered shifts, alternate workdays, continued telework/remote work, workshare programs (as needed)
 - **Considerations:** <https://www.fisherphillips.com/post-pandemic-faqs#L1>
- Determine benefits enrollment requirements for rehired workers (i.e. health insurance, 401K, supplementals)
- Determine how to handle employees who are unable or unwilling to return to work
 - Employees who are fearful of returning to work
 - Employees who have family obligations that interfere with the ability to return to work
 - Employees who remain under quarantine due to exposure to COVID-19
 - **Accommodations:** <https://www.fisherphillips.com/post-pandemic-faqs#L13>

Job Offers & Hiring

- Utilize paperless onboarding process if not currently in your practices
- Current hiring process should be maintained (i.e., screening applicants after conditional job offer)
- May take temperature or delay start date if individual has COVID-19 or associated symptoms
- May withdraw job offer if individual is need immediately but is unable to start because of confirmed diagnosis of COVID-19 symptoms
 - **Hiring Strategies:** <https://www.fisherphillips.com/post-pandemic-faqs#L12>

Employee Communications, Training, & Policy Updates

- Communicate return to work plan with timeline, processes and cleaning procedures
- Adjust/update policies and posters to reflect regulatory requirements and current business needs
 - Meal and rest break policies adjusted to stagger times
 - Telecommuting & remote work support/hardware
 - Flexible scheduling options
 - Time off request procedures to indicate when PTO can be required (e.g. having to send a sick employee home)
- Have exposure-response communications prepared

- Have media communications prepared
- Create visitor or customer policy (e.g. vendors/clients)
 - o <https://restaurant.org/Downloads/PDFs/business/COVID19-Return-to-Work-Guidelines-for-Foodservice.pdf>
- Communicating return to work plan to customers, suppliers, & vendors
- What the company will be doing i.e. extra cleaning, common areas
 - o **Workplace Advice:** https://www.who.int/teams/risk-communication/employers-and-workers?gclid=CjwKCAjw4rf6BRAvEiwAn2Q76gd-P-I7ZgL6K1x1TjamLvWdnMt2DtTO9d0zyTY7IXf0F2M2xpxDchoCUroQAvD_BwE
 - o <https://go.restaurant.org/covid19-reopening-guide>
- Update travel policy to reflect essential versus nonessential travel
- Provide EAP resources information to employees (866-799-2728); www.healthadvocate.com/members
- Find creative ways to maintain employee engagement and welcome feedback and ideas on how you can offer better support
 - o **Engagement:** <https://www.jacksonlewis.com/sites/default/files/docs/05-01-2020%20-%20Maintaining%20Remote%20Employee%20Engagement.pdf>

Employee Leave & Benefits

- Create tracking system for use of leave including length and reason
- Maintain documentation of paid leave
- Make employees aware of available leave
 - o Leave: <https://www.dol.gov/agencies/whd/pandemic>
- Review time off policies and update as needed
- Check headcount under 500 to determine compliance requirements
- Length of service Eligibility for Emergency Family Medical leave – 30+ days
- Consider American with Disabilities Act
 - o **ADA:** <https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>
- Next steps for request for leave and accommodations
 - o Medical conditions (i.e. ADA accommodations)
 - o Children at home
 - o Exposure to COVID-19
 - o Discrimination issues
- Consider other leaves that could run concurrently
- Provide employee leave of absence request form or request for accommodation form
 - o Email HRSC@alphastaff.com for forms or your HR Account Manager
- Consider non-discrimination and non-retaliation obligations and job reinstatement obligations

Additional Resources & Links

AlphaStaff COVID-19 Resources: <https://www.alphastaff.com/covid-19-updates/>

Littler Coronavirus (COVID-19) Guidance for Business Preparedness <https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf>

World Health Organization <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

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Occupational Safety and Health Administration website: www.osha.gov

Centers for Disease Control and Prevention website: www.cdc.gov

National Institute for Occupational Safety and Health website: www.cdc.gov/niosh

Return to Work Considerations

[https://www.bakerdonelson.com/webfiles/Return to Work Important Considerations 04 28 2020.pdf](https://www.bakerdonelson.com/webfiles/Return_to_Work_Important_Considerations_04_28_2020.pdf)

Managing Employee Health (Including Contracted Workers)

<https://www.fda.gov/food/food-safety-during-emergencies/best-practices-retail-food-stores-restaurants-and-food-pick-up-delivery-services-during-covid-19#employeehealth>

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Managing Operations in a Foodservice Establishment or Retail Food Store

<https://www.fda.gov/food/food-safety-during-emergencies/best-practices-retail-food-stores-restaurants-and-food-pick-up-delivery-services-during-covid-19#operations>

Managing Food Pick-Up and Delivery

<https://www.fda.gov/food/food-safety-during-emergencies/best-practices-retail-food-stores-restaurants-and-food-pick-up-delivery-services-during-covid-19#pickupdelivery>

For other resources: RESTAURANT.ORG/COVID19