

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)
 - <https://www.osha.gov/Publications/OSHA3996.pdf>
 - https://www.mdra.org/wp-content/uploads/2020/05/MRA_Retailer_Checklist.pdf
- Follow CDC, OSHA, and local health authority guidance and review state/local law regarding required PPE
 - Link: <https://www.osha.gov/SLTC/covid-19/standards.html>
 - OSHA State Plan Standards: <https://www.osha.gov/stateplans/>
- Consider whether you will implement health questionnaires/temperature checks
 - Sample Survey: <https://www.fisherphillips.com/assets/htmldocuments/COVID-19%20Sample%20Employee%20Questionnaire%20.pdf>
- Train employees regarding new policies/procedures and obtain acknowledgment
- Post social distancing markers (e.g. mark 6 foot spacing in lobbies and/or waiting areas)
 - 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 for workplaces
 - Cleaning suggestions: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Establish new workplace policies (e.g. scattered mealtimes and schedules, removing seating in common areas)
- Reconfigure office space and shared spaces (e.g. moving workstations, removing seating, installing plexiglass partitions)
- Identify positions with the potential for occupational exposure to Covid-19
 - Exposure Levels: <https://www.osha.gov/SLTC/covid-19/hazardrecognition.html>
- Determine necessary protocol if:
 - An employee tests positive for COVID-19
 - An employee lives with someone who has tested positive for COVID-19
 - An employee has contact with someone who has tested positive for COVID-19
 - Prepare for emergency cleaning if a positive case is reported
- Determine plan for high risk employees
 - 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
 - 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>
- Retail opening doors: <https://cdn.nrf.com/sites/default/files/2020-04/NRF%20-%20Operation%20Open%20Doors%20-%20Checklist.pdf>
- 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

- Communicate return to work plan with timeline, processes and cleaning procedures
- Workplace Advice: https://www.who.int/teams/risk-communication/employers-and-workers?gclid=CjwKCAjw4rf6BRAvEiwAn2Q76gd-P-I7ZgL6K1x1TjamLvWdnMt2DtTO9d0zyTY7IXf0F2M2xpxDchoCUroQAvD_BwE
- 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)
- Communicate return to work plan to customers, suppliers, & vendors
- 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
 - **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
- Review eligibility requirements for leave laws (employee count, need for leave, length of service, etc.)
- Make employees aware of available leave
 - o Leave: <https://www.dol.gov/agencies/whd/pandemic>
- Review time off policies and update as needed
- 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>
- 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/>

Little 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/new-covid-19/advice-for-public>

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%20to%20Work%20Important%20Considerations%2004%2028%202020.pdf)

National Retail Federation - nrf.com

Self-Storage Association - <https://www.selfstorage.org>

Self-Storage Association - <https://www.selfstorage.org/About-SSA/SSA-News/ArticleID/259/Preventative-Measures-That-Self-Storage-Operators-Must-Follow>