

LIVE UNITED

Office

# Returning To Work

May 7, 2020



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## **Disclaimer**

These are suggestions based on our research and how we plan to work through this at UWW.

# Welcome & Objectives



Before returning to your offices, we will need to reassess our understanding of the impacts of COVID-19 on the following:

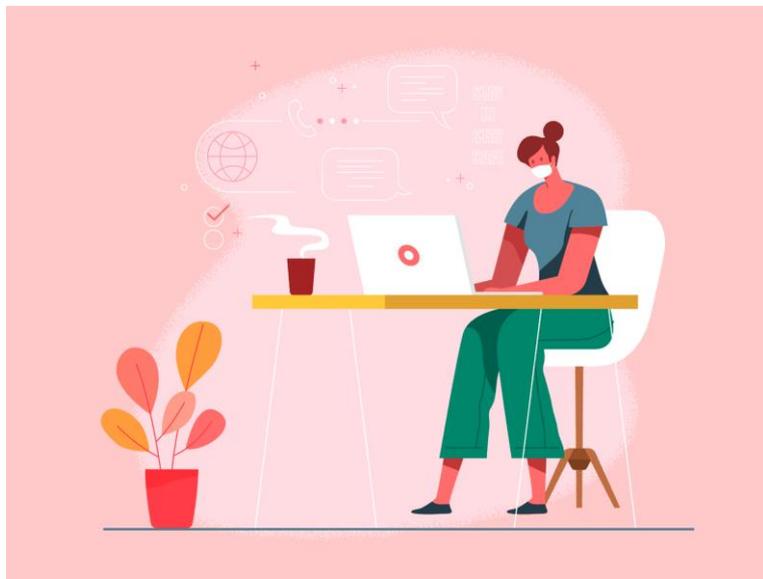
- How we interact.
- How we conduct meetings.
- How we empower our teams to be proactive when getting sick.
- How we ensure our buildings are safe and comfortable to staff.

# Business Continuity Plans



- Implement a [business continuity plan](#), including [infectious disease control](#).
- Amend existing plans to include the latest emergency information, such as updates on epidemics and workplace considerations or changes in protocols for responding to global disasters.
- Update plan resources and contact information to ensure accuracy.
- Establish a pandemic task force to [continuously monitor external](#) and internal data and implement appropriate protocols.

# Planning for Return



Implement [employee health screening](#) and [cleaning procedures](#), including procuring cleaning supplies.

Develop an exposure-response plan that addresses:

- Isolation, containment and contact tracking procedures.
- [Exposure communications](#) to affected staff.

Provide personal protective equipment (PPE) such as:

- Masks, gloves, etc.
- Hand sanitizer

# Planning for Return

## Establish physical distancing measures within the workplace:

- Rotating weeks in the office and working remotely.
- Moving workstations to increase separation distance.

## Restrict business travel

- Start with essential travel only and define what that is at your United Way.
- Follow government guidance to ease restrictions over time.

Source: <https://www.shrm.org/resourcesandtools/tools-and-samples/hr-forms/pages/covid-19-back-to-work-checklist.aspx>



# Planning for Return

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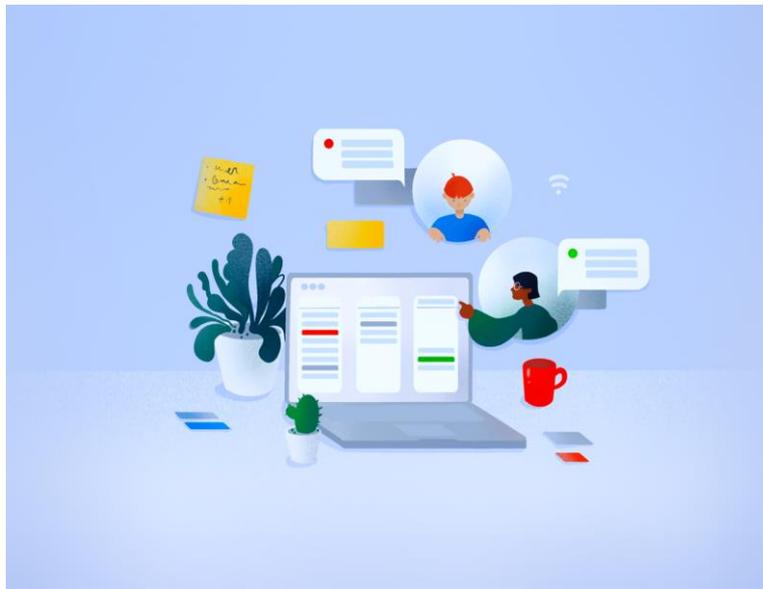
## Wash Hands



### **Define customer and/or visitor contact protocols such as:**

- Directing customer traffic through workplace.
- Limiting the number of customers in any area at one time.
- No handshake greetings, remain 3-6 ft. apart.
- Leveraging technology to conduct meetings.
- Providing contactless pickup and delivery of products.

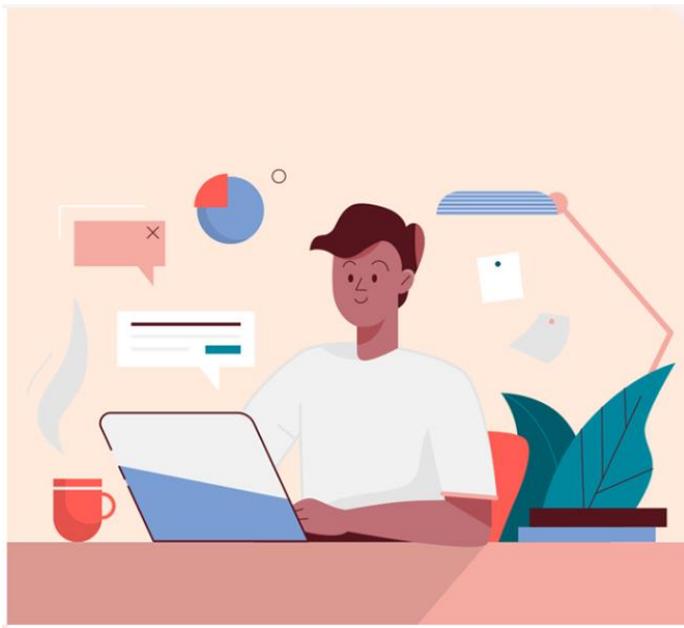
# Communications



## Topics to cover may include

- How stay-at-home if sick and physical distancing policies are being used to protect workers and customers.
- Detail what new workplace safety trainings and disinfection protocols have been implemented.
- Exposure-response communications for any affected employees and customers.
- Prepared media communications ready to release on topics such as return-to-work timetables, safety protections in place, and how else the company is supporting workers and customers.

# Remote Work



## Actions to consider include:

- Continuing to allow remote work where possible to keep employees safe -- consider long-term arrangements.
- Staggering weeks in office and at home among team members, or part-time remote work on alternate weekdays.
- Updating technology to support virtual workers.
- Consider the long-term cost savings or impact of offering permanent remote work.

# Things to Consider



## *Phasing-in employees returning to work*

- Consider adopting a [work share](#) program or [SUB plan](#) if bringing employees back on a reduced schedule.
- Determine schedule changes to provide the greatest protection to workers.

## *Creating a plan for employees in [high-risk categories](#) for infection to return to work*

- Consider allowing them to work from home or remain on leave until they feel comfortable to return.
- Determine increased measures to protect them when working onsite, including isolated workstations, additional PPE as requested, fewer days in the office, etc.

# Things to Consider

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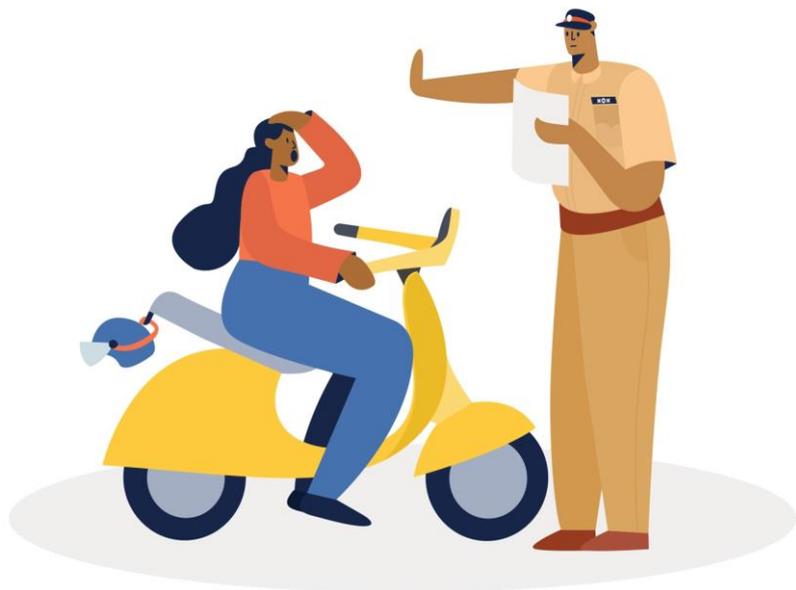
## ***Determining how to handle employees who are unable or unwilling to return to work.***

- 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.

## ***Recommendations***

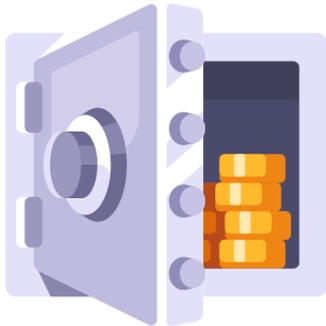
- Families First Act protections
- Health conditions protections

# Policy Changes



- Paid-leave policies adjusted to reflect regulatory requirements and actual business needs.
- Attendance policies relaxed to encourage sick employees to stay home.
- Time-off request procedures clarified to indicate when time off can be required by the employer, should sick employees need to be sent home.
- Flexible scheduling options implemented allowing for compressed workweeks and [flexible start and stop times](#). Meal and rest break policies adjusted to stagger times and processes implemented to encourage physical distancing.
- Information technology policies revised to reflect remote work hardware, software and support.

# Employee Benefits



## *Flexible spending accounts*

- Review Dependent Care Assistance Program election changes with employees to ensure their new or revised elections are correct.
- [Over-the-counter medical products](#) are now allowed under flexible medical accounts on a permanent basis and should be included in plan documents and communications.
- Address new flexible spending account elections and [allowable changes](#) with employees.
- 401(k) or other pension plans
- Review eligibility issues due to layoff or furlough. Review any in-service loans employees may have or will want to take, including eligibility and pay back procedures.

# Employee Benefits

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## ***Paid leave***

- Review required leave under the Families First Coronavirus Response Act (FFCRA), ensure employees understand the [eligibility requirements](#) and provide them with a [policy](#). Create a way to track time used and collect supporting documentation for tax credit purposes.
- Determine if your PTO policy changes, including increasing or decreasing paid leave benefits, or additional restrictions in using paid leave. Understand the coordination of leave benefits and communicate these to employees as needed.

# Unions



- Determining obligations to bargain when implementing changes to mandatory bargaining subjects such as wages and benefits.
- Identifying the need to add a [force majeure](#) clause into a collective bargaining agreement to protect the employer from contractual obligations during an event that is beyond the employer's control.
- Reviewing existing no-strike clauses to ensure continued work during future infectious disease outbreaks.
- Determining obligations for hazard pay under Section 502 of the [National Labor Relations Act \(NLRA\)](#) during “abnormally dangerous conditions.”

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**Comments or Questions?**

# Thank You & Stay Safe!

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## Resources and Events

- [COVID-19 Response Webinars](#)
  - [Volunteer Engagement During COVID-19](#)
  - [Board Operations in a Virtual World](#)
  - [Managing Up/Down/Sideways in the New Normal](#)
  - [COVID-19 Community Investment: Moving from Response to Recovery and Rebuilding \(5/4 at 2pm ET\)](#)
  - [Data Spring Cleaning: Best Practices to Cleanse and maintain Donor Data \(5/14, 4pm ET\)](#)
- [COVID-19 Tools and Resources](#)
  - [Remote Work Resources](#)
  - [Equity Resources](#)
  - [IRS Guidance](#)

## Contact

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