Pandemic Recovery Plan Update

— Risk Control —

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Pandemic Recovery Plan Update

This update is designed to supplement the previously published *Recovery Guide* released in May of 2020. The materials provided are intended to assist businesses which are not otherwise regulated or provided operational guidance such as health care and public schools. Relevant updated or additional material is provided in this document based on the progression of the COVID-19 pandemic and the guidance provided by health authorities such as the CDC. This program is current as of November 2, 2020.

HBI SAFETY & HEALTH MANAGEMENT PLANS

CDC Guidance Update

Since early in 2020 the CDC has continually updated the information available for COVID-19 response and recovery. This guidance provides direction on best practices as well as essentially mandatory activities for organizations of all types. Generally, businesses outside of healthcare and public schools have experienced much the same requirements as they have for the last several months. These requirements fall into a few categories:

- Infection response and mitigation
- Social distancing and hygiene practices
- Personal Protective Equipment (PPE)
- Cleaning and disinfection
- Business and Travel safety
- Building and facility safety

These requirements are each aimed at reducing transmission of the virus through community transmission. COVID-19 is now known to be transmittable as an airborne (microscopic droplet) material as well as in aerosol (large/visible droplet) form; surface transmission risks currently appear to be minimal, but still possible. When considering the appropriate control measures based on the CDC guidance, utilization of the hierarchy of controls as well as layering control practices is encouraged. High level controls provide maximum effectiveness while layering multiple control practices also further reduces potential transmission.

Infection control practices currently recommended and available include testing, screening, contact tracing, and quarantines. These practices help employers to identify potential infections and outbreaks within the work force. Testing and screening activities may prevent infectious individuals from spreading COVID-19 to others in the workplace but may not always be reliable. Contact tracing and quarantines can keep known infectious individuals out of the workplace and help to identify employees that should consult with a healthcare professional. When combined with hygiene and PPE practices, infection control strategies allow employers to operate with a relatively high degree of safety.

Social Distancing and hygiene practices are still widely recommended by the CDC to prevent the spread of COVID-19 in public spaces. These activities prevent close contact from occurring and reduce the potential for surface spread of the virus or contact with infectious materials. The CDC recommends that individuals not in close family (or similar) groups maintain six feet of separation during activities or when in public. This separation guidance applies to situations when masks are worn also as part of a multi-layered protection strategy. Handwashing or sanitizing remains an import infection control practice. Hand washing prevents contact transmission of the virus due to contaminated surfaces.

Mask and face covering requirements remain unchanged. The CDC and all other health agencies still recommend the use of a face covering which covers the mouth. These should be

continually worn when outside of the home environment and in outdoors crowded spaces. Face shields should only be worn by individuals with mask sensitivities or when a mask is impractical due to a higher level of risk. Respirators, including N-95 masks, should be reserved for medical professionals and front-line workers, currently. Businesses that chose to utilize N-95 or other respirator devices must also implement a written respiratory protection plan consistent with the applicable OSHA requirements for their operations.

Cleaning and sanitization guidance remain unchanged, surface contamination is unlikely to cause infections in most situations and conditions. However, thorough cleaning of the environment where an infected induvial was for a significant period should be completed. The CDC has acknowledged that COVID-19 can be transmitted in fine airborne particles, this transmission method means that care should be taken to carefully ventilate areas where an infected person was for an extended period. Areas requiring sanitization should be ventilated for at least 24 hours.

Business operations and travel can safely resume if appropriate considerations are taken. Generally, businesses should employ the infection control measures outlined above and in other parts of this guide. When travel is necessary, employers should consider using the least public options and utilize quarantines when possible. Travelers should plan on taking additional PPE and hygiene precautions.

Any building or facility which has been closed, remains closed, or will be closed should be secured to prevent potential harmful conditions. These conditions include both property concerns such as fire and burglary, but also disease conditions such as bacteria and mold. Buildings which are not in use due to remote work or other infection control strategies should be monitored to prevent property losses and to ensure that water and air related health issues do not occur. The CDC is also recommending older facilities check for lead in their water supplies as older piping which has been used less than normal may leach lead into the water supplies.

Employee & Visitor Screening

Where employees or visitors are allowed access to facilities and work sites for daily work activities screening should be conducted. The screening process prevents infectious individuals from accessing and spreading COVID-19 to staff and clients. Screening also facilitate a tracking system which can be utilized for contact tracing in the event of a confirmed or suspected case of COVID-19.

Screenings can be conducted in a few different methods, the method which best suits operations and feasibility should be used. Screening options include active screening conducted by dedicated staff and passive screening conducted by the individual accessing the facility, in some cases these methods can be combined if appropriate. Active screening requires reporting or actively checking temperatures and screening employees before entering the

facility.   Self-screening encourages employees to monitor themselves prior to making the trip to the facility.

Since the onset of the pandemic many methods and applications for screening have become available. Consider the potential electronic tools available for screening which may aid your operations in accurately and effectively screening for potential COVID-19 cases. Should an electronic system be employed to facilitate screening, take the necessary precautions to protect the privacy of users.

As part of the daily screening, all individuals should be required to provide a "yes" or "no" answer to the following questions:

- In the last 14 days have you or anyone you have been in direct contact with had a confirmed case of COVID-19?
- Have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19?
- Have you had a fever of over 100.4 degrees in the last 72 hours, without the use of fever reducing medication?
- Are you currently, or in the past 72 hours experienced coughing or shortness of breath?
- Have you traveled internationally, been on a cruise, or been to any domestic location categorized as Level 3 by the CDC in the last 14 days?

If individuals answer "no" to all the questions above, they may proceed to the next step of the screening process. A yes to any of these questions should disqualify the individual from entering the facility or site. Following completion of the screening questions the individual should have their temperature checked. An elevated temperature (100.4 degrees Fahrenheit or higher) is a disqualifying condition for entry.

If in person/active screening practices are utilized, then screener protections should be considered. There are several methods that employers can use to protect the employee conducting the screening. The best methods incorporate social distancing (or physical barriers), PPE, frequent hand washing, and utilizing questionnaires which minimize contact. Best practices include:

- Utilize touch free thermometers
- Utilize physical barriers, such as plexiglass windows, between screen and individuals to be screened
- Utilize PPE including face covering (respirators if appropriate), disposable gloves, and smocks (if appropriate)
- Frequently wash hands or use hand sanitizer after contact with individuals being screened
- Limit the presence of shared objects such as pens and clip boards, consider single use items or items which can be sanitized between use

Employee Testing Practices

Testing for COVID-19 can be a valuable activity to determine if outbreaks are occurring in the workplace. Testing practices are most typically conducted to confirm suspected cases or to track high risk employees (healthcare). Testing utilized to frequently screen employees is typically only conducted where mandated or where workgroups can be in a cohort "bubble" and there is limited interaction with individuals outside of the cohort. Where possible, testing should be used as part of quarantine and return to work activities.

Available test methodologies vary and include PCR (Polymerase Chain Reaction) testing for active virus, antibody testing, and rapid testing. PCR testing which detects the presence of virus RNA (Ribonucleic Acid) material is the most accurate testing process, rapid tests currently have a significant margin of error and should not be relied upon in most cases.   Antibody tests can be used to determine if an employee previously had COVID-19. COVID-19 reinfection rates are not currently known; therefore, a prior infection does not imply immunity. Rapid tests take less than an hour typically to process depending on demand while PCR and antibody testing can take several days. Should your operations decide to conduct testing a few different practices can be utilized:

- Universal testing is completed on all employees to identify cases in the workplace
    - This type of testing must be completed often (every 3 – 7 days typically)
    - Each test application will only provide a onetime confirmation of how many individuals are currently carrying the virus
- Randomized testing of large or high-risk groups to determine if COVID-19 is present in the work group
    - This method relies on statistical analysis and is appropriate only for large groups
- Conformation testing for sick individuals, this test can be used to identify if symptoms are COVID-19 or another illness
- Return to work testing can be completed after an illness or after a period of travel or probable exposure to determine if it is safe for an employee to return to work

When determining the appropriate testing strategy, timing and accuracy/validity of the methods are critical.

Quarantine Practices

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the disease without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health and follow directions from their state or local health department. Quarantine is recommended for people who have been in close contact with someone who has COVID-19. Current recommendations from the Department of Health require individuals to remain in quarantine until they receive a medical

release from a doctor or healthcare official. Management should be notified of the medical release prior to the employee's return.

Individuals who have been confirmed to have COVID-19 and are in the infectious period of the disease are advised to use isolation practices. Isolation practices are like quarantine but rely on stricter control practices. Isolation controls typically remove persons from all public aspects of life and when possible, contain individuals to certain living areas within a home to prevent further spread.

Quarantine should be utilized when any of the following occur or are suspected:

- Close contact with an individual with a confirmed or suspected case of COVID-19
- An individual is experience symptoms that may be attributed to COVID-19
    - This includes any yes answer to an employee screening or the reporting of a temperature over 100.4 degrees Fahrenheit
- An individual is waiting on the results of COVID-19 testing
- An employee has current diagnosis of COVID-19

While in quarantine individuals should observe the following practices:

- Contact a physician or emergency medicine provider if symptoms become severe
- Schedule a PCR test and provide results when available
- Participate in contact tracing efforts with your employer and applicable health department
- Remain at home and isolated as much as feasible
- Always maintain social distance to the extent possible
    - Limit contact with visitors
- Utilize PPE whenever not isolated
- Continue to wash hands frequency
- Sanitize shared surfaces often

Quarantine durations vary based on the conditions of the quarantine:

- For anyone who has been around a person with COVID-19:
    - Stay home for 14 days after their last exposure to that person
    - Return to work after 14 days and no symptoms
- For anyone that has experienced a presumptive or confirmed case of COVID-19:
    - 10 days since symptoms first appeared **and**
    - 24 hours with no fever without the use of fever-reducing medication **and**
    - All other symptoms are improving
- Asymptomatic individuals with positive COVID-19 test results:
    - 10 days have passed since you had a positive viral test for COVID-19

- o Most people do not require testing to decide when they can be around other, but follow PCP guidance
- For anyone that was severely ill with COVID-19 and/or have a severely weakened immune system:
  - o Stay home longer than 10 days and up to 20 days after symptoms first appeared
  - o These individuals may need testing to determine if they are allowed about others
  - o Follow the guidance of all necessary medical professionals

Contact Tracing

Contact tracing is the process of attempting to identify people who have recently been in close contact with someone diagnosed with an infectious disease. Contact tracing is especially useful for facilitating early treatment and testing as well as to aid in establishing quarantines. Currently, employers and health departments are tasked with establishing contact tracing practices and carrying out those processes.

Under the new definition, a close contact is someone who was within six feet of an infected person for a cumulative total of 15 minutes or more over in a 24-hour period starting from two days before illness onset. Previously, the definition made no mention of cumulative exposure, so close contact was presumed to require 15 minutes of consecutive exposure. Contacts can be defined as follows; secondary contact does not require any additional notice:

- Contact – is an individual who had close contact while the case patient was infectious. This person should quarantine themselves, meaning they should stay at home to limit community exposure and watch to see if symptoms develop.
- Contact of a contact – is an individual who had or continues to have close contact with a contact. This person should take everyday preventive action, like washing hands, covering coughs and sneezes, and cleaning surfaces frequently, however quarantine is not necessary. This person also be alert for symptoms.

The CDC encourages employers to collaborate with health department when investigating workplace exposure to COVD-19. All communication related to contact tracing is private and confidential. Contact tracing typically involves:

- Interviewing people with COVID-19 to identify everyone with whom they had close contact during the time they may have been infectious
  - o For asymptomatic patients, (two days prior to test specimen collection) until the time the patient is isolated.
- Notifying contact of their potential exposure
- Referring contacts for testing
- Establishing quarantine and connecting contacts with services they might need during the quarantine period

- Monitoring contacts for signs and symptoms of COVID-19

The contact tracing process for employers and health departments is:

1. Employee has a presumptive or confirmed case of COVD-19 and is instructed to quarantine for at least 10 days
2. Positive results are reportable to Department of Health
3. Within 24 hours, staff will contact the positive case and identify any close contacts they had while infectious
4. Contact Tracer will reach out to educate, inform, and support those who had a known close contact with a positive case.
5. Close Contacts are told to quarantine for 14 days
6. If a contact develops symptoms, they should isolate and contact their healthcare provider and be tested

Remote Work

Prolonged remote work is the new normal for many employees and employers. Remote work conditions are expected to remain for the foreseeable future and may extend well into 2021 and beyond. Remote work for most employers began as a necessity based on workplace restrictions imposed by state and local health authorities, and for others the transition accelerated strategic initiatives to minimize office lease space and cut expenses. Regardless as to how employees have ended up remote, we know that remote work is essentially a work practice that now needs to be treated like other in office practices.

Since early in the pandemic, remote work was intended to be a short-term solution. All the necessary processes for managing remote employees may not have been in place. Now that remote work is expected to endure and, in some cases, remain indefinitely employers must start to think about how remote work affects the health, safety, and sanity of their employees. Essentially remote work now requires a hazard analysis.

The good news is that remote work hazards can be relatively easy to mitigate. The challenges remote work poses, outside of productivity and connectivity concerns, are largely like typical office and workstation hazards. These hazards typically include ergonomic issues as well as minor electrical issues and work-related injury issues based on timing of incidents.

Ergonomic hazards are easily the most common issue for employers utilizing remote work. These hazards are related to the stress placed on employees working at workstations and may include eye, neck, shoulder, back, and wrist complaints as well as hip and lower leg discomfort. These issues arise when work areas are not laid out well and do not fit the employee using the space. In an office, workstations typically alleviate these concerns by providing large desks, large/multiple monitors, adjustable chairs, and other amenities which increase employee comfort.

The home office may not be able to fully support the ergonomic needs of an employee. Often employees do not have the space necessary to accommodate traditional office fixtures so ergonomic controls must be implemented that fit each employee's specific home workspace needs. Common home ergonomic solutions may include:

- Providing office furniture or a stipend to purchase furniture
    - Chairs, desks, laptop stands, and other devices should be selected that will both fit the space available and will allow an employee to sit in an upright and comfortable position
- Furnishing monitors or cables to facilitate the use of larger displays
- Providing periphery devices which allow employees to better set up and position themselves in their workspace
- Provide guidance to employees on how to appropriately set up a workspace at home
    - Use the NEW acronym N) neutral posture, E) eye and elbow height, and W) work area
    - Help employees apply these principals to any supplied furniture and equipment and to items employees are supplying themselves
- Encourage stretch breaks and other practices to reduce the negative effects of sitting at a workstation for prolonged period

Once a home workstation can be established within an employee's living space that fits the employee the next considerations should be how to adequately power the equipment. Most modern office set ups require several electrical outlets for computers, monitors, phones, printers, etc. most homes are not designed to accommodate all this equipment in a single space. Employers should work with employees to make sure that electrical shocks or fires cannot occur due to overloaded or inappropriate circuitry. In some cases, certain pieces of office equipment may need to be scaled back or an alternative identified. When electrical limitations exist, an employer should identify other means to facilitate office functions that cannot be performed at an employee's home.

Employers also need to think about the fact that certain injuries that arise in the remote environment may be classified as work related. Any incident that arises out of a work-related task or job requirement will be the employer's responsibility, activities directly unrelated to work will not be attributed to the employer. Determining work relatedness can become a murky task when remote work is necessary, these cases can best be illustrated with the following examples: employee suffers neck strain from work at their laptop and employee slips while walking to their basement office.

In the first example the neck strain can be directly attributed to working at a workstation which is not ergonomically correct. This is the employer's responsibility regardless of actions taken to facilitate ergonomically correct work conditions. The second example is not work related as the slip did not occur because of the employees required work tasks. The slip could have been due to the conditions of the employee's home or simply a misstep, in either case this cannot be

attributed to the employer. When incidents occur, carefully analyze whether the incident could occur in the normal workspace or if any work-related activity could be attributed as a cause of the incident. When I doubt report the claim to your insurance carrier for evaluation. Careful analysis of remote work conditions and facilitating safe work conditions outside the normal office can eliminate these claims.

When thinking about how to move employees to remote work conditions you may need to think about your workforce in a more holistic fashion and create a plan that is not one size fits all. Keep in mind that different employees and different job functions may work better in or out of the office environment. Consider expanding work from home for staff that has the space to accommodate office equipment and scaling back work from home for employees which may have limited space. For example, if you need to facilitate 50% work from home, instead of having employees alternate days in an office allow those with space to go fully remote and those with limited space to work in the office more often. In addition to basing office work on home conditions, consider setting up office hours for printing or provide an account that can be used at a local print/mail shop.   To the extent possible implement remote work plans that can work for the work group and allow the business to operate efficiently.

Cold & Flu Season

Cold and flu season is starting up for the fall and winter and within a few weeks seasonal viruses will be spreading extensively within the community. Ordinarily the average cold and flu season is not a major concern, however, COVID-19 is still affecting the workforce. The combination of a potentially bad flu season, like the last several, and the pandemic has public health experts worried. Employers should focus on keeping employees healthy and minimizing the impact that cold and flu season has on business operations.

The CDC recommends strategies to help employers fight the flu and talk to employees about what a flu season during the pandemic looks like. Unfortunately, because the flu and COVID-19 are both contagious respiratory illnesses, some of the symptoms are similar. One of the difficult aspects of the COVID-19 pandemic is that the symptoms are wide-ranging and vary in severity. Some with COVID-19 may experience little to no symptoms, while others may be severely ill and require hospitalization.

Due to the similarity in symptoms between COVID-19 and the flu, it may be difficult to determine whether an employee has the flu or COVID-19 without being tested. As such, it is important to encourage employees to stay home if they are sick. Consider allowing employees to work from home if they are healthy enough to complete their work or while they wait for test results.

There are a variety of steps employers can take to protect employees and prepare for flu season—which may include steps taken in response to COVID-19 including:

- Host a flu vaccine clinic or facilitate easy access to vaccinations for employees
  - Encourage employees to get the flu vaccine
- Frequently disinfect and clean the workplace
- Discouraging workers from using other workers belongings and supplies
- Use virtual meetings and work arrangements when possible
- Avoiding gatherings and always encourage social distancing
- Train employees on how to prevent the spread of disease in the workplace
- Provide and use face coverings appropriate for the workplace conditions
- Encourage good hygiene practices including hand washing, cough/ sneeze etiquette, and thoughtful greeting practices
- Review and share changes to PTO and sick time policies, encourage sick employees to stay home

CHECKLIST | COVID-19 AND YOUR WORKPLACE

The COVID-19 pandemic continues to spread rapidly throughout the United States. Keep your employees and their families safe by properly preparing your workplace. Consider the strategies outlined below to ensure that your workplace is prepared for the COVID-19 pandemic.

Keeping Employees Healthy	DONE	NEEDS TO BE DONE
Actively encourage sick employees to stay home, either taking paid time off or working from home.	☐	☐
Promote and facilitate working from home whenever possible.	☐	☐
Ensure that your sick leave policies are flexible and consistent with public health guidance, and that employees are aware of these policies.	☐	☐
Place posters at the entrance to your workplace that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene.	☐	☐
Provide tissues and no-touch disposal receptacles for use by employees.	☐	☐
Instruct employees to wash their hands often with soap and warm water for at least 20 seconds. Hand sanitizer should be used whenever normal hand-washing isn't an option.	☐	☐
Provide soap and water, and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.	☐	☐
Encourage employees to keep a 6-foot distance between each other.	☐	☐
Encourage all meetings to be held virtually.	☐	☐
Consider canceling business-related events that involve gatherings of 50 people or more.	☐	☐
Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops and doorknobs. Use standard cleaning agents and follow the directions on the label.	☐	☐
Provide disposable wipes so that commonly used surfaces (e.g., doorknobs, keyboards, remote controls and desks) can be wiped down by employees before each use.	☐	☐
Advise employees to reconsider any nonessential travel plans.	☐	☐
Consider canceling any business-related travel plans.	☐	☐
For employees who travel, implement a policy that directs them to work from home or take paid time off, depending on where they traveled and whether they are exhibiting any symptoms.	☐	☐

Keeping Employees Informed	DONE	NEEDS TO BE DONE
Create an action plan for communicating important business updates to employees.	☐	☐
Deliver regular company updates with information about what your company is doing to keep employees safe and healthy.	☐	☐
Ensure that your IT infrastructure is equipped to handle more employees working from home and increased frequency of communications.	☐	☐
Provide communications in as many formats as possible to ensure that your message is accessible.	☐	☐

Keeping Employees Protected	DONE	NEEDS TO BE DONE
Review leave policies and consider revising them to add flexibility for COVID-19-related leave.	☐	☐
Review policies to ensure that employees could still be paid in the event of a company closure.	☐	☐
Expand or enhance telecommuting policies to help keep employees away from the office.	☐	☐
Expand or enhance IT and cyber security policies to prepare for employees working from home.	☐	☐
Review business continuity practices to prepare for a potential business closure.	☐	☐

CHECKLIST | POST-CORONAVIRUS WORKPLACE PREPAREDNESS

The coronavirus disease (COVID-19) pandemic has changed many aspects of the current workplace, and hygiene and cleanliness are key topics when creating post-coronavirus workplace plans. Based on guidance from the Centers for Disease Control and Prevention (CDC), there are actions employers can consider. By taking workplace preparedness steps such as updating office layouts, encouraging new behaviors and evaluating existing policies, employers can help prevent the spread of COVID-19 and protect the health and safety of employees. To get started, employers can review topics on this checklist.

Employee Behaviors	YES	NO	N/A
Are employees practicing social distancing, maintaining a distance of 6 feet or more from each other?	☐	☐	☐
Are employees washing their hands regularly for 20 seconds with soap and water?	☐	☐	☐
Are employees practicing social distancing in meetings?	☐	☐	☐
Are employees avoiding the use of multi-touch devices, such as shared computers in meeting rooms?	☐	☐	☐

Personal Protective Equipment	YES	NO	N/A
Are employees expected to wear face coverings or masks in the workplace?	☐	☐	☐
Are face coverings or masks provided to employees?	☐	☐	☐
If face coverings or masks are not provided to employees, is a reimbursement program in place for any costs of face coverings, masks or necessary materials?	☐	☐	☐
Are gloves provided to employees?	☐	☐	☐

Employee Communications	YES	NO	N/A
Are employees trained on what COVID-19 related symptoms to look for?	☐	☐	☐
Have employees received communications regarding COVID-19 workplace best practices?	☐	☐	☐
If using face coverings or masks, have employees been trained on proper procedures?	☐	☐	☐

Cleaning	YES	NO	N/A
Are routine cleanings conducted frequently?	☐	☐	☐
Do cleaning routines use soap and water, and disinfections listed by the Environmental Protection Agency (EPA) to use against SARS-CoV-2, the virus that causes COVID-19?	☐	☐	☐
Are cleaning supplies stocked, including EPA-recommended disinfectants?	☐	☐	☐
Are all multi-touch surfaces such as doorknobs part of cleaning routines?	☐	☐	☐
Are hand sanitizer and sanitizer wipes provided to employees?	☐	☐	☐
If using face coverings or masks, does your organization have a cleaning procedure in place?	☐	☐	☐

Workplace Facilities, Equipment and Layout	YES	NO	N/A
Do employees have workstations 6 feet or more apart?	☐	☐	☐
Are walls or barriers set up between employee workstations?	☐	☐	☐
Has a walk-traffic flow that discourages congestion been established?	☐	☐	☐
Do facilities have high-functioning air filters?	☐	☐	☐
Do facilities have automatic doors?	☐	☐	☐
Do bathrooms have no-touch sinks and soap dispensers?	☐	☐	☐
Do bathrooms have no-touch paper towel dispensers?	☐	☐	☐

Policies and Preparedness	YES	NO	N/A
Is a hand-washing policy in place?	☐	☐	☐
Has a social distancing meeting policy been established?	☐	☐	☐
Is a policy in place to protect employees in COVID-19 high-risk categories?	☐	☐	☐
Does your organization have a prepared response for employees who have COVID-19-related symptoms?	☐	☐	☐
Does your organization have a planned response in place in the event of an employee testing positive for COVID-19?	☐	☐	☐

COVID-19 Symptom Screening Checklist

This checklist follows guidance from the Centers for Disease Control and Prevention (CDC) for monitoring symptoms consistent with COVID-19, and exposures to the virus that causes it.

Please fill out and return this checklist.

Printed name:_____

Signature:_____ **Date**:_____

Do you have any of the following symptoms that are not caused by another condition?	Yes	No
Fever or chills	☐	☐
Cough	☐	☐
Shortness of breath or difficulty breathing	☐	☐
Fatigue	☐	☐
Muscle or body aches	☐	☐
Headache	☐	☐
New loss of taste or smell	☐	☐
Sore throat	☐	☐
Congestion or runny nose	☐	☐
Nausea or vomiting	☐	☐
Diarrhea	☐	☐

Have you recently experienced any of the following COVID-19 emergency warning signs?	Yes	No
Trouble breathing	☐	☐
Persistent pain or pressure in the chest	☐	☐
New confusion	☐	☐
Inability to wake or stay awake	☐	☐
Bluish lips or face	☐	☐

COVID-19 Screening Questions	Yes	No
Within the past 14 days, have you been in close physical contact (6 feet or closer for at least 15 minutes) with a person known to have laboratory-confirmed COVID-19 or with anyone who has any symptoms consistent with COVID-19?	☐	☐
Within the past 14 days, has a public health or health care professional advised you to self-monitor, isolate or quarantine because of concerns about COVID-19 infection?	☐	☐
Have you had a positive COVID-19 test in the past 10 days?	☐	☐

CHECKLIST | POST-CORONAVIRUS REMOTE WORK PLANNING

The coronavirus disease (COVID-19) pandemic has changed many aspects of the current workplace. As organizations create post-coronavirus return-to-work plans, many employers are reviewing remote work practices. Employers can use this checklist when implementing remote work.

Remote Work Planning	YES	NO
Has your organization considered the feasibility of remote work in your workplace?	☐	☐
Has your organization considered interviewing candidates virtually?	☐	☐
Has a process for onboarding remote employees been established?	☐	☐
Have remote work expectations been established for when employees return to work?	☐	☐
Have return-to-work expectations been communicated to employees?	☐	☐

Schedule	YES	NO
Does your organization have set guidelines for working hours?	☐	☐
Have guidelines for working hours been communicated to employees?	☐	☐
Are scheduling expectations detailed in your telecommuting policy?	☐	☐
Does your organization have a plan to monitor when employees are online?	☐	☐
Are employees required to check in when they're working remotely?	☐	☐
Does your organization have a plan in place to accommodate employees who may be balancing caregiving and working-from-home responsibilities?	☐	☐

Policies	YES	NO
Does your organization have a telecommuting policy?	☐	☐
Does your policy include information about expected working hours?	☐	☐
Does your policy include information about communication expectations?	☐	☐

	YES	NO
Does your policy include information about your company's cyber security expectations?	☐	☐
Does your policy include information about your company's expectations for using company property at home?	☐	☐
Does your policy include information about productivity expectations?	☐	☐
Have employees received your telecommuting policy?	☐	☐
Does your organization require employees to sign a policy acknowledgment agreement?	☐	☐
Has your employee handbook been updated with specific guidelines for remote work?	☐	☐

Technology	YES	NO
Do your remote employees have access to all the technology they need?	☐	☐
Does your company have access to video conferencing technology?	☐	☐
Does your company have access to communication platforms?	☐	☐
Does your organization have a plan in place for what employees should do if they have issues with their technology?	☐	☐
Are employees allowed to request additional equipment should they need it?	☐	☐
Are technology specifications detailed in your telecommuting policy?	☐	☐

Communication	YES	NO
Does your organization have a plan for regular communication with remote employees?	☐	☐
Is your communication plan detailed in your company's telecommuting policy?	☐	☐
Are managers checking in with employees daily?	☐	☐
Are plans in place for fostering teamwide communication?	☐	☐
Has your organization provided resources to employees on work-from-home ergonomics?	☐	☐
Does your communication plan include providing companywide news regarding the COVID-19 pandemic?	☐	☐

Employee Engagement	YES	NO
Does your organization have a plan for keeping remote employees engaged?	☐	☐
Does your organization have an employee recognition program for remote employees?	☐	☐
Does your organization encourage employees to preserve their work-life balance?	☐	☐
Do managers check in on employees' mental well-being?	☐	☐
Are strategies in place to ensure employees don't feel isolated?	☐	☐
Do employees have access to telecommuting resources?	☐	☐
Are social engagement opportunities provided to remote employees, such as video calls intended for non-work conversations and team-building?	☐	☐

Proper Computer Workstation Positioning

Rule #1:

Maintain your neck in an upright position so the screen is at or slightly below eye level.

Rule #2:

The monitor should be at least 18" from your eyes.

Rule #3:

Keep your elbows at the sides of the body and at a right angle to the keyboard.

Rule #4:

Keep your wrists in a straight or neutral position to avoid stressors on the carpel tunnel.

Rule #5:

Avoid excessive force such as gripping the mouse too tightly or typing in the same position for too long.

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IS IT THE FLU OR COVID-19?

Because both the flu and COVID-19 affect the respiratory system, it can be difficult to determine which you have if you start to feel sick. Learn more about common symptoms of each illness below.

Flu
Symptoms typically come on suddenly and include:

- Fever or chills
- Cough
- Sore throat
- Runny or stuffy nose
- Muscle or body aches
- Headaches
- Fatigue

COVID-19
Symptoms can appear two to 14 days following exposure to COVID-19 and include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

What should I do if I think I have the flu or COVID-19?
Because there is some overlap between the symptoms, it may be difficult to determine whether you have the flu or COVID-19 without being tested. As such, if you believe you have the flu or COVID-19, please call your doctor and explain your symptoms *before* going to a facility to seek care.

How can I protect myself from the flu or COVID-19?
In addition to getting the annual flu vaccine, you should practice social distancing, wear a face mask or covering, frequently wash your hands, avoid touching your face, avoid large crowds, and clean and disinfect frequently touched surfaces to protect yourself from the flu or COVID-19.

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NAVIGATING FLU SEASON DURING THE COVID-19 PANDEMIC

As the COVID-19 pandemic continues on, another public health concern arises: the 2020-21 flu season. This combination has public health experts fearing a potential "twindemic" in surges of COVID-19 cases and another deadly flu season. As such, the CDC is urging the public to take action to avoid another deadly flu season and prevent further spread of COVID-19 cases.

In preparation for a potential twindemic this fall and winter, take these steps to protect yourself and your loved ones:

Get the flu vaccine. The flu vaccine is your best chance of preventing the illness. Talk to your doctor to learn more.

Avoid close contact with people who are sick, and stay away from others when you feel under the weather.

Practice social distancing, which means staying at least 6 feet away from others, when out in public.

Wear a protective face covering or cloth mask when out in public.

Avoid large gatherings, especially those that aren't socially distanced and don't require masks or face coverings.

Wash your hands often using soap and warm water to protect against germs. If soap and water aren't available, use a hand sanitizer.

Get plenty of sleep, stay physically active and drink plenty of water to keep your immune system strong.

Manage your stress and eat a nutritious diet rich in healthy grains, fruits, vegetables and fiber.

Click here to learn more about the CDC's prevention recommendations for both the flu and COVID-19.

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COVID-19 Vaccine Considerations for Employers

Since the onset of the COVID-19 pandemic, companies across the globe have been working to develop a COVID-19 vaccine. As the pandemic continues on and vaccine clinical trials progress, there may be a possibility of a COVID-19 vaccine being approved for use in the foreseeable future.

The prospect of a vaccine is exciting to most, but also presents challenges for employers. Employers may be considering whether vaccination will be encouraged or mandated.

Employers must navigate the inherent legal risks and logistics of mandating or encouraging employees to receive the COVID-19 vaccine. To do so, employers should seek legal counsel to discuss which course of action is best for their organization. This article provides a general informational overview of considerations for employers.

Governmental Guidance

The Equal Employment Opportunity Commission (EEOC) and OSHA have both issued guidance on vaccines in the employment context in the past, but make no specific mention of a COVID-19 vaccine.

OSHA Guidance

Per OSHA, employers can require employees to receive vaccinations for influenza, providing they properly inform employees of "the benefits of vaccinations." In addition, OSHA states that employees can refuse a vaccination due to a reasonable belief that they have an underlying medical condition that creates a real danger of serious illness or death, and that they "may be protected under Section 11(c) of the Occupational Health and Safety Act of 1970 pertaining to whistleblower rights."

EEOC Guidance

The EEOC, which enforces the Americans with Disabilities Act (ADA) and Title VII of the Civil Rights Act of 1964 (Title VII), has also issued guidance regarding vaccines in the employment context. Specifically, in March 2020, the EEOC addressed whether employers covered by the ADA and Title VII can compel employees to receive the influenza vaccine. In this guidance, it was noted that there was not a COVID-19 vaccine yet.

Additionally, the EEOC explained that an employee may be entitled to an exemption from a mandatory vaccine based on a disability that prevents the employee from taking the vaccine. This would be considered a reasonable accommodation, and the employer would be required to grant the accommodation, unless it creates an undue hardship for the employer. The ADA defines an undue hardship as an action requiring significant difficulty or expense when considered in light of factors such as an employer's size, financial resources, and the nature and structure of its operation.

The EEOC also states that, under Title VII, employees with sincerely held religious beliefs may be entitled to an exemption from a mandatory vaccination,

which is considered a reasonable accommodation, unless it creates an undue hardship for the employer. Note that undue hardship under Title VII is defined as a "request that results in more than a *de minimis* cost to the operation of the employer's business." This is a much lower standard than under the ADA.

As such, these exemptions and the discrimination risk posed by mandating employees to receive any vaccine—including a COVID-19 vaccine when and if it becomes available—have led the EEOC to advise employers to simply encourage vaccination rather than mandating it.

Employer Considerations

There are a host of considerations employers need to review before coming to a decision on whether to encourage or require employees to receive a COVID-19 vaccination.

Employers should consider the following when reviewing their options:

- **Evaluating undue safety burdens**—Employers will face the challenge of determining whether an employee poses an undue safety burden on co-workers by choosing not to get vaccinated (if the employer is simply encouraging receiving the vaccine) or being exempt from a mandated vaccination. When evaluating this consideration, employers will need to decide whether there are other precautions that can be put into place to protect employees, which may include:

  o Social distancing protocols

  o Requiring employees to wear masks at work

  o Leveraging telecommuting arrangements

- **Assessing and granting exemptions**—If employers decide to require employees to get a COVID-19 vaccine, they will need to be prepared for the difficult task of determining whether an individual worker qualifies for a reasonable accommodation in the form of an exemption from receiving the vaccine under the ADA or Title VII. This assessment would need to be done on a case-by-case basis and could

potentially leave an employer open to legal action should they wrongly deny an exemption request. In addition, the employer will also have to navigate protecting the rest of the workforce should an employee be exempt from being vaccinated.

- **Evaluating legal risks of requiring vaccines**—Employers need to consider the possibility that they may receive legal claims if they require employees to be vaccinated and an employee experiences an adverse reaction to the vaccine or develops subsequent health problems.

- **Sorting out the logistics of requiring or recommending vaccination**—Regardless of whether employers require or mandate COVID-19 vaccination, there are logistical elements to consider, including:

  o Will employers hold on-site vaccination clinics?

  o What vaccine, if more than one will be available on the market, will be used?

  o Who will pay for the vaccine?

  o Will the company require or cover the costs of vaccination for the employee's family?

  o How long after the vaccine becomes available must workers receive the vaccine, if vaccination is mandated?

In addition to the considerations explained above, employers should consult legal counsel to determine whether there are unique risks to consider for their specific organization.

For More Information

Employers should begin discussions on the topic of COVID-19 vaccinations at their organization today. Waiting until a COVID-19 vaccine is approved and readily available may leave employers open to overlooking important legal and logistic considerations.

For more information on the COVID-19 pandemic and keeping the workforce safe, contact Henderson Brothers today.