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# Navigating COVID-19 in the Workplace

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Presented by: Reseco Group Holdings

# WELCOME



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President  
Accelerate



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# We Are Business Improvement Advisors

We focus on our client's risk tolerance, providing options that will empower their business making decisions. By collaborating for better client outcomes and never compromising our ethical standards, we adapt to industry changes as well as customer demands. This creates a safer, healthier, and more productive work environment for our clients with an approach that is fun and engaging.



# TOPICS

1

Pandemic & Infectious Disease Preparedness and Response

2

Office Re-Openings and Updated Workplace Layouts

3

Employee/Visitor Screening

4

Social Distancing Measures and Behavioral Changes

5

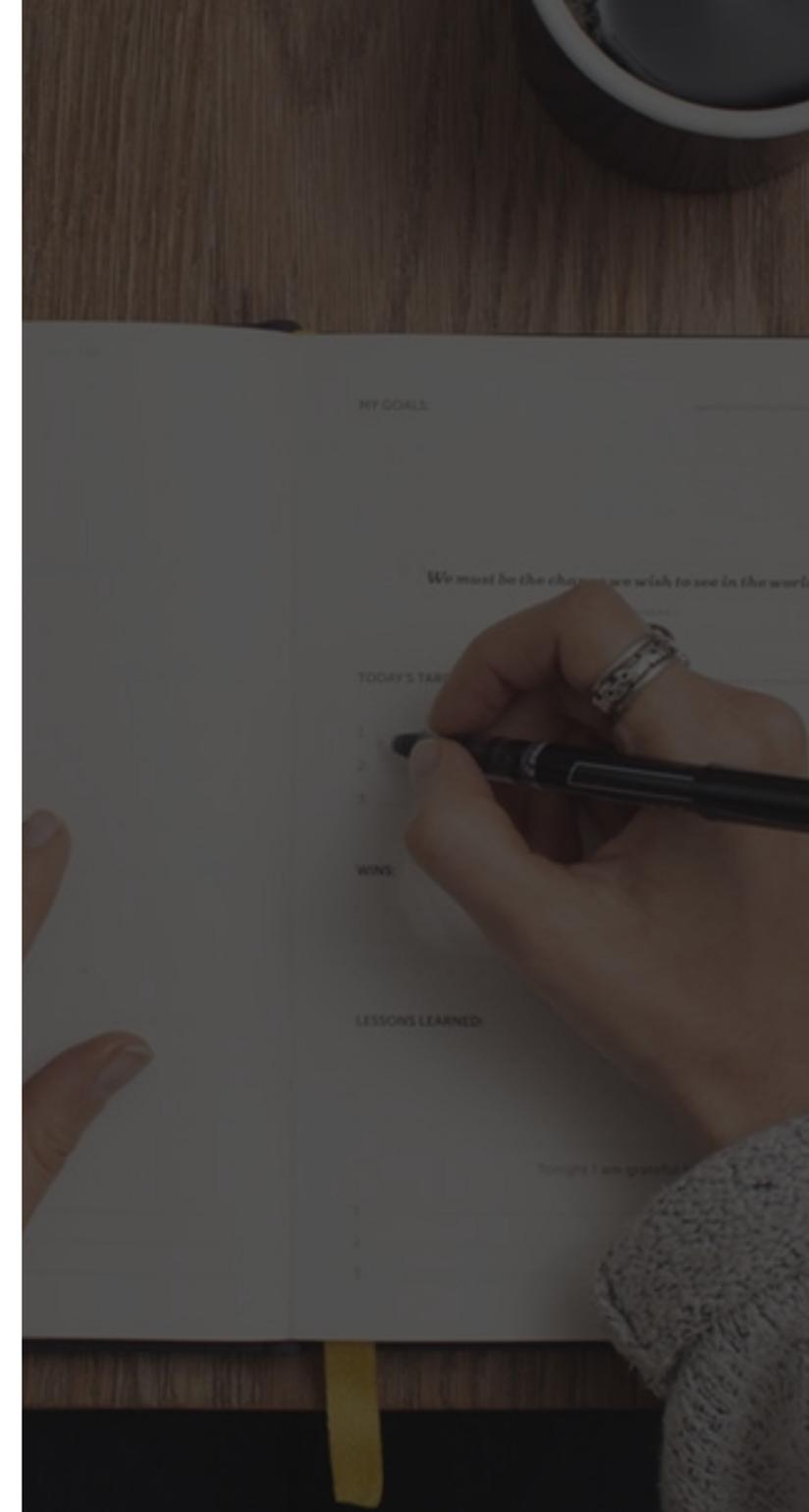
Updates to Cleaning Procedures

6

Education on Common COVID-19 Symptoms, and Planned Responses to Symptoms and Positive Tests

7

Paid Sick Leave and Emergency FMLA



# PANDEMIC & INFECTIOUS DISEASE PREPAREDNESS AND RESPONSE



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**Develop a Formal/Written Plan**



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**Establish a Quarterback**



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**Define Responsibilities**

**Supervisors/ Managers Lead by example**

- Evaluate employees for potential return to the workplace
- Provide education and resources
- Define travel/commuting policies

**Employees**

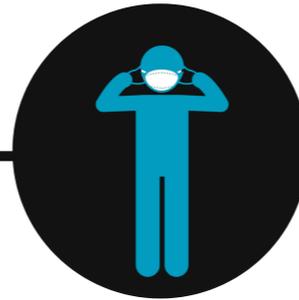
- Establish behaviors at the workplace and at-home
- Know the symptoms and conduct self-monitoring
- Practice social distancing

# OFFICE RE-OPENING

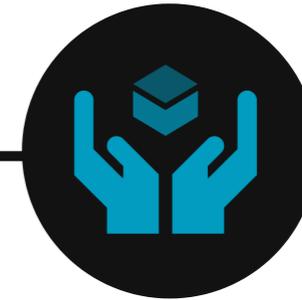
Conduct an evaluation to determine which employees can be considered for re-introduction based on recommended criteria



Work from home is not feasible



Employees are asymptomatic and exercise caution when not at work



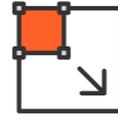
Consider special accommodations for employees who could be in a “vulnerable population”

# UPDATED WORKPLACE LAYOUTS

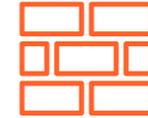
Employers may want to consider updates to physical workplaces post-coronavirus.



Create a walk-traffic flow that discourages congestion



Increasing each employee's personal space



Create walls and barriers



Update air-filtration systems



Install no-touch soap dispensers, sinks, and paper towel dispensers in bathrooms



Install automatic doors

# SIGNS & SYMPTOMS OF COVID-19

According to the CDC, COVID-19 can have a wide range of symptoms. These symptoms may appear 2-14 days after an individual contracts the virus.

Fever



Cough



Shortness of breath or difficulty breathing



Chills and/or Repeated shaking with chills



Sore throat



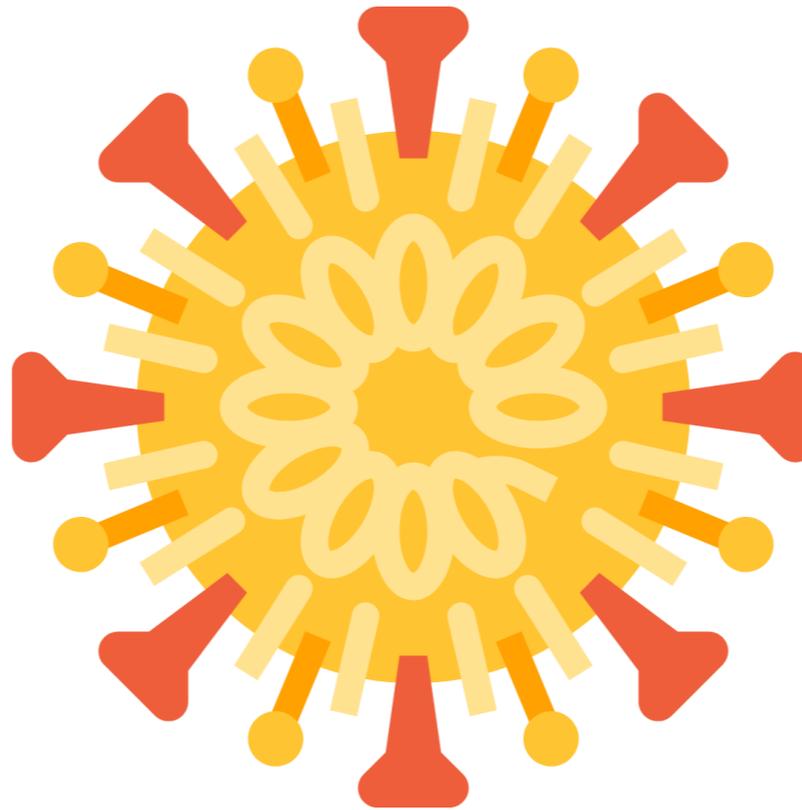
Muscle pain



Headache



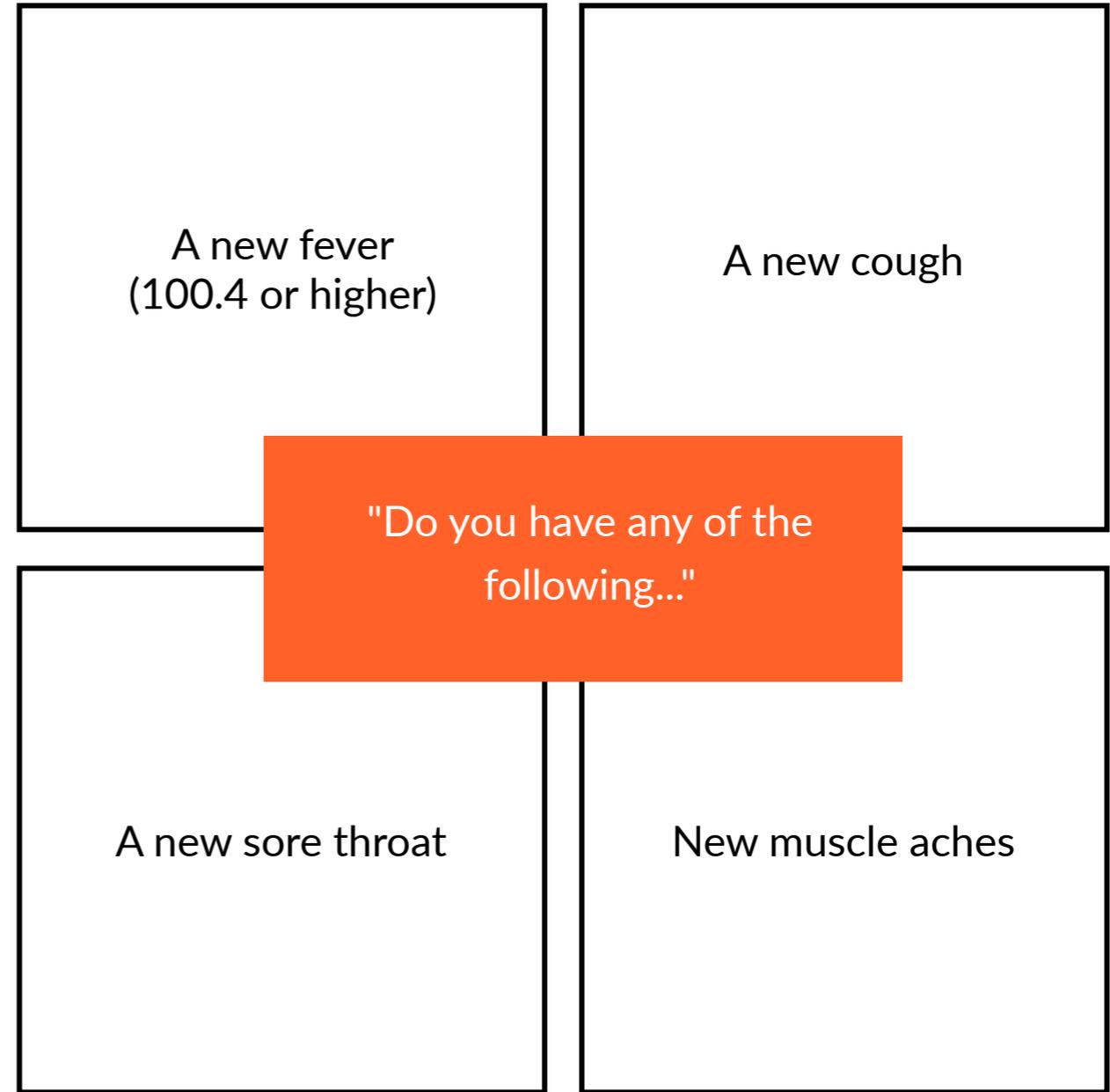
New loss of taste or smell



# EMPLOYEE/VISITOR SCREENING

Ask YES or NO Questions

A positive or YES response would exclude them from the facility



# BEHAVIORAL CHANGES

Employee Expectations - While every business is different, there are standard practices employers can consider implementing within the workplace



## Create expectations for hand-washing

According to the CDC, one of the best actions to prevent spreading of coronaviruses is by washing hands with soap and water for at least 20 seconds.



## Ban or discourage shaking of hands

While shaking hands is an instinct in many cases, this practice can spread germs, diseases, and illnesses at an expedited rate.



## Adjust meeting practices

Encourage limited participants in meetings, advise them to spread out and avoid shared multi-touch devices.



## Restrict unnecessary business travel

Reducing travel can reduce the risk of COVID-19 being transmitted - define what types of business travel are acceptable.

# CLEANING PRACTICES

*Evaluating and updating* ongoing cleaning practices can help *ensure* that COVID-19 isn't lingering in the air or on surfaces.

Employers can consider how updated cleaning practices can help *prevent* the spread of COVID-19



**Increasing the frequency** of cleaning routines, and ensuring routines include multi-touch surfaces and devices.



Ensuring that cleaning routines **include use of disinfectants**.

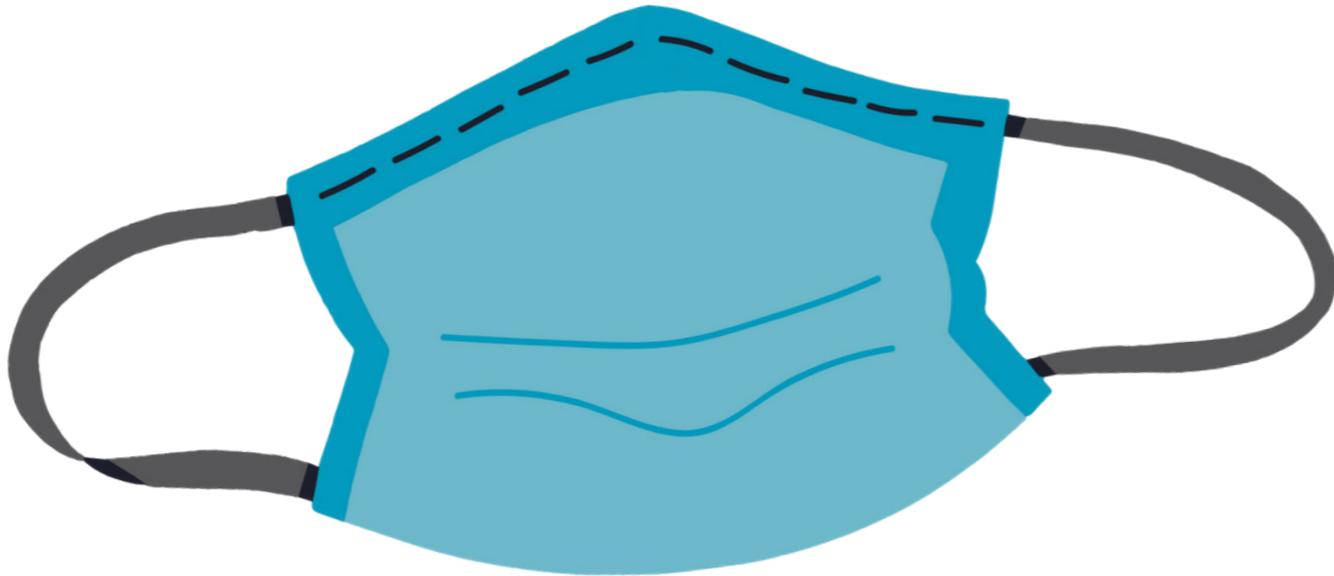


**Increasing access** of cleaning supplies to employees, such as hand sanitizer, sanitizer wipes, and more,

# MASKS AND FACE COVERINGS

For many employers, **cloth face coverings** will be an appropriate option.

To implement face coverings, employers should consider the following **best practices**:



# MASKS AND FACE COVERINGS



## Create Specific Policies

Employers should have policies and practices in place for unique situations related to face coverings.

- An employee who objects to wearing a face covering
- An employee who loses their face covering
- An employee who is unable to wear face coverings due to a medical condition



## Communicate expectations to all employees

Employers should communicate policy updates this may include posting notices. Communications should cover topics such as whether face coverings are optional or mandatory, who will be providing them and how they will be washed.



## Ensure face coverings are washed daily

According to the CDC, washing face coverings in a washing machine should properly clean them.



## Implement a training program

To ensure face coverings are used **properly**, employers should create a **training program** for employees on how to best use face coverings.



# RESPONDING TO AN EMPLOYEE'S POSITIVE CORONAVIRUS TEST

Should an employee test positive for COVID-19, employers should have a specific plan in place to respond



**Responding** directly to the employee



**Isolating** the employee



**Notifying** employees, customers, vendors, and guests



**Disinfecting** appropriate work areas

# RESPOND DIRECTLY TO THE EMPLOYEE

Obtaining this information is essential so that you can directly notify customers and other employees that may have been exposed to COVID-19



Address the affected employee **calmly** and **empathetically**.



**Reassure** the employee that their identity will remain **confidential** and be sure to **help them** coordinate taking leave or paid time off until they've **recovered**.



You will also need to ask the employee some potentially **difficult questions**, including with whom the employee has been **in contact with** in the last two weeks.

# ISOLATING THE EMPLOYEE

According to the CDC, employees who have COVID-19 should go into isolation immediately. Isolation should continue until the following conditions are met.

For employees who are **not being tested** for COVID-19, isolation should continue until the following three conditions are met:

For employees who **are being tested** for COVID-19 isolation should continue until the following three conditions are met:

72 hours of no fevers, without assistance of fever reducing medicines

1

No current fever, without assistance of fever reducing medicines

Respiratory symptoms have improved

2

Respiratory symptoms have improved

At least 10 days have passed since initial symptoms

3

Two tests have come back negative, with at least 24 hours between tests

# NOTIFY EMPLOYEES, CUSTOMERS, VENDORS, AND GUESTS



**Directly notify** any co-workers or customers with whom the ill employee had been in contact.



Make determinations on **who should be self-isolating**.



Be sure to **notify the rest of the company** by email or letter that an employee has tested positive for COVID-19. Remember to keep the employee's **identity protected** and be transparent about your response.



Communications should include what **steps your company will be taking** to protect the health of other employees.

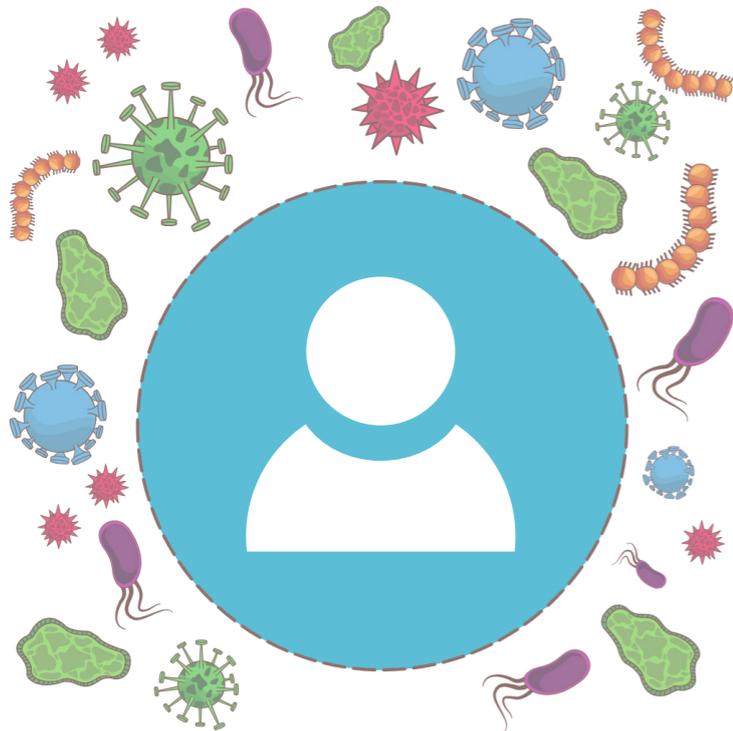


If feasible, allow eligible employees to **work from home** during this time.



If you plan on having employees work from home for the next 14 days or closing the office, this **information should be disclosed** in the communication.

# RESPONDING TO AN EMPLOYEE'S EXPOSURE



What to do if someone in an **employee's house** has confirmed COVID-19?

If employee is not ill, they **must stay home and self isolate for 7 days** after isolation has been discontinued for ill household member

What to do if **employee has been in close contact with a confirmed COVID-19 case** in a non household setting ?

**Stay home and self isolate for 14 days** after their last contact with the case even if they have no symptoms.

What to do if an employee has received a COVID-19 **positive test but has no symptoms?**

Employee may discontinue isolation **when at least 10 days have passed** since their first positive test and have had no subsequent illness, provided they remain asymptomatic.

# EMERGENCY PAID SICK LEAVE

An employee is entitled to up to **80 hours of paid sick leave** if the employee is unable to work or telework **because the employee:**



# EMERGENCY PAID SICK LEAVE

Effective April 1 - December 31, 2020



Is subject to a **federal, state, or local quarantine or isolation order** related to COVID-19



Has been advised by a **health care provider** to self-quarantine due to concerns related to COVID-19



Is experiencing COVID-19 **symptoms** and is **seeking a medical diagnosis**



Is caring for an individual **subject to a federal, state, or local quarantine or isolation order** related to COVID-19, or who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19



Is caring for his or her child **whose school or place of care is closed** (or child care provider is unavailable) due to COVID-19 precautions, or



Is experiencing any other **substantially-similar condition** specified by the U.S. Department of Health and Human Services

# EXPANDED FMLA

Eligible Employees:



May take up to 12 weeks of partially paid FMLA leave

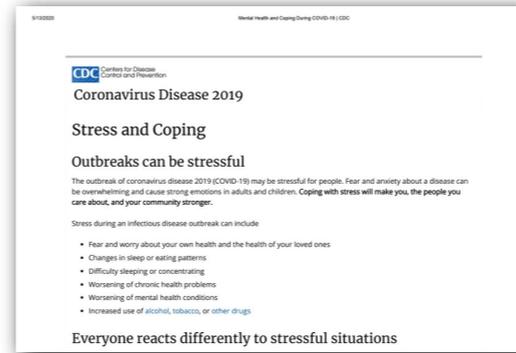
If he or she is unable to work (or telework) due to a need to care for his or her child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19

# HEALTH AND WELLNESS RESOURCES

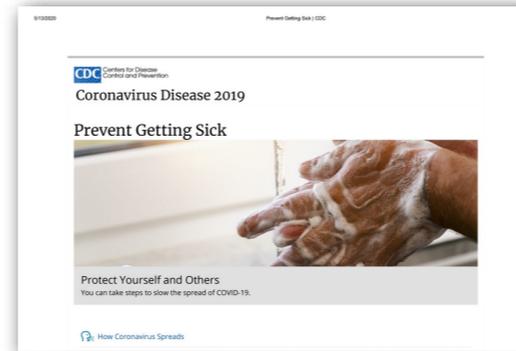
For health and wellness resources, employers should review guidelines from the CDC

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For additional health and wellness resources not listed, contact us - we're here to help



## Stress and Coping



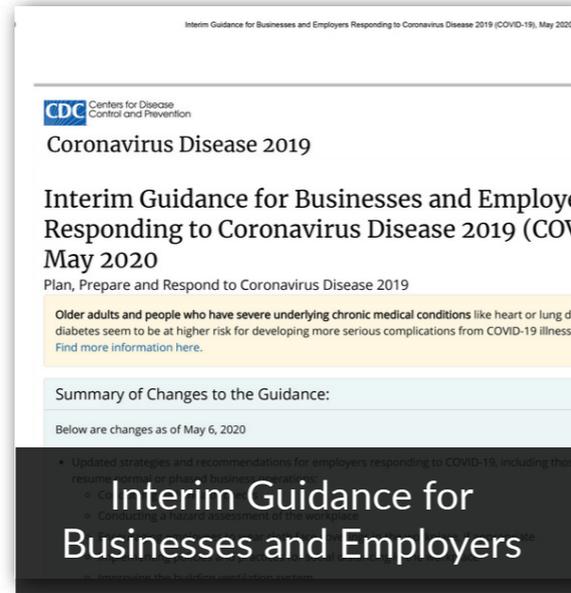
## Prevent Getting Sick



## If You Are Sick or Caring for Someone

# OTHER REFERENCES

For updates related to COVID-19, employers are encouraged to follow updates from the CDC and OSHA resources include:



Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020

Plan, Prepare and Respond to Coronavirus Disease 2019

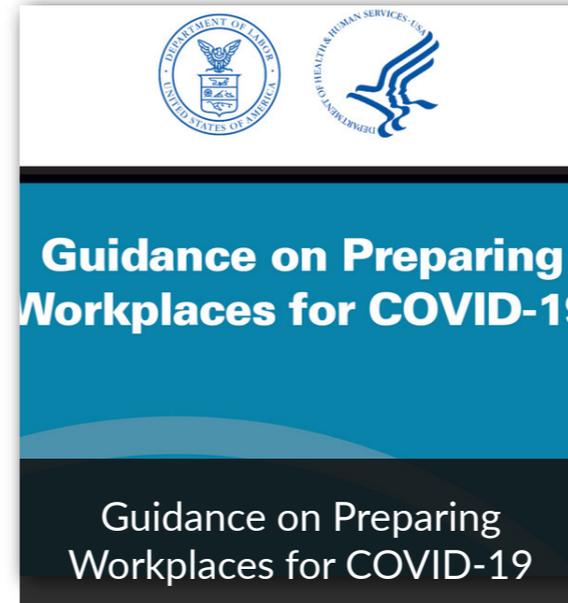
Older adults and people who have severe underlying chronic medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness. Find more information here.

Summary of Changes to the Guidance:

Below are changes as of May 6, 2020

Updated strategies and recommendations for employers responding to COVID-19, including those for:

## Interim Guidance for Businesses and Employers



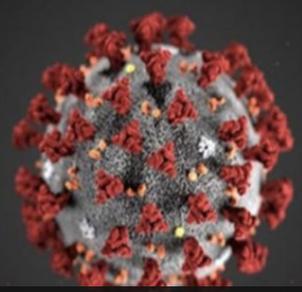
DEPARTMENT OF LABOR  
UNITED STATES OF AMERICA

DEPARTMENT OF HEALTH & HUMAN SERVICES  
USA

## Guidance on Preparing Workplaces for COVID-19

## Guidance on Preparing Workplaces for COVID-19

## Coronavirus Disease-2019



## CDC COVID-2019 Resource Page

The Centers for Disease Control and Prevention (CDC) is closely monitoring a novel (new) coronavirus (named "coronavirus disease 2019" or "COVID-19") that



UNITED STATES DEPARTMENT OF LABOR

Occupational Safety and Health Administration

OSHA STANDARDS TOPICS HELP AND RESOURCES

Safety and Health Topics / COVID-19

## COVID-19

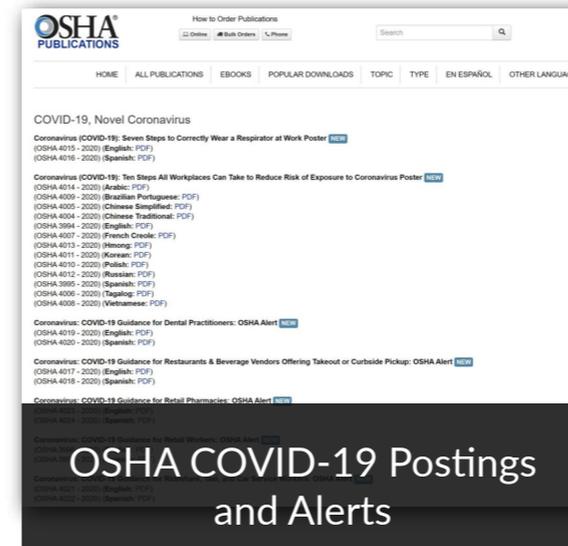
Overview

News and Updates

Highlights

- Guidance on Preparing Workplaces for COVID-19 (Spanish)
- Worker Exposure Risk to COVID-19 (Spanish)
- Guidance for specific industries
- OSHA Alerts
  - COVID-19 Guidance for Nursing Home and Long Term Care Facility Workers (Spanish)
  - COVID-19 Guidance for Retail Pharmacies (Spanish)
  - COVID-19 Guidance for Restaurants, Taxi, and Car Service Workers (Spanish)
  - COVID-19 Guidance for Dental Practitioners (Spanish)
  - COVID-19 Guidance for Restaurants & Beverage Vendors Offering Takeout or Curbside Pickup (Spanish)
  - COVID-19 Guidance for the Construction Workforce (Spanish)
  - COVID-19 Guidance for the Manufacturing Industry Workforce (Spanish)
  - COVID-19 Guidance for the Package

## OSHA COVID-19 Resource Page



OSHA PUBLICATIONS

How to Order Publications

HOME ALL PUBLICATIONS EBOOKS POPULAR DOWNLOADS TOPIC TYPE EN ESPAÑOL OTHER LANGUAGES

## COVID-19, Novel Coronavirus

Coronavirus (COVID-19): Seven Steps to Correctly Wear a Respirator at Work Poster (PDF) (OSHA 4015 - 2020) (English: PDF) (OSHA 4015 - 2020) (Spanish: PDF)

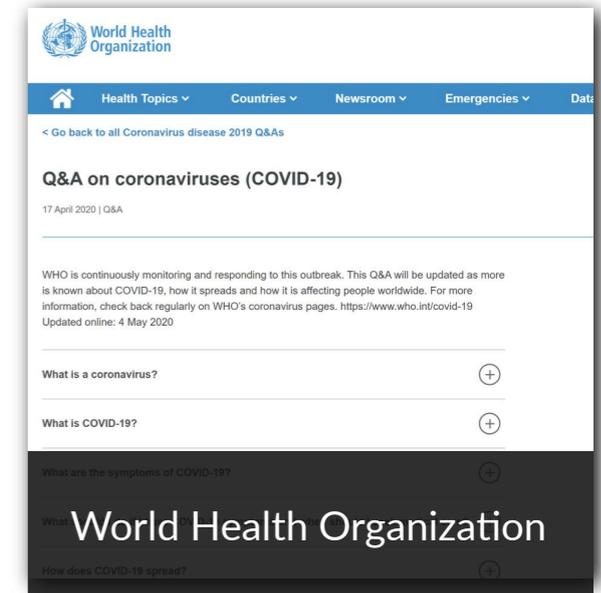
Coronavirus (COVID-19): Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus Poster (PDF) (OSHA 4014 - 2020) (Arabic: PDF) (OSHA 4009 - 2020) (Brazilian Portuguese: PDF) (OSHA 4005 - 2020) (Chinese Simplified: PDF) (OSHA 4004 - 2020) (Chinese Traditional: PDF) (OSHA 3994 - 2020) (English: PDF) (OSHA 4007 - 2020) (French Creole: PDF) (OSHA 4013 - 2020) (Hmong: PDF) (OSHA 4011 - 2020) (Korean: PDF) (OSHA 4010 - 2020) (Polish: PDF) (OSHA 4012 - 2020) (Russian: PDF) (OSHA 3995 - 2020) (Spanish: PDF) (OSHA 4006 - 2020) (Tagalog: PDF) (OSHA 4008 - 2020) (Vietnamese: PDF)

Coronavirus: COVID-19 Guidance for Dental Practitioners: OSHA Alert (PDF) (OSHA 4019 - 2020) (English: PDF) (OSHA 4020 - 2020) (Spanish: PDF)

Coronavirus: COVID-19 Guidance for Restaurants & Beverage Vendors Offering Takeout or Curbside Pickup: OSHA Alert (PDF) (OSHA 4017 - 2020) (English: PDF) (OSHA 4018 - 2020) (Spanish: PDF)

Coronavirus: COVID-19 Guidance for Retail Pharmacies: OSHA Alert (PDF)

## OSHA COVID-19 Postings and Alerts



World Health Organization

Health Topics Countries Newsroom Emergencies Data

< Go back to all Coronavirus disease 2019 Q&As

## Q&A on coronaviruses (COVID-19)

17 April 2020 | Q&A

WHO is continuously monitoring and responding to this outbreak. This Q&A will be updated as more is known about COVID-19, how it spreads and how it is affecting people worldwide. For more information, check back regularly on WHO's coronavirus pages. <https://www.who.int/covid-19>

Updated online: 4 May 2020

What is a coronavirus? (+)

What is COVID-19? (+)

What are the symptoms of COVID-19? (+)

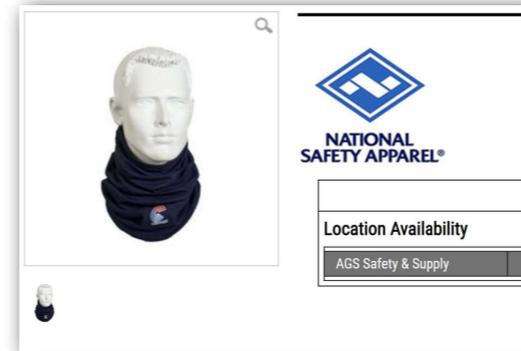
What is COVID-19? (+)

How does COVID-19 spread? (+)

## World Health Organization



# SUPPLIES AND RESOURCES



## Neck Gaiter

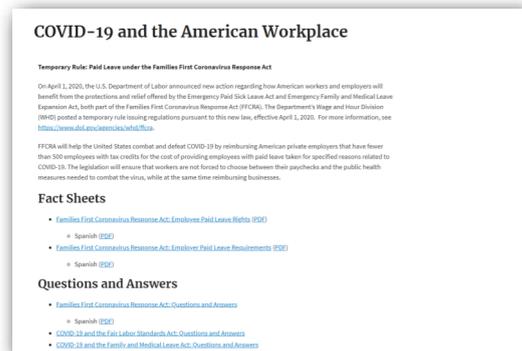
provides some particulate protection



## Crowd Control

chain and stanchions

## DOL posters and notices

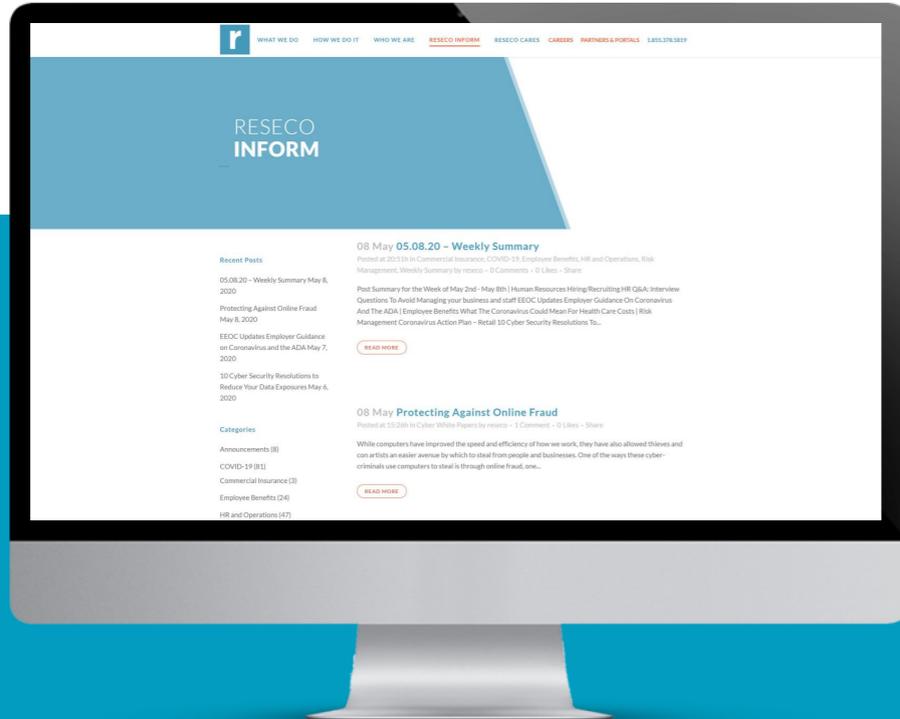


## How to make and wear homemade face coverings



# resecō INFORM

[www.resecoinform.com](http://www.resecoinform.com)



Up-to-date COVID-19 information regarding compliance, wellness, templates, posters, white papers



White Papers: Business Insurance, Employee Benefits Insurance, Human Resources, Risk Management, Cyber Security



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**THANK YOU!**