



# HOW TO APPROACH COVID-19

Best Practices for Now and Key Ways to Prepare for the Future

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Celebrating 25 Years of Providing HR Expertise!

# INTRODUCTIONS



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# AGENDA

- Introduction to Families First Coronavirus Response Act
- How to Reduce Stress Surrounding COVID-19
- Ways to Maintain a Safe & Engaged Workforce
- Workforce Management Strategies

# FAMILIES FIRST CORONAVIRUS RESPONSE ACT: LEAVE PROVISIONS

**The Families First Coronavirus Response Act is made up of two parts:**

- Emergency Paid Sick Leave Act
- Emergency Family and Medical Leave (FML) Expansion Act

**Legislation provides a refundable payroll tax credit to employers to cover  
100% of cost of wages.**

# EMERGENCY PAID SICK LEAVE

## Leave Reasons

1. Subject to quarantine or isolation order
2. Advised to quarantine by health care provider
3. Experiencing COVID-19 symptoms and seeking medical diagnosis
4. Caring for an individual subject to isolation or quarantine due to COVID-19
5. Caring for child due to closure of school, place of care, or childcare is unavailable
6. Similar conditions specified by Secretary of Health and Human Services, Secretary of the Treasury, Secretary of Labor

# EMERGENCY PAID SICK LEAVE ACT

- Applies to ER's with less than 500 EE's
- Provides 80 hours paid leave (FT) / Pro-rated for PT
- There are limits:
  - Regular rate of pay: not to Exceed \$511 daily maximum (\$5,110 aggregate) for quarantine or isolation order (Reasons 1-3)
  - 2/3rds of Regular rate of pay: not to exceed \$200 per day (\$2,000 aggregate) for caring for an individual or care for son/daughter due to school closing or unavailable child-care (Reasons 4-6)

# EMERGENCY PAID SICK LEAVE ACT

- Employers required to post notice (DOL to supply)
- Non-Retaliation Provision
- No Carry-Over or Pay-Out Provision (if terminated)
- Exemption for ER's with <50

**Effective April 2, 2020 – December 31, 2020**

# EMERGENCY FML EXPANSION ACT

## Expanded

- Eligibility: Must be employed for 30 days
- Covered Employers: Applies to employers with < 500 EE's
- Leave Reason: Closed schools/childcare providers "Emergency Leave"
- Protected Leave for up to 12 weeks



# EMERGENCY FML EXPANSION ACT

## Obligations

- First 10 days of FMLA leave unpaid
- EE's can Supplement with Vac/Sick/PTO (but ER's cant require)
- 2/3 of pay capped at \$200/day or \$10,000 aggregate
- Job restoration

# MANAGING STRESS & REASSURING EMPLOYEES

- Tune In
- Demonstrate Care & Concern
- Provide Reassurance
- Keep Them Informed
- Focus on what's NOT changing
- Show & Encourage Gratitude
- Encourage Self-Care

# STEPS TO TAKE ON LOCATION

- Six-feet apart
- Encourage remote work
- Take employees' temperature
- Hand-washing & hand sanitizer
- Alter shifts to reduce the number of individuals interacting at a time
- Communicate clearly in multiple forms

# CHALLENGES TO A REMOTE WORKFORCE

## Challenges to Overcome

- Building strong relationships
- Maintaining collaboration
- Reduced view into the day to day
  - Avoid micromanaging!

# REMOTE WORK - EMPLOYERS -

- Create opportunities for connection & collaboration
  - Formal Opportunities: touch-base calls, one-on-ones
  - Informal Opportunities: virtual happy hours
- Keep your check-ins & appointments
- Take a results-oriented approach
- Recognition

# REMOTE WORK - EMPLOYEES -

## Prepare the following:

- Plans for:
  - Kids
  - Pets
  - Significant Others
  - Roommates

## Lay out the following:

- Structure
- Hours
- Appointments
- Workload

# REMOTE WORK - EMPLOYEES -

## Prepare the following:

- Weaknesses & Rewards
  - What do you struggle with?
  - How will you reward yourself for focus?
- Manage Expectations
- Communicate!

# COST CUTTING STRATEGIES

- Hiring Freeze
- Freeze Salary & Benefit Increases
- Reduce Costs (travel, expenses, supplies)
- Reduce Contract & Temporary Staff
- Review PT Employees & Job Consolidation
- Reduce Pay Rates or Work Hours
- Consider Furlough (Temporary Lay-Off)
- Eliminate Jobs through Lay-Off



# COST CUTTING STRATEGIES

## Furlough

- Temporary in Nature
- Employee remains 'employed' but in unpaid status
- Benefits remain in effect (most cases)
- Temporary in nature (6-12 months)
- Can be intermittent

## Layoff

- Permanent
- Employment is terminated
- Benefits are terminated
- Job is eliminated

# PRO'S & CON'S OF FURLOUGH

PRO's	CON's
Reduce Costs	Stress
No Replacements	Job Security

# STEPS TO CONDUCT LAYOFF

- Select the Employees for Layoff
- Analyze for Adverse/Disparate Impact
- Review ADEA & OWBPA Regulations
- Determine Severance, Benefits & Additional Services
- Train Supervisors and Managers
- Prepare for & Conduct Layoff Meetings
- Notify the Workforce



QUESTIONS?

# RESOURCES

- [Families First Coronavirus Response Act](#)
- [Employer's Resource Guide to Coronavirus](#) – strategic HR inc.
- [Six Ways to Protect Yourself and Your Family From Anxiety](#) - Thrive Global
- [Are You Worried About Coronavirus?](#) – Psychology Today
- [9 Tips to Make Working From Home Work for You](#) – NPR
- [How to Get People to Actually Participate in Virtual Meetings](#) – Harvard Business Review
- [The Manager's Manual for Remote Work](#) – Slack Blog

# THANK YOU!

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