Human Resources & Employee Management In The Covid-19 Re-opening of Gloucester

City of Gloucester
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City of Gloucester Re-opening Task Force

6/12/2020
Legal Disclosure

This is a Human Resources presentation and not legal advice. For legal advice, contact an employment attorney.

Updated June 12, 2020 – this is constantly changing
Human Resources Agenda

- Federal Programs
- Preparing for reopening and postings
- Public health considerations
- Bringing employees back
- Unemployment Insurance
- Compensation and benefits
- Payroll Protection Program
- Additional Resources
Federal Funding Programs

- Federal Unemployment Stimulus
- Families First Coronavirus Response Act (FFCRA)
- Coronavirus Aid, Relief, and Economic Security Act (C.A.R.E.S.)
Federal Unemployment Funding

- Removed week wait on unemployment
- Expanded Covid-19 UI to 12/31
- Added $600 per week to UI benefits
- Made UI claims more accessible and quicker
- MA Pandemic Unemployment (PUA)
Families First Coronavirus Response Act (FFCRA)

- In effect 4/1 – 12/31

- Companies < 500 Employees (30 days after DOH)
  - Sick with COVID (2 wks) full pay up to $500/day
  - Caring for someone sick with COVID (2 wks) 2/3 pay up to $200/day
  - Family leave for childcare (up to 12 weeks) 2/3 pay up to $200/day

- Exemption (non-essential workplaces)
C.A.R.E.S. Act

- Economic impact payments ($1,200/$500)
- Paycheck Protection Program (PPP)
- Economic Injury Disaster Loans (EIDL)
- Retention tax credit
- Payroll tax deferral
Preparing Business For Reopening

- Federal Families First poster
- COVID-19 Control Plan
- Compliance Attestation
- Sector Specific Safety Standards and Protocols
- Get employees ready to return
EMPLOYEE RIGHTS
PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

> PAID LEAVE ENTITLEMENTS
Generally, employers covered under the Act must provide employees:
Up to two weeks (80 hours, or a part-time employee’s two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:
- 100% for qualifying reasons #1-3 below, up to $511 daily and $5,110 total;
- 2/3 for qualifying reasons #4 and #5 below, up to $200 daily and $2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 below for up to $200 daily and $12,000 total.
A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

> ELIGIBLE EMPLOYEES
In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #6 below.

> QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19
An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. 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 related reasons; or
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

> ENFORCEMENT
The U.S. Department of Labor’s Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employer’s in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.

For additional information or to file a complaint:
1-866-487-9243
TTY: 1-877-869-5627
dol.gov/agencies/whd
All businesses in the state of MA must develop a written control plan outlining how its workplace will comply with the mandatory safety standards for operation in the COVID-19 reopening period. This template may be filled out to meet that requirement. Control plans do not need to be submitted for approval but must be kept on premise and made available in the case of an inspection or outbreak.

All individually listed businesses must complete a control plan, even if the business is part of a larger corporation or entity.

**BUSINESS INFORMATION** | please provide the following information

Business name: ____________________________  □ Check if part of a larger corporation
Address: ____________________________________________
Contact information (Owner/Manager): _______________________________________
Contact information (HR representative), if applicable: ________________________________
Number of workers on-site: ________________________________________________

**SOCIAL DISTANCING** | check the boxes to certify that you have:

☐ Ensured that all persons, including employees, customers, and vendors remain at least six feet apart to the greatest extent possible, both inside and outside workplaces
☐ Established protocols to ensure that employees can practice adequate social distancing
☐ Posted signage for safe social distancing
☐ Required face coverings or masks for all employees
☐ Implemented additional procedures. Please describe them here: ___________________________

**HYGIENE PROTOCOLS** | check the boxes to certify that you have:

☐ Provided hand washing capabilities throughout the workplace
☐ Ensured frequent hand washing by employees and provided adequate supplies to do so
☐ Provided regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site
☐ Implemented additional procedures. Please describe them here: ___________________________
All businesses in the state of MA must develop a written control plan outlining how its workplace will comply with the mandatory safety standards for operation in the COVID-19 reopening period. This template may be filled out to meet that requirement. Control plans do not need to be submitted for approval but must be kept on premise and made available in the case of an inspection or outbreak.

All individually listed businesses must complete a control plan, even if the business is part of a larger corporation or entity.

**STAFFING & OPERATIONS** check the boxes to certify that you have:

- [ ] Provided training for employees regarding the social distancing and hygiene protocols
- [ ] Ensured employees who are displaying COVID-19-like symptoms do not report to work
- [ ] Established a plan for employees getting ill from COVID-19 at work, and a return-to-work plan
- [ ] Implemented additional procedures. Please describe them here: __________

**CLEANING & DISINFECTING** check the boxes to certify that you have:

- [ ] Established and maintained cleaning protocols specific to the business
- [ ] Ensured that when an active employee is diagnosed with COVID-19, cleaning and disinfecting is performed
- [ ] Prepared to disinfect all common surfaces at intervals appropriate to said workplace
- [ ] Implemented additional procedures. Please describe them here: __________
Welcome

Please know that we take our responsibility to keep Massachusetts safe very seriously. Be assured we have taken the following steps to comply with state mandatory safety standards for workplaces:

- Workers are wearing face coverings and we’ve put social distancing measures in place

- We provide hand washing capabilities and we are regularly sanitizing high-touch areas

- Our staff has received training regarding social distancing and hygiene protocols

- We have established thorough cleaning and disinfecting protocols

We ask you to do your part as well by wearing your face mask and maintaining social distance. Thanks—and we hope to see you again soon.

Signature
Employee & Worker Posters
**Employer Poster**

**SOCIAL DISTANCING**

- All persons, including employees, customers, and vendors should remain at least six feet apart to the greatest extent possible, both inside and outside workplaces.

- Establish protocols to ensure that employees can practice adequate social distancing.

- Provide signage for safe social distancing.

- Require face coverings or masks for all employees.

**HYGIENE PROTOCOLS**

- Provide hand washing capabilities throughout the workplace.

- Ensure frequent hand washing by employees and adequate supplies to do so.

- Provide regular sanitization of high touch areas, such as workstations, equipment, screens, door knobs, restrooms throughout workplace.

**STAFFING & OPERATIONS**

- Provide training for employees regarding the social distancing and hygiene protocols.

- Employees who are displaying COVID-19-like symptoms do not report to work.

- Establish a plan for employees getting ill from COVID-19 at work, and a return-to-work plan.

**CLEANING & DISINFECTING**

- Establish and maintain cleaning protocols specific to the business.

- When an active employee is diagnosed with COVID-19, cleaning and disinfecting must be performed.

- Disinfection of all common surfaces must take place at intervals appropriate to said workplace.
**SOCIAL DISTANCING**

- Remain at least six feet apart from others to the greatest extent possible, both inside and outside workplaces.
- Follow established protocols to ensure social distancing.
- Review signage for safe social distancing.
- Use a face covering or mask at all times.

**HYGIENE PROTOCOLS**

- Ensure there are hand washing capabilities throughout the workplace.
- Wash your hands frequently and properly.
- Provide regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms, etc.

**STAFFING & OPERATIONS**

- Attend work trainings regarding the social distancing and hygiene protocols.
- Do not report to work if you are displaying COVID-19-like symptoms.
- Comply with plan for employees getting ill from COVID-19 at work, and return-to-work plan.

**CLEANING & DISINFECTING**

- Comply and maintain cleaning protocols specific to the business.
- Ensure that cleaning and disinfecting is performed when an active employee is diagnosed with COVID-19.
- Disinfect all common surfaces must take place at intervals appropriate to said workplace.
Sector Specific Safety Standards vs. Checklists
Businesses and other organizations shall limit occupancy within their office space to no more than:

- 25 percent of (a) the maximum occupancy level specified in any certificate of occupancy or similar permit or as provided for under the state building code; or (b) the business or organization’s typical occupancy as of March 1, 2020

- Any business or other organization that has been operating as a “COVID-19 Essential Service” as of May 18, 2020 shall have until July 1, 2020 to comply with these occupancy limitations

Businesses and other organizations may exceed this maximum occupancy level based on a demonstrated need for relief based on public health or public safety considerations or where strict compliance may interfere with the continued delivery of critical services.

Ensure separation of 6 feet or more between individuals unless this creates a safety hazard due to the nature of the work or the configuration of the workspace.

Close or reconfigure worker common spaces and high density areas where workers are likely to congregate (e.g., break rooms, eating areas) to allow 6 feet of physical distancing; redesign work stations to ensure physical distancing (e.g., separate tables, use distance markers to assure spacing).

Cafeterias may operate only with prepackaged food, practicing physical distancing and appropriate hygiene measures.

Physical partitions must separate workstations that cannot be spaced out (partitions must be taller than a standing worker).

Limit meeting sizes, ensure 6 feet of social distancing, encourage remote participation.

Stagger work schedules, lunch and break times, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing.

Minimize the use of confined spaces (e.g., elevators, control rooms, vehicles) by more than one individual at a time; all workers in such spaces at the same time are required to wear face coverings.

### Recommended best practices

- Improve ventilation for enclosed spaces where possible (e.g., open doors and windows).

- Designate assigned working areas (e.g., floor, building) to individuals where possible to limit movement throughout the facility and limit contact between workers.

- Establish directional hallways and passageways for foot traffic if possible, to minimize contact. Post clearly visible signage regarding these policies.

- Limit visitors where feasible, and avoid congregation in common areas (e.g., lobbies).
HYGIENE PROTOCOLS

Ensure access to handwashing facilities on site, including soap and running water, wherever possible and encourage frequent handwashing; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative.

Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes).

Require regular and not less than daily cleaning and sanitation of all high-touch areas such as workstations, door handles, and restrooms.

Avoid sharing use of office materials / equipment or disinfect equipment between use (e.g., telephones, fax machines).

Post visible signage throughout the site to remind workers of the hygiene and safety protocols.
Establish and communicate a worksite specific COVID-19 Prevention Plan for all office locations, including:

- Contact information for local health authorities, including the MA Department of Public Health, and your local/municipal Health Authority
- Regularly evaluate all workspaces to ensure compliance with all Federal, State and Local Guidelines
- Isolation, Contact Tracing, and Communication plan for if an employee is diagnosed as positive with COVID-19, or comes into close contact (within 6 feet for 10 minutes or more) with an individual diagnosed with COVID-19

Provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission, including:

- Social distancing, hand-washing, proper use of face coverings
- Self-screening at home, including temperature or symptom checks
- Importance of not coming to work if ill
- When to seek medical attention if symptoms become severe
- Which underlying health conditions may make individuals more susceptible to contracting and suffering from a severe case of the virus

Workers must wear face coverings when social distancing of 6 feet is not possible, except where unsafe due to medical condition or disability

Employers should establish adjusted workplace hours and shifts for workers (if working in-person, leverage working teams with different schedules or staggered arrival/departure) to minimize contact across workers and reduce congestion at entry points

Limit visitors and service providers on-site; shipping and deliveries should be completed in designated areas

Workers must stay home if feeling ill

If the employer is notified of a positive case at the workplace, the employer should notify the local Board of Health (LBOH) where the workplace is located and work with them to trace likely contacts in the workplace and advise workers to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and/or at the request of the LBOH

Post notice to workers and customers of important health information and relevant safety measures as outlined in government guidelines

Log everyone who comes in contact with site to enable contact tracing, including temporary visitors (e.g., those doing material drop-offs)

Workers must continue to telework if feasible; external meetings should be remote to reduce density in the office

Recommended best practices

Workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home or arrange an alternate work assignment

Workers are strongly encouraged to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer

Encourage workers who test positive for COVID-19, to disclose to the employer of the office for purposes of cleaning/disinfecting and contact tracing
CLEANING & DISINFECTING

Conduct frequent cleaning and disinfection of site (at least daily and more frequently if feasible)
Keep cleaning logs that include date, time, and scope of cleaning
Conduct frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, elevator buttons, staircases, vending machine, bathrooms)
Clean shared spaces (e.g., conference rooms) between use and supply cleaning products (e.g., sanitizer, disinfecting wipes)
In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current CDC guidance
# Sector-specific protocols and best practices

Mandatory safety standards and recommended best practices for sectors that are eligible to open in Phase 1. Additional sector guidance for future phases will be issued at a later date. Businesses operating to provide Essential Services, as defined in the Governor’s March 23, 2020 Executive Order, updated on March 31, April 28 and May 15, may remain open and have until May 25, 2020 to comply with their industry's sector-specific protocols (if applicable).

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Sector</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
</tr>
<tr>
<td>Manufacturing</td>
</tr>
<tr>
<td>Office Spaces</td>
</tr>
<tr>
<td>Laboratories</td>
</tr>
<tr>
<td>Hair Salons and Barbershops</td>
</tr>
<tr>
<td>Car Washes</td>
</tr>
<tr>
<td>Pet Grooming</td>
</tr>
<tr>
<td>Places of Worship</td>
</tr>
<tr>
<td>Restaurants [Phase II PREVIEW]</td>
</tr>
<tr>
<td>Operators of Lodgings [Phase II PREVIEW]</td>
</tr>
<tr>
<td>Retail Businesses [Phase II PREVIEW]</td>
</tr>
<tr>
<td>Golf Facilities [Phase II PREVIEW]</td>
</tr>
</tbody>
</table>
SOCIAL DISTANCING
Ensure >6ft between individuals

- Businesses and other organizations shall limit occupancy within their office space to no more than
  - 25 percent of (a) the maximum occupancy level specified in any certificate of occupancy or similar permit or as provided for under the state building code; or (b) the business or organization’s typical occupancy as of March 1, 2020
  - Any business or other organization that has been operating as a “COVID-19 Essential Service” as of May 18, 2020 shall have until July 1, 2020 to comply with these occupancy limitations

- Businesses and other organizations may exceed this maximum occupancy level based on a demonstrated need for relief based on public health or public safety considerations or where strict compliance may interfere with the continued delivery of critical services

- Ensure separation of 6 feet or more between individuals unless this creates a safety hazard due to the nature of the work or the configuration of the workspace

- Close or reconfigure worker common spaces and high density areas where workers are likely to congregate (e.g., break rooms, eating areas) to allow 6 feet of physical distancing; redesign work stations to ensure physical distancing (e.g., separate tables, use distance markers to assure spacing)

- Cafeterias may operate only with prepackaged food, practicing physical distancing and appropriate hygiene measures

- Physical partitions must separate workstations that cannot be spaced out (partitions must be taller than a standing workers)

- Limit meeting sizes, ensure 6 feet of social distancing, encourage remote participation

- Stagger work schedules, lunch and break times, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing

- Minimize the use of confined spaces (e.g., elevators, control rooms, vehicles) by more than one individual at a time; all workers in such spaces at the same time are required to wear face coverings

- Improve ventilation for enclosed spaces where possible (e.g., open doors and windows)

- Designate assigned working areas (e.g., floor, building) to individuals where possible to limit movement throughout the facility and limit contact between workers

- Establish directional hallways and passageways for foot traffic if possible, to minimize contact. Post clearly visible signage regarding these policies

- Limit visitors where feasible, and avoid congregation in common areas (e.g., lobbies)
HYGIENE PROTOCOLS
Apply robust hygiene protocols

☐ Ensure access to handwashing facilities on site, including soap and running water, wherever possible and encourage frequent handwashing; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative
☐ Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)
☐ Require regular and not less than daily cleaning and sanitation of all high-touch areas such as workstations, door handles, and restrooms
☐ Avoid sharing use of office materials / equipment or disinfect equipment between use (e.g., telephones, fax machines)
☐ Post visible signage throughout the site to remind workers of the hygiene and safety protocols
STAFFING & OPERATIONS
Include safety procedures in the operations

☐ Establish and communicate a worksite specific COVID-19 Prevention Plan for all office locations, including:
  • Contact information for local health authorities, including the MA Department of Public Health, and your local / municipal Health Authority
  • Regularly evaluate all workspaces to ensure compliance with all Federal, State and Local Guidelines
  • Isolation, Contact Tracing, and Communication plan for if an worker is diagnosed as positive with COVID-19, or comes into close contact (within 6 feet for 10 minutes or more) with an individual diagnosed with COVID-19

☐ Provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission, including:
  • Social distancing, hand-washing, proper use of face coverings
  • Self-screening at home, including temperature or symptom checks
  • Importance of not coming to work if ill
  • When to seek medical attention if symptoms become severe
  • Which underlying health conditions may make individuals more susceptible to contracting and suffering from a severe case of the virus

☐ Workers must wear face coverings when social distancing of 6 feet is not possible, except where unsafe due to medical condition or disability

☐ Workers must continue to telework if feasible; external meetings should be remote to reduce density in the office

☐ Employers should establish adjusted workplace hours and shifts for workers (if working in-person, leverage working teams with different schedules or staggered arrival / departure) to minimize contact across workers and reduce congestion at entry points

☐ Limit visitors and service providers on site; shipping and deliveries should be completed in designated areas

☐ Limit business sponsored travel and comply with state and federal travel restrictions / guidelines

☐ Workers must stay home if feeling ill

☐ Workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home or arrange an alternate work assignment

☐ Workers are strongly encouraged to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer

☐ Encourage workers who test positive for COVID-19, to disclose to the employer of the office for purposes of cleaning / disinfecting and contact tracing. If the employer is notified of a positive case at the workplace, the employer should notify the local Board of Health (LBOH) where the workplace is located and work with them to trace likely contacts in the workplace and advise workers to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH

☐ Post notice to workers and customers of important health information and relevant safety measures as outlined in government guidelines

☐ Log everyone who comes in contact with site to enable contact tracing, including temporary visitors (e.g., those doing material drop-offs)
CLEANING & DISINFECTING
Incorporate robust hygiene protocols

☐ Conduct frequent cleaning and disinfection of site (at least daily and more frequently if feasible)
☐ Keep cleaning logs that include date, time, and scope of cleaning
☐ Conduct frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, elevator buttons, staircases, vending machine, bathrooms)
☐ Clean shared spaces (e.g., conference rooms) between use and supply cleaning products (e.g., sanitizer, disinfecting wipes)
☐ In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current CDC guidance
Current COVID-19 Symptoms

- Fever, chills or shaking chills

- Signs of a lower respiratory illness (e.g., cough, shortness of breath, lowered oxygen saturation)

- Fatigue, sore throat, headache, body aches/myalgia, or new loss of sense of taste or smell

- Other less common symptoms can include gastrointestinal symptoms (e.g. nausea, vomiting, diarrhea), rash, and inflammatory conditions such as “COVID toes”.

- In elderly, chronically ill, or debilitated individuals such as residents of a long-term care facility, symptoms of COVID-19 may be subtle such as alterations in mental status or in blood glucose control
COVID-19 Symptoms

- Wide range of symptoms (asymptomatic to severe)
- CDC updates guidelines, handouts, posters and videos
- Keep a low threshold for symptoms
Employer Reporting

☐ Report ALL cases to Board of Health within **ONE** day
  o Identify a COVID-19 Coordinator
  o Identify exposed workers or others
  o Implement CDC and MA DPH restrictions
  o Learn protocols or policies to enhance safety
  o **Minimize virus transmission**

☐ Report regardless of origin

☐ Call or email:
  **Kelley Hiland**, Public Health Nurse
  978-559-1784 or khiland@gloucester-ma.gov

  **Szilvia Vanderberg**, Covid-19 Lead Nurse
  978-283-6290 or svanderberg@gloucesterschools.com
If Someone Gets Sick...

- Separate the individual from the workplace
- Contact Local Health Department immediately
- Close off then clean/disinfect area of exposure
- Open windows and doors to area of exposure
- Notify people of possible exposure
- Get them tested and quarantined
The Board of Health (BOH)

- Support reopening and ongoing COVID-19 management
- Provide resources and guidance
- A nurse will be assigned to all business clusters
  - Virtual meeting to discuss safety standards
  - Inspector will participate in all food establishments
  - BOH will send a line list for initial contract tracing
- Contact tracing for restaurants and lodging (subject to change)
- May encourage testing of all staff
Employer Considerations

- Employers should not require a COVID-19 test result or a healthcare provider’s note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.

- Face coverings must be worn when entering/exiting, indoors and when employees are within 6’ from anyone (unless unsafe for medical reasons). Check industry specific guidance.

- Close contact is within 6’ for 10+ minutes even with face masks on that are < N95 protection.
Seek Medical Attention IMMEDIATELY If:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face
Higher Risk Factors for COVID-19

- Older adults (65+)
- Underlying medical conditions like:
  - heart disease
  - lung disease
  - diabetes
  - immunocompromising conditions
Employee Training

- CDC has latest information, flyers and videos.
- Provide up to date training on:
  - Physical Distancing
  - Hygiene
  - Cleaning and disinfecting
  - Proper use of face coverings and PPE
  - Company COVID policies
- Self screening at home, temperature checks and symptom checks
- Do NOT come in to work sick
- While symptomatic - highly infectious and putting others at risk.

6/12/2020
Employees Reporting COVID-19

- Employees should report symptoms and illness to employers
- Provide safe reporting mechanism
- Do not penalize employees
- Employees are encouraged to contact their primary care doctor or local testing site.
Quarantine and Isolation

- **Quarantine:** 14 days for person with exposure to a COVID positive person and they are exhibiting no symptoms.

- **Isolation:** For individuals who:
  - Test positive for COVID-19
  - Exhibiting symptoms of COVID-19 and told by a provider they have COVID-19
  - Release of isolation and return to work as determined by LBOH based on current DPH guidance. LBOH is the only authority that can release someone from isolation.

- Always maintain HIPAA confidentiality
BACK TO WORK
The Employee’s Perspective

- Uncertainty is causing a lot of fear and anxiety
- Logistics issues: daycare/schools/eldercare closed
- Family issues are more intense
- Making more on unemployment
- Accurate wage reporting is critical
- Required to return unless special circumstance
- Employees can report substandard protocols
Bringing Employees Back

- Communicate often and clearly
- Reassure with new safety guidelines and protocols
- Return to work letters –
  - Return date, wage, type of work, hours, general location, conditions of the job.
- Be clear that work is offered, and they need to come back
- Employee’s response in writing
- Many are not rushing back
Employee Certification

- Temperature checking/recording
- No known exposure
- Recent travel
- Understand and follow protocols
Employee Refuses To Return

- Decision tree:
  - Families First (FFCRA)
  - Family Medical Leave Act (FMLA) 50+ employees
  - Paid leave
  - Unpaid leave of absence
  - Resignation/termination

- Unemployment may end

- Report job refusals and improper UI collecting at UIFraud@detma.gov

6/12/2020
Physical & Mental Health
Physical & Mental Health

- Employees, customers, vendors and the public could be stressed, worried, and afraid
- This is unprecedented and no one knows what to expect
- Unknown can be harder than a bad outcome
- Existing issues may get worse
- Resources for your employees
For Emergencies always call 9-1-1

877-382-1609  DPH Mental Health/Crisis Resources
877-870-4673 (HOPE)  Samaritans Statewide Suicide Hotline
800-273-8255 (Talk)  National Suicide Hotline
866-488-7386  Trevor Suicide hotline for GLBT youth and young adults

2-1-1- United Way for Community Resources
Resources Continued

800-327-5050  Mass DPH Substance Use Helpline
800-547-1649  Healing Abuse Working for Change Domestic Violence Hotline
877-382-1609  Mass DPH Domestic Violence Hotline
877-521-2601 TTY
800-426-1234  Problem Gamblers Helpline
800-784-8669  (800-QUIT-NOW) MA Smoker’s Helpline
FREE HELP ACCESSING MENTAL HEALTH CARE FOR ADULTS OR YOUTH

GETTING HELP CAN BE HARD. WE CAN HELP MAKE IT EASY.

From navigating insurance to making phone calls and checking availability, we will help simplify the process of connecting you with a mental health care provider and getting the help you seek.

CALL LAUREN | 781-540-3329
9 AM - 5 PM
MONDAY - FRIDAY

NOT INTENDED FOR URGENT CARE.
FOR EMERGENCIES CALL 911
Unemployment

- MA UI 26 weeks + Federal extension will not impact employer rating (except self insured entities at 50%)
- Pandemic Unemployment Assistance (PUA) for UI ineligible
- Extra $600 weekly – Federal stimulus
- Accuracy in reporting work/earnings (overpayments reclaimed with penalty and possible prosecution)
- Report refusal of suitable (tele)work
- Employees health condition is an important consideration
- Improper receipt of UI funds may be employer fraud
Payroll vs. Unemployment

- Certifying weekly if making less than their weekly UI wages
- No impact wages up to 1/3 weekly UI wages
- UI will temporarily suspend after 2 weeks (easy to reopen)
- Return to full time should stop certifying weekly
- $600 only applies if there is a certification through week ending 7/25/20
Compensation & Benefits

- Employer portion of health during furlough
- Track benefit deductions
- Watch eligibility requirements
- Document exempt/non-exempt transitions
- Document wage adjustments for temporary position changes
- Follow normal company benefits termination policies when termination happens
## Payroll Protection Program

<table>
<thead>
<tr>
<th>INITIAL</th>
<th>JUNE 5</th>
</tr>
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<tr>
<td>8 weeks – 2 yr. payback @ 1%</td>
<td>24 weeks – 5 yr. payback @ 1%</td>
</tr>
<tr>
<td>Rehire by June 30, 2020</td>
<td>Rehire by December 31, 2020</td>
</tr>
<tr>
<td>Forgiveness based on:</td>
<td>Good faith effort to rehire or replace</td>
</tr>
<tr>
<td>o =/&gt; FTE</td>
<td>Base period FTE comparison:</td>
</tr>
<tr>
<td>o &gt; 75% payroll</td>
<td>o #1 02/15/19-6/30/19</td>
</tr>
<tr>
<td>Base period FTE comparison:</td>
<td>o #2 01/01/20-02/29/20</td>
</tr>
</tbody>
</table>
Payroll Protection Program

- **Other Expenses**
  - Rent or Interest on mortgage obligations, incurred before February 15, 2020;
  - Electricity, gas, water, transportation, telephone and internet for which service began before February 15, 2020.

- **Payroll expenses (60%+):**
  - Salary, wages, commissions, or tips < $100k including severance agreements
  - PTO: vacation, parental, family, medical, or sick leave
  - Health care benefits including insurance premiums
  - Retirement benefits
  - State and local taxes assessed on compensation
  - Sole proprietor or independent contractor: wages, commissions, income, or net earnings from self-employment <$100k
  - Excluded: non-US, > $100k, Federal Taxes, Cares Act,

- **Apply for forgiveness**

6/12/2020
Additional Resources
Resources

- 2-1-1 is the United Way for community resources
Resources Continued

Next Steps

- Employee training: thorough and frequent. Use audio and video with sign-off.
- Policy set-up including poster, checklists, attestations, etc.
- Think about an “A” and “B” teams
- Be ready for a COVID-19 case
City of Gloucester
Mayor Sefatia Romeo Theken

RE-OPENING TASK FORCE

Karin Carroll, Public Health Director, City of Gloucester

James Destino, Chief Administrative Officer, City of Gloucester

Jill Cahill, Community Development Director, City of Gloucester

Sal DiStefano, Economic Development Director, City of Gloucester

Mike Hale, Director of Public Works, City of Gloucester

Carol McMahon, Assistant Emergency Management Director, City of Gloucester

Jessica Scola, Youth Development Coordinator, City of Gloucester.

Ed Akerley, Senior Manager, Environmental Health and Safety, Applied Materials

Matt Beach, Market Analyst, Applied Materials

Elizabeth Carey, Executive Director, Discover Gloucester

Robert J. Gillis, Jr., President, Cape Ann Savings Bank

Taylor Hedges, EDIC Member, The Event Company

Laurie LaBrie, SHRM-SCP, SPHR, President, Integrated Human Resources, Inc.

Barbara McCarthy, RN, NHC, Enterprise Risk Officer, Addison Gilbert Hospital

Ken Riehl, Chief Executive Officer, Cape Ann Chamber of Commerce