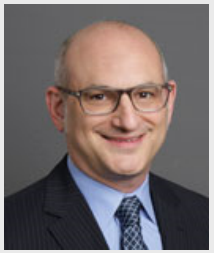
Hirschfeld Kraemer

We work for employers

Reopening The Workplace

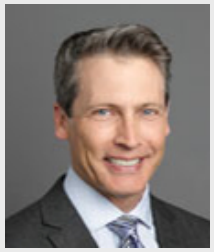
Tuesday, June 2, 2020

10:00am – 11:00am Pacific



Dan Handman

Kirstin Muller



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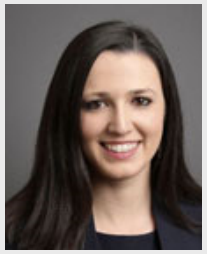

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Define Your Goals

(1) Safety of workers

(2) Effective communication

(3) Flexibility

(4) Staying open

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Seven Steps To An Effective Rebound

(1) Planning Team

(2) Safety Protocols

(3) Travel Restrictions

(4) Remote Work

(5) Communication to Employees

(6) Reporting Policy

(7) Rapid Response

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COVID-19 Planning Team

- **Who should be on it?**
  - HR
  - Finance
  - Legal
  - Communications
  - Experts: Safety Consultants, Environmental Consultants, Risk Management

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Safety Protocols

- Temperature taking stations
- COVID-19 testing
- Employee questionnaires
- Masks/PPE
- Customer/Vendor rules
- Social distancing
- Wipes, sanitizer, etc./Hand washing/Cleaning surfaces
- Limiting traffic in common areas (kitchens, restrooms)

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Travel Restrictions

- No Travel to “Hot Spots”
- Follow CDC Guidance on Travel
- No travel for sick employees
- Reporting of travel by employees

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Remote Work

- Determine which positions truly need in person attendance
- High risk employees (i.e., if they contract COVID-19)
- Cost analysis ("necessary and reasonable" expenditures)
- Staggered shifts
- IT resources for remote work
- Clear communication

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Communication With Employees

- Clear policy/FAQ
  - Explains safety protocols/expectations; travel; remote work; social distancing, vendors/suppliers, etc.
- Regular communications
- Online training
- Prepare HR to answer common questions
- Posters

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Reporting Policy

- Anticipate concerns
- Anonymous reporting policy
- Rapid and thorough investigation
- Anti-retaliation

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Rapid Response Team

- **What happens if you learn of employee infection?**
  - Notify others/Do not identify employee
  - Direct infected employee to stay home (FFCRA leave)
  - Notify state/local officials?
  - Thorough cleaning
  - Regular communications
  - Increased remote work

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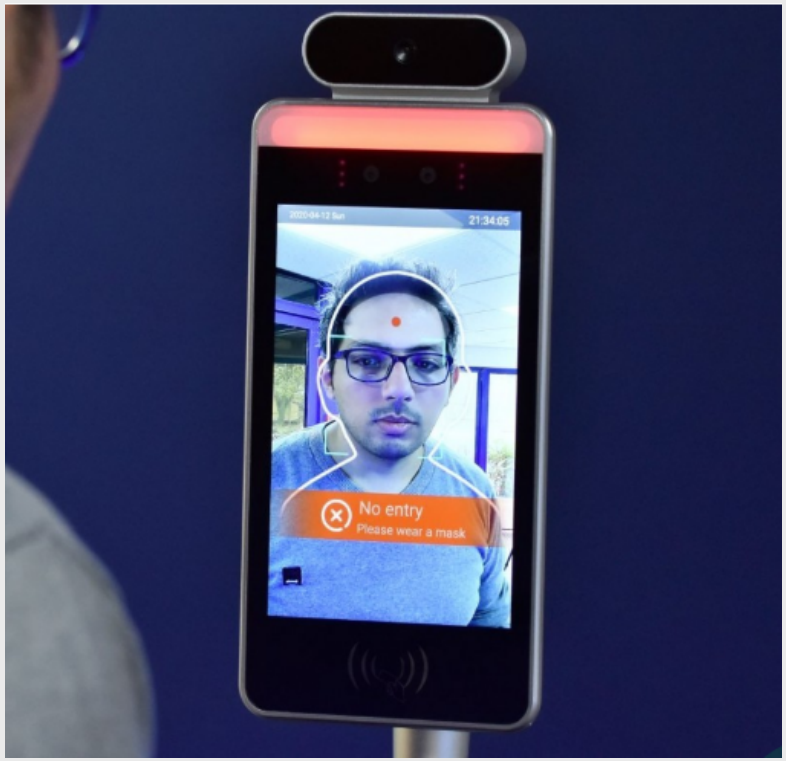
Technological Innovations To Aid The Return To Work



Facial Recognition
Temperature Scanners

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Technological Innovations To Aid The Return To Work

Wearable Social Distancing/ Contact Tracing Monitors

(Apple and Google Contact tracing apps expected)

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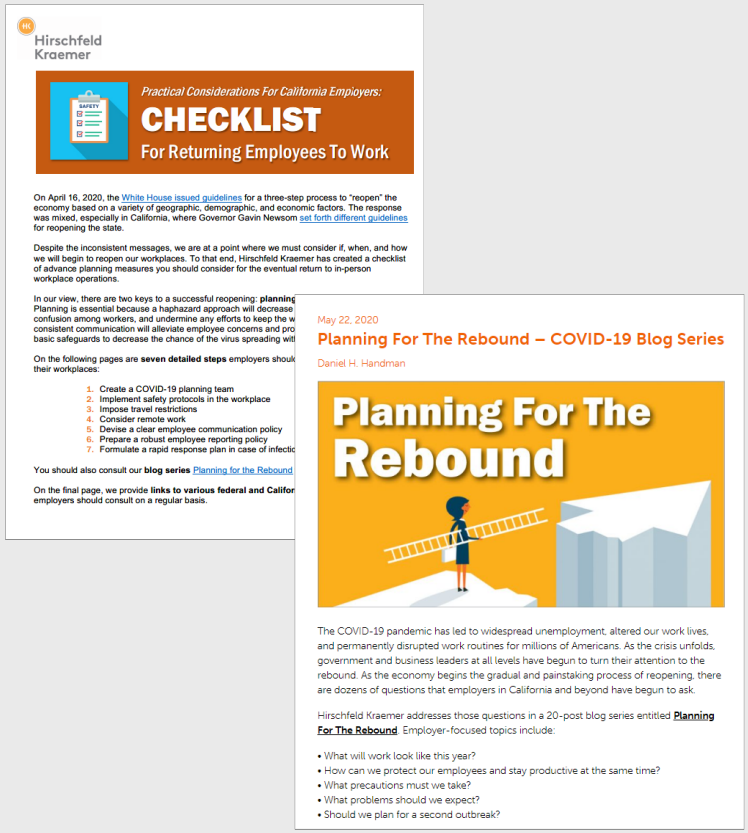
Check Our Blog Series/Checklist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Practical Considerations For California Employers:

CHECKLIST

For Returning Employees To Work

On April 16, 2020, the White House issued guidelines for a three-step process to "reopen" the economy based on a variety of geographic, demographic, and economic factors. The response was mixed, especially in California, where Governor Gavin Newsom set forth different guidelines for reopening the state.

Despite the inconsistent messages, we are at a point where we must consider if, when, and how we will begin to reopen our workplaces. To that end, Hirschfeld Kraemer has created a checklist of advance planning measures you should consider for the eventual return to in-person workplace operations.

In our view, there are two keys to a successful reopening: **planning**
Planning is essential because a haphazard approach will decrease
confusion among workers, and undermine any efforts to keep the w
consistent communication will alleviate employee concerns and pro
basic safeguards to decrease the chance of the virus spreading wit

On the following pages are **seven detailed steps** employers shoul
their workplaces:

1. Create a COVID-19 planning team
2. Implement safety protocols in the workplace
3. Impose travel restrictions
4. Consider remote work
5. Devise a clear employee communication policy
6. Prepare a robust employee reporting policy
7. Formulate a rapid response plan in case of infectio

You should also consult our **blog series** Planning for the Rebound

On the final page, we provide **links to various federal and Califor**
employers should consult on a regular basis.

May 22, 2020

Planning For The Rebound – COVID-19 Blog Series

Daniel H. Handman

Planning For The Rebound

The COVID-19 pandemic has led to widespread unemployment, altered our work lives, and permanently disrupted work routines for millions of Americans. As the crisis unfolds, government and business leaders at all levels have begun to turn their attention to the rebound. As the economy begins the gradual and painstaking process of reopening, there are dozens of questions that employers in California and beyond have begun to ask.

Hirschfeld Kraemer addresses those questions in a 20-post blog series entitled **Planning For The Rebound**. Employer-focused topics include:

- What will work look like this year?
- How can we protect our employees and stay productive at the same time?
- What precautions must we take?
- What problems should we expect?
- Should we plan for a second outbreak?

www.hkemploymentlaw.com/employers-guide-coronavirus-resources/

www.hkemploymentlaw.com/resource/planning-for-the-rebound-covid-19-blog-series/

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Training *Counseling* *Litigation*

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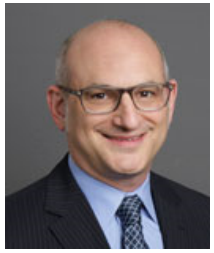
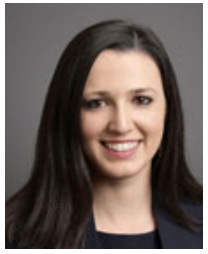


Dan Handman
dhandman@hkemploymentlaw.com
(310) 255-1820

Kirstin Muller
kmuller@hkemploymentlaw.com
(310) 255-1811

Monte Grix
mgrix@hkemploymentlaw.com
(310) 255-1827



China Westfall
cwestfall@hkemploymentlaw.com
(415) 835-9067

hkemploymentlaw.com

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