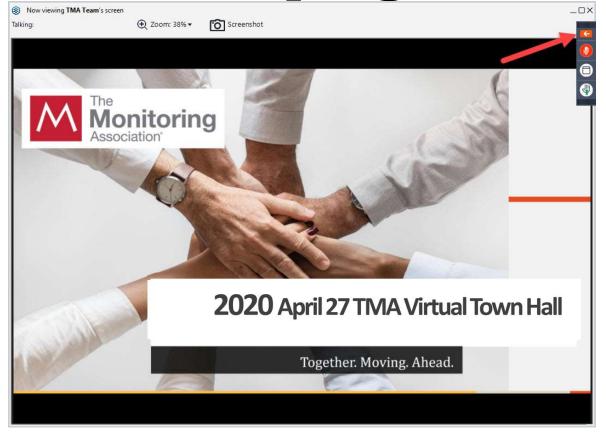
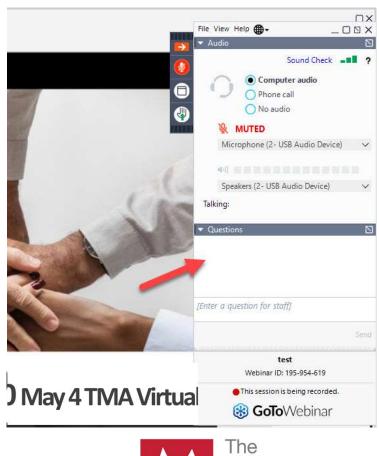


2020 May 4 TMA Virtual Town Hall

Together. Moving. Ahead.

Housekeeping









- Welcome
- What is new?
- UL Telework Guidelines Part II
- Returning to Work in the Age of COVID-19
- Open Forum
- Wrap-up and Final Words



Don Young Celia Besore Steve Schmit, UL Jeremy Mittman, MSK; Stephen Franz, MSK; Susan Kohn Ross, MSK

Don Young/Celia Besore



Welcome

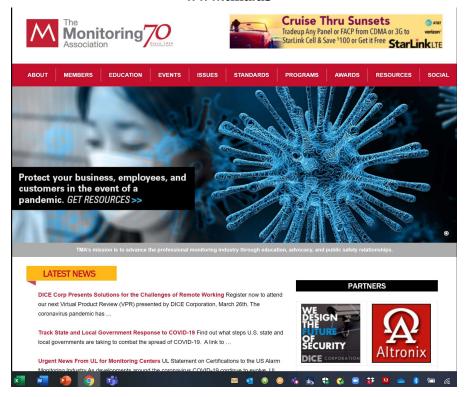
Don Young, TMA President



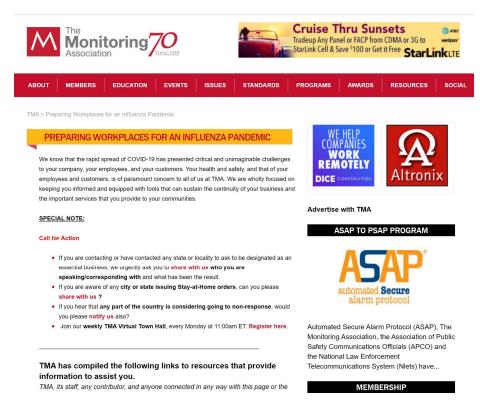
Updates from April 27

Celia Besore, TMA Executive Director

www.tma.us







https://tma.us/preparing-workplaces-for-an-influenza-pandemic/



Updates since the 04/27/20202 VTH:

NEW - 4/27-5/3/2020

- Changes to renewal of Illinois licensing in COVID
- Temporary Registration Extensions of Private Security Services Registrations in Virginia
- Industry Associations' Joint Survey Results Reveal COVID's Impact
- DHS CISA Critical Infrastructure Operations Centers and Control Rooms A Guide for Pandemic Response
- EEOC's What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws



UL Draft Guidelines Update

Steve Schmit, Senior Staff Engineer, UL LLC



Returning to Work in the Age of COVID-19:

What You Need to Be Thinking About Right Now

Jeremy Mittman, Partner, Labor & Employment
Stephen Franz, Associate, Labor & Employment
Susan Kohn Ross, Partner, Cybersecurity & Privacy Protection

May 4, 2020

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Overall Management Factors

- Has the company established a COVID-czar or team to coordinate company policies and responses?
 - How current are their activities?
- Does the company have policies regarding:
 - Gathering and interpreting all the stay at home orders in each jurisdiction where the company has operations;
 - A thorough and well-thought out return to work policy;
 - Are appropriate updates in place for COVID-19-related issues focused on:
 - Labor and employment;
 - Visitors; and
 - Facilities compliance.

Who should return to work first?

- Focus on job functions—not particular individuals
- Consider gauging employee availability and willingness to return to work.
- Consider options to ease transition:
 - Staggering/rotating shifts;
 - Ramp up period;
 - Telework opportunities;

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Who should return to work first?

- Document the selection process for determining who returns first.
- What about high-risk employees ("vulnerable individuals" who are older, pregnant, or have health conditions)?

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Workplace Screening Options

- Consider implementing routine, daily employee health checks, such as:
 - COVID-19 testing;
 - Temperature screening at point of entry;
 - Antibody testing;
 - Health questionnaires;
 - Barring those with symptoms or contact within 14 days from facility;
 - Hygiene training and building safety signage;
- Remember notice and employee confidentiality considerations.

Healthy Work Environment Policies and Safeguards

- Educate employees on COVID-19 symptoms, respiratory etiquette, hand hygiene, and social distancing.
- Ensure availability of hand sanitizer, PPE equipment, hand washing, disinfectant, etc.
- Require infection control practices (social distancing, regular handwashing, tissue disposal).
- Surfaces/equipment/other items sanitized each day of use (including throughout the day as much as possible).

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Healthy Work Environment Policies and Safeguards

- Discourage contact methods of greeting.
- Prohibit sharing of equipment (keyboard, headsets, phone) and workspaces.
- Food provided should be individual portions and pre-packaged and beverages in individual serving containers. Potable, clean water available onsite at all times.
- Renew focus on employee mental health.

- Consider Personal Protective Equipment ("PPE") policy in accordance with government requirements
 - Masks available/worn in accordance with company guidelines.
 - Check to determine whether based on location voluntary (i.e. highly encourage) vs.
 mandatory if even an option.
 - Employees may use own masks.
 - Instructions provided on masks.