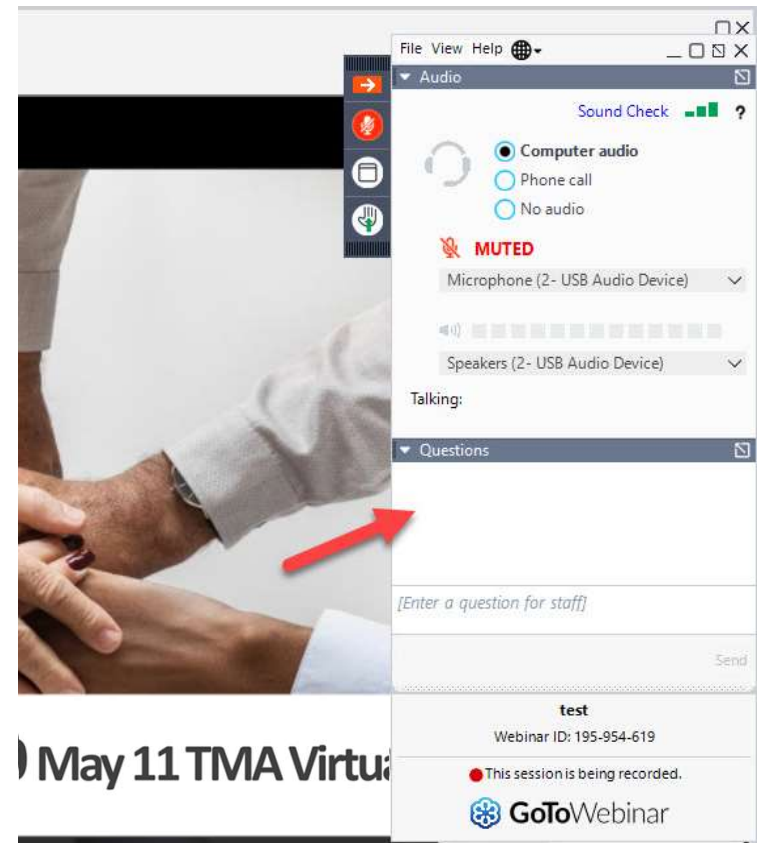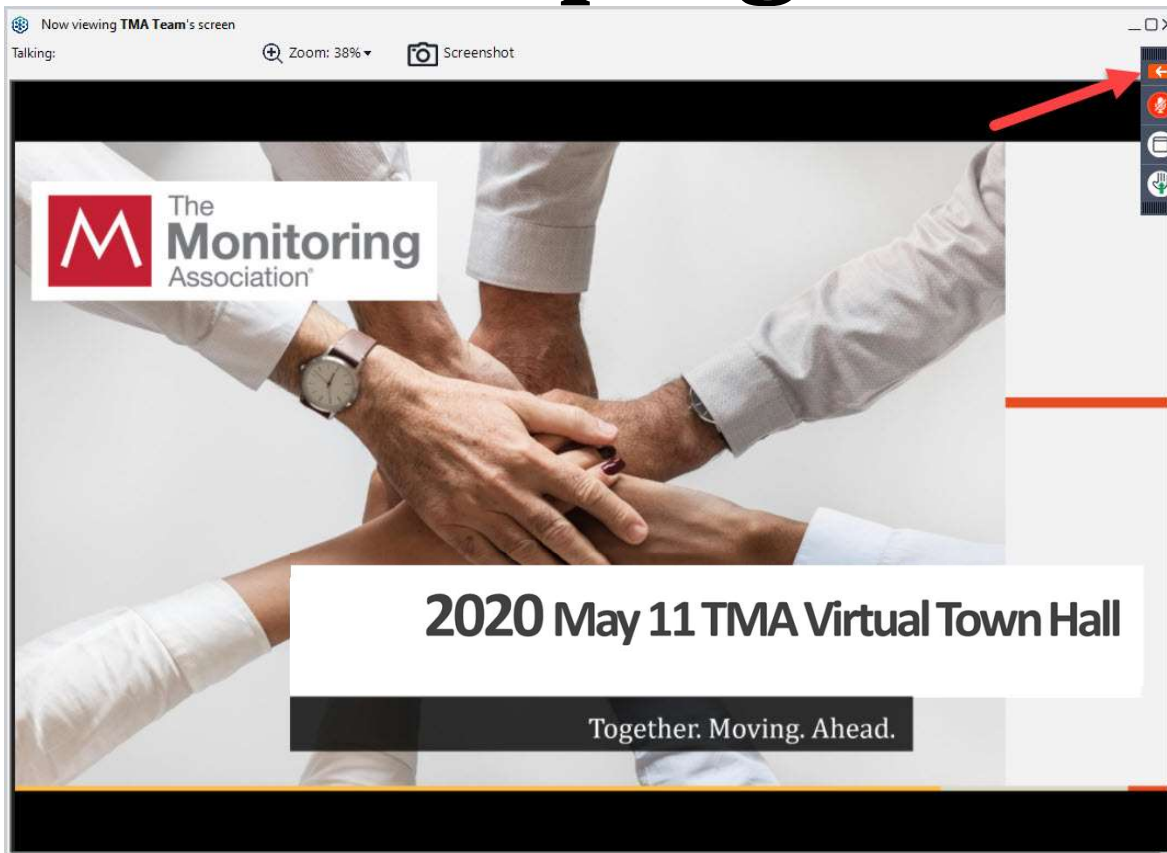The Monitoring Association®

2020 May 11 TMA Virtual Town Hall

Together. Moving. Ahead.

Housekeeping

Agenda

- Welcome
- What is new?
- UL Telework Update – Part III
- Returning to Work in the Age of
  COVID-19 – Part II

- 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 May 4th

Celia Besore, TMA Executive Director

www.tma.us

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

Updates since the May 4th, 2020 VTH:

NEW: 5/6 – 5/10/2020

- U.S. Chamber of Commerce State-by-state Business Reopening Guidance
- EEOC's Pandemic Preparedness in the Workplace and the Americans with Disabilities Act
- TMA Virtual Town Hall May 4, 2020 Presentation – PART I

UL Work from Home Draft 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 – Part II

May 11, 2020

Jeremy Mittman, Partner, Labor & Employment

Stephen Franz, Associate, Labor & Employment

Susan Kohn Ross, Partner, Cybersecurity & Privacy Protection

Special Guest: Odessa O'Dell, Borden Ladner Gervais LLP

Session 1: Summary

- Return to work involves planning for both your employees and visitors, but also other business partners.

- Shelter in place / safe at home orders are being revised to loosen the restrictions - each jurisdiction is doing things differently and the changes are coming rapidly.

- Best practice - proceed in a manner that is transparent and non-discriminatory.

- There remain a lot of open issues, especially when it comes to testing and contact tracing.

Social Distancing Policies for the Workplace

- Evaluate physical workspace layout to ensure social distancing and minimize contact.
- Consider installing physical barriers (i.e. Plexiglas) to limit airborne particles.
- One-way hallways/paths; use temporary barriers and floor tape to guide employees and highlight requirement for distancing.
- Limit number of in-person meetings in workplace, maximum number of individuals per meeting (signage in conference rooms), provide virtual option to attend meetings.

What about travel?

- Consider cancelling all non-essential travel.
- Consider asking employees who use public transportation to consider teleworking where feasible.
- Consider whether to permit employees to attend work-related events outside office.
- Permit employees to virtually attend meetings.

What about visitors?

- Notice at entry of facility

- Communicate COVID-19 policies to regular visitors, suppliers, vendors, delivery companies.

- Consider implementing a PPE policy

- Limit access to business-related purposes (essential personnel); limit number of visitors, limit visitors to certain areas/levels.

Plan for When Employees Become Sick

- Send home employees with symptoms or who start to feel ill.
- Establish procedures for transporting sick person home or to healthcare facility.
- Consider whether OSHA should be notified.
- Close off areas used until after cleaning/disinfection (if possible wait 24 hours).
- Alert those in contact with the person and send them home.

Make sure your policies are up-to-date.

- Ensure sick/leave policies up-to-date in light of federal (FFCRA), state, local paid leave laws regarding COVID-19.
- Monitor absenteeism and consider flexible PTO policy.
- COVID-19 related notices:
  - Notice if employee tests positive, symptomatic, or exposed to COVID-19.
  - Temperature monitoring.
  - COVID-19 testing (swabs or blood tests).
  - Hygiene/PPE.
  - Safety protocols (e.g. OSHA).
- Ensure telework policies address wage and hour issues.
- Establish policy for employee return to work after exposure to or treatment for the virus.

Further Considerations

- Has the employer established a COVID-czar or team to coordinate company policies and responses, and how current are their activities?

Further Considerations

- Does the employer 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;
    - Facilities compliance.

Privacy Considerations

- Are all of the COVID-19 policies consistent with the relevant privacy statutes, regulations and policies?

msk

Thank You

Jeremy Mittman
Partner
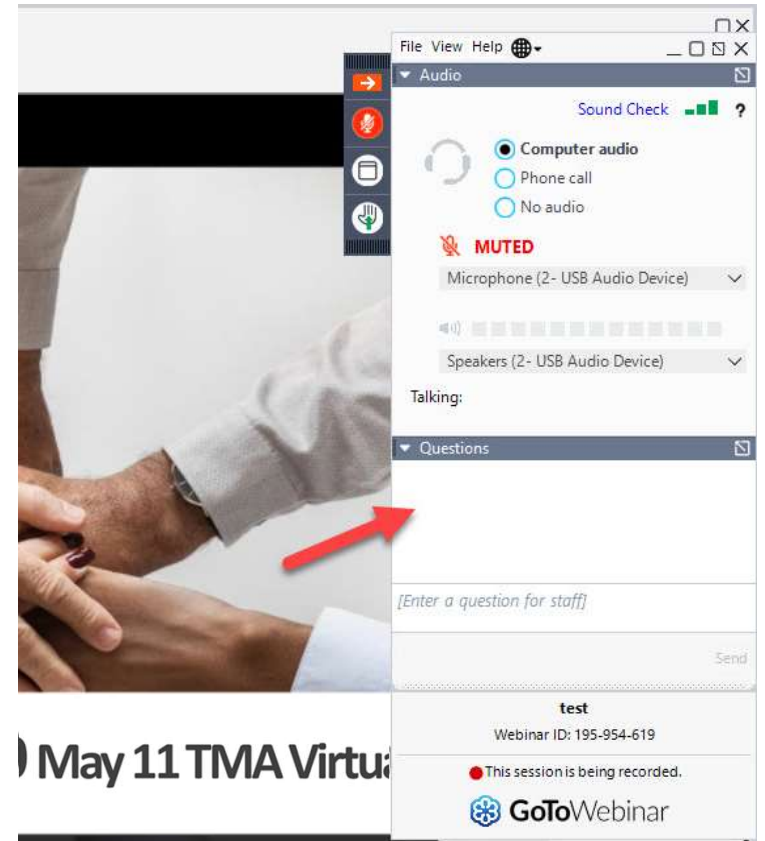Labor & Employment
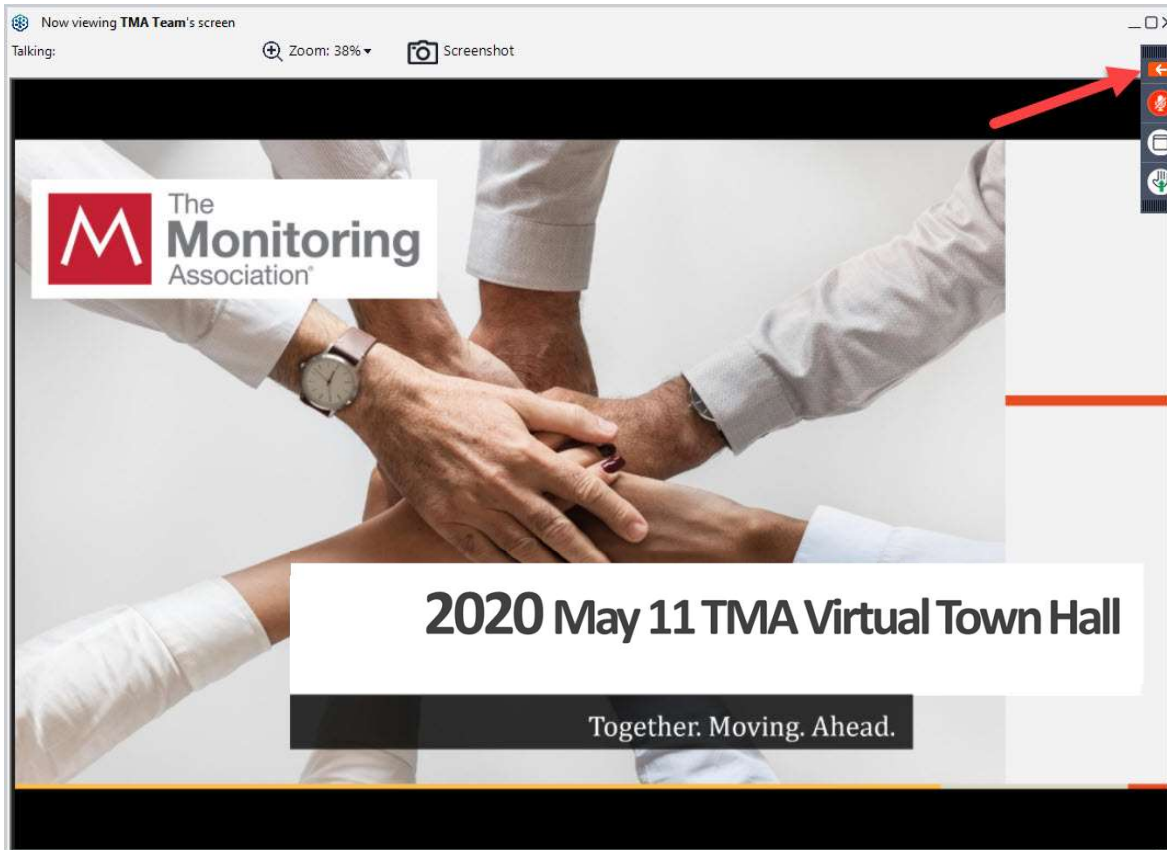(310) 312-3283
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Housekeeping

Open Forum

- This Town Hall is off the record and it is not being recorded.

- Please write your questions in the question box or raise your hand so we can unmute you. Make sure you have entered the audio pin number if you are using your phone or if using your computer audio that your computer microphone is working.

- PLEASE share your experiences!!! Raise your hand and we will unmute you.

Wrap-up and Final Words

Contact Celia Besore at <u>cbesore@tma.us</u>
with questions, information or concerns

The Monitoring Association®

Thanks for Attending!

Together. Moving. Ahead.