

SANTA CLARITA VALLEY
ECONOMIC DEVELOPMENT CORPORATION



BRINGING PEOPLE BACK TO WORK

Presented by:

POOLE ■ SHAFFERY

May 13, 2020

Are we EVER going to re-open?

- ▶ State of California
 - ▶ Four Stages of re-opening
 - ▶ Objective medical and scientific criteria
 - ▶ Allows flexibility to counties meeting additional criteria
- ▶ County of Los Angeles
 - ▶ Extension of Safer at Home for 90 days "with all certainty" unless there is a "dramatic change to the virus and tools at hand."
 - ▶ "Clarification" statement: *During testimony at today's Board of Supervisors meeting regarding the extension of rent and mortgage relief, Dr. Ferrer indicated that there would be a health officer order in place over the next few months while we gradually relax the order. During this time, we will still move forward with our efforts to ease restrictions aligned with appropriate public health safety protocols. Changes to the order will be continuously considered after reviewing the data every three to four weeks during this time.*

Preparing to re-open – the big picture

- ▶ Communication is key!
- ▶ Setting realistic expectations
- ▶ Re-engaging a distracted workforce
- ▶ Restoring culture
- ▶ Patience!

Preparing to re-open - re-integration of employees

- ▶ Furlough vs. Layoff
 - ▶ Re-hire (e.g. new W-4, new I-9, revised policies, etc.)
 - ▶ Notice to EDD
 - ▶ Effect of PPP loan monies
 - ▶ L.A. County “Right to Recall” and “Worker Retention”
- ▶ Continuing FFCRA obligations
 - ▶ Illness or business restrictions (EPSL)
 - ▶ Child care or school closures (EFML)

Preparing to re-open – policy revisions

- ▶ Timeline for anticipated return to work, including expectations for “modified work duties”
- ▶ Cleaning/disinfecting protocols and enforcement
- ▶ Social distancing policies and enforcement
- ▶ Notification of general health and safety policies and enforcement protocols
 - ▶ Including employee health screening protocols
 - ▶ Including individual control measures
 - ▶ Employee trainings on limiting spread
- ▶ Policy regarding use of personal protective equipment (PPE)
 - ▶ Interoffice interactions
 - ▶ Dealing with the public/clients/vendors
 - ▶ Providing, maintaining and disposal of PPE

Preparing to re-open – policy revisions (cont.)

- ▶ **Modified leaves of absence/illness policies**
 - ▶ “Reasonable accommodation” issues associated with child care and FFCRA care
 - ▶ Modification of existing “work from home” or telework policies
- ▶ **Modification of business travel policies and protocols**
- ▶ **Statement banning retaliation**
- ▶ **Policy/procedure to report employee violations of COVID-19 policies**
- ▶ **[If applicable] Review and revise drug/alcohol screening policies**
- ▶ **Restatement of at-will employment**

Employer Best Practices

- ▶ Post notice for employees
 - ▶ USDOL notifications of rights under HR 6201
https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf
 - ▶ Cal-OSHA notices
<https://www.osha.gov/Publications/OSHA3989.pdf>
 - ▶ Cleanliness reminders <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
- ▶ Communicate with employees - policy revisions, best practices, health and safety and positive reinforcement

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