



# COVID-19 Considerations and Compliance

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# Introduction

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  - Senior Consultant, Cura HR
- Cura HR ([www.curahr.com](http://www.curahr.com))
  - Founded in 2010 with the vision of ensuring purposeful planning, investment in and management of people programs
  - HR Outsourcing and HR Project Delivery
  - Organizations of varying size across all industries
  - Local, U.S. and International presence
  - 93% of clients are engaged by referral

# Agenda

- Employee Engagement
  - Support & WFH
- Employment Considerations
  - Workforce planning
- What you need to know about the Family First Coronavirus Response Act (FFCRA)
  - Emergency Paid Sick Leave
  - Emergency Family and Medical Leave Expansion
- Future Impacts
  - Importance of taking a thoughtful approach
  - How we handle and communicate now will have lasting impacts on your reputation

# Employee Engagement

*Assume majority of employees working from home*

- Establishing connectivity and collaboration options (Teams, Zoom, Slack)
- CEO / SLT videos and messages
- Increased business updates and communications
- Leadership roundtables
- Virtual coffee/ lunch/ happy hours
- Paying for internet/phone
- Gifts for home office comfort and productivity

# Employee Support

- Paying employees during closures, not requiring use of PTO
- Alternate schedules to accommodate parents with children at home
- Purchasing memberships for wellness and virtual workout apps
- Gift cards to help with inconveniences  
(additional childcare expenses, take out, groceries, etc.)
- Encouraging humor and solidarity
- Encouraging self care  
(can't pour from an empty cup)

When you find out your normal daily lifestyle is called "quarantine"



Extroverts in quarantine



Introverts in quarantine



# Workforce Planning

## Workforce Retention

- Hiring Freeze
- Workforce reallocation
- Furloughs – employer-initiated unpaid leave
- Partial Unemployment via:
  - Reduction in pay or hours
  - Work share programs
  - Rolling shut-downs

## Cost / Burden Relief

- Reduction in Force (RIF) or Layoffs
- Salary reduction
- Pause/eliminate discretionary benefits
- Stop discretionary 401(k) employer contributions
  - 90-day notice required for safe harbor plans

# Families First Coronavirus Response Act (FFCRA)

Effective April 1, 2020

# FFCRA Provisions

- Act provides
  - 1) Emergency Paid Sick Leave
  - 2) Emergency Family and Medical Leave Expansion
- Passed House and Senate as of March 18, 2020
- Updates to be made week of March 23, 2020
- Effective April 1, 2020
- Expires December 31, 2020

[Summary of Act](#)

[Copy of Bill](#)



# 1) Emergency Paid Sick Leave

- **Eligibility:** All employees
- **Benefits:**
  - **Full time:** Two weeks (10 days) of paid sick leave
  - **Part time:** Number of hours worked in average two-week period of paid sick leave

*100% of employer costs are expected to be covered by the government.*

# 1) Emergency Paid Sick Leave

**Qualification:** Leave for EE's who are unable to work (or telework) if they ...

1. Are subject to a Federal, State, or local quarantine or isolation order
2. Have been advised by a health care provider to self-quarantine
3. Are experiencing symptoms of COVID-19 and seeking a medical diagnosis
4. Caring for another who is subject to quarantine or isolation, or has been advised by a health care provider to self-quarantine
5. Caring for a child (under 18) if the school or place of care for the child has been closed or childcare provider is unavailable due to COVID-19 precautions
6. Are experiencing any other substantially similar condition as specified by the Secretary of Health and Human Services

***Benefit: 100% of pay capped at \$511 per day***

***Benefit: 2/3 of pay capped at \$200 per day***

## 2) Emergency Family and Medical Leave Expansion

- **Eligibility:** the employee must have worked at least thirty calendar days for the employer before they were impacted by COVID-19
- **Qualification:**
  - For an employee with a minor child (under 18) who is unable to work (or telework) in the event of the closure of the child's school or place of care due to COVID-19 precautions

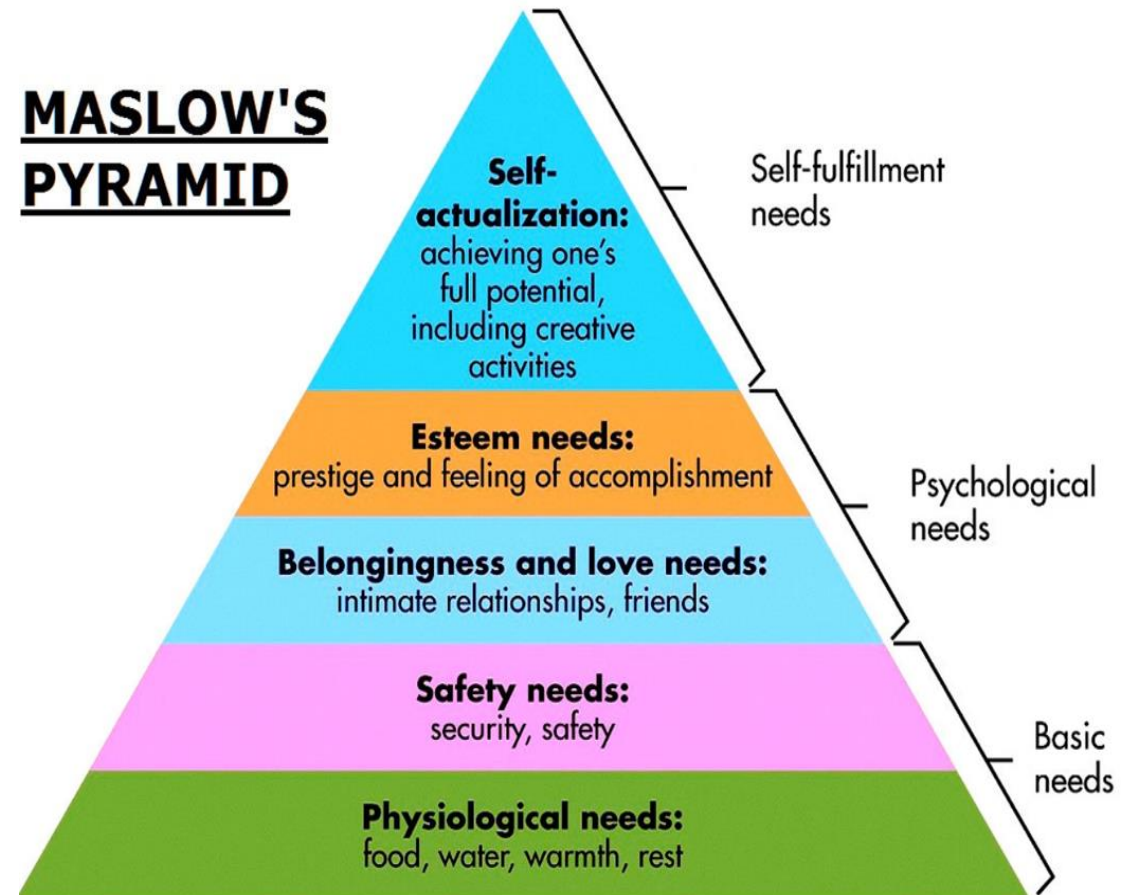
## 2) Emergency Family and Medical Leave Expansion

- **Benefits:** Ten weeks of job protected paid family leave (12 weeks total)
  - At least two-thirds of the employee's wages up to a maximum of \$200 per day (max. of \$10,000 total)
  - The first 10 days are unpaid, but the employee can use other accrued leave (PTO, sick time) or the 10 days of Emergency Paid Sick Leave during this time
  - As with FMLA, this is job-protected; an employer must return the employee to the same or equivalent position upon return to work
    - Exception for employers with fewer than 25 employees; if the employee's position does not exist due to an economic downturn or other operating conditions
    - This 12-week period does not extend any time under the FMLA act, it simply adds another reason for leave and specifies payment.

# Current Impacts

- Important to understand an employee's basic needs
  - Current focus on basic needs vs. higher level needs
    - Dedicated space and tools for work
    - New communication channels
    - Is my job secure?
    - How to get TP?
- WFH can be a significant transition for some employees and employers
- Difficult to focus with frequent distractions

## MASLOW'S PYRAMID



# Future Impacts

- Challenge:
  - Forget everything and RUN or
  - Face everything and RISE
- Treat employees with respect & dignity
- Be transparent
- Be thoughtful about decisions

any job interview I have from here out when they ask if I have any questions for them: "how did your office respond to protect the health and safety of your employees during the coronavirus outbreak?"



# Questions and Answers

Q & A?

Cura HR is here to help support COVID-19 related issues and other HR needs.

Contact us for a 30-minute free consultation: [Cura HR - COVID-19 Support](#)