Re-Boarding Due to COVID-19: Proper Steps to Bring Your People Back

Now that the economy is re-opening and you are bringing back employees, you've got a safe, fully-vetted workforce, right? Not necessarily.
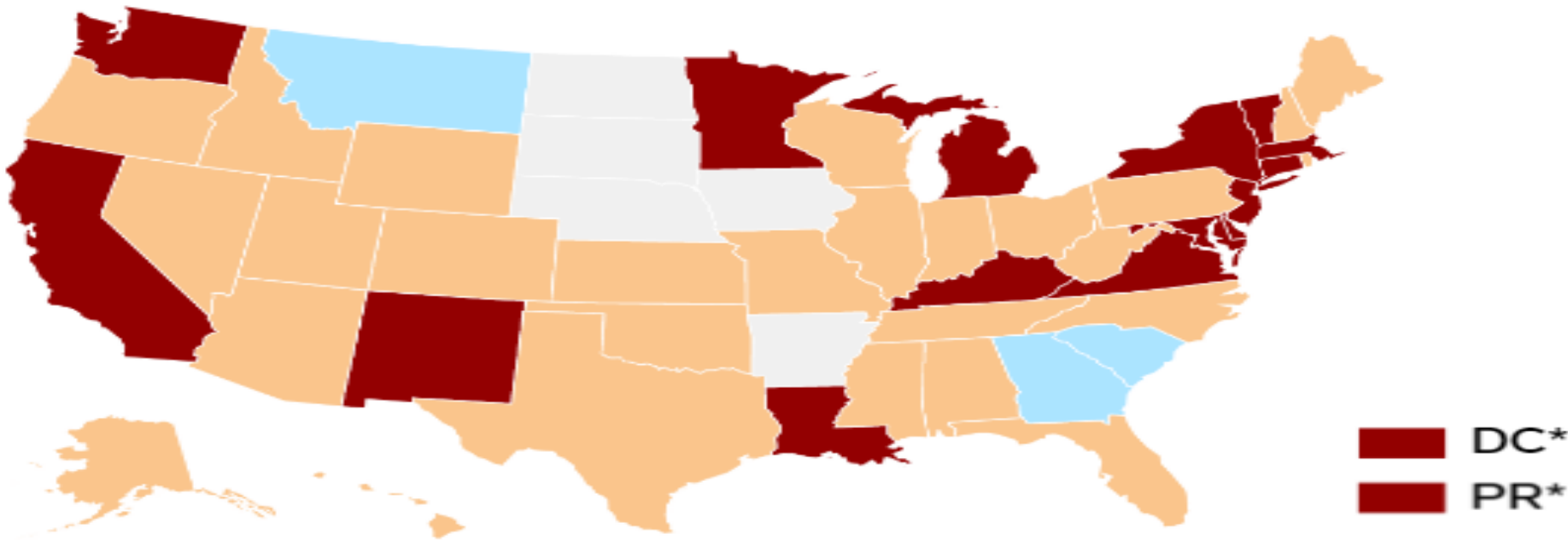
Status of US stay-at-home and re-opening orders

Stay-at-home orders	Face mask requirement	Retail stores	Dine-in restaurants

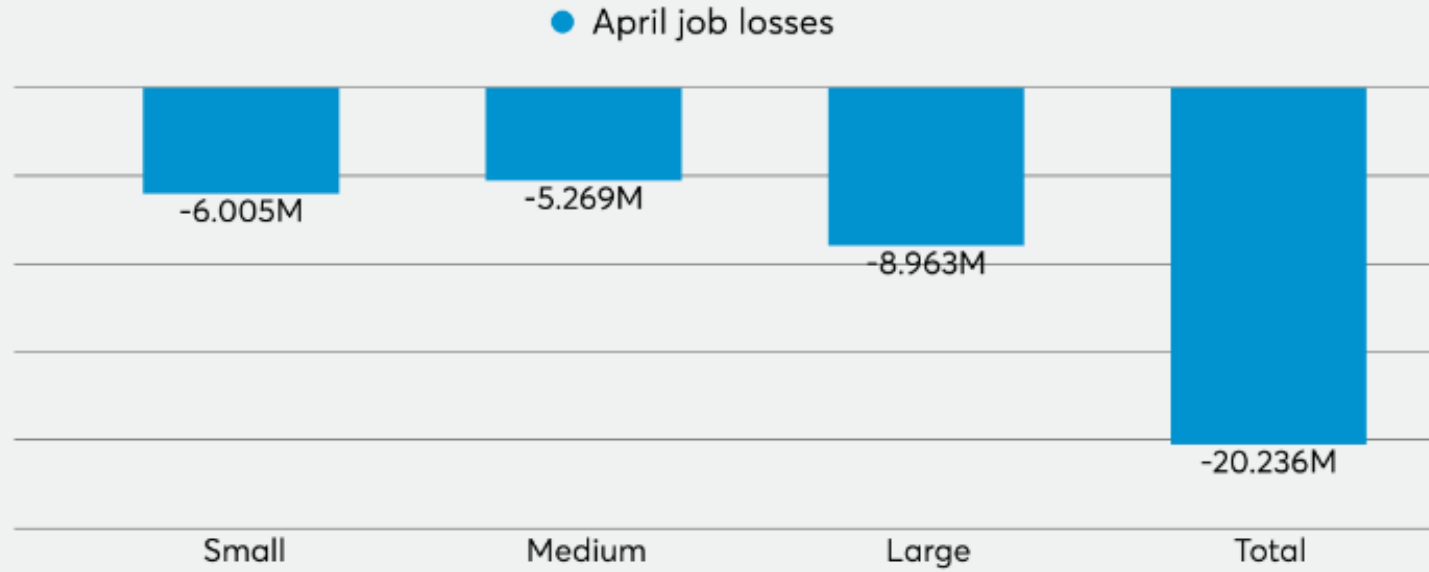State-wide lockdown   Partial lockdown/reopen   State reopen

DC*

PR*

*Puerto Rico and Washington DC issued "stay-at-home" orders that went into effect March 30 and March 27, respectively.

Updated as of May 15, 2020 at 12:00 pm ET.

INSIDER

COVID-19 caused massive job cuts at businesses of all sizes

● April job losses

Small	Medium	Large	Total
-6.005M	-5.269M	-8.963M	-20.236M

Source: ADP National Employment Report, April 2020

What Happened to All the People and Their Jobs?

- **Record 20.5 million American jobs lost in April**
- **Unemployment rate soars to 14.7%**
- Many employees "laid-off"
- Many employees "furloughed"

Remain consistent with your company policy during the Re-Boarding Process

Be Consistent on how you handle your employees

SHRM's Definitions

- A **furlough** is a mandatory temporary leave of absence from which the employee is expected to return to work or to be restored from a reduced work schedule

- A **layoff** is generally considered a separation from employment due to a lack of work available. The term "layoff" is mostly a description of a type of *termination* in which the employee holds no blame

FURLOUGHED Employee

- Confirm that the employee has a signed Authorization and Disclosure Form on file
  - Best Practice: *Have the employee sign a new one*
- If you choose to re-run any background checks, process the New Hire Package you typically order
  - *EXCLUDE any Employment or Education Verifications (these would not have changed)*
- If you normally drug test, make sure to run it as a **RETURN TO DUTY** permissible purpose
- Be consistent across the board

LAID OFF Employees

- Have the employee sign an updated Authorization and Disclosure Form

- With the re-hire, process the New Hire Package you typically order
  - *EXCLUDE any Employment or Education Verifications (these would not have changed)*

- If you normally drug test, make sure to run it as a **PRE-EMPLOYMENT** permissible purpose

- Be consistent across the board

Health Questionnaire

Easy and cost-effective way to start the assessment process

Employee Questionnaire to Evaluate Employee for COVID-19

To prevent the spread of COVID-19 and reduce the potential risk of exposure to your workforce and visitors, conducting a simple screening questionnaire is a good step

Inquiries into an employee's symptoms, even if disability related, are considered justified by the EEOC as a "reasonable belief based on objective evidence that the severe form of pandemic influenza poses a direct threat." You must maintain all information about employee/visitor illness as a confidential medical record in compliance with the ADA.

Name:	
Phone Number (mobile/home):	
Position:	

Representations

1	Are you currently experiencing, or have you experienced in the past 14 days, any of the following symptoms? (*Please take your temperature before you answer this question.*) Yes ☐ No ☐ Fever (100.4° F/37.8° C or greater as measured by an oral thermometer) Yes ☐ No ☐ Cough Yes ☐ No ☐ Shortness of breath or difficulty breathing Yes ☐ No ☐ Sore throat Yes ☐ No ☐ New loss of taste or smell Yes ☐ No ☐ Chills Yes ☐ No ☐ Head or muscle aches Yes ☐ No ☐ Nausea, diarrhea, vomiting
2	In the past 14 days, have you been in close proximity to anyone who was experiencing any of the above symptoms or has experienced any of the above symptoms since your contact? Yes ☐ No ☐
3	In the past 14 days, have you been in close proximity to anyone who has tested positive for COVID-19? Yes ☐ No ☐
4	Have you been tested for COVID-19 and are waiting to receive test results? Yes ☐ No ☐
5	Have you have tested positive for COVID-19, or are you presumptively positive for COVID-19 based on your health care provider's assessment or your symptoms? Yes ☐ No ☐ *NOTE: If you have tested positive for COVID-19 or have been presumptively positive for COVID-19 based on your health care provider's assessment or your symptoms, please contact your manager or human resources representative when: (1) you have had no fever for at least 72 hours (3 full days), without the use of fever-reducing medications; (2) your other symptoms have improved; **and** at least 7 days have elapsed since your symptoms first appeared.*
6	In the past 14 days, have you been on a commercial flight or traveled outside of the United States? Yes ☐ No ☐
7	In the past 14 days, have you been in close proximity to anyone who has been on a commercial flight or traveled outside of the United States? Yes ☐ No ☐
8	Is there any reason why you feel you are at higher risk of contracting COVID-19 or experiencing complications from COVID-19 by entering the facility? If "yes", please provide a brief explanation. Yes ☐ No ☐ Explanation: _____.

Certification

I hereby certify that the responses provided above are true and accurate to the best of my knowledge.

Signature: _____   Date: _____

Note: The information collected on this form will be used to determine only whether you may be infected with COVID-19. The information on this form will be maintained as confidential. Any questions should be directed to your manager or your human resources representative.

Access to worksite (circle one):   Approved   Denied

COVID-19 Testing in the Workplace

Regular testing for workers could help to keep sick employees to a minimum and increase employees confidence coming back to the workplace

The Difference Between Tests for COVID-19

Serology/Antibody Test

- Blood test designed to detect antibodies(immunoglobins, IgG and IgM)

- A positive IgM indicates you may still be infected or just recently recovered from COVID-19

- A positive IgG indicates you may have had COVID-19. Typically is detected 7 to 10 days after symptoms

Viral/Molecular Test

- Typically uses a long swab to collect sample from back of nose and/or throat

- A positive result indicates an active COVID-19 infection

- A negative result with the molecular test means that the virus that causes COVID-19 was not found in the sample

If you test positive for Antibodies

- A positive test result shows you have antibodies that likely resulted from an infection with SARS-CoV-2, or possibly a related coronavirus.

- It's unclear if those antibodies can provide protection (immunity) against getting infected again.

- If you have no symptoms, you likely do not have an active infection and no additional follow-up is needed but viral test is best practice.

- If you have symptoms and meet other guidelines for testing, you would need another type of test called a nucleic acid test, or viral test.

- An antibody test cannot tell if you are currently sick with COVID-19.

- It's possible you might test positive for antibodies and you might not have or have ever had symptoms of COVID-19. This is known as having an **asymptomatic infection**, or an infection without symptoms.

If you test negative for Antibodies

- If you test negative for COVID-19 antibodies, you probably did not have a previous infection that has gotten better. However, you could have a current infection. It's possible you could still get sick if you have been exposed to the virus recently, since antibodies don't show up for 1 to 3 weeks after infection. This means you could still spread the virus.

- Some people may take even longer to develop antibodies, and some people may not develop antibodies.

- If you have symptoms and meet other guidelines for testing, you would need another type of test called a nucleic acid test, or viral test. This test uses respiratory samples, such as a swab from inside your nose, to confirm COVID-19. An antibody test cannot tell if you are currently sick with COVID-19.

Prevent and Reduce Transmission Among Employees

Actively encourage sick employees to stay home:

- Employees who have symptoms should notify their supervisor and stay home.

- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers.

- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.

https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

Building the Right Program

Updated strategies and recommendations for employers responding to COVID-19, including those seeking to resume normal or phased business operations:

- Determining the proper re-hire/re-boarding
- Conducting daily health checks
  - Questionnaires
  - Temperature Screening
  - Testing
- Conducting a hazard assessment of the workplace
- Encouraging employees to wear cloth face coverings in the workplace, if appropriate
- Implementing policies and practices for social distancing in the workplace
- Improving the building ventilation system

Updated from the CDC as of May 6th 2020

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