

HR Policies and Practices Checklist

- Consider industry-specific safety requirements and suggestions from the CDC, OSHA, EEOC and local and state government.
- Fill out the Michigan COVID-19 Preparedness and Response Plan to use as a reference for employees, customers and other contacts.
- Extend working from home if possible.
- Refer to the ADA and EEOC regulations if certain employees need accommodations.
- Understand the Families First Coronavirus Response Act — see Appendix.
- Have some common goals and a mission all employees can work on together.
- Get feedback on your organization's COVID-19 response by conducting employee and customer surveys.