**High level areas to consider around HR and COVID-19**

* Productivity
	+ What does it mean for your organization to work remotely?
	+ What is the moral of employees working remotely?
* Business Continuity
	+ What are the essential functions/areas of your organizations work that can and needs to move forward?
	+ Is your organization prepared to work remotely? Do you have the necessary technology in place?
	+ What about your organization’s security of information?
	+ What will you allow employees to take home? Equipment?
	+ How will you handle IT disruptions?
* Pay & Benefits
	+ How do you issue/manage paid time off?
		- For those impacted directly/indirectly by COVID-19
	+ Proposed D.C. H.R. 6201 Families First Coronavirus Response Act
	+ How does Michigan’s Unemployment Changes impact your organization?
* Legal Compliance
	+ Among a health care crisis unfolds, is your organized prepared and protected for what happens when a COVID-19 outbreak/case occurs in your network/facility?
		- Title VII
		- Anti-bullying
		- ADA
		- OSHA
		- FMLA
		- Michigan Civil Rights Act
		- EEOC
		- Worker’s Comp

**Suggestions from an HR Perspective**

* If staff need to report to an office; consider alternating schedules or teams to ensure office coverage within a social distancing request.
* What do you do if your organization is “paper oriented” and how do you operate in a remote tele-commuting environment?
	+ Consider a triage system to access what are the most critical action items that need to be accomplished
	+ Consider to work with your vendors to make critical transitions “digitally” now and non-essential transitions in the future
	+ If possible, use this opportunity to begin a transition to a more digital organization
* How do you keep employees engaged? Connected? While Working Remotely
	+ Consider daily check in calls
	+ Consider “fun” phone calls or text messages to keep the social interaction high
	+ Consider not using email as the main form of communication to employees right now, since emails are becoming overwhelming to maintain
	+ Remember 8 hours of working remotely vs. 8 hours of working in the office are different for each employee
	+ Reminding employees about mental health services for stress management
	+ Communicating employer-sponsored insurance coverage and programs
	+ Encourage staff to get up, take breaks, go for a walk, go outside
	+ Ensure flexibility for employees since everyone’s “at home” environment is different and unknown
	+ High sense of panic and fear throughout the world right now; it’s critical that employers provide regular and honest updates to address the growing anxiety and uncertainty at this time
		- Don’t overpromise
		- Be transparent
		- Streamline communication
		- Prioritize safety and employee wellbeing
* What do employers do from an HR stance when someone tests positive for COVID-19?
	+ Ensure your HR department is working simultaneously with senior leadership and/or a legal team for the protection of both employee and employers in both short and long term outcomes
	+ Essential: employee medical information (positive COVID-19 testing) is considered confidential information and can’t be disclosed or shared with anyone
	+ Upon a positive COVID-19 test within an organization;
		- organization should notify staff of an outbreak- general and confidential communication
		- encourage employees to self-quarantine following the CDC guidelines and/or if directed by a medical professional
		- Consider the safety of the remaining employees and office space after an outbreak has occurred
		- Prepare and plan for a professional deep clean of your office space