**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