

**MPCC Roundtable
August 25, 2020 TPO Update**



*These updates are a small sample of important topics and information we provide and discuss with our members in helping manage to FFCRA and everything HR. For questions about this week's topic or information about TPO Membership and the products and services we provide, please contact Michaelle Stanford, PHR-ca, M.A. at michaelles@tpohr.com. **TPO Note:** As a reminder, these updates are for informational purposes only. For unique situations to your business, consult with your Human Resource provider or employment expert.*

The Labor Day Weekend is approaching. What can employers do about employee's personal travel?

And, I have employees who work two or three jobs. During their personal time, some are attending large gatherings. What can I do to minimize risk of exposure in the workplace?

These are common questions received from TPO Members some of whom have or are considering developing a policy. When considering implementing a policy, it is recommended your policy addresses and/or covers:

- Whether the policy will be limited to travel or it will address other conduct away from the workplace.
- Both business and personal travel.
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- For personal travel, discourage employees from non-essential travel, along with reporting and quarantine requirements.
- For business travel, precautions employees are to take. Restate your travel expense policy.
- Following federal, state and local guidelines and company policy intended to prevent the spread of COVID-19.
- *Regarding conduct away from the workplace*, activities relevant and of concern to your business. For example, employees who attended large gatherings, or work for another employer.
- Reporting COVID-19 Exposure.
- Consequences for failing to follow the Company's policy.

TPO NOTE! *Before creating a policy, contact your HR Representative or Employment Expert to determine what policy provision are appropriate for your business and ensure any and all compliance requirements are met. Need Help? Send an email at michaelles@tpohr.com.*