



# Getting Your Business Ready To Reopen



**Safety & Cleanliness**



**Recalling Employees**



**Benefits**



**Business Continuity Plans**



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# Environmental Safety & Cleanliness

## Preparation

- Sanitize Cleaning
- Duct Cleaning
- Personal Protective Equipment (PPE)
- Ventilation & Air Purifiers
- Physical Distancing Measures
- Employee Health Screening
  - Temp Checks
  - Health Screens
- Exposure Communication
- Customer Contact Protocol
- Contact Tracing Procedure



# Recalling Employees

- ✓ Rehire vs Reinstatement
- ✓ Layoff vs Furlough
- ✓ Hiring Temporary Staff vs Regular Staff
- ✓ Nondiscriminatory Selection Process
- ✓ Exempt vs Non-Exempt; Pay Equity
- ✓ Work Arrangements & Schedules For The Safety Of Employees
  - ✓ Remote Working, Workshare, Staggered Schedule, Compressed Work Week, & Flexible Start & End Time
- ✓ Notify Unemployment Return To Work
- ✓ Infection Control Procedure and Training
- ✓ Motivation To Return – Employee Incentive
  - ✓ Meals, Travel Expense, Relaxed Dress Code, Hazard Pay

# Continuous Engaging Communications To Employees & Patrons

Signage, Videos, Emails, Text, Social  
Media Post, Podcast

# Employee Benefits

- Laid Off Employees: Waive Benefit Eligibility For Rehires
- Furlough Employees: Benefit Premium Design Repayment Plan
- Update & Educate Employees On New Benefit Plan Features
  - Telemedicine
  - FSA Plan Changes
  - 401k / 403B
- Company PTO Policy Changes
  - Educate On New Leaves: Families First Coronavirus Response & Quarantine Leave Act
  - Reasonable Accommodation vs Leaves of Absence
  - Increasing or Decreasing Employer Paid Time Off Benefits
  - Relax Attendance Policy – Encourage Sick Employees Stay Home
  - Time-Off Request Procedures – Clarify When Time Off Initiated By The Employer



# Employee Wellness & Health Support

## Emotional Intelligence Leadership

# Business Continuity Plans

Travel policies updated to reflect essential versus nonessential travel and the impact of domestic or global travel restrictions.

Telecommuting policies detailed to reflect the type of work that is able to be done remotely and the procedures for requesting telework.

Information technology policies revised to reflect remote work hardware, software and support.

Create a detailed plan to continue operations during business emergencies



# Reopening Planning & Preparation Consultants

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