



COVID-19 Risk Mitigating Factors:

- Maintain confidentiality of all medical-related information provided by employees in compliance with federal and state guidance.
- Regularly monitor new federal, state, and local guidance and all legislative enactments.
- Revisit policies that were created rapidly to ensure they are clear and encompass all vital areas as well as comply with all legal requirements.
- Develop or revisit your return-to-work plan to make sure it addresses all federal and local safety guidance (CDC, OSHA, state health authorities) on PPE, workspace hygiene, social distancing measures, etc.
- Communicate all new and revised policies and procedures to all employees.
- Train managers and supervisors on all new policies and procedures, so they are implemented and enforced in a fair, equal consistent manner.
- When unsure, consult an HR professional or legal counsel (Remember your free access to the ThinkHR hotline provided by our agency).

General Best Practices:

- Create effective hiring and screening programs to avoid discrimination
- Document essential job functions and establish measurable standards for each position
- Develop and maintain an employee handbook
- Advise employees on steps to take if they are subjected to sexual harassment or discrimination
- Educate supervisors and managers as to what behaviors are not allowed
- Document employee disputes including steps taken to prevent and solve
- Have your HR person well versed on employment law
- Audit your HR practices
- Utilize an on-line program to supply you with compliance information and tools (Remember your free access to ThinkHR provided by our agency).

