



Preparing to Bring Workers Back in the Age of COVID 19: Are you Ready?

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Focus Areas

- Planning for Re-Opening
- Addressing Health and Safety Issues
- Returning Employees to Work
- What's next?

PLANNING FOR RE-OPENING

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Phase One of Re-Opening

- Begins May 20th
- Generally allows for hair salons/barbershops, museums/zoo (outdoor only), offices, restaurants (outdoor only), and retail/malls to reopen if specified criteria are met
- Sector-specific criteria are available
[https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Sector-Rules-for-May-20-Reopen.](https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Sector-Rules-for-May-20-Reopen)
- Other non-essential businesses may not yet reopen

Applicable To All

- Capacity limit of 50% for businesses able to reopen
- Strict cleaning and disinfection protocols continue
- Those who can work from home continue
- High-risk groups and those over 65 continue to stay home
- Facemasks should continue to be worn in public at all times
- Social gatherings restricted to maximum of 5

Program Administrator

- **Appoint program administrator accountable for implementing return to work rules**
- **Management level individual**

Protocols

- Develop checklists that incorporate DECD requirements
- Consider developing Infectious Disease Preparedness and Response Plan
 - Evaluate level(s) of risk associated with various worksites and tasks workers perform at those sites
 - Detail basic infection prevention measures
 - Develop policies and procedures for prompt identification and isolation of sick employees
 - Adopt, implement, and communicate workplace flexibilities and protections
- Review OSHA's Guidance on Preparing Workplaces for COVID-19 found here
<https://www.osha.gov/Publications/OSHA3990.pdf>

Develop Required Training

- Provide at no cost to employees and hold during working hours
- Must include sector-specific rules and cleaning protocols
- Ensure materials presented in language and at literacy level of employees
- Hold weekly refreshers on policies
- Include training on proper cleaning procedures to ensure safe and correct application of disinfectants

Communication

- Provide key information to employees in return to work notice
 - Date of return to work
 - Schedule of hours
 - Brief summary of facility changes
- Inform employees of training requirement
- If doing medical screenings, include that in communication

Self Certification

- All businesses subject to DECD guidelines must self-certify prior to opening May 20th
- Certification is online and can be done by going here:
<https://business.ct.gov/recovery>

ADDRESSING HEALTH AND SAFETY ISSUES

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Facilities Cleaning

- Thorough cleaning prior to reopening
- Clean and disinfect bathrooms frequently and implement use of cleaning log for tracking
- Make cleaning and disinfectant products or disposable wipes available near commonly used surfaces
- Use products that meet EPA's criteria for use against SARS-CoV-2 and that are surface appropriate

Facilities Cleaning

- Prior to wiping surface, allow disinfectant to sit for necessary contact time recommended by manufacturer.
- Increase ventilation rates, open windows where possible
- Review and follow CDC Guidelines here <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html> and EPA suggestions here <https://www.epa.gov/coronavirus/guidance-cleaning-and-disinfecting-public-spaces-workplaces-businesses-schools-and-homes>

Maintaining Physical Distance

- Adopt flexible worksites and work hours
- Increase physical space between employees
 - This may require keeping some desks empty and/or marking desks that should not be used
- Limit visitors
- Increase physical space between employees and customers
- Use visual cues placed 6 feet apart to indicate where to stand when physical barriers not possible

Maintaining Physical Distance

- Create flexible meeting and travel options
- Close or limit access to common areas
- Prohibit handshaking
- Designate areas for shipping and deliveries
- Use partitions between employees where 6 ft distance cannot be maintained, where possible
- Ensure employees do not share equipment to the extent possible. If shared, clean after each use

Maintaining Physical Distance

- Close or remove amenities non-essential to businesses' main function
- Elevators:
 - Encourage social distancing while individuals queue using visual markers
 - Using signage displaying healthy elevator use protocols, including passenger limits and safe distances in elevator
 - Use elevator attendants to manage flow and discourage over-crowding
 - Encourage alternatives, such as stairs, where possible

Employee Health

- Hand sanitizer shall be made available at entrance points and common areas, where possible
- Key times for employees to clean their hands include:
 - Before and after work shifts
 - Before and after work breaks
 - After blowing their nose, coughing, or sneezing
 - After using bathroom
 - Before eating or preparing food
 - After putting on, touching, or removing cloth face coverings

Employee Health

- Remind employees to avoid touching their eyes, nose, and mouth with unwashed hands
- Gloves and eye protection are required when using cleaning chemicals
- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment

Employee PPE

- All employees must mask that completely covers nose and mouth, unless doing so would be contrary to employee's health or safety due to medical conditions
- Employees may utilize their own cloth face covering over that provided by employer
- Employees must wear mask from time they enter building until time they arrive at workstation and any time they leave their work station and move around common areas

Employee PPE

- Employees working alone in segregated spaces may remove their masks when segregated
- Employees working in congregate settings must wear mask at all times
- Continuous wearing of masks not required in outdoor workspaces where employees do not regularly come within 6ft of other employees or customers

Customer PPE

- **Customers and visitors required to bring and wear mask that completely cover nose and mouth unless doing so would be contrary to health or safety due to a medical condition**
- **If customer or visitor does not have a mask then they either must be provided one by employer or not allowed to enter facility**

Medical Inquiries: Generally

- Trained nurse/medical professional on-site or one or more management-level personnel should conduct testing
- Maintain log of employees on premise to support contact tracing
- Conduct in-person health checks safely and respectfully
- Maintain social distancing guidelines
- Screen as private as possible; maintain data in employee's health file, not personnel file
- Compensate employees for time during testing
- Employees must stay home if sick

Medical Questionnaire

- Confirm that employee has not experienced COVID-19 and that employee does not have CDC-defined symptoms including:
 - Cough,
 - Shortness of breath, or
 - Any 2 of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat or new loss of taste or smell
- Confirm employee has not been in contact within the last 14 days with someone with a confirmed diagnosis of COVID-19

Taking Employee Temperatures

- Provide temperature taker with PPE (gloves, gown, face mask and face shield or goggles)
- Use equipment requiring minimal contact between temperature taker and employee (forehead scanner)
- Clean thermometer thoroughly between each test
- CDC: 100.4 degrees Fahrenheit or higher
- Do not allow employee to enter work environment with fever

Employee Contracts COVID 19

- Employees who have symptoms should notify their supervisor and stay home
- Employees who appear to have symptoms upon arrival at work or who become sick during workday should immediately be separated from other employees, customers, and visitors, and be sent home
- Employees should not return to work until criteria to discontinue home isolation met
- Employees who are well but who have sick family member at home with COVID-19 should notify supervisor

RETURNING EMPLOYEES TO WORK

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Recall Procedures

- Phasing in return to workplace
- Planning for high risk individuals
- Notification of unemployment compensation division
- How to handle those unable/unwilling to return to workplace
- Employee benefit/compensation issues

Signage

- **FFCRA: Families First Coronavirus Response Act poster found here**
https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf
- **Hotline for Violations: Clear signage that includes CT hotline (211) for employees and customers to report potential rules violations**

Signage

- **Clear signage reinforcing new policies, including:**
 - **Social distancing protocols**
 - **Cleaning and disinfection protocols**
 - **PPE protocols (face masks, gloves)**
 - **Requirement that employees stay home if sick/experiencing symptoms**

Policy Changes

- **Telecommuting**
- **Paid Time Off**
- **Attendance**
- **Time Off Requests**
- **Flex Time**
- **Travel**
- **Break Time**
- **Technology**

Unionized Employees

- Obligations to bargain over changes in work conditions
- Force majeure
- Hazard pay obligations
- No-strike clauses

Unable To Return to Work

- **FMLA+:** Childcare
- **EPSL:** Sick, Immunocompromised, Caring for at-risk individual
 - Sick employee can return to work if at least 3 days have passed since recovery, with no fever for a minimum of 72 hours without use of any fever-reducing medicines and at least 7 days have passed since beginning of any symptoms
- Over age 60

ADA Accommodations

Types of requests

- Telework
- Extended leave
- Flexible schedule to reduce exposure or deal with child care obligations with schools/daycare closed
- Masks
- Hearing impaired individuals because can't read lip their with masks

WHAT'S NEXT?

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Things to Watch For

- Subsequent phases of reopening
- Updated/changing requirements
- Spike in COVID-19 cases
- Legal claims

Links to Agency Specific Guidance

- Offices
 - CDC: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/workplace-decision-tree.pdf>
 - DECD: https://portal.ct.gov/-/media/DECD/Covid_Business_Recovery/CTReopens_Offices_C4_V1.pdf?la=en
- Restaurants/Bars
 - CDC: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/restaurants-and-bars-decision-tree.pdf>
 - DECD: https://portal.ct.gov/-/media/DECD/Covid_Business_Recovery/CTReopens_Restaurants_C5_V1.pdf?la=en
- Salons
 - CDC: See "workplace" flowchart link above
 - DECD: https://portal.ct.gov/-/media/DECD/Covid_Business_Recovery/CTReopensHairBarbershopsC4V1.pdf?la=en
- Retail/Malls
 - CDC: See "workplace" flowchart link above
 - DECD: https://portal.ct.gov/-/media/DECD/Covid_Business_Recovery/CTReopensRetail-C4V1.pdf?la=en

QUESTIONS?





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who care for your clients**

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