

Manager Talking Points Related to COVID-19

[COMPANY] is striving to be proactive to address concerns and questions that may arise from employees. In an effort to equip managers to respond appropriately, we are providing these talking points. This is a developing situation so please watch for updated information. If managers need addition information, they should contact _____.

[COMPANY] is taking the following steps to address concerns related to COVID-19:

Steps Taken:

- * [COMPANY] is carefully monitoring the disclosures from the CDC and information provided by our employees and the government. HR will update employees with information as appropriate.
- * Employees are requested to self-report to Human Resources any domestic or international travel (including personal travel). Note: you can require this, but the law is undeveloped on what actions you can take to prohibit such travel. If you keep this talking point, you must act carefully on this information. Also, the government has already developed international travel restrictions, which might obviate the need to ask this question]
- * Ask an employee to stay home or leave work if they exhibit symptoms of the COVID-19 coronavirus or the flu. Ask them to seek medical attention for COVID-19. The CDC states that employees who exhibit symptoms of influenza-like illness at work during a pandemic should leave the workplace.
- * We require employees to notify Human Resources if they have been exposed, have symptoms and/or have tested positive for COVID-19. Such employees should contact Human Resources by telephone or email and should not report to work. Such employees’ leave may be covered by the FMLA and other policies.
- * If we have an employee with a positive test for the COVID-19 coronavirus, we will send home that employee and all employees who worked closely with that employee for a 14-day period of time to ensure the infection does not spread. We will also undertake a deep cleaning of the affected workspaces.

- * If one of our employees self-reported that they came into contact with someone who had a presumptive positive case of COVID-19, we will do the same as outlined immediately above.
- * If one of our employees has been exposed to the virus but only found out after they had interacted with clients and customers, we will take the same precautions as noted above with respect to coworkers sending home potentially infected employees that he came into contact with. As for third parties, you should coordinate with Human Resources and [_____] to communicate with customers and vendors that came into close contact with the employee to let them know about the potential of a suspected case.
- * Because of privacy laws, you may not disclose or confirm the names of employees on quarantine or with a diagnosis of COVID-19.
- * For employee asks who ask to work from home (who has not been exposed), [COMPANY] will consider such requests. [COMPANY] may also request certain employee work from home. For those employees authorized to work from home, [COMPANY] will require certain procedures be followed. Please check with Human Resources. No employees are permitted to work remotely unless approved by Human Resources. [if the COMPANY is encouraging remote work, which some are, this section will need to be revised]
- * For employees on quarantine, if they able to work and are approved to work remotely while on quarantine, pay and benefits will continue. If the employee is not approved to work remotely but are on an approved leave, he/she will be permitted to use PTO or other appropriate paid leave. Note: COMPANY should check its benefits providers to determine whether benefits will continue for inactive employees who are not on FMLA. Note that we anticipate a new law in the coming days providing pay for employees who are out related to COVID-19