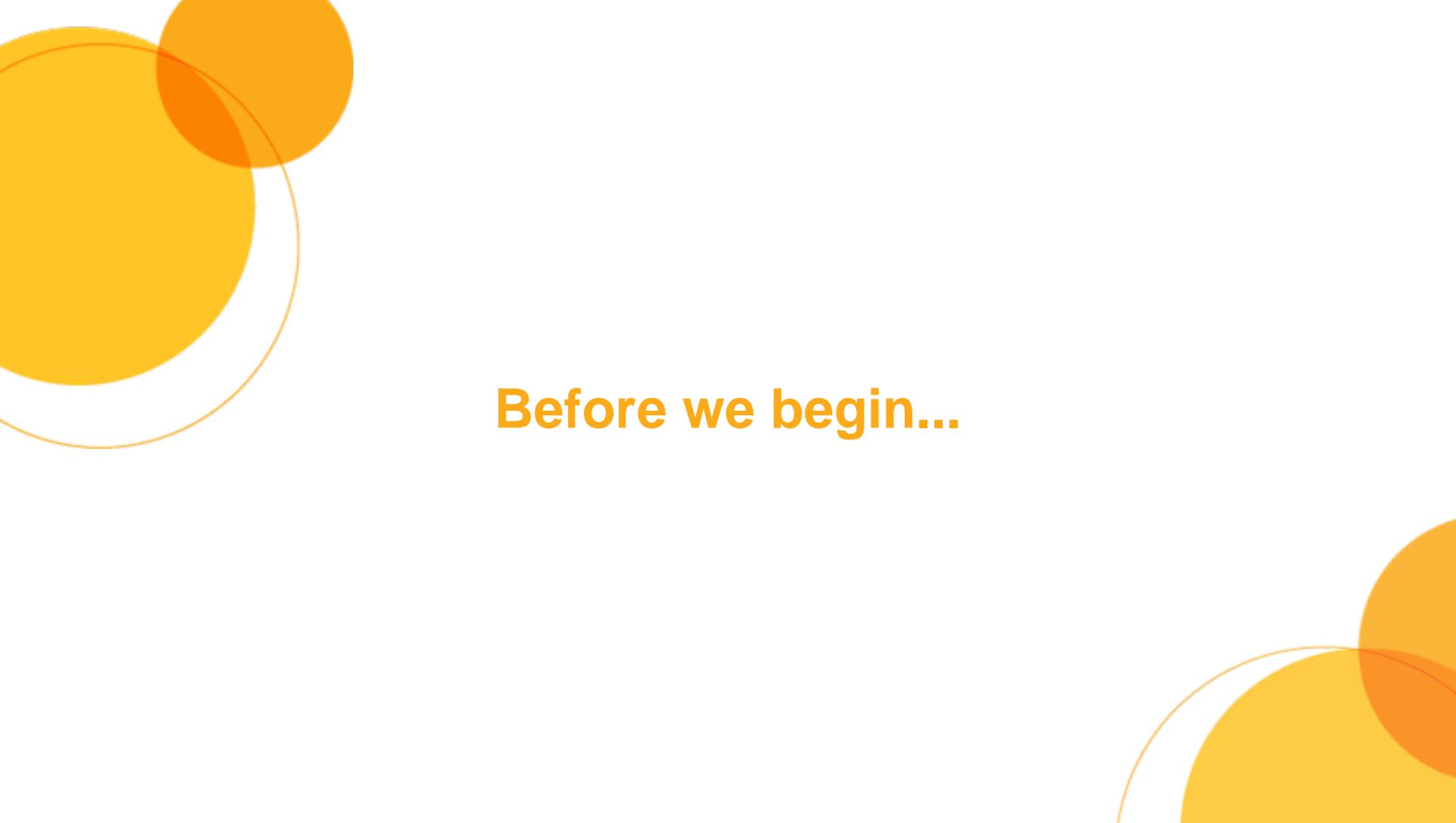




# ROADMAP TO REOPENING GENERAL OVERVIEW

As of May 1, 2020

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The image features a white background with decorative orange circles in the corners. In the top-left corner, there is a large solid orange circle partially overlapping a smaller solid orange circle above it, and a thin orange outline circle that encompasses both. In the bottom-right corner, there is a large solid orange circle partially overlapping a smaller solid orange circle above it, and a thin orange outline circle that encompasses both. The text "Before we begin..." is centered in the middle of the page in a bold, orange, sans-serif font.

**Before we begin...**

# THIS SEMINAR IS NOT LEGAL ADVICE

Although the seminar may contain discussions of legal rights and responsibilities, the seminar itself does not constitute legal advice. This seminar is intended as an informational guide only; therefore, no statement should be considered as legal advice and no action should be taken by your organization in reliance on any statements.

**The COVID-19 situation is changing daily and this presentation is based on current recommendations.**



## AGENDA

- Preparing to Reopen
- Rehiring/Hiring Process
- Modifying Duties, Roles, and Compensation
- Adapting How Work Gets Done
- Post-COVID-19 Policies
- Employee Relations Considerations
- Preparing for the Future

# PREPARING TO REOPEN

- Continue to **monitor** and **adhere** to government recommendations.
- Establish a reopening council or committee tasked with performing essential reopening functions.
- Develop a timeline to achieve specific milestones related to reopening.
- Institute an employee monitoring system.
- Prepare the **work environment**.
- If possible, have PPE on-hand for employees.

# REHIRING/HIRING PROCESS

- Develop a set of **criteria** or **guidelines** to determine which employees will be the first to return to work.
- **Document** all communications with employees associated to the rehire or hiring process.
- Provide all returning employees with a **return to work letter**.
- Employees refusing to return to work cannot be forced to return if they possess a reasonable fear their life will be placed in imminent danger should they go back to work.

# REHIRING/HIRING PROCESS

## FURLOUGH/UNPAID LEAVE OF ABSENCE

Any employee who was placed on a **furlough/unpaid leave of absence** should not be treated as a new hire. An employee leave will be considered a furlough or unpaid leave of absence if the company continued to pay their portion of the employee's benefit premiums and the time spent on leave was less than six months.

# REHIRING/HIRING PROCESS

## LAYOFF/TERMINATION

If an employee was notified they were **laid off** or were outright **terminated**, then the leave will be considered a termination. In cases of termination, employees will need to be “**rehired**” by the organization.

# EMPLOYEE REFUSAL TO RETURN TO WORK

- Ensure the employee is not eligible for any **federally protected leave**.
- Communicate the steps being taken to make the work environment safe.
- Are they refusing to return because unemployment is more lucrative?
- Voluntary Resignation

# MODIFYING DUTIES, ROLES, AND COMPENSATION

- Inform employees of any changes made to their **schedule, rate of pay, or shift**.
- Be aware of changes to **employee classification** resulting from changes in compensation or schedule.
- Ensure employee **job descriptions** reflect their current responsibilities.
- Employees should still take all **regularly scheduled breaks**.
- If employees' benefits remained active during leave, they must be made aware of **retro premium payments** that will be deducted from their pay.
- Check with employees if they want to **continue** or **suspend** retirement savings contributions.

# ADAPTING HOW WORK GETS DONE

- Reconfigure workspaces to **maximize social distancing** and **mitigate infection risk**.
- Reroute high traffic areas within the office space to minimize employee grouping.
- **Establish limits** on use of communal spaces and cap how many employees gather in any particular common area.
- Continue to conduct **virtual meetings** when in the office.
- Allow employees to continue **telecommuting** where feasible.
- **Stagger employee breaks** to reduce foot traffic and ensure proper social distancing.

# POST-COVID-19 POLICIES

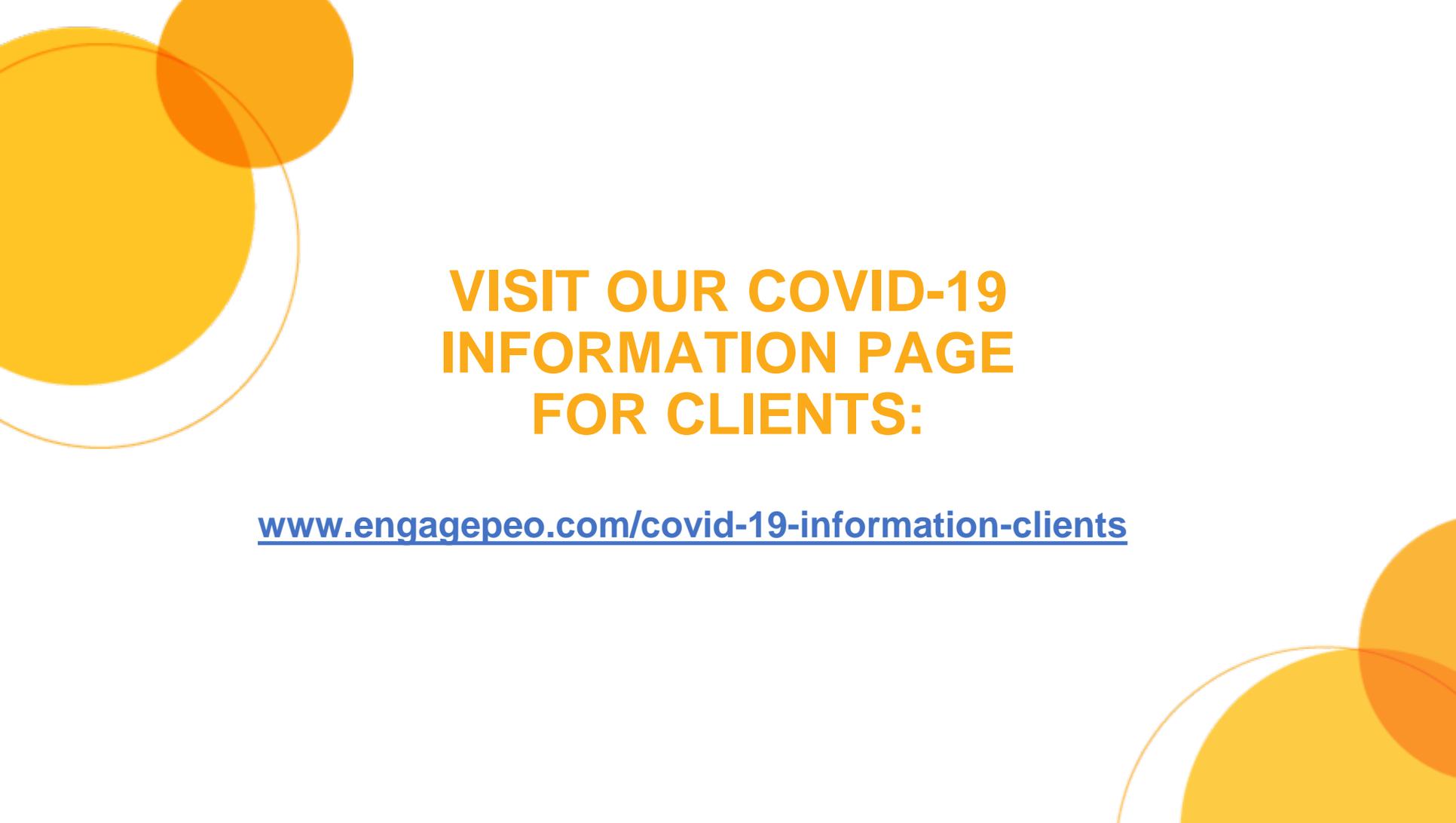
- Create COVID-19-related policies to address virus-related issues.
- Create **addenda** to the employee handbook to reflect COVID-19-related policies.
- Develop a detailed plan to **implement** new COVID-19-related policies.
- Prepare a **disciplinary action plan** for violations associated with the new policies.
- Returning employee eligibility for FFCRA (**EPSLA** and **EFMLA**).

# EMPLOYEE RELATIONS CONSIDERATIONS

- Prepare managers and company leaders to operate within the *“new normal”*.
- Try to be more empathetic with employees.
- Make sure that employees feel **valued** and **appreciated**.
- Develop strategies to maximize employee retention.

# PREPARING FOR THE FUTURE

- Be prepared for the possibility of a secondary outbreak.
- Establish policies and guidelines in case of future virus-related furloughs or terminations.
- Create a detailed **business continuity plan**.
- Find ways to operate lean and maximize profits during the next crisis.



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