

Your Customized COVID-19 Business Plan



With nearly 30 different resources ranging from FMLA to sample notices for your employees, this COVID-19 Business Plan can be personalized for your Company, helping you remain compliant, while making sure you, your employees, and your clients stay safe.

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Communication to Employees

- Communication to Employees
 - *Sample policies and procedures to implement based on the guidance provided by the Centers for Disease Control and Prevention (CDC) and local health authorities during the COVID-19 pandemic*
- Employee Notice - Face Coverings
- California Sample Mandatory Notice to Employees (COVID-19 Exposure)
 - *CALIFORNIA SPECIFIC: Required notice to employees advising them that an individual with close contact to the company tested positive for COVID-19. Includes helpful resources in CA for the employee.*
- Communication to Employees of COVID-19 Infection in the Workplace
 - *Sample notice to employees advising them that an individual with close contact to the company tested positive for COVID-19.*
- Furlough Letter (COVID-19)
 - *Letter to employee notifying them of the company's decision to place them on furlough due to COVID-19.*
- Welcome Back Letter (COVID-19 Return to Work)
 - *Sample letter to employees upon returning to work advising them of the new practices and protocols in place to ensure safety for all.*
- Recall from Furlough - Revised Offer Letter
 - *An updated Offer Letter for returning employees including at-will employment verbiage and an update on the new methods the company has put in place to promote workplace safety.*

Health and Safety

- COVID-19 Health and Safety Toolkit
 - *A toolkit designed to help keep your workplace safe, manage the health of your employees, and appropriately respond to a COVID-19 diagnosis.*
- COVID-19 Workplace Safety Policies and Acknowledgment
 - *Sample policies to implement to promote workplace safety, including policies on personal hygiene, sick leave, and travel. Contains employee acknowledgment signature page.*
- COVID-19 Response Flowchart
 - *An easy-to-follow flowchart outlining the steps for your company to take when an employee is experiencing COVID-19 symptoms, has tested positive for COVID-19, or has come into contact with an individual who has tested positive for COVID-19.*

Travel Policy

- COVID Travel Policy: Flexible or Semi-Flexible
 - *Sample travel policy for companies that intend to allow high-risk travel and allow employees to use PTO for travel and possible quarantine upon return. Includes different PTO policy options.*
- COVID Travel Policy: High-Risk Travel Restricted
 - *Sample travel policy for companies that do not intend to allow PTO to be used on high-risk travel or the possible following quarantine.*

Return to Work

- Remote Work Guide
 - *A guide to help you navigate the compliance risks, logistical issues, and strategic questions that come with managing a remote workforce*
- CDC Resuming Business Toolkit
 - *The CDC compliant step-by-step plan to create a physically safe and healthy workplace for workers and clients when returning to/continuing in-office work.*
- CDC Guidance for Businesses and Workplaces
 - *Direct resources from the CDC for employers, employees, essential services, and specific industries to help plan, prepare, and respond to COVID-19 risks. Includes information on policies, cases, testing, contact tracing, and workplace operations.*
- Quick Guide: Deciding Who to Recall from Furlough or Layoff
 - *A starting point for deciding which employees to return to the workplace following a furlough or temporary layoff, and in what order you'll call them back.*
- Return to Work Checklist (COVID-19)
 - *A checklist providing reminders for postings/policy updates, health and safety, and best practices to ensure a safe and compliant return to work transition.*
- Reduction in Force Toolkit
 - *A toolkit intended to assist you in preparing for a reduction in force in your organization. Including an action plan, sample notices to employees, information on the WARN act, an analysis and checklist, and a Manager/Supervisor training tool for handling the reduction in force.*

Work from Home

- Work from Home Policy
 - *Sample policy for your company to implement for working from home. Includes sections on employee requests, costs, security, and expectations.*

- Telecommuting Agreement
 - *Additional obligations and responsibilities that telecommuters must abide by while working remotely. Includes employee acknowledgment signature section.*
- Work from Home Agreement
 - *The terms and conditions of the Work from Home Agreement including policies on safety, equipment protection (and verbiage for equipment provided by the employer), information security, supplies, taxes, and zoning regulations. Contains employee acknowledgment signature section.*
- Acknowledgment of Receipt for Company-Issued Property
 - *Employee acknowledgment to agree to maintain and use any company equipment as intended.*
- Telecommuting Checklist
 - *A fully customizable checklist to ensure that employees understand your company's policies and procedures for remote work.*

Rules/Regulations

- Families First Coronavirus Response Act Law Summary
 - *Effective April 1, 2020, the federal Families First Coronavirus Response Act (FFCRA) requires certain employers to provide employees with paid sick leave and expanded family and medical leave for specified reasons related to the outbreak of coronavirus, or COVID-19. The FFCRA's paid leave provisions apply to leave taken between April 1, 2020, and December 31, 2020.*
- Personal Leave of Absence Granted Letter (COVID-19)
 - *Approved Unpaid Leave of Absence letter including the duration of the approved leave request, PTO non-accrual, job restoration, and company-sponsored insurance benefits.*
- FFCRA Leave Request Form
 - *Emergency paid sick leave and emergency FMLA request form.*
- Emergency Family and Medical Leave Policy (FFCRA FMLA Expansion)
 - *FFCRA sample Family and Medical Leave policy for companies that provide eligible employees with up to 12 weeks of emergency family and medical leave for a qualifying need.*
- Emergency Paid Sick Leave Policy (FFCRA Paid Sick Leave)
 - *FFCRA sample Emergency Paid Sick Leave policy for companies that provide eligible employees with emergency paid sick leave under certain conditions.*
- Essential Business Letter (COVID-19)
 - *Sample letter provided and signed by employer to provide to employees for them to prove that they work for an essential business, if needed.*