

IS YOUR BUSINESS READY TO DEAL WITH COVID-19 PANDEMIC?

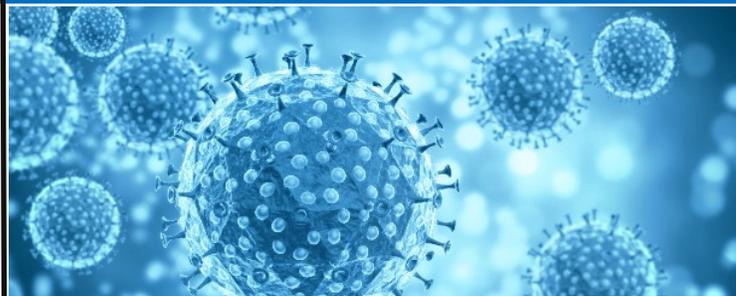
WHAT DOES COVID-19 MEAN TO THE EMPLOYER?

Currently federal law does not require employers to provide paid leave to employees who are absent from work because they are sick with the coronavirus, have been exposed to someone with the virus or are caring for someone with COVID-19 virus. Please note: certain state or local laws may have different requirements which should be considered by employers when determining their obligation to provide paid sick leave or unpaid leave.

Due to the potential significance illness caused by COVID-19 employers should review their leave policies to consider providing increased flexibility to their employees and their families such as: allowing the use of vacation or paid time off, offering FMLA, offering unpaid leave, while also keeping in mind ADA may be a factor if an employee develops a disability as result of the disease and cannot return to their former work duties because of such impairment.

EMPLOYERS SHOULD:

1. Review their leave policies to ensure sick leave, paid time off and other policies are flexible and consistent with federal, state and local laws.
2. Employers should create or update emergency contingency plans and implement heightened hygiene practices.
3. As we continue to learn more, employers should consider, where possible, preparing their workforce with resources to work remotely if local health authorities declare lock down procedures.
4. If several employees refused to work due to fear of exposure, please be mindful this action may be considered "Protected Converted Activity" under the National Labor Relations Board. Should this occur, employers are encouraged to work with their legal counsel when navigating these complex issues.



EVERYDAY PREVENTIVE ACTIONS TO HELP STOP SPREAD OF GERMS:

- ⇒ Wash hands often with soap and water for at least 20 seconds, before eating, after blowing nose, coughing or sneezing
- ⇒ If soap and water are not available, use alcohol based hand sanitizer with at least 60% alcohol
- ⇒ Avoid touching eyes, nose and mouth with unwashed hands
- ⇒ Avoid close contact with people who are sick
- ⇒ Stay home when feeling sick

Workplace Mitigation Measures:

- ⇒ Instruct sick employees stay home
- ⇒ Employees with sick family member should stay home
- ⇒ Send symptomatic employees home
- ⇒ Communicate good hand hygiene
- ⇒ Increase cleaning of common surfaces

IRM is committed to providing uninterrupted, consistent services to our clients, please rest assured IRM has taken necessary precautions to ensure a safe and healthy work environment. Given the fluid nature of the events, we will continue to monitor regulations and provide updates as new information becomes available.