

## TELEWORKING FOR EMPLOYERS

### RECOMMENDED STRATEGIES FOR EMPLOYERS:

- 1- **Social Distancing:** Public health officials call for social distancing at the workplace to minimize exposure between employees, and between employees and the public.
- 2- **Teleworking:** Where telework is an option, employers should adopt telework policies and utilize telework agreements to delineate the responsibilities of both parties to the arrangement such as:
- 3- Share your plan with employees and explain the human resources policies, workplace and leave flexibilities, and pay and benefits available to them.
- 4- Review human resources policies to ensure that these policies and practices are consistent with public health recommendations
- 5- Plan to monitor and respond to absenteeism at the workplace. Implement plans to continue your essential business functions in case you experience higher than usual absenteeism.
- 6- Cross-train personnel to perform essential functions so that the workplace is able to operate even if key staff members are absent.
- 7- Explore the possibility of establishing policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and the public if state and local health authorities recommend the use of social distancing strategies.
- 8- Ensure that you have the information technology and infrastructure needed to support multiple employees who may be able to work from home.
- 9- Employers should establish compliance and security protocols for timekeeping, expense reimbursement, employee oversight and protection of trade secrets for these remote workers.
- 10- **Implementing telework policies:** Draft a work plan, review work schedules, and consider designating a telework task force.
- 11- Engage your team.
- 12- Schedule a conversation about what it would look like for your team to go remote.
- 13- Identify needs and tool preferences of team members for remote work.
- 14- Document and share telework practices/plans.
- 15- Enable and encourage ongoing communication.
- 16- Determine which platform(s) you will use to communicate as a team, clarify expectations for online availability and confirm everyone has access to the technology tool(s) and support resources.
- 17- Make a communication and accountability plan.
- 18- Conduct regular check-ins.
- 19- Be positive.
- 20- Debrief after normal operations resume.
- 21- **NOTE:** Many jobs, however, cannot be performed remotely. Depending on their workflow and physical layout companies are taking additional protective measures for employees who continue to report to the office. These measures include more frequent cleaning of workplaces and erection of additional physical barriers between employees in the workplace (especially for traditionally open workspaces).

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### Reference:

- <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
- <https://www.pillsburylaw.com/en/news-and-insights/mitigating-employment-law-risks-as-covid-19-coronavirus-spreads.html>
- <https://hr.uw.edu/coronavirus/supervisor-checklist-supporting-teleworking/>