



Nonprofit**HR**

Virtual Town Hall
1-2-3 Greenlight? Critical
Steps for Successful
Workplace Re-entry – **Part I**

Monday, May 4, 2020
12:00 – 1:15 pm

www.nonprofithr.com/covid19

Virtual Town Hall
1-2-3 Greenlight? Critical
Steps for Successful
Workplace Re-entry

Today's Presenters



**Alicia Schoshinski, MA,
SPHR, SHRM-SCP,
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Sr. HR Business Partner,
Knowledge Practice
Co-Lead
Nonprofit HR

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Today's Presenters



Lisa Smith, WLCP
HR Business Partner
Nonprofit HR

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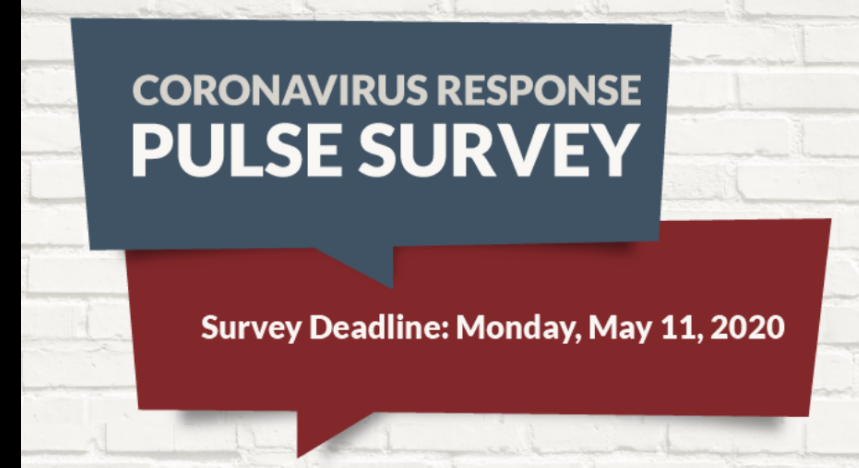
Today's Focus

- Strategic Decisions
- Compliance Issues
- Culture and Communication
- Safety/Physical Space Considerations
- Re-entry plan
- Key Takeaways
- Q&A

POPL

A graphic design featuring the word "POPL" in large, white, sans-serif capital letters. Each letter is contained within a colorful, rounded speech bubble shape. The 'P' is in an orange bubble, the first 'O' is in a pink bubble, the 'L' is in a blue bubble, and the second 'L' is in a green bubble. The bubbles are arranged in a slightly overlapping, staggered fashion. Surrounding the letters are various overlapping circles in colors like orange, yellow, pink, blue, and green, creating a vibrant, modern aesthetic. The background is white with faint dotted lines in the corners.

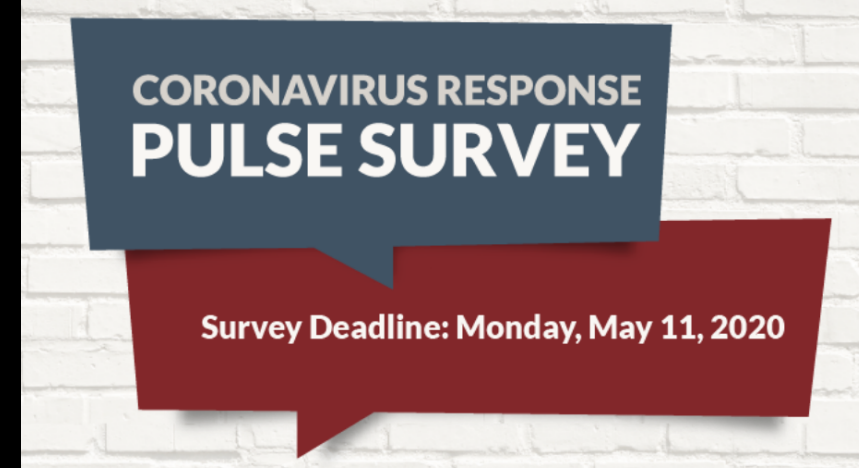
Preliminary Pulse Survey Results



Jurisdiction(s) that directed staff to avoid physical workspaces due to stay-at-home orders or social distancing guidelines.

73% - Local Government
88% - State

Preliminary Pulse Survey Results

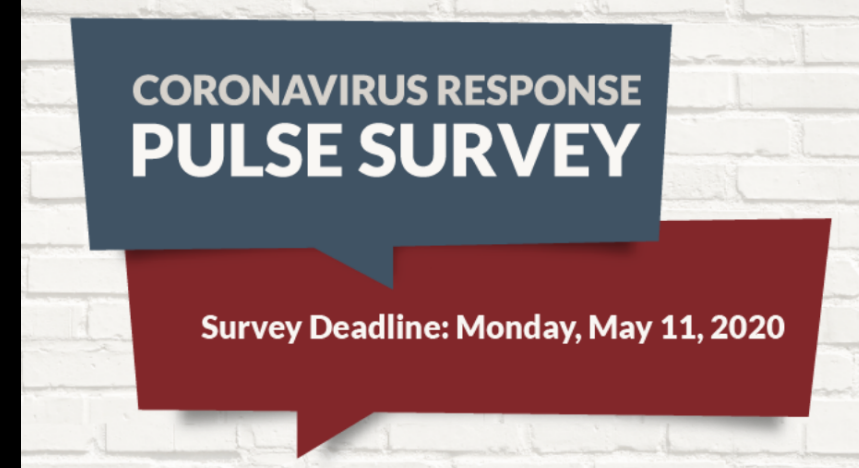


Organizations that indicate they can accommodate remote work (working from home) for all staff:

66% - Yes

34% - No

Preliminary Pulse Survey Results



Organizations contemplating remote work as a longer-term option beyond the COVID-19 crisis:

67% - Yes

33% - No

Strategic Decisions



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Strategic Decisions



Triggers – External Environment

- Legal ability to open:
 - State, federal, jurisdiction decisions
- Prudent to open:
 - Public health data
 - Testing/screening availability
 - Protective measures

Strategic Decisions



Triggers – Your Organization

- Your business model, mission and continuity
- Your constituents/members/those you serve
- Your financial situation
- Your physical space
- Your infrastructure
- Risk

Strategic Decisions



Triggers – Your Employees

- Health/safety
- Childcare issues
- Transportation
- Work/life balance and flexibility
- Job security/pay

Strategic Decisions



7 Questions to Ask

- What is your overall goal?
- What are your organization's values?
- Who needs to be onsite?
- Who can work remotely?
- What worked well and what have you learned so far during this crisis?
- What are your employee demographics?
- What is the state of your staff?

Legal Considerations



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Legal Considerations



Compliance Considerations

- Liability and risk/workplace safety
- Compliance with federal/state guidelines
- Testing
- Refusal to return to work
- Employees who don't follow protocols
- Accommodations
- Discrimination or harassment
- Performance

Legal Considerations



Compliance Considerations

- Furlough recalls or layoff re-hiring
- Paycheck Protection Program
- Hiring considerations
- Privacy
- Union
- Updated benefit and leave laws
- Compensation

Legal Considerations



Policy Updates

- Leave
- Attendance
- Work hours
- Travel
- IT use
- Remote work
- Social distancing

Communication and Culture

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Communication and Culture



Culture Considerations

- Engagement
- Social distancing etiquette
- Discrimination and harassment

Culture and Communication



Communication is Key

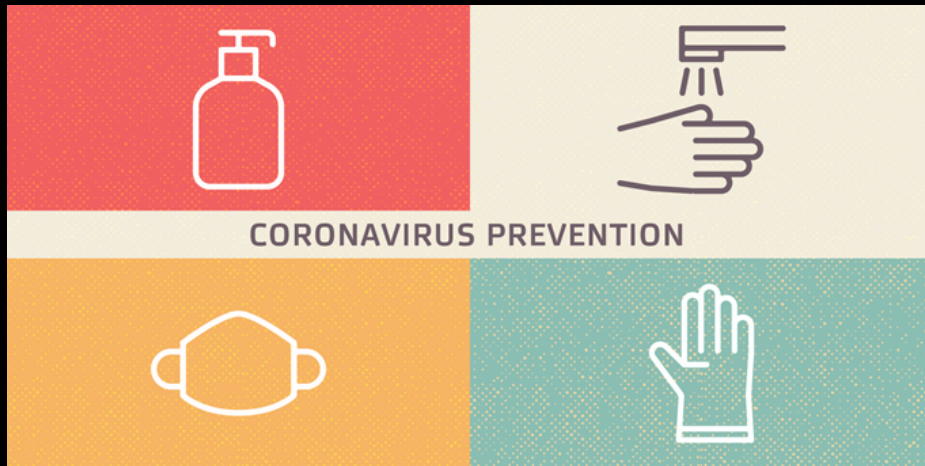
- Continued transparency
- Clear guidelines
- Supervisor training
- Regular check-ins on pulse of employees



Safety and Physical Space Considerations

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Safety and Physical Space



Employee Protocols

- Health screening options
- Personal Protective Equipment (PPEs)
- Social distancing measures
- Interactions
- Business travel
- Personal travel

Safety and Physical Space



Worksite Protocols

- Office building
- Office signage
- Office cleanliness and hygiene
- Visitors and delivery services

Safety and Physical Space



Committee and Plan Updates

- COVID-19 team
- Business Continuity Plan
- Emergency Response Plan
 - Pandemic and Infectious diseases

Re-entry Plan

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Re-Entry Plan



Re-Entry Types

- Returning to the physical workplace
- Return from shutdown
- Recalling employees

Re-Entry Plan



Preparation and Planning

- Develop “Re-entry Plan”
- COVID team and staff input
- Which employees will return in each Phase?
- Staggered work schedules
- How will you respond to sick employees or positive COVID tests?
- Office deep cleaning
- Layout modifications
- Building air quality/filtering systems
- Order hygiene/safety supplies

Re-Entry Plan



PHASE 1- Workplace open for essential employees

- Remote work continues for non-essential employees
- Stagger work schedules
- Implement safety procedures
- Readiness examination
- No business travel
- No visitors, deliveries
- Provide training to supervisors and those onsite
- Act on employee concerns

Re-Entry Plan



PHASE 2- Workplace open with limited employees

- Phase 1 of transition in place
- Changes made based on Readiness results
- Increase onsite employees
- Survey employees

Re-Entry Plan



PHASE 3- Workplace open with all employees

- Limited Phase 1 & 2 processes in place
- No state/federal limitations or restrictions
- Remote work is optional/standard
- Accommodate personal needs

Key Takeaways

- Consider what is appropriate for your organization
- Develop a plan
- Identify roles and responsibilities related to recovery
- Prepare your workforce
- Be aware/acknowledge employee behavior and well-being
- Revisit your plan regularly and prepare for rebound
- Be agile, flexible, compassionate
- Communicate and lead!

Quick Links:

- **SHRM Back-to-Work Checklist**

<https://www.shrm.org/resourcesandtools/tools-and-samples/hr-forms/pages/covid-19-back-to-work-checklist.aspx>

- **CDC Reopening Workplaces During the COVID-19 Pandemic**

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/fs-reopening-america-workers-at-risk.pdf>

- **CDC Guidance for Cleaning and Disinfecting**

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

- **Nonprofit HR Coronavirus Digital Information Portal**

<https://www.nonprofithr.com/covid19>



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CORONAVIRUS
WEBINAR SERIES

LEGAL CONSIDERATIONS FOR WORKPLACE RE-ENTRY PART 2

DATE: MONDAY, MAY 11, 2020

TIME: 12-1:15 PM ET

PRICE: FREE

REGISTRATION REQUIRED



VIRTUAL TOWN HALL

[Nonprofithr.com/events](https://nonprofithr.com/events)

CORONAVIRUS RESPONSE
PULSE SURVEY

Survey Deadline: Monday, May 11, 2020



Need support in this crisis? We're here to help!

Contact us:

Email

covid19@nonprofithr.com

Visit us online

www.nonprofithr.com/covid19

(202) 785-2060

Questions?