



## A ministry of the American Baptist Home Mission Societies

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### **Workforce Management Considerations**

- Communicate your appreciation to your employees, regularly.
- Be mindful of your local/state public health guidelines related to COVID-19 that may affect your organization/business. Be sure to post all required employment signs and posters.
- Create organization-wide culture of personal protection following CDC and local public health department guidelines: frequent washing of hands, clean and disinfect surfaces, do not touch face, keep 6 ft. distance from others, masks/face covering. Employees should clean and disinfect their workspace, phones, computer equipment, desktops, printers often.
- Posters promoting personal protection, social distancing, hand washing etc. should be visible through out worksite.
- Ensure all employees who are ill or have contact with an ill individual/family member stay home. Follow CDC and local public health department recommendations.
- Make sure all employees returning to a worksite understand what is expected of them in the workplace. Clarify public health guidelines, use of protective items (masks, disinfectants), social distancing, temperature checks, work schedules, telework, staggered shifts, flexible hours etc.

*This resource provides a list of items to consider for workforce planning and management. It is designed to provide general human resource management information. It does not provide, nor is it intended to provide, legal advice.*

- Clarify all leave policies and procedures. Ensure employees who are sick do not come to worksite (this may require addressing sick leave policies and compensation).
- Review and communicate policy with respect to business-related travel.
- Communicate frequently and as transparently as possible with employees. Be clear on expected timelines for returning to on-site work from telework. If you do not have an emergency communications plans, implement one ASAP – including a way to answer employees’ questions and concerns.
- Ensure managers/supervisors know how to deal with employees that may face increased personal challenges during this time: bereavement and loss, childcare and school-cancellation challenges, financial stress, and other dependent care and support needs. Consider contracting with an employee assistance program (EAP) if you do not currently have one.
- Review existing policies/procedures and guidelines to offer flexibility wherever possible and adjust workloads to be reasonable. Review work from home/telework guidelines and policies. Consider implementing paid time off/vacation rollovers, grace periods, and revise guidelines for usage. Encourage employees to use their vacation as needed, even during times of telework. Know how the FFCRA (Families First Coronavirus Response Act) may impact your existing policies and procedures.
- If you do not have one already, implement a plan to continue essential operation/business functions. Consider the viability of flexible work schedules, for example to include on-site and telework options. Cross-train employees on performing essential business functions.
- Ensure a zero-tolerance for discriminatory behavior/actions in the workplace and be prepared to quickly investigate any reports of such behavior/actions.
- Make sure your workplace cleaning company is current on methods to safely remove COVID-19 hazards.
- And, again, express appreciation to your employees regularly.

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