

Manager Talking Points Related to COVID-19

We are striving to be proactive to address concerns and questions that may arise from employees. To help supervisors and managers respond appropriately, we are providing these talking points. This is a fluid situation, so please watch for updated information. If you need addition information, please contact [Type here]

- [COMPANY_NAME] is taking the following steps to address concerns related to COVID-19: (Insert steps taken): [Type here]
- [COMPANY_NAME] is carefully monitoring the disclosures from the CDC and information provided by our employees and the government. HR will update employees with information as appropriate.
- Ask an employee to stay home or leave work if they exhibit symptoms of the COVID-19 coronavirus or the flu. Ask them to seek medical attention for COVID-19. The CDC states that employees who exhibit symptoms of influenza-like illness at work during a pandemic should leave the workplace. Paid sick leave under the FFCRA may be appropriate if the employee is eligible.
- We require employees to notify Human Resources if they have been exposed, have symptoms and/or have tested positive for COVID-19. Such employees should contact Human Resources by telephone or email and should not report to work. Such employees' leave may be covered by the FFCRA, FMLA and other policies.
- If we have an employee with a positive test for the COVID-19 coronavirus, we will send home that employee until they are released by their physician to return to work. All employees who worked closely with that employee should first consult and follow the advice of their healthcare providers or public health department regarding the length of time to stay at home.
- If one of our employees self-reported that they came into significant contact or worked in close proximity with someone who has tested for COVID-19, we will do the same as outlined immediately above.
- If one of our employees has been exposed to the virus but only found out after they had interacted with clients and customers, we will take the same precautions as noted above with respect to coworkers sending home potentially infected employees that he came into contact with. As for third parties, you should coordinate with Human Resources and [] to communicate with customers and vendors that came into close contact with the employee to let them know about the potential of a suspected case.
- Because of privacy laws, you may not disclose or confirm the names of employees on quarantine or with a diagnosis of COVID-19.
- If an employee asks to work from home, [COMPANY_NAME] will consider such a request. [COMPANY_NAME] may also request certain that employees work from home. For those employees authorized to work from home, [COMPANY_NAME] will require certain procedures to be followed. No employees are permitted to work remotely unless approved by Human Resources.
[if the [COMPANY_NAME] is encouraging remote work, which some are, this section will need to be revised]