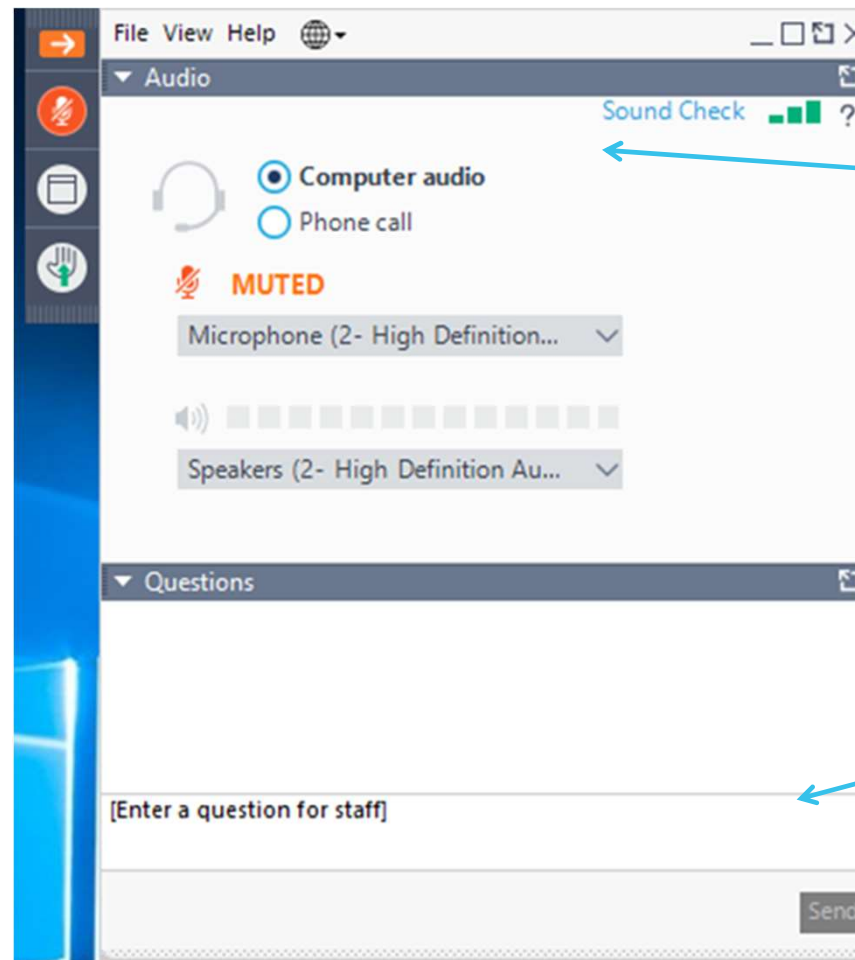


# Welcome to the L&E Global webinar!

Please find below instructions to enter the webinar. If you are not able to login or you do not hear anything, please contact Pascal Aarden on [webinars@leglobal.org](mailto:webinars@leglobal.org)

1

Click on the arrow at the top right of the screen to open the control panel



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Listen to audio:

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Submit questions and comments via the Questions panel



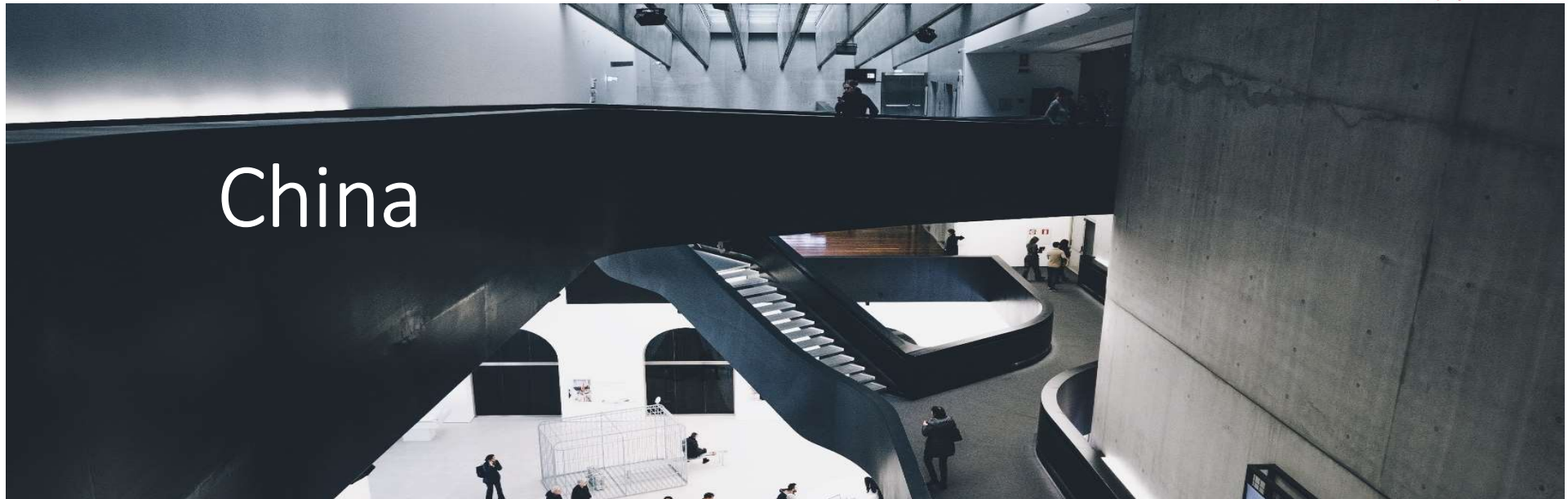
**L&E Global webinar – Corona virus**  
**2 March 2020**

# L&E Global – A warm welcome



# How the Corona virus impacts the workplace- Today

- **China** – Zhong Lun – Ying Zhao
- **France** – Flichy Grangé Avocats – Frédéric Guillaume Laprêvotte
- **Germany** – Pusch Wahlig Workplace Law – Verena Braeckeler-Kogel
  - **United Kingdom** – Clyde & Co – Matt Harrop
  - **U.S.A.** – Jackson Lewis – Katharine Weber



L&E Global – How the Coronavirus impacts the workplace?

China overview and hot issues for employers

Ying Zhao

# Events and Development

Date	Event
Jan 23	Wuhan City was locked down
Jan 24	First day of the Chinese New Year Holiday (Jan 24 to Jan 30)
Jan 27	State Council announced the extension of Chinese New Year to Feb 3
Feb 10	Enterprises in most of the regions in China are allowed to resume work
Feb 20	Hubei provincial government demanded that enterprises in Hubei province shall not resume work before March 10
Feb 22	Number of new confirmed cases outside Hubei province fell to 18
Feb 24	No new confirmed cases in 24 provincial regions outside Hubei Province

# Hot Issues Concerned by Employers in China

## Legal Responsibility for EPC\*

- Postpone work resumption
- EPC measures in workplace
  - Disinfection
  - Record and report
  - Training and education



## Government Preferential Policies

- Postpone the contribution of social insurance premium
- Refund of unemployment insurance premium
- Postpone the tax payment
- Subsidy for salary paid to employees under medical treatment or observation

## HR Management

- Salary payment
  - Extension of Chinese New Year
  - Postponement of work resumption
  - Isolation and medical observation
- Annual leave

## How to Mitigate the Losses Caused by the Epidemic

- Home-based work
- Adjust salary
- Flexible working mode
  - comprehensively adjust the use of rest days within the year
  - comprehensive working hour system
- Suspend operation and production

\*EPC: Epidemic Prevention Control

# Round Table Discussion of Employer FAQs for Employers In United States, France, Germany, United Kingdom and China





# FAQ 1:

# How should employers handle international travel?

## **FAQ 2:**

**Who presents a risk in the workplace, even if they are asymptomatic?**

# **FAQ 3:**

## **Should employees with recent travel to China stay home?**

## **FAQ 4:**

**What if an employee has a family member at home with COVID19?**

## **FAQ 5:**

**Do employers have to pay employees who are away from work due to concerns of exposure?**

## **FAQ 6:**

**What steps should employers  
require before allowing employees  
to return to work?**

## **FAQ 7:**

**What communication steps should an employer take if an employee has contracted COVID-19?**

## **FAQ 8:**

**What steps should an employer take if an employee or customer / client is confirmed to have COVID-19 after being in our workplace?**



## **FAQ 9:**

**Are there steps employers should take now to help reduce the spread of COVID-19 in the workplace?**

## **FAQ 10:**

**What pandemic planning steps should employers consider to be able to continue to operate their business in the event of further potential community outbreaks?**

# Stay Up To Date Resources From Your Presenters Regarding COVID-19

**L&E Global COVID-19 overview: Updates, special reports and advice for employers**

<https://knowledge.leglobal.org/coronavirus-in-a-flash-updates-special-reports-and-advice-for-employers/>

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# United States

L&E Global – How the Coronavirus impacts the workplace?

Katharine Weber

**JacksonLewis**

# Current Situation in U.S.A.

- U.S. citizens + Hubei Province within 14 days = 14 day quarantine
- U.S. citizens + other areas of mainland China within 14 days + SYMPTOMATIC = transfer for further medical evaluation and treatment
- U.S. citizens + other areas of mainland China within 14 days + ASYMPTOMATIC = 14 days self-quarantine with health monitoring
- 2/2/2020: All non-U.S. citizens + China (not including Hong Kong and Macau) within the 14-day days = temporarily banned from entering the country. (Excludes Lawful Permanent Residents (Green Card holders) and close family members of U.S. Citizens and Green Card holders, among others)
- CDC recommends avoiding all non-essential travel to China excluding Hong Kong, Macau, and Taiwan

02/03/2020

L&E Global

## COVID-19: Confirmed Cases in the United States\*†

Travel-related	12
Person-to-person spread	2
<b>Total confirmed cases</b>	<b>14</b>
<b>Total tested</b>	<b>426</b>

\* This table represents cases detected and tested in the United States through U.S. public health surveillance systems since January 21, 2020. It does not include people who returned to the U.S. via State Department-chartered flights.

† Numbers closed out at 4 p.m. the day before reporting.

## COVID-19: Cases among Persons Repatriated to the United States†

	Wuhan, China	<i>Diamond Princess Cruise Ship</i> <sup>‡</sup>
<b>Positive</b>	3	36

<sup>‡</sup> Numbers closed out at 4 p.m. the day before reporting.

<sup>†</sup> Cases have laboratory confirmation and may or may not have been symptomatic.

# Handling Employee Issues Related To COVID-19 Requires Assessment of Risks In Context of Multiple Employment Laws



- Occupational Safety and Health Act (OSHA)
- Americans with Disabilities Act (ADA)
- Title VII and other laws against national origin and other discrimination
- Federal, state and local leave laws including Family and Medical Leave Act (FMLA) and paid sick leave laws
- Fair Labor Standards Act (FLSA) and state and local wage and hour laws
- Section 7 of the National Labor Relations Act (NLRA)
- Genetic Information Nondiscrimination Act (GINA)
- Individual privacy rights under state laws and common law

## FAQ 1: How should employers handle international travel?

- Review travel alerts and advisories from State Department and CDC
- Review travel information from the destination countries
- Consider for potential expansion of outbreak in other geographic areas
- Advise employees not to travel if they have symptoms of acute respiratory illness.
- Make sure employees know what to do and who to contact if they become sick while travelling.

## FAQ 2: Who may present a risk in the workplace even with no symptoms?

\*\*Employees with symptoms should stay home due to illness.

\*\*Risk is based on exposure to symptomatic COVID-19

\*\* Should ALSO consider realities of the specific workplace

High Risk = away from WP for 14 day incubation	Medium Risk = away from WP for 14 day incubation except very limited circumstances
Living with someone with <b>symptomatic</b> COVID-19 without using defined precautions	Living with someone with <b>symptomatic</b> COVID-19 <b>while using</b> defined precautions.
Intimate partner of someone with <b>symptomatic</b> COVID-19 without using defined precautions	Intimate partner of someone with <b>symptomatic</b> COVID-19 <b>while using</b> defined precautions
Providing care (non-healthcare setting) for someone with <b>symptomatic</b> COVID-19 without using defined precautions	Providing care (non-healthcare setting) for someone with <b>symptomatic</b> COVID-19 <b>while using</b> defined precautions
Travel from Hubei Province, China	Travel from mainland China and <b>NOT</b> having any High Risk exposures
	Close contact (within 6 feet for prolonged period of time or direct contact with infectious secretions) ( <b>that is not covered in High Risk</b> ) with someone with symptomatic COVID-19



## FAQ 3: Should employees with recent travel to China stay home?

- Decisions to keep employees out of the workplace should be based on all available facts.
- There is no agency directive for employers, but current US quarantine of individuals returning from Hubei and isolation of individuals returning from mainland China for 14 days.
- According to CDC, incubation period is 14 days.
- Be consistent to avoid discrimination claims.
- Going beyond the CDC's guidance may open door for legal claims.

## FAQ 4:

# What if an employee has a family member at home with COVID19?

- Consult CDC's Risk Assessment. Employee may fall under either Medium Risk or High Risk depending on circumstances.
- Consider your work environment.
- Consider alternatives including working remotely.

## FAQ 5:

Do employers have to pay employees who are away from work due to concerns of exposure?

***Consider:***

- Will the employee be performing any work?
- Is the employee ill and therefore potentially eligible to apply for short term disability benefits?
- Is the employee eligible for pay under your policies, past practices and any collective bargaining agreement with a union?
- Is employee eligible for benefits under any applicable state or local paid leave laws?

## FAQ 6:

# What steps should employers require before allowing employees to return to work?

- Evaluate information regarding the workplace, industry, potential exposure, etc.
- Has the employee spent time in China? Hubei province?
- Has the employee experienced symptoms while traveling or while away from work for 14-day period?
- Employer's policies regarding return to work.
- CDC encourages employers not to require employees who have an acute respiratory illness to present a doctor's note to validate their illness or to return to work because the medical facilities may be overwhelmed.

## FAQ 7:

# What if an employee has contracted COVID-19?

### ***Consider:***

- Communicate with state/local health department ASAP.
- Follow directions of CDC and state/local health department.
- Was the employee at work while infected?

## FAQ 8:

What if an employee or customer/client is confirmed to have COVID-19 after being in our workplace?

### ***Consider:***

- Communicate with state/local health department ASAP.
- Follow directions regarding disinfection.
- Work with CDC and state/local health department to identify potential contacts.
- The CDC's Risk Assessment provides guidance. Focus is on close contacts defined as within 6 feet for prolonged period of time.
- Focus on communication with employees and confidentiality concerns.
- Be prepared to cover for absent employees.
- Be prepared to manage PR/social media issues.

## FAQ 9:

# Are there steps employers should take now?

### ***Consider CDC recommendations:***

- Sick employees should stay home/separate sick employees.
- Emphasize staying home when sick, respiratory etiquette and hand hygiene.
- Perform routine environmental cleaning.
- Employees who have a sick family member at home with COVID-19 should notify their supervisor and refer to the CDC risk assessment.
- PLAN for potential outbreak.

## FAQ 10:

# What pandemic planning steps should employers consider to prepare for further potential community outbreaks?

- Identify objectives such as: (a) reducing transmission among staff, (b) protect people at higher risk, (c) maintain business operations, (d) minimize adverse impact on supply chain.
- Prepare for increased absences
- Identify possible work-related exposures
- Consider available options including remote work, staggered shifts, etc.
- Plan to minimize exposure between employees and the public.
- Plan employee communications.
- Prepare for possible exposure scenarios and communicate to necessary people such as managers.



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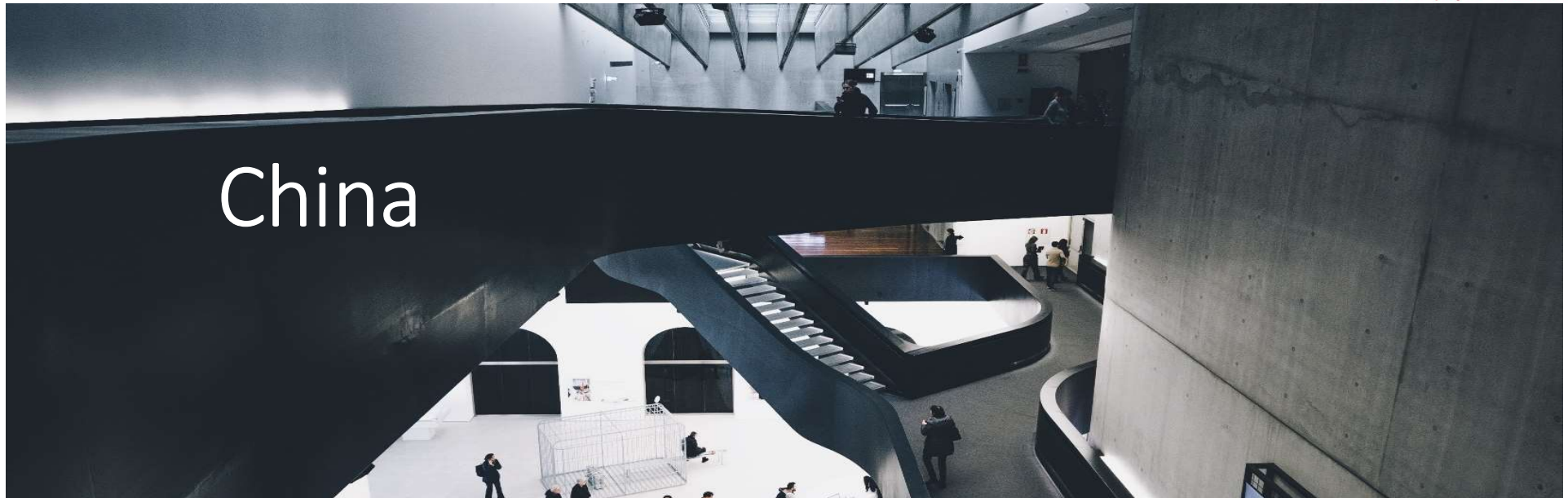
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L&E Global – How the Coronavirus impacts the workplace?

Ying Zhao

# Present Situation of Epidemic in China

February 22<sup>nd</sup>

Number of new cases outside Hubei province fell to 18

24 provincial-level regions

No newly confirmed cases

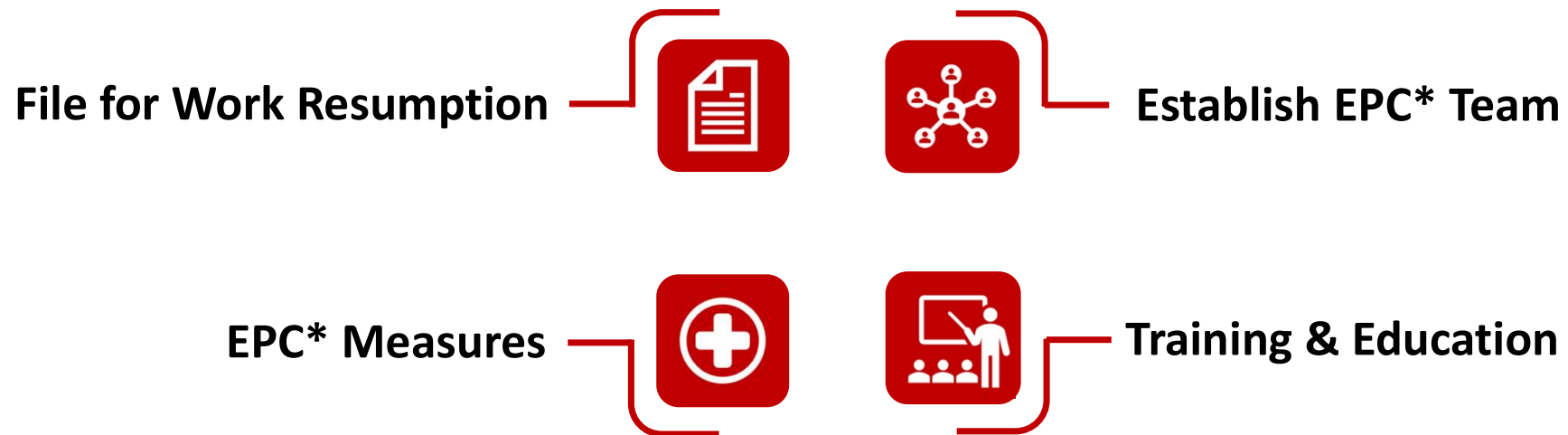
Since February 10th

Enterprises have been resuming work and production

Tide of work and production resumption

Stay alert and be prepared

# Measures Before Work Resumption



\*EPC: Epidemic Prevention Control

# Measures After Work Resumption

## **1 Employee Management**

- facemasks
- temperature test
- employees with symptoms shall be forbidden to enter the workplace
- register health information

## **2 Regular Disinfection of the Workplace**

- office, elevators, conference room, vehicles

## **3 Ventilation**

- Suspend the use of central air conditioner

## **4 No Gathering Conference or Activities**

## **5 Separate Dining**

- dine in different time slots

## **6 Office & Travel Management**

- arrange shift buses to pick up employees
- flexible working mode
- avoid business trip to epidemic area

## **7 Record and Report Timely**

# Salary Payment During Isolation

Types of Isolation	Salary Payment
<b>1. Isolation requested by the government</b>	
A. pneumonia patients infected with the new coronavirus, suspected patients and close contacts under medical treatment or observation	pay normal salary
B. under centralized or home-based isolation due to return from other provinces	
<b>2. Isolation requested by the employer</b>	pay normal salary/arrange paid annual leave with the employee's consent
<b>3. Isolation requested by the employee</b>	subject to the employer's approval

# Measures to Mitigate the Losses Caused by the Epidemic

- Arrange employees to work from home with measures to improve the work efficiency
- Negotiate with employees on adjustment of employment and salary
- Adopt the flexible employment according to the local regulations policies
  - comprehensively adjust the use of rest days within the year
  - apply for comprehensive working hour system
- Suspend operation and production if needed

# Government Policy Helping Employers to Pull Through

- Postpone the contribution of social insurance premium
- Refund of unemployment insurance premium
- Postpone the tax payment
- Subsidy for salary paid to employees under medical treatment or observation





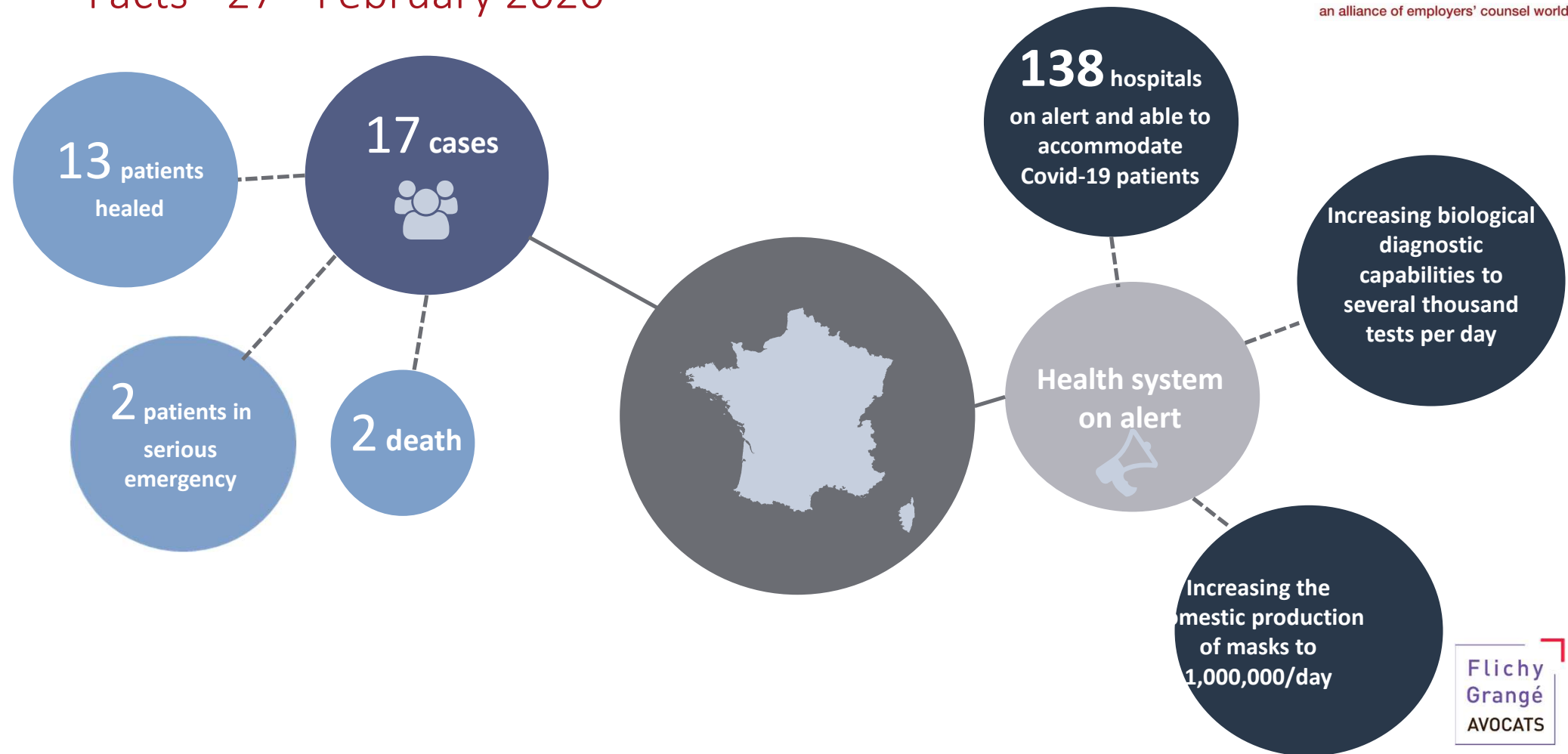
France

L&E Global – How the Coronavirus impacts the workplace?  
Frédéric-Guillaume Laprévôt



**Flichy  
Grangé  
AVOCATS**

## Facts - 27<sup>th</sup> February 2020



# FAQ 1:

## How should employers handle international travel?

- Limit as much as possible the international travel of employees by plane and all business trips in at-risk areas
- Require employees to work remotely (skype meetings, telephone calls, conference calls, emails,...) with people located in at-risk areas/countries when such recourse is possible
- If it is not possible to avoid an international travel :
  - Consider a period of work from home for employees returning from at-risk areas , during the incubation period (14 days) => In case of threat of epidemic, the work from home can be implemented without the consent of the employee.
  - Consider an exemption from activity with maintenance of remuneration, during the incubation period (14 days)

## FAQ 2:

# Who presents a risk in the workplace?

- People who have been in contact with people infected with Covid-2019
- People who have been on a business trip or personal vacation in at-risk areas/countries
- People who have been in close contact with a person returning from an at-risk area/country
- People who have symptoms of Covid-2019 (fever, cough and dyspnea)

## FAQ 3:

# Should employees with recent travel to China stay home?

In consideration of the duty for the Employer to provide a safe and healthy workplace to the employees:

- Consider a period of work from home for a period calculated with regard to the incubation period of Covid-2019 (14 days) => In case of threat of epidemic, the work from home can be implemented without the consent of the employee.
- Consider an exemption from activity with maintenance of remuneration, for a period calculated with regard to the incubation period of Covid-2019 (14 days)

## FAQ 4:

# What if an employee has a family member at home with COVID-19?

- Consider to ask the employee and other employees who had close contact with this employee to work from home if possible, for a period calculated with regard to the incubation period of Covid-19 (14 days) => In case of threat of epidemic, the work from home can be implemented without the consent of the employee.
- Consider an exemption from activity with maintenance of remuneration for the employee and other employees who had close contact with this employee, for a period calculated with regard to the incubation period of Covid-19 (14 days)
- Give information to the staff representatives and Labour doctor that an employee has a family member at home with Covid-19 and the measures about to be taken in response to this situation

## FAQ 5:

# Do employers have to pay employees who are away from work due to concerns of exposure?

- If the employer provides for an exemption of activity to the employee, he is obliged to pay normal salary
- The employer must pay normal salary to employees working from home
- The legislation allows an employee to withdraw from situations that he or she has reasonable cause to believe, present a serious and imminent danger to his or her life or health.
  - If the work refusal is based on reasonable grounds, the employer is obliged to pay normal salary.
- Decree n°2020-73 date January 31, 2020 :
  - For the people who are the subject of a measure of isolation, eviction or home support and find themselves unable work
  - Possibility of opening the right to daily allowances for a period of 20 days
    - Without the condition for opening the right relating to minimum durations of activity or minimum contributivity being met

## FAQ 6:

# What steps should employers require before allowing employees to return to work?

- The employer may organize an examination of the employees concerned by the occupational doctor at the time of their return to employment
  - But, the employer cannot condition the return to employment of employees absent due to contamination or exposure to the Covid-19 to the production of negative test results or to the provision of a medical certificate from a private doctor.
- Exemption from work until the decision of the occupational doctor should be considered



## FAQ 7:

# What if an employee has contracted COVID-19?

- Search for employees who have been in close contact with him and separate them from other employees (work from home, exemption of activity, paid leaves, ...)
- Provide psychological support for other employees
- Complete a total disinfection of the workplace before work resumption
- Prepare for a declaration of occupational disease if the employee has contracted Covid-19 in the course of the employment

## FAQ 8:

# What if an employee or customer / clients is confirmed to have COVID-19 after being in our workplace

- Consider to ask other employees who had close contract with this employee or customer/client to work from home if possible, for a period calculated with regard to the incubation period of Covid-2019 (14 days) => In case of threat of epidemic, the work from home can be implemented without the consent of the employee.
- Inform staff representatives and the occupational health physician that an employee or customer/client who has been present in the workplace is confirmed to have Covid-19 and the measures that will be taken to deal with this situation
- Complete a total disinfection of the workplace before work resumption

## FAQ 9:

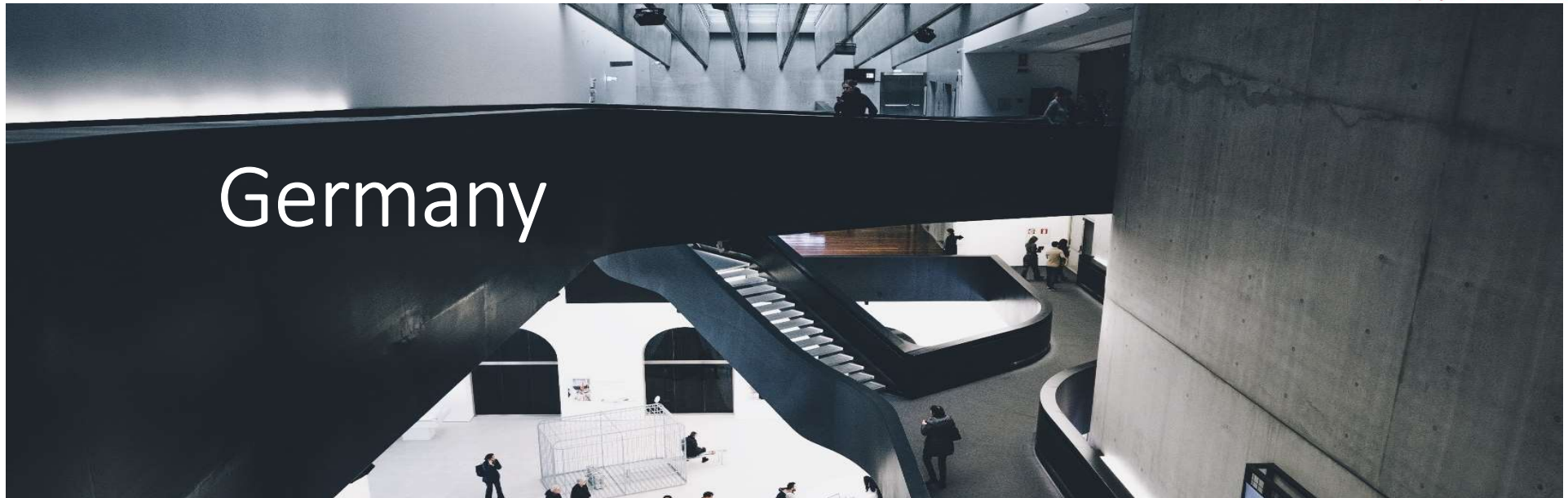
# Are there steps employers should take now?

- Provide personal protective equipment to the employees likely to be in contract with people coming or returning from at-risk areas/countries (masks, gloves, disinfectant soap, ...).
- Provide information taken from sources of reliable information on the Covid-19 and the measures taken in response to the epidemic to the employees.
- Anticipate measures to be taken in case of outbreak in France to maintain the activity of the company and protect the employees, work refusals, declarations of occupational diseases,...

## FAQ 10:

### What pandemic planning steps should employers consider to prepare for further potential community outbreaks ?

- In anticipation, employers can consult the [action plan put in place during the A/H1N1 virus](#) in order to anticipate the crisis:
  - Plan several modes of organization according to the severity of the epidemic
  - If the crisis is mild, all available employees who do not present a particular risk of infection to their entourage come to work;
  - If the crisis is severe, the priority of saving human lives may require a reduced presence only for those employees dedicated to priority missions, to limit contagion;
- Refer to the measures provided for in the Business Continuity Plan (“Plan de Continuité d’Activité” or “PCA”) when such a plan exists. The Business Continuity Plan aims to define the measures necessary to allow the company to continue its activity in the event of a major crisis, such as an epidemic.
  - The PCA covers the appointment of a “business continuity plan manager”
  - The methods and means of protection made available to staff,
  - The identification of priority missions to be carried out in all circumstances, including those contributing to crisis management and economic continuity, and the identification of corresponding staff whose presence in the workplace is essential.



L&E Global – How the Coronavirus impacts the workplace?

Verena Braeckeler-Kogel

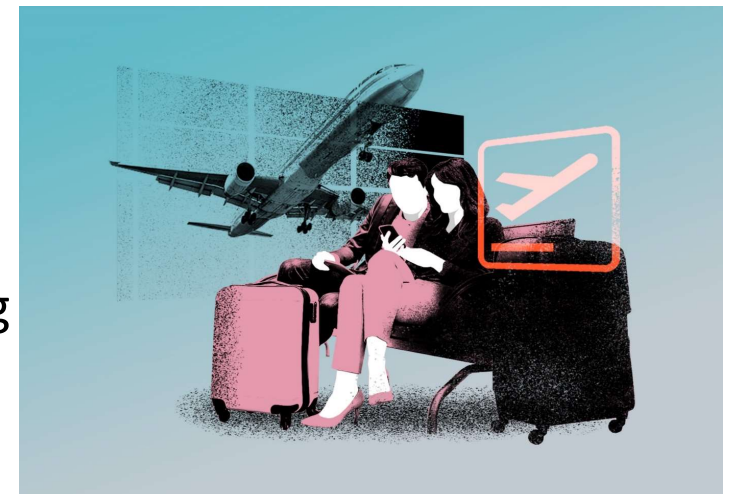


**Pusch Wahlig**  
**Workplace**  
**Law**

## FAQ 1:

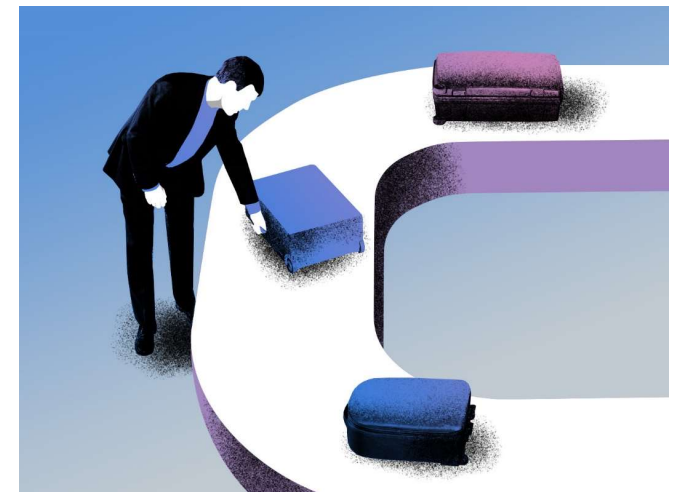
### How should employers handle international travel?

- Review travel alerts and advice from German Foreign Office
  - No obligation to travel to regions/countries with official travel warning
  - Instruction to travel to countries with safety warning in principle possible
- Update travel policies and communicate to staff
- Consider alternatives to travel (videoconferencing etc.)
- Ensure that staff travelling on business have a point of contact in case of developing symptoms while travelling



## FAQ 2: Who presents a risk in the workplace?

- Employees who have been to Hubei Province or other key epidemic areas such as Mainland China, Northern Italy
- Employees who had contact with individuals infected with coronavirus
- Risk from employees, contractors, clients, customers or other persons attending the workplace



## FAQ 3:

### Should employees with recent travel to China stay home?

- Decisions should be based on all available facts
- No regulations, however Government applied 14 day quarantine for individuals evacuated from Hubei province
  - Recommendation: Self-isolation of **all** individuals returning from Hubei province (even asymptomatic) **OR** those who exhibit symptoms and have travelled to other parts of China or other relevant regions/countries
- Employer has special duty of care and has to protect its workforce
  - Failure to comply can result in claim for damages
- Be consistent to avoid discrimination claims





## FAQ 4:

### What if an employee has a family member at home with COVID19?

- Consider requesting the employee to self-isolate for 14 days, unless health authorities issue a ban on working anyway
- Consider possible workplace impact due to incubation period
- Consider alternatives such as remote working, if possible



## FAQ 5:

### Do employers have to pay employees who are away from work due to concerns of exposure?

- Generally, entitlement to pay if working, on leave or otherwise willing, ready and able to work
- If quarantine at employer's request without ability to work from home, likely to be entitled to pay
- If quarantine following medical advice to self-isolate and not working remotely, could treat as sick leave, otherwise probably obligation to pay for 5 to 10 days due to inability to work for personal reasons (unless contractually excluded)
- If ban on work under German Infection Protection Act → continued salary payment by the employer for up to six weeks but employer can claim reimbursement from health authorities
- If the employee is sick → right to statutory sick pay – six weeks, possibly more under contract



## FAQ 6:

### What steps should employers require before allowing employees to return to work?

- If no symptoms at any point and has self-isolated for 14 days, then written confirmation from the employee is probably sufficient
- If now asymptomatic, but there were symptoms, request medical evidence of fitness to return to work, if possible
- If refusal to cooperate, or reckless conduct in returning to work with symptoms, disciplinary action on health and safety grounds is possible



## FAQ 7:

### What if an employee has contracted COVID-19?

- Health authorities have to be informed
- Likely that authorities will issue ban on working for affected employee
  - If no symptoms, employee may decide to work remotely but no obligation to do so
  - Continued salary payment but reimbursement from health authorities
- Return to work only with medical confirmation of fitness



## FAQ 8:

### What if an employee or customer/client is confirmed to have COVID-19 after being in our workplace?

- Inform workforce on the basis of duty of care, discuss measures with works council
- Consider appropriate steps depending on individual circumstances – practicable risk mitigation step could be temporary closure of the workplace, require employees to self-isolate at home and watch for symptoms, ask employees to take time off in lieu or annual leave
- Request that employees work remotely where possible
- If temporary closure is not practicable – other steps such as deep clean of the premises, remote working, skeleton staff arrangements, limits on interpersonal interaction



## FAQ 9:

### Are there steps employers should take now?

- Keep up to date with guidance by Government and health authorities
- Communicate and implement travel policies
- Contingency planning
- Advice to employees on what to do if any employee believes they may have COVID-19 or may have been exposed to it
- Take general and common sense hygiene precautions



## FAQ 10:

### What pandemic planning steps should employers consider to prepare for further potential community outbreaks?

- Develop a pandemic contingency plan - assess business exposure and potential disruption
- Assess technical options for possible remote working of staff unless already rolled out anyway
- Communicate the contingency plan to key personnel to cascade across the business
- Identify a contingency team to execute the plan if required





# United Kingdom

L&E Global – How the Coronavirus impacts the workplace?

Matt Harrop

**CLYDE&Co**



## FAQ 1:

# How should employers handle international travel?

- Review travel alerts and advice from Government and the NHS
- Consider alternatives to travel (videoconferencing etc.)
- Update travel policies and communicate to staff
- Ensure that staff travelling for work purposes have a point of contact in case of developing symptoms while overseas
- Engage with staff planning personal travel to affected regions



## FAQ 2: Who presents a risk in the workplace?

- **High risk** – Travellers from Wuhan and Hubei Province

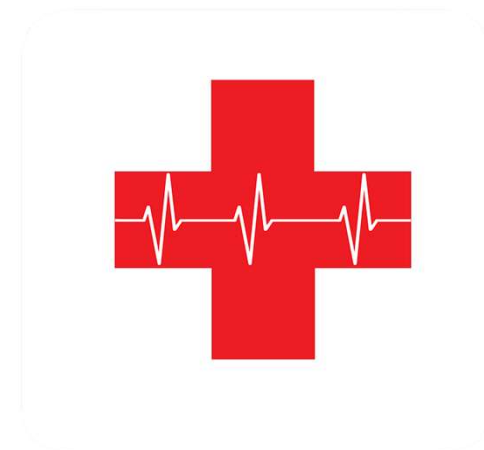
If travelled from these places to the UK in last 14 days, **even if asymptomatic**:

- stay indoors and avoid contact with other people as you would with the flu
- call NHS 111 to inform them of your recent travel to the area

- **Medium risk** – Travellers from other parts of China and other specified areas

If travelled from these places to the UK in the last 14 days, **and develop symptoms of cough or fever or shortness of breath**, follow steps above.

- Risk from employees, contractors, clients, customers or other persons attending the workplace



## FAQ 3:

### Should employees with recent travel to China stay home?

- Decisions should be based on all available facts
- Follow government and NHS advice: 14 day self-isolation of **all** individuals returning from Hubei province (even asymptomatic) **OR** those who exhibit symptoms and have travelled to other parts of China or other relevant countries
- Consider overarching obligation to provide a healthy and safe workplace – Health and Safety at Work Act 1974 (**HSWA**)
- Be consistent to avoid discrimination claims



## FAQ 4:

### What if an employee has a family member at home with COVID19?

- Consider requesting the employee to self-isolate for 14 days until medical certification of fitness to attend the workplace (fit note)
- Consider remote working
- Employees have a statutory right to take a reasonable amount of time off during working hours to care for dependants



## FAQ 5:

### Do employers have to pay employees who are away from work due to concerns of exposure?

- Generally, entitlement to pay if working, on leave or otherwise willing, ready and able to work.
- If quarantine at employer's request, likely to be entitled to pay
- If quarantine following medical advice to self-isolate, could treat as sick leave but otherwise no obligation to pay
- If the employee is sick, entitled to Statutory Sick Pay (**SSP**) and potentially company sick pay (depending on contract)



## FAQ 6:

### What steps should employers require before allowing employees to return to work?

- If no symptoms at any point and has self-isolated for 14 days, then written confirmation from the employee is probably sufficient
- If now asymptomatic, but there were symptoms, request medical evidence of fitness to return to work (fit note)
- If refusal to cooperate, or reckless conduct in returning to work with symptoms, disciplinary action on health and safety grounds is possible

## FAQ 7:

# What if an employee has contracted COVID-19?

- Employer entitled under HSWA to direct that employee not come in to work
- Follow NHS guidelines – return to work only with medical confirmation of fitness (fit note)
- Employer may be able to request medical examination (at its cost) if provided for in contract and employee consents

## FAQ 8:

### What if an employee or customer/client is confirmed to have COVID-19 after being in our workplace?

- Consider appropriate steps under HSWA – practicable risk mitigation step could be temporary closure of the workplace and require employees to self-isolate at home and watch for symptoms
- Request that employees work remotely where possible
- If temporary closure is not practicable – other steps such as deep clean of the premises, remote working, skeleton staff arrangements, limits on interpersonal interaction





## FAQ 9:

### Are there steps employers should take now?

- Keep up to date with Government and NHS guidance
- Advice to employees on what to do if any employee believes they may have COVID-19
- Communicate clearly with employees about expectations on travel to affected areas and other general and common sense hygiene precautions (see NHS advice)

## FAQ 10:

### What pandemic planning steps should employers consider to prepare for further potential community outbreaks?

- Develop a pandemic contingency plan - assess business exposure and potential disruption
- Communicate the contingency plan to key personnel to cascade across the business
- Identify a contingency team to execute the plan if required





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