

a brave new format (with a little more text than usual)

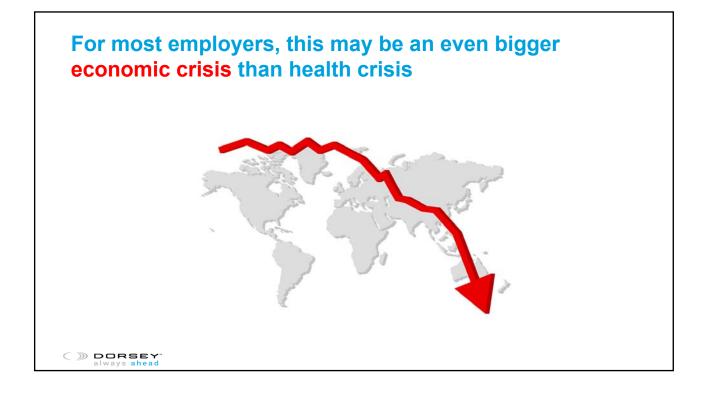


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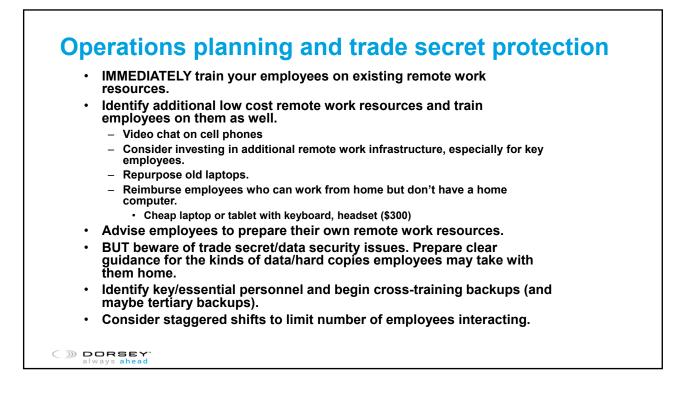
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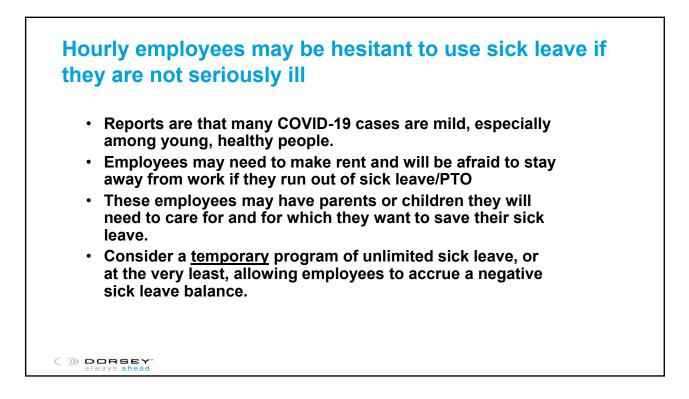
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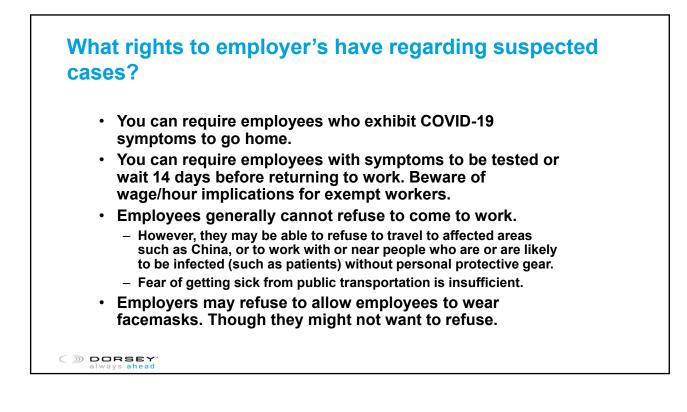


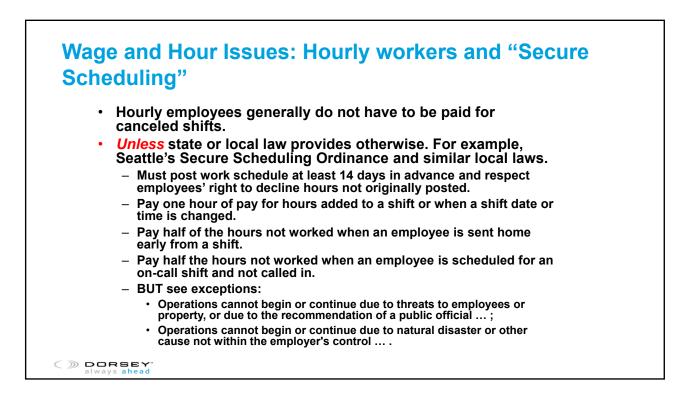
Top 5 things you can do to better prepare your company

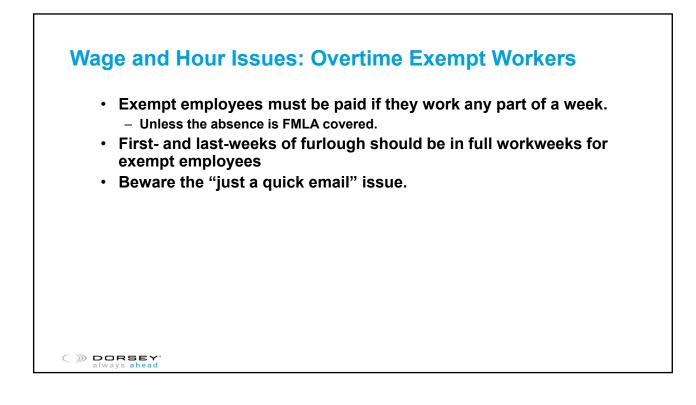
- 1. Come up with a scheduling/remote work/cross-training plan NOW.
- 2. Tell your employees the plan. It will reduce panic and uncertainty.
- 3. Monitor school closings/other things affecting your employees so you can respond.
- 4. Inform/reassure employees of their options for sick leave for themselves and family members.
- 5. Have a plan for if an employee develops symptoms or is diagnosed with COVID-19.









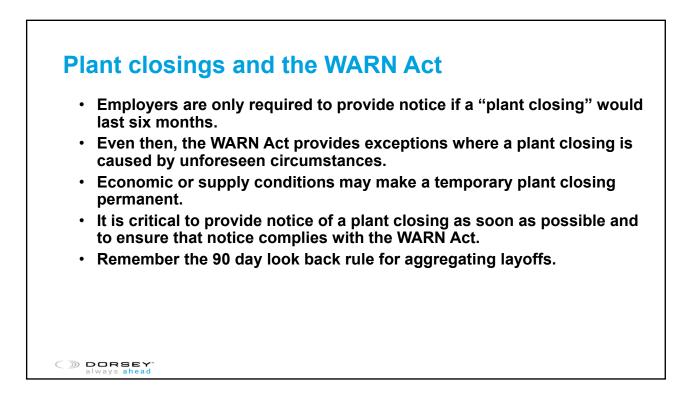


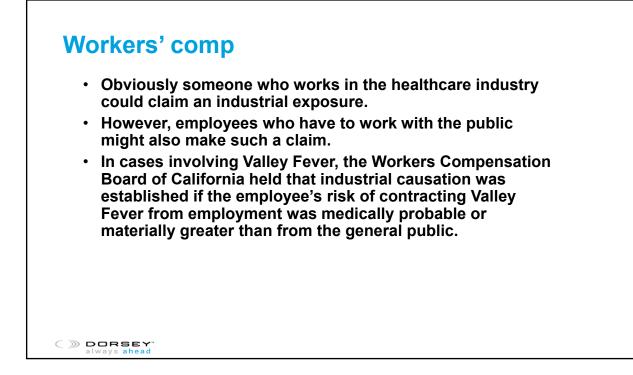
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Washington (and other states') Paid Family and Medical Leave

- Reports that the Employment Security Department is already up 10 weeks behind on processing requests.
- A COVID-19 outbreak will overwhelm the system further. Applicants may not get benefits for several months.
 - Flu is generally not a covered condition
 - But bad cases of COVID 19 will qualify
 - Especially for cases that turn into pneumonia
- Educate employees that they can use PTO and other benefits to "top off" their WA PFML benefits.
- However, they might not receive their WA PFML benefits for some time given existing delays.

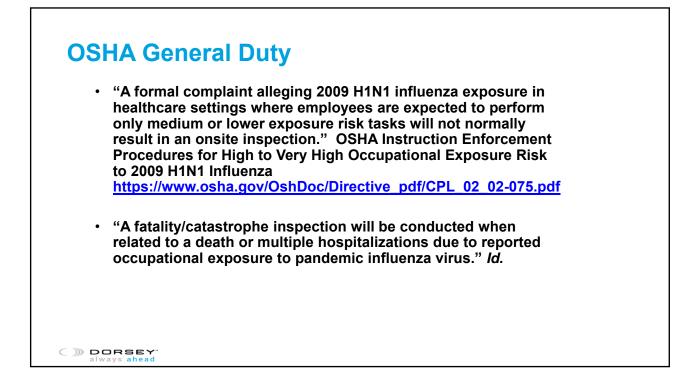
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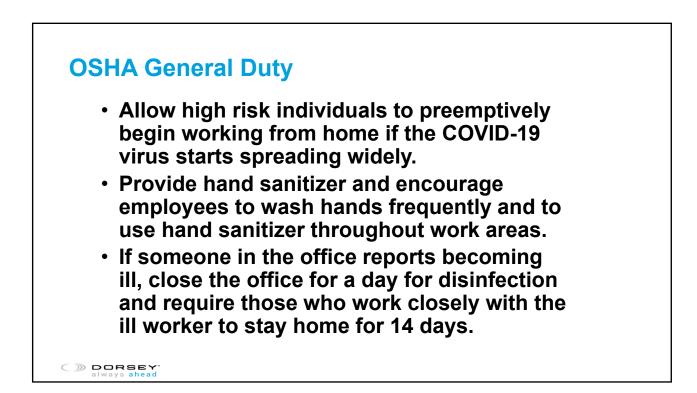


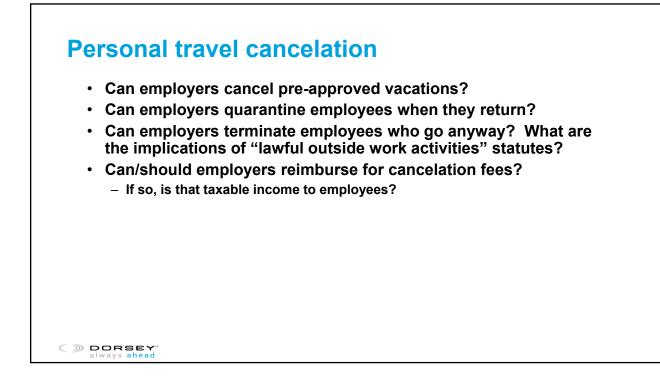


OSHA General Duty "Each employer ... shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees." - The employer fails to keep the workplace free of a hazard to which its employees were exposed. - The hazard was recognized. - The hazard was causing, or was likely to cause, death or serious physical harm. There was a feasible and useful method to correct the hazard. "OSHA has the ability to cite employers under the general duty clause if there was a case of blatant exposure of employees to SARS, Melody Sands, director of the Office of Health Enforcement. 7/27/2007 https://www.ehstoday.com/standards/osha/article/21907997/sars-whatemployers-need-to-know

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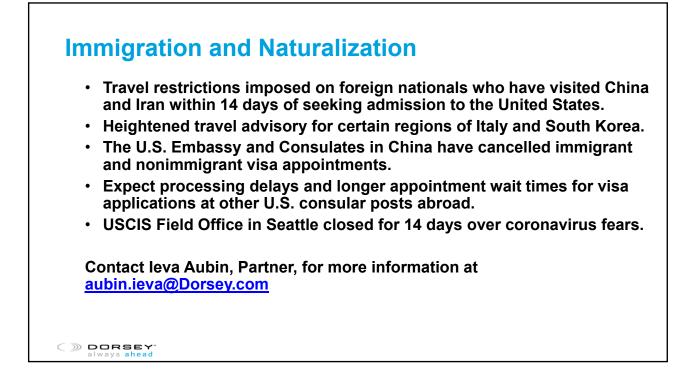


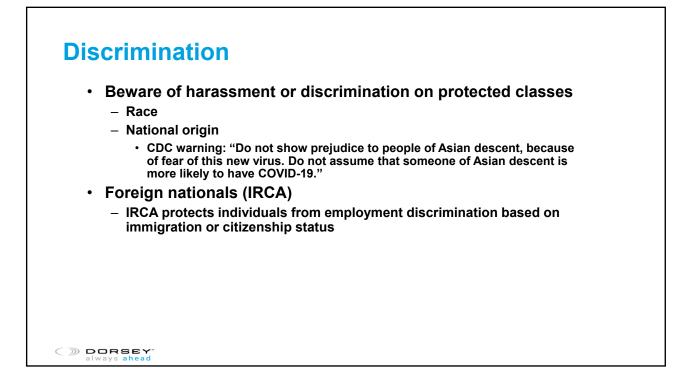


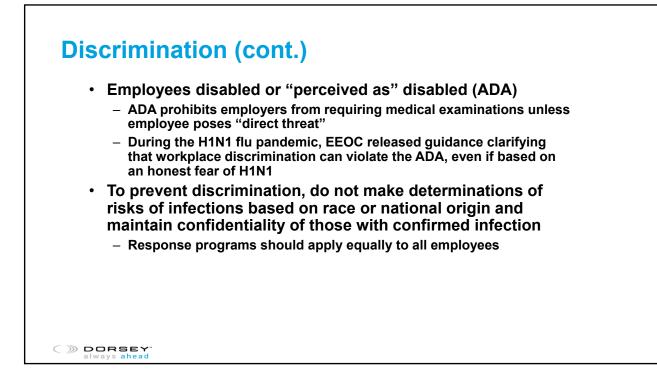


Work travel cancelation

- Administer without discrimination (especially race, national origin)
- Address how it could affect variable pay, such as commission and bonus potential
- Address incoming customer travel
- Prepare for return flights

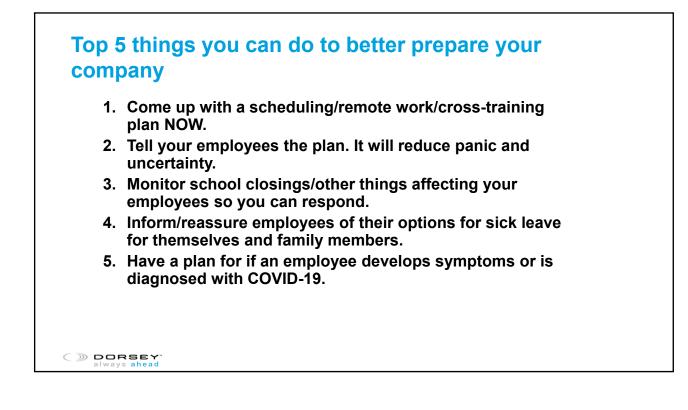




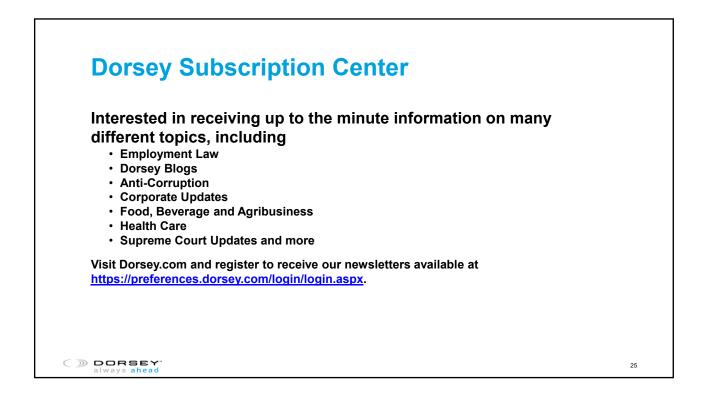


Disability Laws

- Can employers require employees to undergo fitness for duty tests?
- · Pre-employment procedures/recruiting?
- What are the implications of temporarily allowing work from home during this crisis on future leave requests?
- · Can you require people to come in to work once the crisis is over?







CLE and HR Credit Information

Return completed sign-in form to DorseyU@Dorsey.com.

CLE INFORMATION

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HR INFORMATION

Dorsey will apply for HR recertification credit with the HR Certification Institute. For more information about certification or recertification, please visit the HR Certification Institute homepage at <u>www.hrci.org</u>.

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Thank you and follow up questions



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ODRSEY always ahead

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