

Covid-19 Employer Checklist

The novel coronavirus (COVID-19) pandemic is a quickly evolving situation that requires employers to be informed and adaptable. This checklist is designed as a resource to help you address the current challenges.

STAY INFORMED

- Check for updated government guidance:
 - The [Centers for Disease Control and Prevention \(CDC\)](#) website and their [Interim Guidance for Businesses and Employers](#)
 - The [World Health Organization \(WHO\)](#) website
 - [State Public Health Officials](#)
 - [Local Public Health Officials](#)
- Monitor legislative updates and guidance:
 - [Coronavirus Aid, Relief and Economic Security \(CARES\) Act](#)
 - [Families First Coronavirus Response Act](#).
 - [Library of Congress Coronavirus Resource Guide](#)
 - Stay informed on state-specific guidance related to unemployment benefits.

TAKE ACTION

- Communicate with employees frequently:
 - Establish and maintain a forum for employee feedback. This could be a dedicated page on your company's intranet, or a regular cadence of Q&A calls with leadership.
 - Conduct company-wide pulse surveys to check-in with employees.
 - Continue to edit and share your Business Continuity Program.
- Employ additional safety measures:
 - If your business is still operating at the worksite, facilitate a clean workplace following the guidance of the CDC for cleaning, hygiene etiquette and social distancing measures to ensure the health and safety of your employees.
 - Distribute information about how and when to report infection or possible exposure to the virus.



- Access your current options:
 - Monitor cash flow to retain as much value as possible. This may include:
 - Asking for abatement from suppliers, mortgage lenders and other contractors.
 - Reducing any unnecessary operating expenses.
 - If you are considering temporary or permanent changes to your employee benefit plans and policies, first evaluate:
 - The terms of existing contracts with service providers.
 - Emergency paid sick leave, family leave and related tax credits.
 - Impacts to health and welfare plans and legal obligations to terminated and furloughed employees.
 - Legislation that impacts other benefits including qualified retirement plans, incentive compensation and non-qualified deferred compensation plans.
- See if you're eligible for Disaster Loan Assistance from the [Small Business Association's Economic Injury Disaster Relief Program](#).

EXPRESS EMPATHY

- Demonstrate gratitude towards your employees – especially those whose jobs' require them to continue to be on site at the workplace.
- Communicate important employee resources:
 - Employee Assistance Plan (EAP) information, if available
 - The CDC's webpage on [Stress and Coping](#)
 - [SAMHSA's Disaster Preparedness](#) webpage
 - Virtual meditation or fitness classes
 - Best practices and resources for employees working from home
- Consider donating to a local COVID-19 Relief Fund to demonstrate a commitment to your community. We're all in this together.