

BACK 2 BUSINESS CHECKLIST

HUMAN CAPITAL: Worksheet #2

Workplace Policies

Taking the time to develop new policies or practices, as well as review and update existing protocols, will be critical to getting back to business. It's also important to review how such policies or procedures will be communicated to team members, as well as what training will be needed for implementation.

Determine a path forward on addressing the following, including any updates to application for, approval of or guidance around each:

Paid time off from work:

- Paid sick leave
- Paid time off
- Vacation days
- Personal days

Leaves of absence:

- Family and Medical Leave
- Leave provisions of FFCRA, which includes the following qualifying reasons for leave, activated if a team member:
 - Is subject to a federal, state or local quarantine or isolation order related to COVID-19
 - Has been advised by a healthcare provider to self-quarantine related to COVID-19
 - Is experiencing COVID-19 symptoms and is seeking a medical diagnosis
 - Is caring for an individual subject to an order described in the first or second described points
 - Is caring for a child whose school or place of care is closed (if childcare provider is unavailable for reasons related to COVID-19)
 - Is experiencing any other substantially similar condition specified by the U.S. Secretary of Health and Human Services, in consultation with the secretaries of Labor and Treasury.

Whistleblower Protections

- Specific protections for responding to team members' complaints of violations of COVID-19 protections, guidance and laws

