

Checklist for Businesses

1. Distribute & Post the [Required Notice](#)
2. Field employee questions and practice over-communication with staff during this time.
3. Ensure your workplace is safe as defined by OSHA guidelines.
4. Identify remote work options whenever possible.
5. Establish a process for addressing employees who may become or appear ill at work.
6. Establish a process for employees to request time off in relation to FFCRA.
7. Communicate expectations with utilization of leave. Be clear about how hours will be paid under FFCRA.
8. Establish a way to track FFCRA hours and keep detailed records.
9. Identify a re-entry plan for employees to return to work and ensure their safety. Although we are not sure when this will happen, it is good to be prepared.

Resources

Several government agencies have provided resources to help workers and employers navigate workplace issues related to COVID-19. Here is list of some of those resources that you may find helpful.

Workplace Safety – [OSHA COVID-19 Site](#)

Wages, Hours & Leave – Department of Labor [COVID-19 & the Workplace](#), guidance on [The Families First Coronavirus Response Act](#). [Frequently Asked Questions](#)

Telework - While not specific to the coronavirus, the US Department of Commerce has an in-depth guide to [Enterprise Telework and Remote Access & Systems Security](#)

Business Continuity – US Small Business Administration [Guidance for Businesses](#)

[CARES Guide for Businesses](#)

Taxes– IRS established a [special section](#) to help businesses, and provide guidance on available [tax credits](#) under the FFCRA.

Checklist and Resources provided by Sarah Meusburger in conjunction with BEDC Webinar,
Common HR Questions related to COVID-19.

Link to webinar: <https://youtu.be/Y4X6aXvde0Y>