



# Reopening the Workplace:

## Resources, Best Practices, and Practical Experience to Help Your Business Thrive

May 20, 2020

# Presenters

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# Back On Track Indiana

# Back On Track Indiana Principles

1

The number of hospitalized COVID-19 patients statewide has decreased for 14 days

2

The state retains its surge capacity for critical care beds and ventilators

3

The state retains the ability to test all Hoosiers who are COVID-19 symptomatic, as well as healthcare workers, essential workers, first responders, and others as delineated on the ISDH website

4

Health officials have systems in place to contact all individuals who test positive for COVID-19 and complete contact tracing

Governor Holcomb has used data to drive decisions since our first case of the novel coronavirus in early March. That will continue to be our practice as we contemplate a sector-by-sector reset. These are the four guiding principles that will determine if stages to reopen various sectors of the economy will move forward:

As we lift restrictions and more people return to work, visit a store or restaurant, and participate in more activities, the number of COVID-19 cases will increase. If we cannot meet these principles, all or portions of the state may need to pause on moving forward, or we may return to an earlier stage of the governor's stay-at-home order.



# Back On Track Indiana Engine

To get Back On Track, Indiana must stay ahead of COVID-19. To do this, we will employ a three-pronged approach to detect the virus through robust testing, trace identified cases to prevent its spread, and protect Hoosiers as they return to work and the economy by developing a steady supply line of personal protective equipment.

## RAPID DETECTION THROUGH TESTING

- At the outset of COVID-19, Indiana deployed a dozen strike teams to quickly respond to suspected cases in high-risk congregate settings and to test individuals as indicated. These teams will continue to play a vital role in keeping Indiana on track through surveillance, early testing, and cohorting.
- To help in the early detection of new cases, the state is adding 50 testing locations in strategically located parts of the state. These sites will enable over 100,000 more Hoosiers to get tested per month and aid in the early detection of new cases.
- Additional testing sites at hospitals, local health departments, and other facilities will continue, and more sites will be added in the coming weeks.
- Hoosier employers, employees, and consumers can be confident that anyone who is symptomatic for COVID-19, or who is a close contact of a positive individual, will have access to testing.

## CONTACT TRACING

- Identifying cases through expanded testing is only part of the plan to stay ahead of COVID-19. Indiana will also aggressively track new cases through a centralized contact tracing program to help stop the future spread of the virus.
- While ISDH, in cooperation with local health departments, has engaged in contact tracing since the first positive case of COVID-19 was reported in early March, centralizing contact tracing moving forward will enable the state to ensure all future cases are handled and data collected in a uniform and timely fashion.
- All Hoosiers who test positive in the future will receive a text, email, and complete a call with one of the more than 500 contact tracers currently being hired. These tracers will identify other Hoosiers potentially at risk and connect them to resources to assist with their quarantine or isolation.

## PROTECT INDIANA'S MOST VULNERABLE

Data has shown COVID-19 disproportionately impacts individuals over 65 years old worldwide, and sadly, Indiana is no different. Over 80% of Hoosiers who have died from the virus are over 65. As we begin to get back on track, we must do so in a way that protects our most vulnerable citizens.

# Back On Track Indiana Engine

## PROTECT HOOSIER EMPLOYEES AND CONSUMERS

- Supplies of personal protective equipment (PPE) are critical for businesses as they resume operations, with masks particularly in demand. The state is working with Hoosier companies that have already converted their lines of work to protective equipment or currently supply such materials.
- The Indiana Economic Development Corporation (IEDC) will lead the development of the Indiana Small Business PPE Marketplace to provide reliable access to PPE for small businesses that need help to comply with safe workplace guidelines.
- Businesses and non-profit entities with less than 150 employees and registered to do business in Indiana will be eligible. More details will be outlined in the coming days.
- \$300 million will be distributed to counties, cities, and towns via a population-based formula from the Coronavirus Relief Fund for reimbursement of COVID-19 expenses. Funds may be used for expenditures caused by the public health emergency as outlined in U.S. Treasury guidelines. If local governments direct any of their allocation for local business, it must be used for PPE at this time. Future program phases are under development.



# Healthy at Work Team Kentucky

# Healthy At Work Timeline Team Kentucky

## Healthy at Work | May 2020

TEAM  
KENTUCKY

- May 11**
- Manufacturing, Distribution and Supply Chain Businesses
  - Construction
  - Vehicle or Vessel Dealerships
  - Office-based Businesses (50%)
  - Horse Racing (No Fans)
  - Pet Care, Grooming & Boarding
  - Photography



### 10 RULES + INDUSTRY-SPECIFIC GUIDANCE

- Telework when possible
- Phased return to work
- Daily temperature / symptom checks
- Universal masks & PPE
- Close common areas
- Social distancing
- Limit face-to-face meetings
- Sanitizer / hand wash stations
- Special accommodations
- Testing plan

- May 18**
- Government Offices / Agencies

- May 20**
- Funeral Homes
  - Retail

- May 22**
- Restaurants: 33% Capacity + Outdoor Seating

- May 25**
- Cosmetology Businesses
  - Hair Salons/Barbershops
  - Massage Therapy
  - Nail Salons
  - Tanning Salons
  - Tattoo Parlors



### TENTATIVE JUNE OPENINGS

- Fitness Centers, Movie Theaters
- Campgrounds
- Some Childcare, Low-touch Sports (Outdoors)



# Healthy At Work Phase 1 Reopening Team Kentucky



## Healthy at Work PHASE 1 REOPENING



### MAY 11: OPEN WITH REQUIREMENTS

- Manufacturing, Distribution and Supply Chain Businesses
- Construction
- Vehicle or Vessel Dealerships
- Office-based Businesses (50%)
- Horse Racing (No Fans)
- Pet Care, Grooming & Boarding
- Photography



### 10 RULES + INDUSTRY-SPECIFIC GUIDANCE

- Telework when possible
- Phased return to work
- Daily temperature / symptom checks
- Universal masks & PPE
- Close common areas  
(waiting rooms, cafeterias, break rooms, etc.)
- Social distancing
- Limit face-to-face meetings
- Sanitizer / hand wash stations
- Special accommodations
- Testing plan

**NOT YET  
OPEN**



**May 20:** Retail and Houses of Worship



**May 25:** 10 person social gatherings, barbers, salons, cosmetology businesses and similar services

[HEALTHYATWORK.KY.GOV](https://HEALTHYATWORK.KY.GOV)



# Health Care Phase 2 Reopening Team Kentucky



## Health Care PHASE 2 REOPENING



### MAY 6: OPEN WITH REQUIREMENTS

- Outpatient gastrointestinal procedures
- Radiology procedures (invasive and non-invasive)
- Diagnostic non-urgent cardiac procedures
- Outpatient orthopedic procedures
- Outpatient ophthalmological procedures
- outpatient ENT procedures
- Outpatient dental procedures



### 10 RULES + INDUSTRY-SPECIFIC GUIDANCE

- Telework when possible
- Phased return to work
- Onsite temperature / health checks
- Universal masks & PPE
- Close common areas  
(waiting rooms, cafeterias, break rooms, etc.)
- Social distancing
- Limit face-to-face meetings
- Sanitizer / hand wash stations
- Special accommodations
- Testing plan

HEALTHYATWORK.KY.GOV



# Healthy At Work 10 Rules to Reopen Team Kentucky



**10 RULES**  
To Re-opening  
**#HealthyatWork**



**TEAM KENTUCKY**

KYCOVID19.KY.GOV  
#TEAMKENTUCKY  
#TOGETHERKY  
#HEALTHYATHOME

- ✓ Continue telework where possible
- ✓ Phased return to work
- ✓ Onsite temperature/health checks
- ✓ Universal masks and any other necessary PPE
- ✓ Close common areas (waiting rooms, cafeterias, break rooms, etc.)
- ✓ Enforce social distancing
- ✓ Limit face-to-face meetings
- ✓ Sanitizer/hand wash stations
- ✓ Special accommodations
- ✓ Testing plan

HEALTHYATWORK.KY.GOV



# Healthy At Work 10 Steps to Fight COVID-19 Team Kentucky



**10 STEPS**  
TO FIGHT  
COVID-19



**TEAM KENTUCKY**  
KYCOVID19.KY.GOV  
#TEAMKENTUCKY  
#TOGETHERKY  
#HEALTHYATHOME

✓ **Stay Healthy at Home**

Leave only for essential items such as groceries once a week.

✓ **Avoid Crowds & Gatherings**

Avoid crowds of any size, including home visits, recreational areas or crowded shopping.

✓ **Practice Social Distancing**

Maintain 6 feet between you and others at all times.

✓ **Know When to Seek Care**

Follow the 'When to Seek Care' guidelines available at [KYCOVID19.KY.GOV](https://www.ky.gov/covid19).

✓ **KYCOVID19.KY.GOV**

Stay up-to-date through reliable sources such as [KYCOVID19.KY.GOV](https://www.ky.gov/covid19).

✓ **Wash Hands & Surfaces**

Use soap and warm water and wash hands for 20+ seconds. Frequently disinfect regularly used surfaces.

✓ **Apply for Benefits**

Kentucky has expanded unemployment benefits. If you have not applied, visit [KCC.KY.GOV](https://www.kcc.ky.gov).

✓ **Prioritize Mental Health**

Seek out virtual social opportunities and maintain a routine. Other practices can be found at [KYCOVID19.KY.GOV](https://www.ky.gov/covid19).

✓ **Do Not Travel**

The safest place for you and others is at home. Do not travel by car or plane.

✓ **Report Non-Compliance**

If you see individuals or businesses not complying with COVID-19 guidelines, report to the KYSAFER hotline at 1-833-KYSAFER.



# Healthy At Work Reliable Sources, 3 Critical Steps & PPE Team Kentucky

**RELIABLE SOURCES FOR COVID-19 UPDATES**

- ✓ [kycovid19.ky.gov](https://kycovid19.ky.gov)
- ✓ [CDC.gov](https://www.cdc.gov)
- ✓ [@GovAndyBeshear](https://twitter.com/GovAndyBeshear)

#TEAMKENTUCKY  
#TOGETHERKY  
#HEALTHYATHOME



## THREE CRITICAL STEPS

To Address COVID-19 in Kentucky

[KYCOVID19.KY.GOV](https://kycovid19.ky.gov)

#TEAMKENTUCKY  
#TOGETHERKY  
#HEALTHYATHOME



- 1 **Social Distancing**
- 2 **Increase Health Care Capacity**
- 3 **Increase Testing**



**Personal Protective Equipment (PPE):** Equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses.



- ✓ N95 Face Masks/Respirators
- ✓ P100, PAPR, PAPR Parts
- ✓ Face Shields
- ✓ Latex Free Gloves
- ✓ Oxygen Concentrators
- ✓ Procedural or Surgical Masks
- ✓ Disposable Gowns, Foot Covers or Surgical Caps



# Restarting Ohio



# Restart Ohio – Guiding Principles

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## Guiding Principles:

1. Protect the health of employees, customers and their families
2. Support community efforts to control the spread of the virus
3. Lead in responsibly getting Ohio back to work



Source: [www.businesshelp.ohio.gov](http://www.businesshelp.ohio.gov)

# Restart Ohio - Protocols for All Businesses



## Protocols for All Businesses:

1. Recommend face coverings for employees and clients/customers.
2. Conduct daily health assessments by employers and employees (self-evaluation) to determine if "fit for duty."
3. Maintain good hygiene at all times – hand washing, sanitizing and social distancing.
4. Clean and sanitize workplaces throughout workday and at the close of business or between shifts.
5. Limit capacity to meet social distancing guidelines.
6. Establish maximum capacity at 50% of fire code.
7. And, use appointment setting where possible to limit congestion.

Source: [www.businesshelp.ohio.gov](http://www.businesshelp.ohio.gov)



# Restart Ohio - PPE

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The Ohio Manufacturing Alliance to Fight COVID-19 has launched the Ohio Emergency PPE Makers' Exchange, an online marketplace where organizations that need personal protective equipment (PPE) and related equipment can find a wide selection offered by Ohio manufacturers. This online exchange offers PPE and related equipment for health care workers, first responders, and small businesses. It's especially well-suited for organizations that may have lower-volume needs, such as nursing homes, police departments, and small business employers.



Source: [www.businesshelp.ohio.gov](http://www.businesshelp.ohio.gov)

# Restart Ohio - PPE (Continued)

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The public-private partnership was formed to help meet the urgent need for more PPE used by health care workers and first responders. The Alliance is led by The Ohio Manufacturers' Association, the Ohio Manufacturing Extension Partnership and its partner organization MAGNET, the Ohio Hospital Association, and JobsOhio, in partnership with the Ohio Development Services Agency, the Ohio Department of Administrative Services, and the Ohio Department of Health.



Source: [www.businesshelp.ohio.gov](http://www.businesshelp.ohio.gov)

# What Are Your Companies Providing?

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- Flexible Time Off and Leave Policies
- Premium/Hazard Pay
- Redesign Incentive Plans
- Additional Development Opportunities
  
- Continue Critical Communications





# The New “Normal”

# HR's Role

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UPDATE POLICIES



PROVIDE SUPPORT



SHIFT IN FOCUS FROM  
PAY TO HEALTH AND  
WELLNESS BENEFITS



BE AVAILABLE FOR  
EMPLOYEE QUESTIONS



# Questions

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# IRS Circular 230 Disclosure.

As a result of perceived abuses, the Treasury has recently promulgated Regulations for practice before the IRS. These Circular 230 regulations require all accountants to provide extensive disclosure when providing certain written tax communications to clients. In order to comply with our obligations under these Regulations, we would like to inform you that any advice given in this presentation, including any attachments, cannot be used to avoid penalties which the IRS might impose, because we have not included all of the information required by Circular 230, nor have we performed services that rise to this level of assurance.

