**A close up of a sign

Description automatically generated**

**Employee Manual Updates Post Covid19**

Now that you have experienced a pandemic in your small business, it is important that you edit your employee manual to reflect new language to cover pandemic protocols.

**Pandemic Flu Policy**

Purpose [EMPLOYER] strives to provide a safe and healthy workplace for all employees. This pandemic flu policy outlines our overall response to a pandemic flu outbreak and our emergency preparedness and business continuity plan. It outlines specific steps [EMPLOYER] takes to safeguard employees' health and well-being during a flu pandemic while ensuring [EMPLOYER]'s ability to maintain essential operations and continue providing essential services to our customers. In addition, it provides guidance on how we intend to respond to specific operational and human resource issues in the event of a pandemic. Pandemic Flu Defined According to the federal Centers for Disease Control, the Occupational Safety and Health Administration, and other organizations that monitor public health threats, influenza or flu is caused by a variety of influenza viruses. These viruses can cause different diseases: avian (or bird) flu, H1N1 (swine flu), pandemic influenza, and COVID19. Pandemic influenza can occur when mutating flu viruses become transmissible to humans, who generally lack any natural immunity to fight off the viruses' adverse health effects. Because infected humans are so contagious, they become the primary vehicle for pandemic influenza's spread. The more humans who become contagious, the more widespread the disease becomes and the more rapid the spread is. Generally, pandemic influenza occurs in waves, with each new group of infected people in turn infecting others. Each such wave of infection can last as long as eight weeks, resulting in steadily increasing numbers of infections, and the disease itself can take 12 months to 18 months to run its course through the population. Subsequently, the viruses sparking pandemic influenza “settle” and thereafter can cause a type of seasonal flu (also known as “human flu”) that produces the symptoms and illness many of us experience during annual “flu season.” Pandemic influenza poses the most serious global threats to public health and our economy. It conceivably can cost billions of dollars in productivity losses resulting from absenteeism, payouts of sick leave or workers' compensation, and lost revenue; disrupt transportation and communication services on which we all depend; and impede delivery of necessary goods and services.

The [EMPLOYER] will stay in close contact with all regulating bodies national, state, and local to make the appropriate decisions for the business. Employees will be informed by the owners what steps the business will take as they need to know.

**Furlough Guidelines:**

In cases that a furlough is necessary, the employee will be notified in writing by the [EMPLOYER]. Once a furlough letter is provided it will be the responsibility of the employee to take unemployment steps. The [EMPLOYER] will ensure that the employee receives their paycheck from the company on the normal payroll schedule unless otherwise stated by the [EMPLOYER]

**Communication during a Business Shut Down:**

Please expect ongoing communication from your [EMPLOYER] during any type of business shut down. You may be asked to participate in a voluntary virtual meeting from time to time to ensure open communication with your [EMPLOYER]. These meetings are voluntary and unpaid.

**Return to Work Guidelines:**

[EMPLOYER] will provide employee with a return to work date in writing with reasonable notice. This allows employee to make arrangements for children, animals and discuss with [EMPLOYER] any specific concerns that employee has prior to returning to work. Open and honest communication is expected. Please understand that your [EMPLOYER] would never jeopardize the business for the sake of money. [EMPLOYER] is making decisions for the entire business, the general wellbeing of their employees and customers.

**COVID19 Universal Precautions:**

We ask that all Employee take pandemics very seriously. Outside of the work day, we can only recommend that employees take universal precautions and recommended by local governing bodies to best protect him/herself.

-Social distancing

-Proper/frequent handwashing

- Refrain from unnecessary exposures to protect yourself and your family.

-Breathe through your nose

-Wear face masks/proper protection

- Refrain from contact with active infection

**Exposure:** *(edit your current sick leave guidelines with any new information)*

[EMPLOYER] expects employee to report to management any symptoms related to COVID19. Follow normal coverage guidelines unless otherwise requested by [EMPLOYER]. Employee will be required to be tested for and report in writing the test results. Employee will quarantine until results are provided.

-Negative results will allow the employee to return to work with no fever over 100.4

- Positive results will require employee to quarantine for the recommended 14 days and then retest prior to returning to work.

Immediate Family Exposure:

[EMPLOYER] will ask employee to report any COVID19 positive in the immediate family. [EMPLOYER] will require employee to quarantine for 4 days and tested negative prior to returning to work. It is imperative to properly report exposures and refrain from being in contact with positive COVID19 cases.

[EMPLOYER] will ask employee to report exposure to a COVID19 positive contact. [EMPLOYER] will evaluate the employee exposure and may ask employee to quarantine for 4 days and tested prior to returning to work. It is imperative to properly report exposures and refrain from being exposed to COVID19 Positive family and friends outside of work.

**Vacation/Travel** *(add to existing vacation guidelines)*

Employee may be asked to voluntary quarantine and/or be tested upon returning from travel outside the U.S, and/or hotspots, this is at the discretion of the [EMPLOYER]. Please consider all universal precautions and recommendations made by the CDC and local governing bodies prior to planning out vacation travel for your safety and the safety of your family, friends, and co-workers.

**Uniforms:** (add to existing guidelines)

Taking precautions to prevent the spread of diseases. You may be asked to remove your work shoes and uniform prior to leaving work each day. Please prepare accordingly to arrive/leave in street clothes and shoes. Guidelines are subjected to change at the discretion of the [EMPLOYER].