

Temporary Employee Policy | Response to COVID-19

This resource is not all-inclusive on the topic(s) presented and not intended as legal advice. Please note, federal, state, and local laws and regulations may vary regarding the issues presented. We encourage you to review local laws and regulations and seek legal counsel when implementing new HR policies and procedures.

SAMPLE

[Organization Name] approved these temporary policies in response to the COVID-19 pandemic. Our goal is to promote the health and safety of our employees, volunteers, and partners, as well as to do our part to stop the community spread of the virus. Because the situation is rapidly evolving, [Organization Name] is committed to doing our best to provide accurate information and update our policies and procedures as needed. As of now, these policies will be in effect through May 31, 2020.

Temporary Work-At-Home Arrangements

One of the most effective ways that we can stay safe and healthy is to follow the recommendations for social distancing and work-at-home. [Organization Name] is requiring that all employees begin working out of their homes as soon as possible. [Organization Name] will arrange for individual employees, one at a time, to be in the office to handle tasks that must be done in the office. Employees should let their supervisor know if they need to be in the office, and supervisors will let employees know when it is an employee's turn to go into the office.

Employees should arrange to have internet at home. Some local carriers are offering free or reduced rate service to those who qualify.

Employees may take home organization-owned computers, monitors, printers, and other peripheral equipment. Please bring home only essential equipment. Employees must leave a detailed list of all equipment they take out of the office with their supervisor. Once at home, this equipment is to be used only by employees themselves, and only for work purposes, just as if they were in the office. Employees will attempt to do what they can to safeguard [Organization Name's] equipment from accidental damage and theft in their homes.

Consistent with the organization's expectations of information security for employees working at the office, work-at-home employees will be expected to ensure the protection of proprietary and confidential information accessible from their home office. Passwords need to be secured. Employees should close all password-protected browsers when work is complete and turn off computers when the workday is over so that a password is required to restart.

[Organization Name] will provide all employees with access to audio and video conferencing software so employees will not need to use their personal phones.



Employees should not assume any specified period of time for emergency work-at-home arrangements, and [Organization Name] may require employees to return to regular, in-office work at any time.

Flexible Work Schedule

Employees are expected to have regular attendance and maintain their prior work schedule. Given that some employees are taking care of children who are out of school or have other additional responsibilities caused by the pandemic, employees may request flexible work hours from their supervisor (e.g., starting earlier, taking some time off during regular work hours, working later). If approved, those arrangements will be temporary only, for as long as these temporary policies are in place.

Sick Time

Employees are encouraged to use their sick time when they are ill or to take care of ill family members. [Organization Name] asks all employees to follow Center for Disease Control (CDC) recommendations for self-quarantine if they become ill.

Work-Related Travel

All non-essential travel should be avoided until further notice. Employees may request an exemption from this policy from their supervisor. Business-related travel outside the United States will not be authorized until further notice. Employees should avoid crowded public transportation when possible.

Events

All organizational events are canceled or postponed, and all organizational meetings will be held virtually through the period of this temporary policy. [Organization Name] will provide online meeting platforms (e.g., Zoom, Google Hangouts) for employees to use.

Outside of Work

In the interest of a healthy workplace and the wellbeing of all our employees, [Organization Name] asks employees to practice the CDC, local, and state/provincial recommendations for hygiene, personal travel, and social distancing. To the extent possible, avoid public transportation in favor of walking, cycling, or driving your car. Avoid congregating in public spaces, including restaurants and bars, in favor of cooking at home or take-out from local restaurants. At this time, most community events are canceled, and it wise to avoid activities where employees might come into contact with contagious people.