



Manager Talking Points Related to COVID-19

[COMPANY] is striving to be proactive to address concerns and questions that may arise from employees. In an effort to equip managers to respond appropriately, we are providing these talking points. This is a developing situation so please watch for updated information. If managers need additional information, they should contact [REDACTED].

- [COMPANY] is taking the following steps to address concerns related to COVID-19: [Insert steps taken]
- [COMPANY] is carefully monitoring the disclosures from the CDC and information provided by our employees and the government. HR will update employees with information as appropriate.
- Employees are requested to self-report to Human Resources any domestic or international travel (including personal travel). Note: you can require this, but the law is undeveloped on what actions you can take to prohibit such travel. If you keep this talking point, you must act carefully on this information. Also, the government has already developed international travel restrictions, which might obviate the need to ask this question]
- Ask an employee to not report to work or to leave work if they exhibit symptoms of or test positive for the COVID-19 coronavirus. Encourage them to seek medical attention for COVID-19. The CDC states that employees who exhibit symptoms of influenza-like illness at work during a pandemic should leave the workplace.
- We require employees to notify Human Resources if they have been exposed to a suspected or confirmed COVID-19 case, have symptoms of COVID-19, and/or have tested positive for COVID-19. Such employees should contact Human Resources by telephone or email and should not report to work. Such employees' leave may be covered by Emergency Paid Sick Leave, FMLA and other policies.
- If we have an employee with a positive test for the COVID-19 coronavirus, we will instruct all employees who had close contact (within 6 feet for 15 or more minutes) with that employee to leave work and not report to work for at least a 14-day period of time to ensure the infection does not spread. We will also undertake a deep cleaning of the affected workspaces.

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- If one of our employees self-reported that they came into contact with someone who had a presumptive or confirmed positive case of COVID-19, we will do the same as outlined immediately above.
- If one of our employees has been exposed to or contracts the virus but only found out after they had interacted with clients and customers, you should coordinate with Human Resources and [REDACTED] to communicate with customers, vendors, or other third parties that came into close contact with the employee to let them know about the potential exposure.
- Because of privacy laws, you may not disclose or confirm the names of employees on quarantine or with a diagnosis of COVID-19.
- If an employee asks to work from home (who has not been exposed), [COMPANY] will consider such requests. [COMPANY] may also request certain employees work from home. For those employees authorized to work from home, [COMPANY] will require certain procedures be followed. Please check with Human Resources if you receive any such requests. No employees are permitted to work remotely unless approved by Human Resources. [if the COMPANY is encouraging remote work, which some are, this section will need to be revised]
- For employees on quarantine, if they are able to and are approved to work remotely while on quarantine, pay and benefits will continue as usual. If the employee is not approved to work remotely but are on an approved leave, the employee may be eligible for Emergency Paid Sick Leave and/or Emergency FMLA and may also be permitted to use accrued PTO/vacation or other appropriate paid leave. Note: COMPANY should check its benefits providers to determine whether benefits will continue for inactive employees who are not on FMLA.

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