



# CRISIS MANAGEMENT FOR COVID-19

## Week 10: Legal Updates & Healthy at Work

### – Guidance on Next Steps

*Presented by:  
Hanna Resource Group and  
Morris & Morris, PSC*

# INTRODUCTIONS



**Lyle S. Hanna SPHR,  
SHRM-SCP**  
*President and CEO  
Hanna Resource Group*



**James M. Morris, Esq.**  
*Juris Doctor, MPA  
Morris & Morris, P.S.C*



**John Greene**  
*Leader of Human  
Resources  
Keeneland*



**Erin Sharp**  
*Group VP,  
Manufacturing  
The Kroger Co.*



**Drew Millar**  
*VP, Human Resources,  
North America  
Tempur Sealy Intl.*



**Allison Pettrey**  
*Manager HR  
Outsourcing  
HRG*



**Chase Adams**  
*Mgr Organizational  
Development  
HRG*



**Autumn Morris**  
*HR Assessments and  
Analytics - Consultant  
HRG*

# WHAT WE'LL COVER

1

Legal &  
Regulatory  
Updates

2

Healthy at  
Work – Best  
Practices  
from  
Employers

3

Healthy at  
Work Officer  
and Q&A



1

Legal &  
Regulatory  
Updates



**James M. Morris, Esq.**  
*Juris Doctor, MPA*  
*Morris & Morris, P.S.C*

- [Interim Final Rule on Eligibility of Certain Electric Cooperatives](#)  (originally posted 5/14/2020)
- [Interim Final Rule on Treatment of Entities with Foreign Affiliates](#)  (originally posted 5/18/2020)
- [Interim Final Rule on Second Extension of Limited Safe Harbor with Respect to Certification Concerning Need for PPP Loan and Lender Reporting](#)  (5/20/2020)
- [Interim Final Rule on Loan Forgiveness](#)  (5/22/2020)
- [Interim Final Rule on SBA Loan Review Procedures and Related Borrower and Lender Responsibilities](#)  (5/22/2020)

PPP Issued a bunch of new guidance this week, answering some questions, raising other

- Critical updates related to calculation of benefits in its May 22, 2020 Interim Final Rule:
  - Payroll Costs defined as “salary, wages, commissions, or similar compensation, cash tips or the equivalent (based on employer records of past tips, or, in the absence of such records, a reasonable, good-faith employee estimate of such tips), payment for vacation, parental, family, medical, or sick leave, allowances for separation or dismissal, payments for group health care coverage, including insurance premiums, and retirement, as well as payment of state and local taxes assessed on compensation of employees.”
  - A nonpayroll cost is eligible for forgiveness if it was:
    - Paid during the covered period; or
    - Incurred during the covered period and paid on or before the next regular billing date, even if the billing date is after the covered period.
  - “Utilities” means an expense “for the distribution of electricity, gas, water, transportation, telephone, or internet access” – not sure what transportation utilities are, but... they are covered

- Compensation paid to a furloughed employee, bonuses and “hazard pay” are legitimate payroll costs
- “Employee owners” that will count towards forgiveness cannot exceed the lesser of (1) 15,385, or (2) 8/52nds of their 2019 compensation, plus health insurance and pension costs
  - Does not answer for new businesses, or less earnings in 2019
  - What about new businesses, or owners who did not draw full 2019 salary?
- No forgiveness provided for retirement or health insurance for self-employed individuals/Partners
- New Rejection of RTW Offer Rules
  - Good faith, written offer to rehire, for the same salary and hours earned in the last pay period prior to the separation or reduction in hours, rejected by the employee;
  - Employer must maintain records documenting the offer and its rejection; *and*
  - *Employer must “mark” on the employee to the state UI Office within 30 days of rejection*
    - “Further guidance” on how to mark will be provided on the SBA’s website ...

- An Employee who is “fired for cause, voluntarily resigns, or voluntarily requests a schedule reduction” will not be counted
- FTE now finally defined as an employee who works 40 hours or more, on average, each week
- The rules do not address whether an owner-employee or partner in a partnership is considered in the headcount calculations
- One employee reduction only counts once (hours or salary)
- <https://www.aicpa.org> provides a free PPP Calculator updated as of May 21, 2020 (look for additional updates after the new guidance)

Additional Guidance issued later on May 22, 2020

- Basically declaring the SBA's teeth to go after PPP applicants
- Review any loan application, forgiveness application, or any other provision
- Substantial additional FAQ in a more detailed document – and cautions about the FAQ previously issued



- 787 KAR 1:350E adopted on May 1, 2020, becoming the law in Kentucky
- Contains an express declaration that Employer may have to pay ½ of the costs if the DOL does not accept
- KUIC advised, in an "abrupt" e-mail Saturday that I should know that:
  - USDOL controls unemployment -- they don't
  - Kentucky does not recognize STC or "Workshare" until DOL accepts -- they are mandated to do so
  - Employees are able to claim "reduced hours" – they are losing their benefits
  - Kentucky's system is still broken; Application is not updated; no guidance exists
- Promised new Handbook is still not available – Old Handbook was deleted on Saturday
- Applications are still not available
- Workshare guidance is still not available
- KAR has been filed, so employers need to take advantage of the STC, file the application, and demand reimbursement for employees upon denial of benefits

**Here's some background:** A furlough, or temporary layoff, is a short time of leave with the anticipation of being hired back – no hours, no job for a set period of time. A layoff is permanent and there is no return to work option. Workshare is a reduction in hours, you still have a job, you're just not working as many hours or your salary has been reduced. **Kentucky is allowing individuals to file for unemployment benefits in all three of these situations – and the process for filings the same in all three situations.** We're trying to let everyone know to not get hung up on what the program is called (workshare, layoff, furlough), that doesn't matter. **It's all the same unemployment system here in Kentucky, all filed and reported the same way.**

Kentucky is allowing unemployment benefits to be paid to employees who are experiencing a severe shortage in the number of hours being worked or the wage they are being paid. Some call this a workshare program. Workshare is different than traditional unemployment because the employee isn't truly separated from their job. This is an option for Kentucky employers to pursue in lieu of a complete layoff. This means that if an employer is working to keep employees during the pandemic, but it comes at the cost of reduced hours or pay, the employer can participate in a workshare program. With that reduction of hours, it would be a combination of the company paying the individual and the individual receiving benefits for their reduced time.

The system doesn't yet know what workshare is, so it's still processing everything the same way. **Your employees, whether they are working zero hours or partial hours, will file claims and request their benefit payments the same way.** We want it to eventually pay 20% of benefits if hours have been reduced 20%, but it is currently not configured that way. Our programmers are working on building that functionality as I type.

**Despite the limited system capabilities, your employees won't be denied eligibility. The only reason they would not receive a state unemployment benefit payment, is if they're making too much money after they report their hours and wages.**

# 1 Mandates v. Guidance

*Several questions have come up about why certain discussions are "musts" and others are "suggestions"*

- Laws are handled how they are implemented
  - If they are guidelines, or contain discretion, then you have the ability to adjust to meet the minimum requirements
  - However, when they are mandatory, there is no ability to bend or to interpret
- When a Governor declares that the following 14 bullet points MUST be adhered to in order to open, and if you cannot comply with each and every directive, you cannot open, the Governor has issued a Mandate
  - There is no ability to bend, no interpretation, and no "wobble room"
  - This is why the "Healthy at Work Officer" (discussed later) is scary, because it exposes the employer
    - I have requested that the Governor issue immunity for good faith actions by the employer
    - We have also requested that an actual "Job Description" be issued
- Legal Discussion = Legal Opinion (not always feasible to the letter of every single law, rule, regulation, etc.)
- HR/Risk management = Business Opinion (must balance the legal, financial, accounting, risk management)

Questions  
& Answers





## 2

# Healthy at Work – Best Practices from Employers

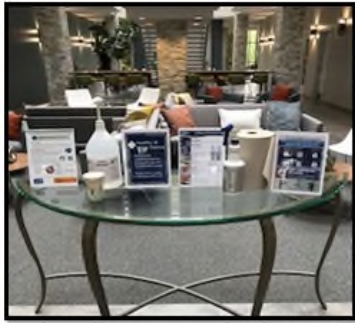


*Drew Millar  
VP, Human  
Resources, North America  
Tempur Sealy Intl.*

## *Trying Our Best to Be Healthy at Work*

- Establishing policies and procedures for the return to work
  - Temp checks, social distancing, cleaning, PPE
  - Handling suspected or confirmed cases
- Providing accommodations to employees where needed
  - May be requested for many reasons
- Educating and informing employees about what you are doing
  - They have all been watching the news
  - Many of them haven't been at work

## 2 Healthy at Work – Tempur Sealy



## *Educating Employees*

- I have found that employees fall in one of four categories:
  - Ready to return at any time
  - Ready to return but have an issue (e.g. childcare)
  - In need of an accommodation (medical issue, over 65 etc.)
  - Very concerned about returning to the office
- Start with the assumption that they aren't aware of your plans.
- Utilize multiple modalities to communicate.
- Make sure managers are prepared to answer questions.





## 2

# Healthy at Work – Best Practices from Employers



**John Greene**

*Leader of Human  
Resources  
Keeneland*

**COVID-19 Crisis Management Webinar: “Legal Updates &  
Healthy at Work – Guidance on Next Steps!”**



## *Some Context*

- 1,100 acre, open Main Campus – In addition to Racing and Sales, Keeneland operates like a convention center without a Hotel
- Park-like setting Frequented by Joggers, dog walkers, photography sessions
- Can stable nearly 2,000 horses on main campus and at the Thoroughbred Training Center (Paris Pike)
- Hundreds of back side workers (employed by independent trainers)
  - On-campus Housing
    - The Keeneland Lodge – Dormitory
    - Tack Rooms
  - Community Laundry
  - Community Bath House
- Track Kitchen (required to remain open)
- Workforce swells from 250 to 2,200 during Race Meets
- Roughly 100 Essential Personnel

## *Where We Have Been*

- Keeneland's main campus and The Thoroughbred Training Center "closed" on March 16th
- No way to fully close, so essential personnel remained
  - Security
  - Track and Grounds/Barn Maintenance
  - Track Kitchen
- Risk Mitigation effort has been collaborative and ongoing
  - CDC, State and Federal Government – including regulatory agencies like OSHA and EEOC
  - Churchill Downs and KHRS
  - Keeneland's Executive Leadership Team
  - Legal Counsel and Medical Experts
  - The Indiana Jones School of Management...

The Indiana Jones School of Management –  
We're making this up as we go...



## *Where We Have Been*

- Security Checkpoints at all open gates – Staffed by Security Officers and 3rd Party Medical Personnel (from ambulance service provider)
  - Health questionnaire
  - Temperature checks
  - Color Coded wrist bands
- Rushed implementation of a mobile communication service (Redeapp) designed for non-desktop workers
  - Enabled us to keep seasonal and non-office staff engaged via real-time information
  - Bi-weekly videos and/or emails from CEO
  - Info and updates on UI process, risk mitigation efforts
- Alternative Work Arrangements
  - Work from Home
    - Included expansion of VPN and Remote Desktop Services
    - Redeployment of Chromebooks used in Hiring Center
    - Additional Zoom licenses added
- “A/B” Scheduling for Essential Personnel

## *Where We Have Been*

- Filed mass-claim/eClaim with State to trigger UI for seasonal staff
- Guaranteed Year-round Part-Time employees wages through June 10th
- Keeneland has used UV lights and electrostatic “germ guns” for years
  - Routine application as part of Building Services Department’s schedule
  - Special request application – e.g. concerns about stomach bug, flu-like symptoms
- In March we stepped-up these ongoing efforts up via 3rd-party application of EverPure dry fogging barrier
  - Fogging of all facilities
  - 99%+ Effective
  - 90+ Day Residual
    - Will be/has been reapplied in high traffic areas every 30 days
- PPE issued on Day 1 and shared with Central Kentucky Community
- Track Kitchen operations modified, additional barriers and shields installed
- Via 3rd Party medical service, on-site tests were completed on over 500 back side personnel and all Essential Keeneland Personnel

## *Where We Are*

- Security Checkpoint with Health Screening to remain in place for foreseeable future
- Internal “Healthy at Work” guide with extensive Q&A section distributed
- Non-essential personnel begin gradual return to campus on June 15th.
- Utilized “Over/Under 80% Productive” metric to determine who would return and when
  - Expect those deemed Over 80% productive from remote work location to remain in that mode for the balance of Summer
  - Less than 80% productive will return on A/B schedule – many are already partially re-deployed as volunteers for routine roles in Barn Security, Project Nourish, etc.
- Expanded PPE
  - Re-fillable Hand Sanitizer on every desk
  - Over 50 common-area Hand Sanitizer Dispensers have been added
  - One box of Nitrile gloves given to each employee
  - Masks supplied to all



## *Where We Are*

- Office space reconfigured as needed to ensure social distancing
- Masks required in all common areas and cubicles
- Break Rooms, refrigerators, etc., remain closed
- High touch points such as door handles, light switches, elevator buttons and handrails disinfected daily with Electrostatic Gun with disinfectant.
- The frequency of cleaning and sanitizing will be held to the same rigorous standards as guest areas. This includes but not limited to high traffic areas with an emphasis on:
  - employee entrances
  - time clocks (Note: Usage has been limited)
  - restrooms and lactation room
- Shared tools and equipment will be sanitized before, during and after each shift or anytime the equipment is transferred to another employee. This includes:
  - Phones, radios, computers and other communication devices
  - Payment terminals
  - Kitchen implements
  - Engineering tools
  - Cleaning equipment
  - Keys

## *Where We Are*

- Checkpoint temperature checks continue, but employees encouraged to check their own temperature before leaving home
- Employees who disclose symptoms or register a temperature in excess of 100.4 degrees will be denied entrance to Keeneland's campus; HR will contact regarding next steps
- Sick employees to follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation met
- Employees that have a family member with COVID-19 trained to notify their supervisor and work with Human Resources to ensure they are following CDC recommended precautions
- Employees believed to have been in close proximity to an infected employee will be advised that a case of COVID-19 has been reported and removed from duty pending testing.
  - If results are negative, they will be permitted to return to work if they continue to show no symptoms.
  - Potentially exposed employee(s) will be required to re-test within 10 days.

## ***Good News/Where We Are Going***

- No Keeneland employees have tested positive to date
- Instrumental in creation of Project Nourish
- Racing will return July 8 -12, but...
  - No Patrons
  - Limited, if any, food service
  - Employee presence will generally be limited to team members that were previously designated as “essential”
- September Sale (largest in the world; \$300M) will happen
  - With few exceptions, expect auction to be a virtual event
- October Race Meet, Breeder’s Cup, November Sale...

# Questions & Answers





## 2

# Healthy at Work – Best Practices from Employers



**Erin Sharp**

*Group VP, Manufacturing  
The Kroger Co.*



**Insights, Protocols and  
Procedures From Kroger's 35  
Manufacturing Facilities  
Across the Country**

May 26, 2020



**Sharing What We've Learned:  
A Blueprint for Businesses**

Last Revised May 13, 2020  
[KrogerBlueprint.com](http://KrogerBlueprint.com)



## Safely Manufacturing Quality Products Through A Public Health Crisis



As an operator of 35 food manufacturing facilities across America, we've spent the past several weeks focused on actions to help flatten the curve and protect our more than 7,000 manufacturing employees.

Every decision we make prioritizes the safety of our employees and our commitment to supply Americans with quality products at an exceptional value.

To help manufacturing facilities prepare to reopen safely, we're sharing the steps we've taken to safeguard our employees while supporting a demanding production schedule.



**Manufacturing**





### Manufacturing Quality Products, Safely

Manufacturing facilities are critical to our food supply and economy. While production is necessary, the safety of employees and suppliers matters most.

As an essential food supplier, we've spent the first phase of the pandemic helping to flatten the curve by focusing on our most urgent priority - providing a safe environment for everyone in our facilities - while maintaining our commitment to remain open and available and even responsibly increasing output to meet the changing demands of our customers.

To help you prepare to reopen safely, we're sharing some of the steps we've taken to safeguard our employees, while supporting a demanding production schedule and promoting a safe environment for all. In each of these sections, you'll find some of the steps we've taken in our facilities as well as additional questions to consider for your business before reopening.



Enhance Safety Procedures



Monitor & Support Employee Health



Establish Vendor & Visitor Guidelines



Encourage Physical Distancing



Adjust Hours to Support Healthy Habits



Follow Expert Guidance on Food Safety



### Enhanced Safety Procedures

As the crisis evolved, so did our methods. However, the safety of our employees has remained a top priority when making business decisions throughout the pandemic. This often meant being flexible to quickly adapt to new ways of working. At other times, it meant a refresher on the basics, including proper handwashing techniques and other hygiene practices. Follow the tips below to promote healthy habits in your facilities:

#### Educating Employees

We all know we should wash our hands often throughout the day, but when we get busy at work, a quick reminder is always helpful. Regularly encourage employees to practice hygiene recommendations from the Centers for Disease Control and Prevention (CDC) and other government agencies through your communication channels. Here are a few options to consider:

- Post signage at timeclocks, in breakrooms and employee restrooms about the importance of following healthy habits.

- Prepare discussion guides or talking points for leaders to use that encourage employees to follow recommended hygiene practices.
- Also, don't underestimate the power of your external messages to reach your employees.
- Regular communications and easy-to-access resource documents will help ensure your guidelines are understood and followed.

#### Consider this...

- Do you have proper signage reminding employees of enhanced safety protocols?
- Have you provided leaders with talking points and easy-to-access guidelines to reinforce in your facilities?
- What internal and external channels do you have to reach employees?

### Educating Suppliers and Visitors

Employees often aren't the only ones in your facilities. You may have truck drivers, vendors or other guests who should take steps to protect others. Here are some ways you can reinforce healthy habits for anyone – including employees – who enter your facilities:

- Post signs at entrances and checkpoints notifying visitors to STOP if they are sick and ask them not to enter your facility.
- Increase the cleaning of frequently touched surfaces and availability of hand sanitizer and wipes for vendors, suppliers and employees.

Create a plan for how you will acquire and distribute these sanitation supplies. Sourcing of supplies can be a challenge in the current environment. If items are in short supply, consider adding an employee to sanitize frequent touch points during all hours of operation.

- Consider modifying your receiving process.
- Encourage delivery drivers and other visitors to practice good hygiene through signage and offer hand sanitizer or hand-washing stations where available.



### Encourage the Use of Personal Protective Equipment

Personal Protective Equipment (PPE), including facial coverings, masks and gloves, can in some instances be useful in reducing the spread of illnesses. These items may become common, even expected, for some time to come. Here are a few recommendations related to PPE:

- For employees not wearing them as part of their already required PPE, encourage the use of masks or approved facial coverings and gloves while working and provide them if you can. If you allow employees to bring their own, be clear about what is appropriate.
- Remind employees that preexisting safety rules and regulations must continue to be observed and be flexible in your routine to mitigate COVID-19 risks while continuing to follow all health and safety regulations currently in place.
- Make sure team members know how to properly use and safely dispose of these items and have proper receptacles and procedures to dispose of used PPE.

- Knowing that these items alone are not enough, educate employees on good personal hygiene and other healthy habits like hand washing that can make PPE more effective.

#### Consider this...

- Are you able to provide PPE on a consistent basis? If not, will you allow employees to wear their own?
- What steps can you take now to communicate and train employees and leaders on new safety procedures?
- When performing duties that require associates to be in close proximity to each other, what additional PPE should be provided? E.g., face shields, portable plexiglass barriers, etc.
- What tools do leaders need to reinforce these behaviors with their teams?





### Enhanced Sanitation Protocol

Maintaining a clean work environment will help minimize the exposure and spread of the novel coronavirus. Consider how these practices can help keep your business sanitized and clean:

- Enhance your daily sanitation practices, including hand-held devices, machinery, breakrooms, receiving counters, door handles, conveyor belts, restrooms, vending machines, timeclocks and other surfaces.
- Assign a dedicated employee to wipe down frequently touched surfaces during all hours of operation.
- Assign extra staff to allow for frequent hand-washing rotation for employees.
- Provide sanitizer and tissues in breakrooms, near commonly touched surfaces, in meeting rooms and lobbies.
- Clean and stock bathrooms more frequently.
- Instruct employees to wipe down equipment, including pallet jacks, ladders and supply carts, between every use.
- Procure options for third-party cleaning companies to assist with the increased sanitation demand as needed.

#### Consider this...

- What additional, deep cleaning can you consider and would it affect operations?
- Are extra staff or outside vendors needed to meet the new sanitation demands?



### Monitor and Support Employee Health

Employees should only be working if they are healthy and symptom free. While you'll need to be mindful of certain privacy restrictions, there are steps you can take to encourage employees protect others by taking care of themselves, including:

- Requiring temperature checks at the beginning of each shift. This requires a fair amount of coordination so be sure to have a fully thought out protocol before beginning this process. Make sure to consider the equipment needed, role and safety of staff performing the checks, employee privacy and protocol for when elevated temperatures are discovered.
- Encourage employees who feel sick to stay home. Consider revising paid time off options to support this behavior.

While the Kroger Family of Companies was quick to offer Emergency Leave Guidelines to affected employees at the start of the pandemic, we learned early on that extending the same coverage to employees experiencing symptoms was necessary to ensure they felt supported in prioritizing their health and updated our policy as such.

- Have well-defined and easily accessible protocols for employees who may be ill or who have been exposed.

#### Consider this...

- What steps can you take now to be able to perform temperature checks on site?
- Are you able to stagger shifts to avoid crowds as employees wait to clock in and be monitored to ensure proper physical distancing is taking place?
- Can you cross-train employees or hire temporary labor to meet business demands and address possible employee attendance issues due to illness?
- Should adjustments be made to your attendance policy to help your employees feel supported if they experience symptoms?
- What emotional health benefits can you offer? The pandemic continues to affect employees' mental health. Consider increasing your support in this area.





### Establish Vendor & Visitor Guidelines

Managing the safety of non-employees in your workplace presents a different set of challenges. In addition to the education and cleaning actions explained previously, here are a few steps to help protect your employees and others who may enter your facilities:

#### Office Locations

- Temporarily suspend visitors from all office locations unless business critical.
- Suspend business travel and encourage the use of virtual meetings where possible.
- Encourage those who can successfully perform their work from home to do so until further notice.

#### Manufacturing Facilities

- Temporarily suspend all non-employee delivery drivers from entering facilities.
- Move to contactless signatures for deliveries.

- Expand hours your delivery window is open to spread out deliveries and prevent overcrowding.
- Ask vendors who are required to enter your locations to have their employees follow the guidance of local, state and federal governments in regard to wearing masks and other PPE.

#### Consider this...

- Who are regular visitors or vendors in your locations?
- How can you adjust your business to limit direct contact with them?
- What PPE and safety protocol will be in place for business-critical visitors or contractors?
- Conducting interviews? Consider virtual interviews to limit contact with non-employees.



### Encouraging Physical Distancing

Beyond good hygiene, all of us are encouraged to maintain a six-foot physical distance from others to reduce the spread of illness. Working in sometimes close quarters and maintaining safe operation of machinery can make it hard for employees in manufacturing to keep distance. These actions can help:

- Install protective plexiglass screens at counters, receiving stations and between work areas where a six-foot distance is not practical.
- Display signage at entrances, near timeclocks, in breakrooms and other communal areas to promote physical distancing at every reasonable opportunity.
- Promote physical distancing where employees or vendors may linger by adding floor decals in places like timeclocks and receiving desks.
- Close communal areas like breakrooms and outdoor patios to non-employees.
- Discontinue cafeteria self-serve bars and buffets and instead move to boxed or prepacked options.
- Reduce the number of chairs in breakrooms and cafeterias to allow for proper physical distancing.
- Consider staggering shifts to allow for proper distancing where possible.

#### Consider this...

- What steps can you take now to adjust your business to create a six-foot physical distance in areas that don't permit this today?
- Can you add additional communal space to allow employees to spread out when on breaks?
- Is it possible to split your workforce into teams that work separate shifts, sanitizing in between, to limit possible exposure?
- Are there spaces in your facility where people tend to congregate? What steps can be taken to reduce the number of people in those areas?
- Can you eliminate non-critical work that involves the use of contractors?





## 2 Healthy at Work – Kroger

### Adjust Hours to Support Healthy Habits

Long hours meeting increased demands along with heightened cleaning guidelines can lead to exhausted teams. Consider adjusting your operating hours, respecting the needs of your employees and maintaining your production commitments. Benefits to adjusting hours where possible are:

- Employees have more time to rest, clean and replenish.
- Provides the ability to stagger shifts and limit exposure between teams.

#### Consider this...

- Would altering your hours of operation create benefits for your teams?





### Food Safety Guidance

According to the Centers for Disease Control and Prevention (CDC), there is no current evidence that shows transmission of the novel coronavirus associated with food. Even though there is very low risk of spreading a respiratory illness from food products or packaging that is shipped over a period of days or weeks at ambient, refrigerated or frozen temperatures, it's always good to review your safety procedures to ensure you're following all guidelines.

#### Food Safety Plan

As Food & Drug Administration (FDA) regulated manufacturing facilities, we continue to maintain clean and sanitized plant locations following our standardized protocol, along with a regulatory-required Food Safety Plan. Consider how these practices can help keep your location safe for employees and sanitized, clean and compliant with your food safety regulations:

- Follow recommendations by the CDC for more frequent cleaning and disinfection of all frequently touched surfaces in the workplace.
- Encourage the use of masks or approved facial coverings and gloves while working for employees not already wearing PPE and provide them if you can.

- Conduct a hazard analysis and risk-based preventive controls assessment, including procedures for maintaining clean and sanitized facilities and food contact surfaces.
- Ensure your cleaning and disinfecting solutions meet the EPA's criteria.
- Contact your Food Safety vendor if you're having trouble finding FDA-approved cleaning and disinfecting solutions.
- Create a decision tree that enables your facility to quickly assess and respond to risks.

#### Consider this...

- Have you conducted an annual review of your Food Safety Plan to ensure your cleaning and sanitation practices are compliant?
- Do you have the most recent list of FDA-approved cleaning and disinfecting solutions?
- Is a third-party or outside sanitation vendor needed to perform a deep cleaning or disinfection of your facility?





Thanks!

# Questions & Answers



## ***Recommendations to Governor's Office***

The role of the Healthy At Work Officer (HAWO) is to facilitate compliance with Center for Disease Control (CDC), Kentucky [Occupational Safety & Health \(KOSH\)](#), and Kentucky's Healthy at Work requirements and guidelines, in order to protect the safety and health of all employees, contractors, customers, and clients of a business organization. The HAWO will provide advice and guidance on measures designed to minimize hazards or unhealthy situations as a result of the COVID-19 Pandemic. The HAWO will also be responsible for updated regulations and mandates at the federal, state, and local levels. This individual will also be responsible for receiving input and recommendations from employees, contractors, customers and clients and implementing those recommendations when possible, feasible, and appropriate.

The ideal candidate will be a responsible individual who is well versed in COVID-19, CDC and KOSH regulations. The position will be largely focused upon prevention so the individual will need to be conscientious and farsighted. The ideal candidate will also be detail-oriented and ready to act in emergencies.

## *Recommendations to Governor's Office*

The goal is to establish a safe workplace according to legal standards and foster a culture of attention to health and safety. This will include:

- Supporting the development of new policies and programs
- Advising and instructing on various safety-related topics
- Conducting risk assessments and enforcing preventative measures
- Overseeing the enforcement of the appropriate policies and programs by partnering with leadership, HR, and supervisors/managers
- Serving as point of contact for employees in relation to questions, suggestions, and improvements in regard to COVID-related concerns
- Owning COVID-related communication with regard to reporting suspected cases to the appropriate agencies, following protocol for contact tracing and notification, etc.
- Designating, training, and overseeing additional safety officers or coordinators for multiple sites or shifts (as applicable).

# Questions & Answers



SHRM CODE: 20-Y3HGS

HRCI: Email to follow on how to receive credit for HRCI



HANNA RESOURCE GROUP



Morris & Morris, PSC