

## Topic #1

What is the Difference Between...

1. Furlough
2. Layoff
3. Reduction in Force

To read more, please go to Document #1.

## Topic #2

How to Handle Communicable Diseases in the Workplace

Step 1. Notification & Verification

Step 2. Understanding the Disease and Resources

Step 3. Identifying Scope of Risk

Step 4. Determining Employer Response

Step 5. Internal Matters and HR Compliance

To read more, please go to Document #2.

## Topic #3

Managing through Flu and Other Epidemics in the Workplace

1. Business Continuity Planning
2. Planning for Health-Related Emergencies
3. Labor Relations Considerations
4. Commonly Used Preventative Measures
5. Vaccinations
6. Screening
7. Keeping Employees Healthy
8. Benefits Considerations
9. Compensation Considerations
10. Employee Relations
11. Other HR Requirements
  - a. Legal
  - b. Duty

To read more, please go to Document #3.

## Topic #4

### Managing Flexible Work Arrangements

1. Weighing the Opportunities & Challenges
2. Legal Issues
3. Types of Work Arrangements:
  - a. Flextime
  - b. Compressed Work Week
  - c. Shift Work
  - d. Part-Time Jobs
  - e. Job-Sharing
  - f. Location Flexibility
  - g. Telecommuting
  - h. Hoteling
  - i. Snowbird Program

To read more, please go to Document #4.

## Topic #5

### Managing Through Emergency and Disaster

1. Basic Steps in Emergency Planning
  - a. Program Management
  - b. Planning
  - c. Implementation
  - d. Testing & Exercises
  - e. Program Improvement
2. Staffing Management Practices
3. Employee Compensation
4. Employee Benefits
5. Technology Issues
6. Types of Disasters & Special Circumstances
  - a. Terrorism
  - b. Epidemics
  - c. Natural Disasters
  - d. Workplace Violence
7. Templates & Tools
  - a. Policies
  - b. Sample Forms
  - c. Additional Resources

To read more, please go to Document #5.

## Topic #6

### EEOC – Employer’s May Now Take Employee Temperatures

1. Is Asking About Symptoms Permitted?
2. Options Other Than Doctor’s Notes
3. Other Guidance

To read more, please go to Document #6.

## Topic #7

### Model Plans and Programs for the OSHA Bloodborne Pathogens and Hazard Communications Standards

1. Bloodborne Pathogens Standards
  - a. Policy
  - b. Program Administration
  - c. Employee Exposure Determination
  - d. Methods of Implementation & Control
  - e. Hepatitis B Vaccination
  - f. Post-Exposure Evaluation & Follow-Up
  - g. Administration of Post-Exposure Evaluation & Follow-Up
  - h. Procedures for Evaluating the Circumstances Surrounding an Exposure Incident
  - i. Employee Training
  - j. Recordkeeping
2. Hazard Communications Standards
  - a. Company Policy
  - b. Container Labeling
  - c. Material Safety Data Sheets
  - d. Employee Training & Information
  - e. Hazardous Non-Routine Tasks
  - f. Informing Other Employers/Contractors
  - g. List of Hazardous Chemicals
  - h. Chemicals in Unlabeled Pipes
  - i. Program Availability
3. OSHA Assistance
  - a. Safety & Health Management Systems Guidelines
  - b. State Programs
  - c. OSHA Consultation Services
  - d. The OSHA Voluntary Protection Program
  - e. Strategic Partnership Programs
  - f. The OSHA Alliance Program
  - g. OSHA Training & Education
  - h. Information Available Electronically

- i. OSHA Publications
- j. Contacting OSHA

To read more, please go to Document #7.

## Topic #8

Viewpoint: The Coronavirus Crisis Doesn't Have to Lead to Layoffs

1. Communicate Openly
2. Share the Pain
3. Consider Crowdsourcing Ideas with Employees
4. Review All the Options (Even the less conventional ones)
5. Have "Ice in the Belly"

To read more, please go to Document #8.

## Topic #9

Department of Labor Outlines Small-Business Exemption from Coronavirus Paid Leave Law

To read more, please go to Document #9.

## Topic #10

Families First Coronavirus Response Act (FFCRA) – FAQ's

To read more, please go to Document #10.

## Topic #11

Department of Homeland Security (DHS) Relaxes Form I-9 Requirements

## Topic #12

Families First Coronavirus Response Act Poster

This is a notification that all employers are required to post in their places of business in a conspicuous location for all employees to see.

## Topic #13

Updated IRS FAQ's Regarding COVID-19

1. COVID-19 Related Tax Credits for Required Paid Leave Provided by Small and Midsize Businesses
2. Overview of COVID-19 Related Tax Credits for Small and Midsize Businesses
3. Overview of Paid Sick Leave Refundable Credit
4. Overview of Paid Family Leave Refundable Credit
5. Payment of the Sick and Family Leave Credit

6. Basic FAQ's
7. Determining the Amount of the Tax Credit for Qualified Sick Leave Wages
8. Determining the Amount of the Tax Credit for Qualified Family Leave Wages
9. Determining the Amount of Allocable Qualified Health Plan Expenses
10. How to Claim the Credits
11. How Should an Employer Substantiate Eligibility for Tax Credits for Qualified Leave Wages
12. Periods of Time for Which Credits Are Available
13. Special Issues for Employers: Taxation and Deductibility of Tax Credits
14. Specials Issues for Employers: Interaction of FFCRA Tax Credits with Other Tax Credits
15. Special Issues for Employers: Use of Third-Party Payers
16. Specials Issues for Employers: Other Issues
17. Special Issues for Employees