

COVID Webinar #1

Questions & Answers

We want to thank you for attending our webinar. Rhonda and I sincerely hope that we were able to provide answers and guidance during these unprecedented times.

We have gathered all the resources we promised into this one document to share with you. We hope that you find it helpful.

— Mike O'Neill :: mike@bench-builders.com

— Rhonda Beard :: rhonda@bench-builders.com

Additional Questions?

If you have any questions at all feel free to email either myself or Rhonda.

You can also take advantage of our free 2-hour consultation to get some direct help with the immediate issues you're facing at no cost to you. You can [click here to sign up](#).

Webinar Recording

View the Recording:

<https://www.youtube.com/watch?v=ECgM8b1E5CY&t=220s>

Webinar PowerPoint

View the PowerPoint:

https://netorgft2282169-my.sharepoint.com/:p:/g/personal/mike_bench-builders_com/EUUWdFv2nG9OkcYVse_qMtoBfKcWXHSh7R556Yr8zYO8Yg?e=4%3AZOTU3F&at=9&CID=3f27230e-20d7-d2d3-d902-a74c76f90ee9

Families First Coronavirus Response Act Executive Summary

View the Summary:

https://netorgft2282169-my.sharepoint.com/:w:/g/personal/mike_bench-builders_com/Ef4_GC3xK6xBtqzXg7YZ1dEBiFcjztwoqJui5J6PhGuWPg?e=eIVbZz

FFCRA Required Poster

View the Required Poster:

https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf

Additional Tools & Resources

We discussed several tools and resources on the webinar and wanted to share a summarized list with you here. We've labeled each tool as either free, freemium (has a free tier, but also has paid upgrades), or paid. Many of the freemium tools have free tiers that keep them essentially free forever for smaller businesses.

1. [Slack](#) is a group communication tool that helps you keep in touch with your team as they are working remotely. (Freemium)
2. [Trello](#) is a tool that will help you manage your workload. (Freemium)
3. [Zoom](#) is a meeting and webinar software. We used the webinar product for this webinar. We also use the meeting software regularly in our own business. (Paid)
4. [EZTexting](#) allows you to send bulk text messages to your list. (Freemium)
5. [Google Forms](#) allows you to gather information such as contact or emergency contact info. The submissions are stored in a [Google Sheet](#) to make it easier for you to export them to an emailing or texting software. (Free)
6. [Google Docs](#) and [Google Slides](#) make it easier for you to share information and keep it up-to-date in real-time. This document is created using Google Docs. You simply share the link with your employees and they will always see the most up-to-date version. (Free)
7. [Google Sites](#) makes it easy for you to set up a company intranet website to communicate more complex information with your information if a doc or slides isn't robust enough. For example, if you want to organize the information into multiple pages or include training videos. (Free)
8. [MailChimp](#) lets you easily communicate with your employees and/or customers quickly via email in bulk. (Freemium)
9. [Loom](#) lets you record and quickly share short videos to help you communicate quickly. This is helpful when you need to convey confidence, explain complex concepts, or share information quickly.
10. [SHRM](#) Society of Human Resource Management. There are a number of free resources available online. If you join SHRM, you gain access to member-exclusive sample policies, legal and compliance resources, HR news, free webcasts, HR Magazine, Ask an HR Advisor service and more.
11. [ATD](#) Association for Talent Development. Also offers free online resources. ATD is the world's largest association dedicated to those who develop talent in organizations.

12. [World at Work](#) Total Rewards Association. Association for those interested in total rewards - be it compensation and/or benefits. Said differently, total rewards defines an organization's strategy to attract, motivate, retain and engage employees.

Questions & Answers

<p>We have a part-time employee that is also employed as an EMT. We have asked him not to come to work. Do we have to pay him and if so, how much?</p>	<p>Employers can choose to pay part-time employees if asked not to work, but are not required to pay if employees do not meet new Paid Sick Leave eligibility.</p>
<p>We have 2 employees tested and out for 2 weeks. No results yet. Will we have to pay them if they are out prior to 4/1/20?</p>	<p>Effective date of FFCRA is 4/1/20. Employers can choose to pay employees meeting Paid Sick Leave eligibility prior to 4/1/20, but will not be eligible for Tax Credits for amounts paid before 4/1/20.</p>
<p>Can a person draw unemployment as well as pay under the ESLPA and EFMLEA at the same time?</p>	<p>Not at the same time. Employees are only eligible for unemployment if laid off, RIF, or company has closed. ESPLA and EFMLEA are paid to those still employed, and they cannot receive both simultaneously.</p>
<p>When does the pay under the ESLPA and EFMLEA start</p>	<p>4/1/20.</p>
<p>I want to take care of my employees. As a small business, I don't know if or for how long we can pay them if we are shut down. What kinds of relief are available to small businesses, and is there some reimbursement we could count on?</p>	<p>Yes, there will be assistance for small businesses in the stimulus package, as well as tax credits for any payments to employees for ESLPA and EFMLEA between 4/1/20 - 12/31/20.</p>
<p>Do you have any tips for communicating this information to employees? There is a lot of confusion around how to take sick leave, what will be paid and what won't. Would you do a company newsletter? Or hold a meeting? And then it's changing regularly - won't that be frustrating for them if we change it every week?</p>	<p>We are working on a summary and will send out by the end of the week with information currently available. Information is being changed and updated frequently, but it is always best to share as much information as possible with employees, explaining that you will provide updates as you receive them. Employees hear a lot of information in the media and social media, and you can alleviate some</p>

	<p>confusion and anxiety by sharing as much accurate, factual information as you have.</p>
<p>After April 2, Can an employee who is caring for a child due to school/daycare closing receive 2/3 pay under the Emergency Paid Sick Leave act for 10 days and then be granted expanded FMLA and be paid 2/3 after ten days of unpaid for up to 10 weeks?</p>	<p>Yes, if they meet eligibility requirements and choose to. Employers cannot force employees to take paid time for the first 10 days; they may take it as unpaid time.</p>
<p>Some of our employees are working remotely right now but others are still in the office. Our managers are struggling to keep up with everyone.</p> <p>Are you aware of any training or consulting programs that are offered online to help them adapt to these new situations?</p>	<p>We are already offering remote consulting programs to help business owners, HR professionals, and management teams address immediate issues.</p> <p>Our management training programs can also be delivered remotely.</p> <p>Schedule your free 2-hour consultation with us if you think these options would be helpful for your business.</p>
<p>If our government issues a mandated lockdown and non-essential businesses are forced to close indefinitely, would that qualify employees for payment under the required 80-hr paid sick leave act? And/or, is anyone aware of how long it is currently taking for unemployment benefits to commence if one is laid off due to mandatory shut down?</p>	<p>The 80 hours of paid sick leave is only for employees who have been diagnosed with, or have symptoms of COVID19, caring for someone diagnosed or with symptoms, or caring for children out of school/child care due to closing. Unemployment benefits would be available if a business closes. Wait time for unemployment varies by state, but seems to average around 2-3 weeks after all information is submitted. Employees with mass layoffs, or multiple employees, can help employees with the unemployment process by submitting a spreadsheet to the state with required information, eliminating the need for each employee to file for unemployment. Employees</p>

	will still need to recertify online each week to continue benefits until returning to work.
When you send that document with information about the HR guidelines, can you also share a list of the tools that you're recommending?	Yes.
<p>If employees are working from home, are we required to reimburse them for internet usage?</p> <p>Can they use their personal computers and cell phones or do we have to provide them?</p>	<p>Most people now have home internet and unlimited use on cell phones. If employees incur additional technical or data charges due to requirements needed to work remotely, companies should consider reimbursing for added expenses to employees, but not required.</p> <p>Employees can use personal computers and cell phones for work, as long as company systems allow access using personal devices.</p>
Are you going to be doing another webinar soon?	Yes, this pandemic is shifting things constantly for everyone and we want to continue to be a resource for you. We'll send you an invite when we host the next one.
If I have more questions after this, can I contact you?	<p>Absolutely! You can:</p> <ul style="list-style-type: none"> ● Email Mike at: mike@bench-builders.com ● Email Rhonda at: rhonda@bench-builders.com ● Or schedule a 2-hour free consultation.

Tips Shared by Attendees

"If it helps anyone, at least once a year I have my employees fill out an emergency contact sheet, complete with allergies/information they might want us to convey to emergency personnel if necessary. It's comforting to know I can reach family if an employee is injured or becomes ill while under my watch, and it's another avenue of contact if I am unable to reach an employee that they themselves have given me."

— Anonymous Attendee

"You can use Google Forms to quickly and easily collect employee contact information remotely - it will pop all the answers into a Google spreadsheet so you can import it into email software or EZTexting."

— Christina Hooper