FOLEY & FOLEY PC
ATTORNEYS AT LAW

COVID-19 Infectious Disease Response Toolkit

With the rapidly spreading COVID-19 virus and increased flu rates, we know organizations want to stay ahead of these issues and their effect on the workplace. Recognizing that strict policies may not be sufficient to mitigate the risk of spreading infectious diseases, we have developed a framework for a comprehensive response plan that can be tailored to fit your organization's unique needs.

Our Infectious Disease Response Toolkit includes the following:

1. Comprehensive outline for a sick leave strategy incorporating the FFCRA
   - *Covers Risk Assessment, Administrative Controls, Recommendations from the CDC, How to count leave under the new FFCRA, and how to manage employees who test positive for COVID-19 along with a comprehensive checklist.*
2. Sample Notice from Leadership with Human Resources Talking points
   - *General notice of COVID-19 response with HR updates including: contracting COVID-19, taking care of a family member, travel policy, remote work arrangements, company meeting policies, and how to avoid sickness.*
3. Sample Notice from Leadership confirming a case of COVID-19
   - *What happens if you feel the symptoms, the disinfection process, closure procedures if necessary, and those uncomfortable returning to work.*
4. Written COVID-19 Response Plan
   - *How to prevent the illness, tips on staying calm amid COVID-19 anxiety, telework procedure, leave of absences, those with an increased risk level, and what to do when illness happens.*
5. Guidance Recommendations for Slowing the Spread of COVID-19
   - *Respiratory etiquette, handwashing techniques, proper disinfection, and social distancing guidelines.*
6. Recommended Posters and Infographics on good hygiene and other risks
   - *Official CDC posters regarding germs, stay at home recommendations, and handwashing guidelines.*
7. Sample Medical Certification for a fitness for duty return to work
   - *Form to be filled out by a health care provider in order to return to work.*
8. Frequently Asked Questions – F&F
   - *Compilation of our most frequently asked question on the COVID-19.*
9. Remote Working Survey and Remote Working Expectations Agreement
   - *Helps employers determine which positions can work remotely and an agreement outlining the obligations of the employee while working remotely.*

Coronavirus is a pressing and potentially complicated workplace issue. We believe this Toolkit will be a valuable foundation for your organization to address these issues. As always, please contact us with any questions or concerns. We also update the contents from time to time as needed with no additional cost. We can help.