

Your Flexible Workplace Headquarters

In the wake of the tumultuous pandemic years, businesses are looking to develop more flexible working systems. For many workplaces, this is a new landscape which urgently calls for simplification of the many issues a return to the office brings. Employers need to implement policies and practices to ensure: (1) safety, (2) continuity, (3) equity and (4) clarity for their entire staff.

As a law firm dedicated exclusively to representing employers, we constantly work to create tools to help your workplace. Please see the fixed fee services below to meet your needs within our **Multidimensional Workplace à la carte Menu**.

1. RETURN TO THE WORKPLACE POLICIES

The current climate surrounding the COVID-19 pandemic, along with CDC guidance, has resulted in many non-essential businesses returning employees to the office. Some businesses are fully reopening, others are adopting a hybrid work schedule and still others are electing to remain fully remote. Regardless of the plan, all businesses are looking for best practices to ensure a return that affords employees a smooth and safe transition.

With change comes uncertainty and potential conflict. Remote and hybrid working arrangements involve a risk of losing touch with employees who are not in the office every day. In office arrangements can eliminate the flexibility that employees have enjoyed the past several years. Policies and practices that ensure good communication and clear guidance in these times of transition and uncertainty are vital to success in the modern workplace.

With this in mind, we have created policies covering the best practices for whatever path a business elects to follow:

- A. Phased Reopening Policy (includes a notification letter to staff)
- B. Hybrid Workplace Policy (includes a notification letter to staff)
- C. Remote Workplace Policy (includes a notification letter to staff)

2. OSHA SAFETY CHECKLIST

Many employers are surprised to hear that OSHA regulations can apply to even general industry. OSHA's general duty clause requires that employers provide a workplace that is healthy, safe and free from recognized hazards. With this OSHA safety checklist, you can ensure that you are identifying and considering all potential hazards in the workplace— the first step to providing a safe workplace.

3. INFECTIOUS DISEASE POLICY

Several OSHA standards and directives are directly applicable to protecting workers against transmission of infectious agents. COVID-19 has opened everyone's eyes to the risks of infectious disease in the workplace, and the costs to an employer can be significant. Our Infectious Disease Policy will provide you with an OSHA compliant policy to address infectious disease and take appropriate precautions in the workplace.

4. BUSINESS TRAVEL POLICY

As COVID-19 cases decline, business travel will increase. With increased travel comes increase risk of exposure to the virus. Businesses need to ensure that their traveling employees are safe and operate in ways to protect themselves and others. As a result, businesses are ready to adopt a Travel Policy that accounts for our new reality. This policy covers the issues that will impact your company and your employees as they begin to increase their travel.

5. MANAGER TRAININGS (30-minute best practice webinars to guide managers)

The best way to ensure compliance in the workplace is through training. All the policies and procedures are meaningless if they are not followed. We have developed short, effective training that works.

- A. HOW TO MANAGE REMOTE AND HYBRID WORKERS: In this training we review how to work with remote employees, the best communication methods, how to hold employees accountable and how to engage in their work. We also discuss the importance of setting expectations and helping employees understand their role in communication.
- B. AVOIDANCE OF PROXIMITY BIAS: One of the issues that can plague a remote work or hybrid work environment is proximity bias. This means paying attention, giving promotions or benefits to employees who are in-person versus those who are remote. This training will raise awareness for your supervisors and ensure all employees are treated the same.
- C. ADDRESSING POOR PERFORMANCE BY REMOTE AND HYBRID WORKERS: This training reviews the resources available to supervisors and Human Resources in addressing performance or behavior issues with remote employees. We will go over the best tool for the situation and discuss how to approach the issues with fairness and accountability.

508-548-4888

WWW.FOLEYLAWPRACTICE.COM

QUESTIONS@FOLEYLAWPRACTICE.COM

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