Sample Policy for Employers   
*Please Customize for Your Organization*

**[COMPANY] Policy - Coronavirus (COVID-19)**

**Temporary Telecommuting Arrangements**

**[EFFECTIVE IMMEDIATELY]**

This policy is effective [IMMEDIATELY] and expires only upon future notice from the [PRESIDENT] at the company’s discretion.

Due to the current COVID-19 (coronavirus) outbreak, many employees are inquiring about the ability to work from home. [COMPANY NAME] is implementing [VOLUNTARY] temporary telecommuting arrangements for employees whose job duties are conducive to working from home, although, do not regularly telecommute. However, there are some positions at [COMPANY] that require the employee to be physically present in the workplace. These employees are defined as essential personnel.

Essential personnel are expected to report to work as scheduled unless otherwise notified. Regular leave policies and procedures should be followed for employees who are unable to report to work.

Essential personnel include the following positions:

[INSERT POSITION TITLES]

Positions approved to work from home temporarily include the following:

[INSERT POSITION TITLES]

Additional positions may be considered on a case-by-case basis.

These arrangements are expected to be short term, and [COMPANY] will continue to monitor guidance from health officials and the need for remote work arrangements. Employees should not assume any specified period of time for telework, and [COMPANY] may require employees to return to regular, in-office work at any time.

Should the current health crisis warrant, [COMPANY] may require all employees, with the exception of essential personnel, to work from home. Employees should be proactive with department managers in preparing for these circumstances to ensure they have the resources necessary to work remotely.

Employees agree to be accessible by phone, email, or voicemail within a reasonable time period during this specified period of telework.

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to record all hours worked in a manner designated by the Company. In accordance with state and federal requirements, hours worked in excess of those specified per day and per work week will require the advance approval of the supervisor.

Telecommuters will also be expected to comply with applicable company policies (e.g. conflict of interest, confidentiality, privacy, moonlighting, safety, drugs and alcohol, and the like).

Equipment supplied by the Company is to be used for business purposes only. Employees will maintain equipment they have supplied. Consistent with company expectations of information security for employees working at the office full-time, telecommuting employees will be expected to ensure the protection of proprietary company information accessible from their home office. Steps include, but are not limited to, use of locked file cabinets, and desks; regular password maintenance; and any other steps appropriate for the job and the environment.

Injuries sustained by employees while at their home work locations and in conjunction with their regular work duties are normally covered by the company’s workers’ compensation policy. Telecommuting employees are responsible for notifying Human Resources of such injuries in accordance with workers’ compensation procedures.

An appropriate level of communication between the telecommuter and manager will be agreed to as part of the discussion process.

Telecommuting is not designed to be a replacement for appropriate child care or elder care. However, we have been notified that various school districts across the country are being temporarily closed due to virus containment. As many of us are parents, we understand that unexpected school closures pose additional challenges as last minute childcare can be difficult to obtain. Although an individual employee’s schedule may be modified to accommodate childcare or eldercare needs, the focus of the arrangement must remain on job performance and meeting business demands.

The below policies are in response to relevant information published by the Center for Disease Control (CDC) and the World Health Organization (WHO) to address coronavirus (COVID-19), as well as the state of emergency declared in [STATE] on [DATE].

1. All employees shall notify [COMPANY]’s human resources department if any employee or visitor fits into one of the categories described in clauses (a) – (d) below:
2. if such person or a member of such person’s household has returned in the last 14 days from travel that included a county subject to a Level 3 or 4 Travel Advisory from the United States State Department or a Level 2 or 3 Travel Health Notice from the CDC (currently China, South Korea, Iran, Italy or Japan);
3. if such person has been in close contact with someone who has traveled from one of those countries in the last 14 days;
4. if such person has a fever or flu-like symptoms; or

(d) if such person has been exposed to COVID-19.

1. All domestic and international travel for [COMPANY] business shall be pre-approved by [PRESIDENT or HR REPRESENTATIVE]. If you travel without pre-approval, you do so at your own risk. If you are scheduled to travel for business, but feel uncomfortable doing so, you are not required to make the trip.
2. All business meetings should be conducted using our teleconferencing provider [INSERT TECHNOLOGY PROVIDER]. All in-person business meetings must be pre-approved by [PRESIDENT or HR REPRESENTATIVE]. If you attend an in-person business meeting without pre-approval, you do so at your own risk.
3. Any employee who experiences symptoms of the coronavirus disease, which may include fever, cough, shortness of breath, or a persistent cough accompanied with a fever, and that are found on the CDC’s website (link below) is encouraged to seek appropriate medical care.

<https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>

1. Any employee diagnosed with coronavirus (COVID-19) must immediately notify human resources.
2. Sick days related to an employee diagnosed with coronavirus will be treated on a case-by-case basis at the discretion of the company. A doctor’s note will be required.
3. [COMPANY] adheres to all federal, state and local regulations and all employees are expected to comply with such regulations while conducting company business. This includes, but is not limited to, all declared state of emergency sanctions and quarantine mandates and procedures.

This is an unprecedented situation that continues to evolve, and the company reserves the right to modify its policies as needed for the wellbeing of its employees. The safety and security of our employees is a priority and we urge everyone to take precautions necessary to remain healthy and safe.

Please let your manager know if you have any questions.