

**EMPLOYER RESPONSE PLAN CHECKLIST (CORONAVIRUS/COVID-19)**

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| <p><b>Conduct Risk and Resource Assessment</b></p>                | <ul style="list-style-type: none"> <li>• Evaluate health and safety concerns specific to your business (bathrooms, elevators, breakrooms, public access areas, travel, customers, etc.)</li> <li>• Evaluate available resources and technology</li> <li>• Develop action plan to combat health and safety concerns specific to your business</li> </ul>  |
| <p><b>Establish Response Team</b></p>                             | <ul style="list-style-type: none"> <li>• Establish responsibilities and team communication strategy</li> <li>• Identify “point person” for internal communications and external communications</li> </ul>  |
| <p><b>Establish Internal Communication Strategy</b></p>           | <ul style="list-style-type: none"> <li>• Methods and strategy for communicating with employees. Often involves a combination of emails, texts, phone, intranet postings, flyers/ posters, leader talking points, FAQs, etc.</li> <li>• Direct employee questions and feedback to “point person” for internal communications</li> </ul>   |
| <p><b>Establish External Communication Strategy</b></p>           | <ul style="list-style-type: none"> <li>• Process and strategy for communicating with external parties, including customers, media, shareholders, suppliers, local community, health care providers, analysts, retirees, union representatives, etc.</li> <li>• Direct external questions and feedback to “point person” for external communications</li> </ul>   |
| <p><b>Develop Employee Communications</b></p>                     | <ul style="list-style-type: none"> <li>• Provide information from authoritative resources (e.g., CDC)</li> <li>• Communicate steps employer is taking to protect health and safety of employees</li> <li>• Communicate steps employees should take</li> <li>• Identify relevant employee policies (telework policy, sick and leave policies, privacy policy)</li> <li>• Identify resources available to employees, including, if relevant, employee benefit programs</li> </ul>                                    |
| <p><b>Establish/carryout personnel policies and practices</b></p> | <p>Policies and practices to consider as part of Response Plan include:</p> <ul style="list-style-type: none"> <li>• Infectious Disease Control Policy</li> <li>• Paid or unpaid sick leave policy</li> <li>• PTO</li> <li>• Telework policy with guidelines and expectations</li> <li>• Travel (personal and business) policies</li> <li>• Social distancing recommendations</li> <li>• Leave administration</li> <li>• Benefit plan considerations (e.g., waive cost-sharing for related health care)</li> </ul> |